

Purpose of form:

This form must be submitted for all applicants seeking a property tax abatement for the installation of a green roof. It must be completed by all the responsible individual(s) as set forth in Department of Buildings' rule 1 RCNY 105-01.

The completed PTA3 shall be submitted with the request for alteration application sign-off relating to the installation of a green roof; and must be received by the Department of Buildings by March 15th in order to qualify for a property tax abatement to take effect on July 1st of the same calendar year.

Note:

Please note that construction documents submitted for the alteration application relating to the installation of a green roof must be complete to support this tax abatement application. For additional information see Title 4-B of Article 4 of the New York State Real Property Tax Law, Department of Buildings' rule 1 RCNY 105-01, and other Department communications regarding the property tax abatement program. If the documents do not conform to required standards then a filed and approved Post Approval Amendment to the alteration application may be required prior to acceptance of the PTA3.

1 Location Information of Green Roof

- Location refers to the place where the green roof will be installed. Complete and accurate information is required for the property location of the green roof. The property location should be listed exactly as it appears in our Building Information System Online Database, BISWeb. Information missing or inconsistent with the location established during the work application process, might delay or prevent processing of this property tax abatement application.

2 Applicant for Property Tax Abatement Information

- The applicant for property tax abatement refers to the owner or ownership of the eligible building applying for the property tax abatement as defined in 1 RCNY 105-01. The information provided in this section must include the name and contact information of a) the building owner, or b) board of managers of a condominium or board of directors of a cooperative apartment.
- When applicable, the required information (in the authorized representative sections) must be provided for the individual authorized to represent the building owner or board.

3 Permit Information

- In this section provide the Department of Building's BIS Job Number for the alteration application related to the green roof.
- For any electrical application related to the green roof, provide the electrical permit a) number b) issuance date and c) sign-off date.

4 Applicant of Record Information

- The applicant of record refers to the Professional Engineer (PE) or Registered Architect (RA) who files the alteration application related to the green roof. Provide all required information including name, contact and New York State license number.

5 Professional Certifying this PTA3 Application

- This section refers to the Professional Engineer (PE) or Registered Architect (RA) who certifies the green roof property tax abatement application. Provide all required information in this section.

6 General Contractor Information

- Provide all required information for the General Contractor responsible for the work described in the alteration application for the installation of the green roof. The construction supervisor must be named in this section.

7 Maintenance Plan Author Information

- The Professional Engineer (PE), Registered Architect (RA), licensed/registered landscape architect or qualified horticulturist (as per 1 RCNY 105-01), who prepares the green roof maintenance plan, must provide all required information in this section.

8 Installer of Green Roof System

- The individual responsible for installing the green roof (planting medium, plants) must provide all required information in this section.
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9 Roof Information

- Provide the measurements for the roof and green roof space in this section.

10 Professionals' Certification of Compliance

- All statements must be reviewed in detail by the registered design professional prior to certification. The registered design professional must sign, date and seal this section.

11 Applicant for Property Tax Abatement Agreement

- All statements must be reviewed in detail by the applicant for property tax abatement prior to certification. The applicant for property tax abatement must be the same as identified in Section 2. The applicant must sign and date this section certifying they have read, understand and agree to the provisions stated.
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