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Manhattan Community Board Eleven City Properties and Zoning Checklist

Procedures Required Before Presenting to the City Properties and Land Use Committee

Dear Applicant:

Please read this entire document carefully and completely.

The City Properties and Zoning Checklist must be completed and submitted fourteen (14) days prior to the next scheduled meeting of the Manhattan Community Board 11 City Properties and Land Use Committee. Please note, all Checklists are due back at the Board Office, 1664 Park Avenue, New York, NY 10035 by 4:00 PM of the due date. Submission of a Checklist does not ensure immediate review by Committee.

The District Manager and the Chairperson of the City Properties and Land Use Committee will review your checklist only if it is submitted before the deadline date. The Committee will only review your request if it meets all of the following criteria for completeness:

1. Your request for site control is for an uncommitted City-Owned lot OR for a zoning change or variance
2. The applicant has identified a development team and secured tentative commitments for funding
3. The checklist is completed accurately.
4. ALL attachments are enclosed (as identified in Section 7.0).

If your request does not meet these requirements, Manhattan Community Board 11 will seek to provide you with technical assistance in preparation for a future presentation.

SECTION 1.0 – LETTERS OF SUPPORT**Section 1.1 – Letters of Support for Site Control**

Letters of support for site control can be requested for City-owned sites that are determined to be available for disposition through a negotiated sale or Request for Proposal (RFP). Proof of the site's availability must be furnished by the applicant (i.e. letter from sponsoring City agency such as HPD or EDC). Manhattan Community Board 11 will review the applicant's qualifications and decide on the request for site control based on their ability to meet the *Manhattan Community Board 11 Affordable Housing Development Guidelines* (please see attached). Requests for a Manhattan Community Board 11 letter of support for site control are reviewed by the City Properties and Land Use Committee. Applicants must appear before the Committee and provide 30 copies of this completed City Properties and Zoning Checklist, along with all other documents and material requested in Section 7.0 of this checklist.

Section 1.2 – Letters of Support for Zoning Changes and Variances

Letters of support for zoning changes or zoning variances can be requested of the City Properties and Land Use. Applicants requesting zoning variances must provide a Board of Standards and Appeals (BSA) Application Number and all relevant BSA documents. Applicants requesting a zoning map change must provide proof that the Department of City Planning has certified, or will entertain the request for certification of a ULURP application. Decisions on the request for a zoning change or variance will be based on the applicants ability to meet *Manhattan Community Board 11 Affordable Housing Development Guidelines* (please see attached), specifically Section 5 titled "Density and Zoning". Applicants who appear before the City Properties and Land Use Committee must provide 30 copies of this completed City Properties and Zoning Checklist, along with all other documents and materials requested in Section 7.0 of this checklist.

Section 1.3 – Manhattan Community Board 11 Letter of Support Conditions

1. Manhattan Community Board 11 letters of support for site control are valid only for a 12-month period after Full Board approval. A project sponsor must return for an extension before the end of 12 months, or if the project has changed since it was first presented to Manhattan Community Board 11. Manhattan Community Board 11 reserves the right to re-issue a letter of support to any entity it desires after the expiration period.
2. Manhattan Community Board 11 letters of support may have precise conditions or stipulations per the requirements of the Board.

Please continue to the next page.

SECTION 2.0 – TYPE OF REQUEST

Please check applicable item(s):

- _____ Housing Development
- _____ Rehabilitation of City Property
- _____ Rehabilitation of Private Property
- _____ Purchase of Vacant City-Owned Property
- _____ Business/Commercial Development
- _____ Request for Zoning Change or Variance
- _____ Interim Site Use (month-to-month lease only)
- _____ Parking _____ Private _____ Public
- _____ Community Gardens _____ Other _____
- _____ Other _____

Date Submitted to Manhattan Community Board 11 _____ / _____ / _____

SECTION 3.0 – APPLICANT INFORMATION

Name of Group: _____

Exec. Dir/Pres./CEO: _____

Project Contact Person: _____ Email: _____

Address: _____ Room: _____ Title: _____

Telephone Number: (_____) _____ Fax: _____

Agency Telephone #: (_____) _____ Fax: _____

Name of Project (if any): _____

Have you, or your group, appeared before the City Properties and Land Committee before: _____

