

Land Use, Landmarks & Zoning Review Information

The Land Use, Landmarks & Planning Committee is responsible for evaluating and coordinating recommendations related to actions requiring public review including, but not limited to:

Common Uniform Land Use Review Procedure (ULURP) Actions

These come before the Community Board for review and recommendation. They must be completed within 60 days of receiving an application and require a public hearing with 20% of full board members and a separate vote at Full Board.

- **Zoning Map Changes** – Changes to the zoning maps outlined in the NYC Zoning Resolution, including district designations and boundaries.
- **Disposition of real property (City-owned property)** – Includes the sale, lease or exchange of City property

Common Non-ULURP Actions

These actions often come before the Community Board for a recommendation but are not required to undergo full ULURP, and the Community Board may choose to make a recommendation.

- **[Zoning Resolution Text Amendments](#)** – Changes to the text of the NYC Zoning Resolution. The review period will be determined by the scheduling of a City Planning Commission hearing but can be as short as 30 days.
- **Designation of Urban Development Action Area (UDAA)** – When an applicant is rehabilitating housing or building new housing on land that used to be owned by the City, they can qualify for a tax exemption if the area is designated as being in need of urban renewal by a City Council vote. These are typically attached to a UDAAP (*see below*). The Community Board may choose to make a recommendation on the designation.
- **[Designation of Urban Development Action Area Projects \(UDAAP\)](#)** – For specific projects within a UDAA, the City Council also approves the project application. The CB may choose to make a recommendation on the UDAA/UDAAP. UDAA/UDAAP recommendations must occur well before the City Council vote, as the Community Board recommendation can influence Council Members' negotiations and decisions on these applications.
- **Minor Modifications to prior approved ULURP actions** – Changes that alter elements of a prior approval, but do not alter or require waivers from the underlying zoning. Minor modifications are referred to the Community Board, which typically have 30 or 45 days in which they may make a recommendation.

Other Common Land Use Actions, Housing Applications, and Certifications

These actions often come before the Community Board for a recommendation, but are not required to undergo full ULURP, and the Community Board may choose to make a recommendation.

- [Zoning Variances and/or Special Permits](#) – Variances and waivers to existing zoning can be sought through the NYC Board of Standards and Appeals (BSA) when an applicant identifies a potential hardship. Community Boards may choose to review and make a recommendation on these items within 60 days of receiving an application.
- **Site Control** – The Site Authorization process is one process that HPD uses to dispose of city-owned property to a potential developer. The Site Authorization process is used when a developer owns property that is adjacent to city-owned property and they want to acquire the city-owned property to develop a larger assemblage for housing or mixed-use developments. HPD’s Site Authorization Committee will review the developer’s proposed project to confirm compliance but HPD will not grant Site Authorization without a letter of support from the respective Community Board (CB). If the CB does not grant a letter of support, the developer can’t proceed with the process. HPD’s Site Authorization letter, if granted, allows the developer to commence with the initiation of the ULURP process. Subsequently, the developer will present the full proposal and renderings to the CB, prior to certification.
- [Inclusionary Housing applications](#) — Applications for the Inclusionary Housing program requires notification to Community Boards, which may review and make a recommendation to the NYC Department of Housing Preservation and Development (HPD). There are 45 days for Community Board review and comment. Common inclusionary housing applications that come before the Community Board include voluntary inclusionary housing for new construction; voluntary inclusionary housing for preservation and rehabilitation; and mandatory inclusionary housing.
- [421-a Property Tax Exemption applications](#) — Applications for 421-a Property Tax Exemptions in projects with more than 20 units require notification to the Community Board, which may review and make recommendations to NYC Department of Housing Preservation and Development (HPD). There are a number of different options available through this program, but generally, applicants receive up to a 35-year property tax exemption in exchange for 25- to 30-percent of dwelling units being set aside for affordable housing. There are 45 days for Community Board review and comment.
- [Certificates of No Harassment](#) — A Certificate of No Harassment (CONH) is required when applicants seek changes in use or occupancy, alterations, or demolition for buildings (1) with Single Room Occupancy (SRO) units; or (2) where a “full vacate” order has been issued; or (3) are participants in HPD’s Alternative Enforcement Program. This requires notification to Community Boards, which may review and make recommendations to the NYC Department of Housing Preservation and Development (HPD) within 45 days. In these cases, the Community Board office contacts community housing and tenant organizations for any history of harassment.
- [Certificates of Appropriateness](#) - A Certificate of Appropriateness ("C of A") is needed if: the proposed work affects the significant protected architectural features of the landmark property;

the proposed work does not conform to the Rules of the NYC Landmarks Preservation Commission (LPC). The types of work include, but are not limited to: (1) additions, (2) demolitions, (3) new construction, (4) removal of stoops, cornices, and other significant architectural features. The public review process requires the applicant to present their proposals to the community board before presenting their proposals to the LPC at a public hearing. Applicants must present the same proposals to the community board and to the commission. The community board will send a letter to the LPC stating that the board supports, opposes or recommends modifications to the application.