**Project Name**

**Project Address**

**Date**

**Detailed Description** – (Separate Attachment): Please use the following headings, when preparing the “LR Item 3. Description of Proposal” to aid in organization and review:

It is strongly suggested that the applicant follow this outline. The Project Description must be written in narrative form, using full sentences and paragraphs.

1. **Introduction**
* State the applicant’s name.
* Identify the location of the proposed project, including the number of blocks, and the current and proposed zoning.
* Include a summary description of the action or actions requested as part of the application.
* If the proposed actions are intended to facilitate a related development project, identify the development, and explain how the land use action would facilitate such development.
* Identify any other actions associated with this proposal, either as part of this application or apart from this application (BSA Variances, for example).
* **FOR CITY MAP CHANGE:** Name the applicant(s), the proposed change to the City Map, and its purpose. To describe the changes to the City Map use language from the titles of the Application Map and Area Map. For example: The applicant is proposing a change to the City Map involving the elimination, discontinuance and closing of 1st Avenue between 2nd Street and 3rd Street; the establishment of 4th Avenue between Jones Street and Grace Street; and the establishment of parkland on 2nd Street between Highland Avenue and Lowland Place.
1. **Background**
* Describe any land use action approvals that affect the proposed Project Area. Land use actions that are relevant include recent DCP-initiated re-zonings and recent landmark designations or landmark district designations.
	+ Any land use action approvals are relevant.
		- Actions within a minimum 600’ radius beyond the Project Area boundary, as shown on the Area Map should be described.
		- DCP’s website can be used to learn a great deal of information about recent actions in the surrounding 600’. The Land Use Application Tracking application or LUCATS can provide information about applications in the surrounding area. LUCATS can be accessed here:

<http://a030-lucats.nyc.gov/lucats/welcome.aspx>

* + - Additionally, to find City Planning Commission reports for specific, known projects from the recent past, applicants can use the CPC Report page on DCP’s website:

