**Zoning Resolution Text Amendment Guidelines and Template: Appendix F**

**Version 2.0**

**Overview**

**1** Use this template for text amendments that are only proposing to amend

APPENDIX F (i.e., an MIH map proposal) – do not copy and paste existing graphics or text from the Online ZR.

**2** Consult with the staff member assigned from the Zoning Division (ZD) for the project who will determine whether there is an existing APPENDIX F map that is being amended or, if relevant, assign the proper scale and details for a new map.

**3** Amendments to existing APPENDIX F maps should only be made to the AI (Adobe Illustrator) files that the ZD staff member will provide.

**4** The AI file will be the base file for the project and, ultimately, the ZR (a jpeg file, exported from the AI will be the “working” graphic for the project).

**5** When submitting the draft text amendment for review, or when filing the Land Use Application, be sure to include:

(a) a Word document with properly formatted amended text, and

(b) the AI file with the proposed amendment.

**6** All text and graphic elements, including, where relevant, other text besides an APPENDIX F text amendment, should be contained in a single Word document.

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***TITLE OF PROJECT*** [italic, bold, centered]

[Month, day, year]

Matter underlined is new, to be added;

Matter ~~struck out~~ is to be deleted;

Matter within # # is defined in Section 12-10;

\* \* \* indicates where unchanged text appears in the Zoning Resolution.

**APPENDIX F**

**Inclusionary Housing Designated Areas and Mandatory Inclusionary Housing Areas**

**BOROUGH NAME**

**\* \* \***

**Community District XX**

**\* \* \***

Map XX - [date of adoption]

[EXISTING MAP]



[PROPOSED MAP]

Portion of Community District XX, Borough

**\* \* \***