Section 3.1 – Developer

DEVELOPER: _____ Email: _____

Address: _____ Room: _____ Zip Code _____

Telephone Number: (_____) _____ Fax (_____) _____

Will you hire workers from East Harlem? Yes _____ No _____

Prior Experience: _____

Section 3.2 – General Contractor

GEN. CONTRACTOR: _____ Email: _____

Principal: _____

Address: _____ Room: _____ Zip Code _____

Telephone Number: _____ Fax: _____

Will you hire workers from East Harlem? Yes _____ No _____

Will you pay prevailing wages: _____

Prior Experience: _____

What percentage of your contract/subcontract values will be locally based: _____

What percentage of your contract/subcontract values be M/WBE's: _____

Do you hire union workers: _____

Will you work to create a union Apprenticeship program for local residents: _____

Section 3.3 – Building Management

MANAGEMENT: _____
 Principal: _____ Email: _____
 Address: _____ Room: _____ Zip Code _____
 Telephone Number: _____ Fax: _____
 Will you hire workers from East Harlem? Yes _____ No _____
 Other buildings under same management: _____

Section 3.4 – Architect

ARCHITECT: _____
 Principal: _____ Email: _____
 Address: _____ Room: _____ Zip Code _____
 Telephone Number: _____ Fax: _____
 Prior Experience: _____

 Are you utilizing local architects: _____

SECTION 4.0 – LOCATION OF PROJECT

Block and Lot(s): _____
 Address: _____
 Between (Street/Ave): _____
 Building Size: _____ Existing Units, if occupied _____
 Vacant Lot Size: _____
 Square Footage: _____
 Describe Property: _____ Zoning _____
 Who currently has site control or owns property: _____
 Do you own adjacent property: _____

SECTION 5.0 – HOUSING DEVELOPMENT

(If you are requesting a letter of support to build housing please complete this entire section)

Section 5.1 – Description

Is this in response to an RFP/RFQ/NOFA? _____ If yes, which one _____
 Issued by which government agency: _____
 Due Date: _____
 Under what Program: _____
 What Funds: _____
 Is the property being disposed through a sole source negotiated sale: _____
 What is the estimated cost of the land sale: _____
 Pre-Development Cost: _____ By whom: _____
 How much money has been invested in this project? Private: _____ Public: _____
 By Whom: _____
 Will the housing be rental or homeownership: _____
 Condominiums or Cooperatives: _____

Section 5.2 – Housing Rent Schedule

Number of Units	Size of Units (sq. ft.)	Proposed Rent/Sale Cost
Studio Apartments: _____	_____	\$ _____
1-Bedroom Apartments: _____	_____	\$ _____
2-Bedroom Apartments: _____	_____	\$ _____
3-Bedroom Apartments: _____	_____	\$ _____
Total Number of Units: _____		

SECTION 6.0 – BUSINESS AND COMMERCIAL DEVELOPMENT

(If you are requesting a letter of support to build business or commercial space please complete this entire section. Also complete this section if you are building a housing development which will include commercial space.)

Section 6.1 – Description

Type of Business: Retail _____ Commercial _____ Office _____
Proposed square feet: Retail _____ Commercial _____ Office _____
Is this in response to an REP/RFQ/NOFA? _____ If yes, which one _____
Issued by which government agency: _____
Due Date: _____
Under what Program: _____
What Funds: _____
Is the property being disposed through a sole source negotiated sale: _____
What is the estimated cost of the land sale: _____
Pre-Development Cost: _____ By whom: _____
How much money has been invested in this project? Private: _____ Public: _____
By Whom: _____

Section 6.2 – Commercial Rent and Use

Commercial rent per square foot (include ranges if rent will vary): _____
Total Commercial Square Footage: _____
Number of Proposed Commercial Units: _____
Type of Proposed Commercial Tenant: _____
Will qualified Manhattan Community Board 11 businesses be given first preference: _____

SECTION 7.0 – ZONING CHANGE OR VARIANCE

(If you are requesting a letter of support for a zoning change or variance please complete this section. Please note, if you plan to also build additional housing or commercial/business space as a result of the zoning change or variance, complete Sections 5.0 and/or 6.0)

Board of Standards and Appeals (BSA) Application Number: _____
Current Zoning: _____
Requested Zoning: _____
Will there be a change in Land Use (describe): _____ Please describe in detail the purpose of the zoning change or variance: _____
Pre-Development Cost: _____ By whom: _____
How much money has been invested in this project? Private: _____ Public: _____
By Whom: _____

SECTION 8.0 – POST-CONSTRUCTION LOCAL HIRING

What percentage of your post-construction retail/commercial employment will be hired from the local community: _____

Have you partnered with a local workforce development organization to train and hire local residents for employment: _____

Please provide examples of local hiring practices from your prior development projects: _____

SECTION 9.0 – GREEN ELEMENTS

Will you utilize the following Green Elements:

Energy efficient technologies (appliances, renewable energy, etc.): Yes _____ No _____

Water efficiency technologies: Yes _____ No _____

Green Roofs: Yes _____ No _____ Total size of Green Roof: _____ sq. ft.

