



**PTA3: Property Tax Abatement
Application and Agreement
for the Installation of a Green Roof**

Orient and affix BIS
job number label here

Must be typewritten.

NOTE: In accordance with Title 4-B of Article 4 of the New York State Real Property Tax Law and 1 RCNY 105-01, applications 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.

1 Location Information of Green Roof *Required for all applications.*

House No(s)	Street Name	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building
Borough	Block	Lot	BIN
Zoning District			
Number of Stories	Height	ft. Area(s) of Roof(s)	sq. ft.
Real Property Class No.		<input type="checkbox"/> 1	<input type="checkbox"/> 2 <input type="checkbox"/> 4

2 Applicant for Property Tax Abatement Information *See 1 RCNY 105-01 for definition. Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		Taxpayer ID	
Authorized representative: Last Name		First Name	
Authorized representative: Title		Telephone	

3 Permit Information *Required for all applications.*

DOB Construction/BIS Job Number _____

Electrical Permit Number (if applicable) _____ Date of Issuance _____ Date of Sign-off _____

4 Applicant of Record Information *See 1 RCNY 105-01 for definition. Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		NYS License Number	

Choose one: P.E. R.A.

5 Professional Certifying this PTA3 Application *Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		NYS License Number	

Choose one: P.E. R.A.

6 General Contractor Information *Required for all applications.*

Last Name	First Name	Middle Initial	Title
Business Name		Business Telephone	
Business Address		Business Fax	
City	State	Zip	Mobile Telephone
E-Mail		Registration or Tracking Number	
Construction Supervisor: Last Name		First Name	
		HIC No. (if applicable)	

7 Maintenance Plan Author Information See 1 RCNY 105-01 for reference. Required for all applications.

Last Name		First Name		Middle Initial
Business Name			Business Telephone	
Business Address			Business Fax	
City	State	Zip	Mobile Telephone	
E-Mail			NYS License Number	

Choose one: P.E. R.A. NYS Licensed and Registered Landscape Architect

Horticulturist with degree or certificate from _____, which is an accredited training institute. Date of graduation/issuance (MM/DD/YY) ____/____/____.

8 Installer of Green Roof System Required for all applications.

Last Name		First Name		Middle Initial
Business Name			Business Telephone	
Business Address			Business Fax	
City	State	Zip	Mobile Telephone	
E-Mail				

9 Roof Information Required for all applications.

Roof Area	sq. ft.	Eligible Rooftop Space	sq. ft.	Green Roof Space	sq. ft.	Depth of Growth Medium	in.
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10 Professional's Certification of Compliance Required for all applications.

I, a New York State licensed and registered architect or engineer, as represented on this form in section 5 and by my seal and signature below, certify and agree to the following:

- A green roof has been installed on the subject building within eligible rooftop space as defined in Title 4-B, §499-aaa(8), as provided above.
- The subject building is an eligible building in accordance with Title 4-B §499-aaa(7)
- The green roof meets the standards of Title 4-B, §499-aaa(10) and 1 RCNY 105-01.
- A structural analysis of the building has been performed, which establishes that the building can sustain the added load of the green roof in a fully saturated condition.
- Roofing and drainage evaluations have been performed, which establish the building's roof and drainage systems' compliance with applicable law and rules.
- The green roof installation complies with the Fire Code regarding fire fighting access and with height and setback provisions of the Zoning Resolution.
- Choose the statement that applies:
 - Construction drawings were prepared and submitted in conjunction with the alteration application relating to this property tax abatement application. Any required construction work resulting from the structural analysis, and roofing and drainage evaluations certified above, is detailed in approved construction documents, which are consistent with structural calculations provided.
 - Construction documents have not been submitted in conjunction with the alteration application relating to this property tax abatement application, pursuant to 1 RCNY 105-01(e)(1)(ii)(D) and applicable rules. I have performed the required structural analysis as certified above and the building, without modification, meets the applicable laws and rules.
- I have verified that any electrical permit application related to this green roof was properly filled out indicating this is a "Sustainable Energy" project and that, unless this green roof was installed pursuant to an electrical permit issued prior to the effective date of 1 RCNY 105-01, the BIS number listed above is also listed on the electrical permit application form.
- Choose the statement that applies:
 - I prepared the maintenance plan and certify that the maintenance plan complies with the requirements of Title 4-B and 1 RCNY 105-01; and that I provided a copy of such maintenance plan to the property tax abatement applicant.
 - A maintenance plan was prepared by the individual identified in section 7 above, that complies with the requirements of Title 4-B and 1 RCNY 105-01, and I have confirmed that such maintenance plan was given to the property tax abatement applicant.
- To the best of my professional knowledge and belief, no installation of any component of the green roof as defined in Title 4-B § 499-aaa(10), except § 499-aaa(10)(a) and § 499-aaa(10)(c), was commenced prior to August 5, 2008.
- I certify that I have reviewed and inspected the design and completed installation of the green roof system as installed at the above address and as reflected in this application and affirm that, to the best of my professional knowledge and belief, the application and installation comply with Title 4-B of Article 4 of the New York State Real Property Tax Law, and all applicable laws and rules of the City of New York and of other authorities having jurisdiction; and that I approve such installation, as an engineer or architect licensed and registered to practice in the State of New York.

