



**City of New York
Board of Standards and Appeals**
40 Rector Street, 9th Floor
New York, NY 10006-1705
 Phone: (212) 788-8500
 Fax: (212) 788-8769
www.nyc.gov/bsa

SPECIAL ORDER CALENDAR (SOC)
Application Form

BSA APPLICATION NO. _____

Section A

**Applicant/
Owner**

NAME OF APPLICANT			OWNER OF RECORD		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
AREA CODE	TELEPHONE		LESSEE / CONTRACT VENDEE		
AREA CODE	FAX		ADDRESS		
EMAIL			CITY	STATE	ZIP

Section B

Site Data

STREET ADDRESS (INCLUDE ANY A/K/A) _____ aa

DESCRIPTION OF PROPERTY BY BOUNDING OR CROSS STREETS _____

BLOCK	LOT(S)	BOROUGH	COMMUNITY DISTRICT	LANDMARK/HISTORIC DISTRICT
CITY COUNCILMEMBER	ZONING DISTRICT <i>(include special zoning district, if any)</i>		ZONING MAP NUMBER	

Section C

Description

(LEGALIZATION YES NO IN PART)

Section D

Actions

APPLICATION IS HEREBY MADE TO:

- Waive of the Rules of Practice and Procedure (*Explain in your statement*)
- Extension of Time to:

Complete construction	Obtain a Certificate of Occupancy	Expiration Date: _____
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- Amendment to Previous Board Approval
- Extension of Term of the:

Variance	Special Permit	For a term of ____ years	Expiration Date: _____
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- Other (*Explain in your statement*)

Authorizing Section(s) of the Zoning Resolution:

§ 11-411 § 11-412 § 11-413 §§ 72-01 and 72-22 § 73-11 Other _____

Section E		YES	NO
Department Of Buildings Information	1. Have plans been filed?		
	2. Have plans been approved?		
	(If Yes, Date Approved _____)		
	3. Has a permit been obtained?		
	(If Yes, Permit No. _____ Date Issued _____)		
	4. Is work in progress?		
	(If Yes, Percentage of work completed _____%)		
	5. Has a temporary or permanent Certificate of Occupancy been obtained?		
	(If Yes, Expiration Date _____ Attach a copy)		
If you have answered "No" to any of these questions, include a paragraph in your statement describing the reason(s) for delay and the projected schedule of completion.			

Section F	
Board History	List all prior Board actions associated with the subject Zoning Lot and attach one copy of each resolution:
	On _____, when the Zoning District was _____, an application was granted by the Board under Section _____ to permit:

Section G		YES	NO
Inspection and Compliance	1. Have you reviewed the Board's case file?		
	2. Have you recently inspected the premises and surrounding area?		
	(If Yes, date of most recent site inspection _____)		
	3. Did you find:		
	a. Compliance with the terms and conditions of the Board's resolution?		
	Attach a completed Certificate of Inspection and Compliance		
	b. Any significant condition changes (e.g. rezoning, city map amendments, recent developments) within the affected area since the Board's last action on this application?.....		
If the answer is "yes" to any of the questions below, explain further in your statement.			
	4. Is there currently a proposal before the City Planning Commission to change the subject Zoning District, or any other action which includes the premises?		
	(File / CP No. _____)		
	5. Are there any outstanding violation(s) on the premises?		
	(If Yes, submit a DOB BIS printout)		
	6. Is there any other application before the Board which affects the premises?		
	(If Yes, Cal No. _____)		
	7. Is there any other application at any government agency which affects the premises?		

Section H	I HEREBY AFFIRM THAT BASED ON INFORMATION AND BELIEF, THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN THE PAPERS ARE TRUE.		
Signature	_____		
	<i>Signature of Applicant, Corporate Officer or Other Authorized Representative</i>		
	_____	_____	_____
	<i>Print Name</i>	<i>Title</i>	NOTARY PUBLIC
			SWORN TO ME THIS _____ DAY OF _____ 20____