

**Guidelines for Applications for Single-or Two-family Home Enlargements**  
**Special Permits pursuant to Section ZR 73-622**  
Revised August 2, 2007

In order to ensure an efficient and comprehensive review, the following guidelines should be followed for applications for the enlargement of single-or two family homes pursuant to Section 73-622 of the Zoning Resolution. A complete application should include, as detailed below, a thorough written statement, complete sets of drawings, and supporting materials, including maps, photographs, charts and tables.

The special permit is available for the enlargement of any existing one- or two-family home within Community Districts 10, 11 and 15 in Brooklyn, and within R2 zoning districts within the area bounded by Avenue I, Nostrand Avenue, Kings Highway, Avenue O and Ocean Avenue, in Community District 14 Brooklyn.

## **REQUIREMENTS FOR THE STATEMENT OF FACTS AND FINDINGS**

### **Eligibility**

The applicant must clearly establish eligibility for the special permit. Specifically, the proposal must involve the enlargement of an existing one- or two-family home. The special permit cannot be used for proposals that would demolish all or substantially all of the walls and floor area of an existing home.

Therefore, the written statement should include a general description of the proposed enlargement, with details provided on the plans, including: (1) the amount of existing walls (foundation walls and above-grade walls) to remain; and (2) area and configuration of existing floors and/or joists to remain.

### **Waivers**

The applicant must clearly identify in the statement the type and degree of the requested waiver. The special permit only allows waivers of the following:

- floor area ratio (FAR)
- open space ratio/lot coverage
- side yards (only extensions of complying or lawful pre-existing non-complying side yards are permitted)
- rear yards (up to 20 feet from the rear lot line)
- perimeter wall (only to the height of a lawful pre-existing non-complying perimeter wall height of an adjacent home)

No new non-compliance may be created as a result of the enlargement, except as to the above provisions.

## **Findings**

The applicant must address each finding separately, including a narrative that explains how the proposal will not change the essential character of the neighborhood nor impact the surroundings.

As part of this discussion, the applicant may be requested by the Board to compare the proposal's floor area, FAR, perimeter wall height, building height (ridge height) and rear yard encroachment in the context of surrounding buildings, including those on the opposite side of the subject street.

## **REQUIREMENTS FOR DRAWINGS**

All drawings should be on 11" X 17" paper, properly dimensioned, of uniform scale, and signed and sealed by a licensed architect or engineer. A complete set of drawings includes the following:

### **Existing Building**

- Site plan, including a floor area schedule for each existing floor and any attic;
- Cellar plan (as applicable);
- First and second floor (as applicable) plans;
- Attic floor plan (as applicable), showing area counting as zoning floor area;
- Two sections (longitudinal and traverse);
- Four elevations.

### **Proposed Enlargement**

Proposed enlargement drawings should identify (1) the portion of the existing buildings to remain and (2) proposed new construction. This should include walls (both foundation and above-grade), floors and/or floor joists (including cellar, first and second floors) and portions of roof to be retained. The amount of these elements that will remain should be clearly depicted and dimensioned in all plans, sections and elevations. If necessary, additional sections may be required to address this request. A complete set of drawings includes the following:

- Site plan, including a floor area schedule for each proposed floor and any attic
- Cellar plan (as applicable), showing an open floor plan, with a note reading "All interior partitions to be approved by DOB";
- First and second floor (as applicable) plans;
- Attic floor plan (as applicable), which identifies floor space counting as zoning floor area, with a note reading "Floor layout and maximum attic floor area of [insert number] sq. ft shall be as approved by DOB";
- At least two sections (longitudinal and traverse);
- Four elevations.

Applicants should not include the following unnecessary information on drawings for the proposed enlargement:

- Details related to structure or materials (e.g. plaster, veneers, etc.);
- Existing and new detached garages;
- Any accessory structures, such as porches or decks; however, if shown, structures should be identified in dotted line, with a note reading “subject to DOB approval”.

A note on the drawings should be added to the site plan reading “All Garages, Porches, Decks and Veneers to be approved by DOB as per Building Code”.

### **Supporting Material**

- Building elevations showing the proposed enlargement in the context of the adjacent homes (e.g., two homes on either side of the subject home); in certain cases, the Board may request elevations of additional homes along the subject street (i.e. a streetscape);
- Current building footprints within 200 foot radius;
- Map and/or table of FAR and building heights within 200 foot radius may be requested;
- Photographs of the existing building, including views from the rear and side yard portions;
- Photographs of adjacent buildings and homes in the vicinity.

### **Legalizations**

If the application is to legalize an existing enlargement, a complete set of drawings that identifies pre-enlargement or legal conditions must be provided. Proof of pre-enlargement conditions (e.g., original DOB drawings, DOB-approved drawings prior to expansion or enlargement, photographs) must also be provided.