

## Summary of Changes that Require an Amendment to BCA

Requested Change	Amendment? (Y/N)	Notes
Addition or Removal of an Applicant	Y	If requestor is also purchasing the property, requires a <a href="#">Change of Use Notification</a> (this should have been sent in 60 days prior to transfer), and the closing <b>must have already occurred</b> at the time the application to amend is submitted, otherwise another amendment is required to change the owner information on the BCA. See below.
Change of Site Owner or the Owner of any Parcel	Y	Also requires a <a href="#">Change of Use Notification</a> (this should have been sent in 60 days prior). <b>Amendment required regardless of the owner's BCP status</b> (i.e., non-applicant /non-requestor), and for any change of owner, including Beneficial and long-term tenant/lessee. Also, application for change of owner must be submitted AFTER the transfer occurs, with proof of transfer attached, e.g., copy of filed/recorded document.
Change/Addition or Removal of Tax parcel Numbers	Y	Even for subdivisions and no change in acreage
Change in Site Address	Y	Including overall site address and individual parcel address
Change in Site Name	Y	
Change in Owner Address	N	Notification should be made according to the Communications Paragraph of the

		BCA e.g., typically the DEC Project Manager.
Change in Applicant Address	N	Notification should be made according to the Communications Paragraph of the BCA e.g., typically the DEC Project Manager.
Additional Contacts	N	Notification should be made according to the Communications Paragraph of the BCA e.g., typically the DEC Project Manager.
Significant Addition or Removal of Property	Y*	*Requires full application, eligibility review and public comment period.
Minor Change in Acreage	Y	Amendment without eligibility review and public notice.
DeMinimus Change in Acreage	N	(e.g., fractions of an acre based on a corrected survey)
Apply for Brownfield Redevelopment Tax Credit aka, Tangible Property Credit, (TPC)	Y	For sites located in NYC: This includes sites in the following categories: Within an Environmental Zone, Affordable Housing, Renewable Energy Facility, Disadvantaged Community within a Conforming BOA meeting BOA conforming standards. Documentation to support this request must be submitted with the application. For all sites: This includes where the Department has previously determined that it is not eligible for TPCs and the applicant seeks to demonstrate that the site has an on-site source of

		contamination or has not been previously remediated.
Changes in Email Addresses	N	Notification should be made according to the Communications Paragraph of the BCA e.g., typically the DEC Project Manager.

\*Submission of a full 16 pg. [BCP Application](#) will be required for Major Modifications to a BCA, i.e., changes “involving more than an insignificant change in acreage” (also see [DER-32](#)). Applicants should consult with the DEC Project Manager and Program Attorney for changes in site size prior to submitting the [minor amendment form](#).