



Department of City Planning
 120 Broadway 31st Floor New York, NY 10271
 APPLICATION # _____
 (TO BE ASSIGNED BY DCP)

Notice of Intent to Acquire Office Space
 Filed Pursuant to Sec. 195 of the NYC Charter
 DATE _____

APPLICANT
 AND
 REPRESENTATIVES

1. _____
 NAME OF APPLICANT

 ADDRESS

 CITY STATE ZIP

 TELEPHONE

 EMAIL ADDRESS

2. _____
 DCAS CONTACT PERSON FOR THIS APPLICATION

 ADDRESS

 CITY STATE ZIP

 TELEPHONE

 EMAIL ADDRESS

3. _____
 INTENDED AGENCY

 ADDRESS

 CITY STATE ZIP

 TELEPHONE

 EMAIL ADDRESS

4. _____
 INTENDED AGENCY CONTACT

 ADDRESS

 CITY STATE ZIP

 TELEPHONE

 EMAIL ADDRESS

SITE DATA

5. _____
 STREET ADDRESS BOROUGH CD

 TAX BLOCK/LOT(s) ZONING MAP ZONING DIST

 TOTAL BLDG SQ FT/ # OF FLOORS SQ FT TO BE ACQUIRED/ SPECIFY FLOOR(S)

DESCRIPTION
 OF
 PROPOSAL

6. _____
 AGENCY AND/OR OFFICE INTENDED TO USE SITE

 CURRENT LOCATION, IF ANY

IN SEPARATE ATTACHMENT PLEASE GIVE BRIEF DESCRIPTION OF

1) FUNCTION(S) TO BE PERFORMED AT SITE
 2) NUMBER OF EMPLOYEES TO BE AT SITE
 3) IF APPLICABLE REASON FOR MOVING OR EXPANSION

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

FAIR
 SHARE

7. Please include a detailed statement and supporting material such as maps and other information describing how the proposed site addresses each of the criteria of Article 7 of Criteria for the Location of City Facilities (Fair Share Criteria) as adopted by the City Planning Commission on December 3, 1990.

IS SITE LISTED IN STATEMENT OF NEEDS? YES NO

IF LISTED, INDICATE YEAR _____ AND PAGE # _____

ENVIRONMENTAL
 REVIEW

8. This NOTICE OF INTENT was received pursuant to the New York Environmental Quality Review Act (SEQRA) and the SEQRA regulations set forth in volume 6 of the New York Code of Rules and Regulations, Section 617.00 et. seq. and the New York City Environmental Quality Review (CEQR) procedures set forth in Executive Order No. 91 of 1971

THE APPLICATION WAS DETERMINED TO BE:
 TYPE II EXEMPT

REQUIRED
 ATTACHMENTS

9.

1) ZONING SECTIONAL MAP(S) SHOWING EXISTING AND PROPOSED SITE
 2) TAX MAP SHOWING PROPOSED SITE
 3) DCAS VERIFICATION THAT NO CITY OWNED PROPERTY IS AVAILABLE
 4) PHOTO

SIGNATURE
 APPLICATION
 MUST BE
 SIGNED BY
 APPROPRIATE
 INDIVIDUAL

10. _____
 NAME OF APPLICANT, AGENCY HEAD OR THE AUTHORIZED REPRESENTATIVE

 TITLE OR POSITION SIGNATURE

 NAME OF ORGANIZATION OR AGENCY DATE

ADMINISTRATIVE
 CODE
 SECTION 151-9.0

11. ANY PERSON WHO SHALL KNOWING MAKE A FALIST REPRESENTATION OR WHO KNOWINGLY FALSIFY OR ALLOW TO BE FALSIFIED ANY FORM, MAP, REPORT OR OTHER DOCUMENT SUBMITTED IN CONNECTION WITH THIS APPLICATION SHALL BE GUILTY OF AN OFFENSE PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH, PURSUANT TO SECTION 1151-9.0 OF THE CITY OF NEW YORK ADMINSTRATIVE CODE.