

Detail Elevation Guidelines

Version 1.8

Purpose

The purpose of this document is to outline minimum requirements for completing an attachment to a land use application, while allowing for flexibility and professional judgment. The Detail Elevation drawing is an application component required of many land use applications for Special Permits, Authorizations and Certifications detailed in the New York City Zoning Resolution. The drawing depicts architectural details of the lower floor(s) as they relate to the street wall, fenestration, landscaping, and the use of signage and glass.

When to Use

The Detail Elevation is required for specific Special Permit, Authorization and Certification actions listed in the New York City Zoning Resolution that require an understanding of the lower floors of a building as they relate to transparency, signage or other requirements. Applicants for specific land use actions will be informed of all required drawings for their particular application at the Interdivisional Meeting. This drawing will not be required for all application types.

Exceptions and Modifications

These guidelines provide general guidance only. Depending on the specifics of the project, the DCP Project Team may require drawings and information in addition to or different from those described in the guidelines. At the Interdivisional Meeting, the DCP Project Team will discuss whether and to what extent preparation of the application requires exceptions to or modifications of these guidelines, in order to take into account site or project features.

You may use the Detail Elevation Guidelines for most Signage Waiver diagrams, however, for rooftop signage waivers; you must show the full elevation of the building upon which the proposed sign is to be placed.

Overview

The Detail Elevation drawing is a depiction of the lower floors of a proposed building, typically from the curb level to approximately 30 feet in height. The drawing should always include: ground floor height, typical dimensions of windows and doors, signage, and should differentiate between transparent and non-transparent façade materials. There may also be specific site conditions that need further description, for which the DCP team will provide guidance on at the Interdivisional Meeting. Be cognizant that these drawings will be viewed by both technical experts and the general public, so clarity and accuracy in proportion and scale are important. Dimensions may be shown as (a) feet and percent of feet, otherwise known as decimal feet or (b) feet and inches. For example, a dimension may be either 5' 3" or 5.25".

Details

Table A. Format Requirements

Number	Format Requirements
1	<p>Scale & Dimensions</p> <ul style="list-style-type: none"> • Required surrounding context will help set the scale. • Scale should be appropriate to the size of the development site and the extent of the drawing. • Dimensions may be shown as (a) feet and percent of feet, otherwise known as decimal feet or (b) feet and inches. For example, a dimension may be either 5' 3" or 5.25". You may chose to show dimensions either way, but your choice should be consistent across all documents.
2	<p>Page Size</p> <ul style="list-style-type: none"> • Minimum page size of 11" x 17" – Maximum size of 36" x 48". • Drawing size should be consistent with all the other large format drawings in the set. • Space should also be left on the drawing for the approval label (4" x 3.25").
3	<p>Shading, Color and Hatching</p> <ul style="list-style-type: none"> • DCP will accept drawings and documents in color, so long as the drawing remains legible (Note: D.O.B.'s BSCAN requires documents and diagrams to be legible and in B/W when scanned). • Applicants may use color, patterns and/or line types as long as each is clearly defined.

<p>4</p>	<p>Legend, Scale and Title Block</p> <ul style="list-style-type: none"> • Graphic Scale. • Legend (if symbols are used). • Title block with the following content: <ul style="list-style-type: none"> ○ Location Information (Borough, Block, Lot). ○ Primary firm preparing the drawing clearly identified. ○ Room for sign & seal (should not block other relevant information). ○ Drawing name (should be specific and reference purpose/focus of drawing). ○ Drawing sheet number. ○ Drawing created date. ○ Last revised date (and clearly marked as such). ○ Project name/identifier (address, project name, ULURP #, etc). ○ If applying for multiple special permits, clearly distinguish among each application. ○ Drawing notes.
<p>5</p>	<p>Drawing Extent / Surrounding Context</p> <ul style="list-style-type: none"> • Include the entire extent of the development site and the zoning lot, including the area(s) where waivers are requested. • The horizontal extent should extend to cover the entire development site. • For actions involving plazas, DCP may require the extent to include 30’ in either direction, beyond the development site. • The vertical context should extend 30’ in height, with the exceptions of: <ul style="list-style-type: none"> ○ FRESH Food Program: 15’ – 20’ ○ POPs Program: 60’ ○ Signs: 40’ • If the site is adjacent to or within 100’ of a major physical (natural or man-made) barrier that prevents access to the site, then the site should be shown to one side of the drawing, in order to pick up more of the connected neighborhood fabric. • For unusual shaped development sites, DCP will provide guidance to applicants during the Interdivisional Meeting.
<p>6</p>	<p>Drawing Certification Note</p> <ul style="list-style-type: none"> • The following note should be included OUTSIDE of the title block: “Applicant’s stamp and seal corresponds to the information regarding the development site, zoning lot, and related curb cuts. Information regarding the surrounding properties is for illustrative purposes only.”