Name (please print) _____ Signature _____ Date _____

P.E. / R.A. Seal (apply seal, then sign and date over seal)

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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11 Applicant for Property Tax Abatement Agreement Required for all applications.

- I, the applicant for property tax abatement as represented on this form in section 2 and by my signature below, certify and agree to the following:
1. This building has not previously received a real property tax abatement under Title 4-B of Article 4 of the New York State Real Property Tax Law.
 2. I agree to allow officials of the Department and any architect, engineer, landscape architect or horticulturalist associated with this green roof property tax abatement project, to access the property and to inspect the green roof and any related structures and equipment at any time upon reasonable notification.
 3. I agree, in the event that the Department finds either non-compliance with the requirements of Title 4-B and 1 RCNY 105-01 or any unsafe condition related to the green roof, to pay for the expenses of the Department for related inspection(s) and investigation, in accordance with Department rule.
 4. I have received an original copy of a maintenance plan for this project, prepared by the individual represented in section 7 of this application, for the continued care of the green roof as required by Title 4-B and 1 RCNY 105-01; and I agree to maintain this green roof in accordance with the plan during the compliance period and for a minimum of three years following the last date of the compliance period in such a manner that it continuously constitutes a green roof within the meaning of Title 4-B and 1 RCNY 105-01.
 5. I agree to provide any other information or certifications required by the Department pursuant to Title 4-B and 1 RCNY 105-01.
 6. No installation of any component of the green roof as defined in Title 4-B § 499-aaa(10), except § 499-aaa(10)(a) and § 499-aaa(10)(c), was commenced prior to August 5, 2008.
 7. I agree that pursuant to 1 RCNY 105-01, within fifteen (15) calendar days prior to the end of the compliance period, I will have the applicant of record, landscape architect or other architect or engineer inspect the green roof to certify its continuing compliance with Title 4-B, 1 RCNY 105-01 and applicable provision of law and rules; such inspecting professional shall prepare an inspection report and maintain it on file in accordance with applicable provisions of law and rules for review by the Department upon request. If the inspecting professional finds that the green roof is not in compliance with Title 4-B, such inspecting professional shall notify the Department on such forms and in such manner prescribed by the Department.
 8. I, the applicant for a tax abatement for the above-referenced premises whose name and signature appear below, hereby state that I am the owner, or represent the owner, of the subject premises; that I have thoroughly reviewed the approved construction documents for the job number identified in Section 3, this application and the information provided herein about me and/or the corporation or condominium I represent and the subject building and premises and state that all information I have provided is accurate and true; that the information and work provided on my behalf is accurate, true and in accordance with Title 4-B and 1 RCNY 105-01 to the best of my knowledge; that I fully agree to abide by all terms stated herein; and I hereby apply for the real property tax abatement offered by the City of New York in accordance with Title 4-B and 1 RCNY 105-01.

Name <i>(please print)</i>	Signature	Date