<http://a030-cpc.nyc.gov/html/cpc/index.aspx>

* Describe any prior approvals and/or land use actions that affect the proposed project, including previous actions by the City Planning Commission, the Board of Standards and Appeals or other City, State or Federal agencies.
* Include any other pertinent background information deemed necessary.
1. **Description of the Surrounding Area**
* Define broadly where in NYC the Project Area is located by stating the Borough, Community District, and any neighborhood names that are commonly used.
	+ The neighborhood is defined as at least a 600 foot radius from the outer boundary of the project area, or rezoning area.
	+ Significant neighborhood features, resources, amenities, or employers just outside of the 600’ radius should also be noted.
* Describe the existing land uses in the immediate surrounding area (600’ minimum) around the proposed Project Area.
* Describe the prevailing built form (apartment buildings, rowhouses, small detached homes, etc), number of floors (typical), and major land uses
* Include a description of the following:
	+ - Major thoroughfares
		- Mass Transit, including subway lines, station names and nearby bus service
		- Major institutions, including medical facilities, and schools
		- Open space, parks, and other notable features
		- Other pertinent information as necessary (Landmarks, Historic Districts, major buildings, waterfront, etc)
* Briefly describe the existing zoning districts within the Project Area / in which the Project Area is located.
* Describe any zoning special districts, designated Inclusionary Housing Areas, FRESH areas, and other special zoning/policy areas (Urban Renewal areas, or Industrial Business Zones) in which the Project Area is located.
1. **Description of the Proposed Project Area**
* Define specifically where in the Borough or neighborhood the Project Area is located by using street names and intersections, tax blocks and addresses.
* Describe the existing land uses in the proposed Project Area.
* Describe the prevailing built form (apartment buildings, rowhouses, small detached homes, etc), number of floors (typical), and any major land uses.
* Be sure to include details of the existing conditions on properties affected by the proposed land use action, whether under the applicant’s control or not.
* Indicate the existing land uses within each zoning district, with regard to use, bulk and height of buildings.
* Include a discussion of similar concerns for adjacent properties and properties across the street from the Project Area.
* **FOR CITY MAP CHANGE**, also include the following:
* Describe any and all pertinent technical attributes of the street(s) in question. Include street width, traffic direction, ownership, etc.
* Describe the existing conditions adjacent to and/or underlying the subject street.
1. **Description of Proposed Development Site (if different than the Project Area)**
* Adequately and thoroughly describe the borough, tax blocks and tax lots within the proposed Development Site.
* If the Development Site is on a zoning lot that contains multiple tax lots, please explain.
* Mention any relevant addresses if applicable, or helpful to the reader.
* Describe the existing built conditions of the zoning lot(s) that is the proposed Development Site (if different than the Project Area).
* The Development Site description shall include a discussion of:
	+ Size of the zoning lot(s), in square feet or acres
	+ Existing land uses of buildings on the proposed development site
	+ Previous land uses if relevant (for example, for properties with vacant buildings)
	+ Existing bulk (FAR, floor area in SF, number of units)
	+ Existing height (number of stories, building height)
	+ Existing open space (yards, courts, open space ratios/ lot coverage)
	+ Existing number of parking spaces
	+ Existing driveway and curb cut locations and dimensions of curb cuts, as well as distance between existing curb cuts and the nearest intersection
	+ Approximate year(s) the building(s) was constructed (or enlarged, or extended),
	+ Street(s) upon which the zoning lot(s) front, the street(s) which bound the site, and the width of those streets, or whether they are narrow or wide (as appropriate)
	+ Other pertinent information, as necessary.
1. **Description of the Proposed Development**
* Describe in detail the development/construction/enlargement/conversion/change of use/extension, etc. that the applicant is proposing on the Development Site
* Why is the applicant proposing this development?
* Where on the zoning lot is this proposed development to be located?
* The description of the proposed development shall include:
	+ Proposed land uses
	+ Proposed bulk (FAR, total floor area in SF, floor area per use, number of units)
	+ Proposed height (number of stories, height of building, setbacks)
	+ Proposed open space (yards, courts, open space ratios/ lot coverage)
	+ Proposed number of parking spaces
	+ Proposed driveway and curb cut locations and dimensions of curb cuts, as well as distance between existing curb cuts and the nearest intersection.
	+ Other pertinent information, as necessary
* If the development is/will be within an existing/proposed Inclusionary Housing designated area, and the applicant intends to provide/preserve affordable housing pursuant to the City’s IH Program, please describe the proposal.
1. **Action(s) Necessary to Facilitate the Project**
* Describe the action(s) required to facilitate the proposed project. If there is more than one action requested, list them all and describe each one accordingly.

For example, in addition to the zoning map amendment, there may be a zoning text amendment to establish an Inclusionary Housing designated area or an MX district, Special Permit, street mapping or de-mapping, etc.

* Explain the rationale for the proposed land use actions.
* Where applicable, fully describe the extent to which the proposed development complies and conforms to the applicable proposed district regulations/requested actions.
* For a zoning map amendment, indicate the proposed zoning districts. Compare the proposed zoning, or proposed actions with what is permissible today, and explain why the proposed zoning districts are appropriate.
* If the application requires a Zoning Text Amendment include the section numbers for the relevant sections and explain why the proposed text amendment is appropriate.
* If an application involves a Certification, Authorization or Special Permit:
	+ Provide the Section of the Zoning Resolution pursuant to which the action is requested
	+ Provide the Sections the requested actions seeks to modify or waive
	+ Describe the type of waiver (use, bulk: height, FAR, other, etc)
	+ Describe what portion of the building or zoning lot the waiver affects
	+ Discuss why the waiver is necessary relative to the Zoning requirements
	+ Quantify the extent of the modification that would be needed under the waiver requested. (For example, a waiver for the height of a building may increase allowed height by 20 additional feet)
* Describe any other actions needed pursuant to any other City, State or Federal agency.
1. **Conclusion**
* Summarize the Project Description and explain why the proposed land use actions are required in order to facilitate the project and/or any development proposed.
* Explain how the proposed action is consistent with existing or projected land uses and zoning in the area and general public policy.
* Describe how the proposed project would promote public health and safety, facilitate economic development or provide other public benefits.