Indoor air filtration/ventilation: Yes _____ No _____

Storm water control: Yes _____ No _____

Reused/recycled construction materials: Yes _____ No _____

Will you seek LEED certification: _____

SECTION 10.0 – OTHER PROJECT AMENITIES

Community room: _____

Ancillary Parking (number of spaces): _____ Accessory Parking (number of spaces): _____

Exterior Amenities: _____

Interior Amenities: _____

Other Amenities: _____

SECTION 11.0 – MARKETING STRATEGY

What is your overall market strategy: _____

Who will you hire for marketing: _____

What previous developments have they brought to market: _____

How will you specifically reach Manhattan Community Board 11 residents and fulfill community preference requirement: _____

What group or organization will conduct the lottery selection: _____

Are you willing to have a Manhattan Community Board 11 appointee present during the lottery selection: _____

What percentage of your units will be set aside for Manhattan Community Board 11 residents: _____

SECTION 12.0 – PROJECT FUNDING

Section 12.1 – Private Contributions

How much private equity will you commit to this project: _____

Private unsubsidized mortgage amount: _____

Private Foundation contribution amount: _____

Section 12.2 – Public Subsidy

How much public subsidy will you acquire for this project: _____

Subsidized First Mortgage Amount: _____

Subsidized Second Mortgage Amount: _____

Please describe in detail your subsidy source, program name, and program requirements, paying particular attention to housing affordability (list each source and program separately; use attached space if necessary):

Section 12.3 – Total Funding

Total subsidized funding: _____ Percentage of total cost: _____
 Total unsubsidized funding: _____ Percentage of total cost: _____
 TOTAL COST OF PROEJCT: _____

SECTION 13.0 – REQUIRED DOCUMENTATION

*(All of the following documents which are applicable to your project are **REQUIRED** for City Properties and Land Use Committee review. Check all completed documents.)*

1. ___ List of Board of Director and their addresses for your organization
2. ___ Non-profit status documentation (501-C3) if applicable
3. ___ Last Annual Audit and Annual Report
4. ___ Letters of support from community groups and businesses in the IMMEDIATE AREA
5. ___ Letter of proof of site’s availability (from HPD, EDC, DCAS, DOT, MTA, NYCHA, etc.)
6. ___ Letter of proof of financing (from subsidy source or financing bank)
7. ___ Project Pro Forma
8. ___ Architectural plans, including floor plans and any architectural exterior renderings
9. ___ An Environmental Review of the site, if it has been already been conducted
10. ___ Boards of Standards and Appeals documents (only for zoning variances)
11. ___ Letter from the Department of City Planning indicating interest in zoning map change (only for zoning map change)

SECTION 14.0 - CERTIFICATION

The Manhattan Community Board Eleven City Properties and Zoning Checklist has been completed with all information available to this applicant. All statements answered by this applicant are true to the best of our ability and knowledge.

Executive Director/President/CEO (print name)

Board Chairperson (print name)

Sign Name

Sign Name

Date ____ / ____ / ____

Date ____ / ____ / ____

DO NOT WRITE BELOW – FOR MANHATTAN COMMUNITY BOARD 11 USE ONLY

REFERRED TO:

City Properties and Land Use Committee

Date _____ / _____ / _____

Date Received: _____ Date _____ / _____ / _____

By Staff: _____

District Manager's Comments:

Complete: _____

Incomplete: _____

Items Missing: _____

Applicant notified: Yes, No Date _____ / _____ / _____

Committee Chair's Comments:

Committee Action:

Date: _____ / _____ / _____ Quorum Present: Y _____ N _____

Approved: _____ Rejected _____ Tabled _____

Vote: FOR _____ AGAINST _____ ABN _____ PNV _____

Referral: _____

STIPULATIONS: _____

Board Action:

Date: _____ / _____ / _____ Quorum Present: Y _____ N _____

Approved: _____ Rejected _____ Tabled _____

Vote: FOR _____ AGAINST _____ ABN _____ PNV _____

Referral: _____

Items Pending: _____

STIPULATIONS: _____

Letter sent to: _____

Date: _____ / _____ / _____

CC: _____

