



New York City Department Of Transportation  
Office of Cityscape and Franchises  
55 Water Street, 9th Floor  
New York, NY 10041  
Tel: 212-839-6550

**Petition Form For A New Revocable Consent**

Date of Submission:

EIN Number or SS #:

**CONTACT INFORMATION**

(Enter the Company's Name below or Individual's name, if petitioner is individual)

Petitioner's Name:

Address (Enter the  
Company's  
Address or  
Individual's  
Address)

Email:

Phone

**(Enter attorney, engineer or architect Name below)**

**Contact Person:**

Email:

Phone

Company's Name  
& Address of  
Attorney, Engineer  
or Architect:

Fax:

**Enter person Name who will handle payments to the City, insurance and security deposit after the consent is granted**

Contract Manager:

Email:

Company's Name  
& Address of  
Contract Mgr:

Phone

Fax:

**PETITION DETAILS**

The Petitioner requests a revocable consent from DOT to construct, maintain and use

fill in structure(s) description and location(s). Use attachments if additional space is required.

Petitioner must submit photos of existing conditions for above ground structures whether subject structures are in place or not.

The Petitioner will use the requested structure for the following purpose

Additional information, if any



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### **PETITIONER INFORMATION**

The Petitioner is

Check one. If Petitioner is a partnership or corporation, attach a copy of Certificate of Partnership or Certificate of Incorporation with appropriate seal.

a domestic corporation incorporated in the State of New York

a foreign corporation organized under the laws of the State of \_\_\_\_\_ and duly authorized to do business in the State of New York

a general partnership                      Limited Liability Company (LLC)

an individual

other, describe

Nature of Petitioner's  
Business

### **PROPERTY INFORMATION**

The premises affected by the proposed structure(s) are

Check one.

Owned by the Petitioner  
submit copy of deed

Other,  
describe

Leased by the Petitioner  
submit consent of owner, and copies of deed and lease

Primary property benefited

Secondary property benefited

Address

Address

Block and lot

Block and lot

Owner

Owner

If only one property, indicate N/A for second property. If more than two, attach additional information.

Community Board

City Council Member



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**PETITIONER AGREES TO THE FOLLOWING TERMS OF PETITION ACCEPTANCE BY DOT**

1. Petitioner covenants that the revocable consent, if granted, will be for the private use of the petitioner.
2. Petitioner warrants that all taxes, fees, levies, fines and other monies due to the City of New York have been fully paid.
3. Petitioner agrees to pay, within 30 days of its receipt, an invoice for **advertising fees** for two notices in each of **two newspapers** to inform the public of the hearing on agreement terms. Hearings are held pursuant to section 371 of the City Charter.
4. Upon notification by the Department that approvals have been secured from all agencies having jurisdiction, the petitioner will submit all necessary materials to the Department for submission to the Public Design Commission. Petitioner agrees to comply with this requirement within 45 days after such notification by the Department. (Note: this requirement is for above-ground structures only).
5. The petitioner agrees to execute (sign) the revocable consent agreement and return it to the Department within 15 days of its receipt. Failure to do so may result in denial of consent.
6. Petitioner acknowledges that the final agreement will include provisions for **yearly compensation** to the City, maintenance of a **security deposit** and filing of proper insurance documents indemnifying the City of NY.
7. Petitioner agrees to submit **payment of security deposit** and a **certificate of insurance** within 30 days of notification by the Department that such items are due.
8. Petitioner agrees to pay the **filing fee** according to the revocable consent rules (section 7-08).  
Note: The filing fee shall be non-refundable.

WHEREFORE,

Petitioner affirms that he/she will conform to the terms of petition acceptance listed above, or if not, he/she will before 10 days prior to any and all such due dates, request from the Department in writing, an extension of the due date(s). Reasons for the extension must be included. The petitioner understands that, if these terms and conditions are not met, the Department will, without further notice, void the petition. If a petition is voided, a new petition must be submitted along with the required petition fee. Petitioner acknowledges that the Department may, in its sole discretion, allow exceptions to the requirements contained in this paragraph.

WHEREFORE,

Petitioner respectfully requests that the revocable consent be granted as aforesaid.

By

Signature

Print Name of Signatory

Print Title of Signatory

Subscribed and sworn to before me this  day of , 20 .

Notary Public