7	<p>Views and Scale</p> <ul style="list-style-type: none"> • The drawings should depict the development site from views seen from the public realm approximately 30' from the curb. This includes views of the development site that face: <ul style="list-style-type: none"> ○ Streets. ○ Parks. ○ Waterways. ○ Plazas. • Sides of the building facing inaccessible areas such as private yards or freight rail beds are not needed. • If there are multiple views of the site, the same scale should be utilized for all (e.g., the north view of the site should be shown at the same scale as the east). • Not all views may be required. Views will be discussed and finalized at the Interdivisional Meeting.
8	<p>Layout, Titles and Key Plan</p> <ul style="list-style-type: none"> • Multiple views/elevations may be contained on the same drawing sheet or on separate drawing sheets. • Maximum number of drawings per sheet: 4. • Each Detail Elevation should be clearly labeled with the direction of view. <ul style="list-style-type: none"> • Example: <i>Detail Elevation of north side of West 42nd Street</i> • Include a key plan for reference, indicating: <ul style="list-style-type: none"> ○ Zoning lot lines. ○ Tax lots. ○ Sheet cut lines. ○ Building outline(s). ○ Public open space. ○ From where elevation was taken.

Table B. Content Requirements

Number	Content Requirements
1	<p>Development Site Boundary (<i>Zoning Lot Line</i>)</p> <ul style="list-style-type: none"> • Show boundary of the zoning lot that is the development site with a vertical dashed line, featuring one long dash, one dot, and another long dash. • Show lot lines with a vertical dashed line, lighter than the development site boundary.

<p>2</p>	<p>Architectural Details</p> <ul style="list-style-type: none"> • Show the following details from curb level to 30' vertical: <ul style="list-style-type: none"> ○ Glazing and fenestration patterns. ○ Entrances (with ramps, stairs, etc.). ○ Driveways. ○ Transparent facades should be clearly labeled. ○ Solid facades should be clearly labeled. ○ Balconies, bulk heads, parapets, overhangs. ○ Gates and railings. ○ Signage. ○ Recesses and courts, or other variations/indentations in building envelope.
<p>3</p>	<p>Landscape and/or Open Space Details</p> <ul style="list-style-type: none"> • Show the following details from curb level to 30' vertical: <ul style="list-style-type: none"> ○ Trees and landscaping at mature growth size. ○ Trees and landscaping in outline, so as to not obstruct façade details. ○ Differentiate between existing and proposed features.
<p>4</p>	<p>Surrounding Context – Required Elements</p> <ul style="list-style-type: none"> • Surrounding context may be needed if there are other buildings on the zoning lot or if plazas touch adjacent property. DCP will advise during the Interdivisional Meeting. • If surrounding context is not needed, the neighboring buildings should be schematic outlines only. • Show the following details: <ul style="list-style-type: none"> ○ Architectural details: <ul style="list-style-type: none"> ▪ Glazing and fenestration patterns. ▪ Entrances (with ramps, stairs, et al.). ▪ Driveways. ▪ Balconies, bulk heads, parapets, overhangs. ▪ Gates and railings. ▪ Signage. ○ Landscape and/or Open Space details: <ul style="list-style-type: none"> ▪ Trees and landscaping should be shown at mature growth size. ▪ Trees and landscaping should be shown in outline, so as not to obstruct façade details. ▪ Differentiate between existing and proposed features.

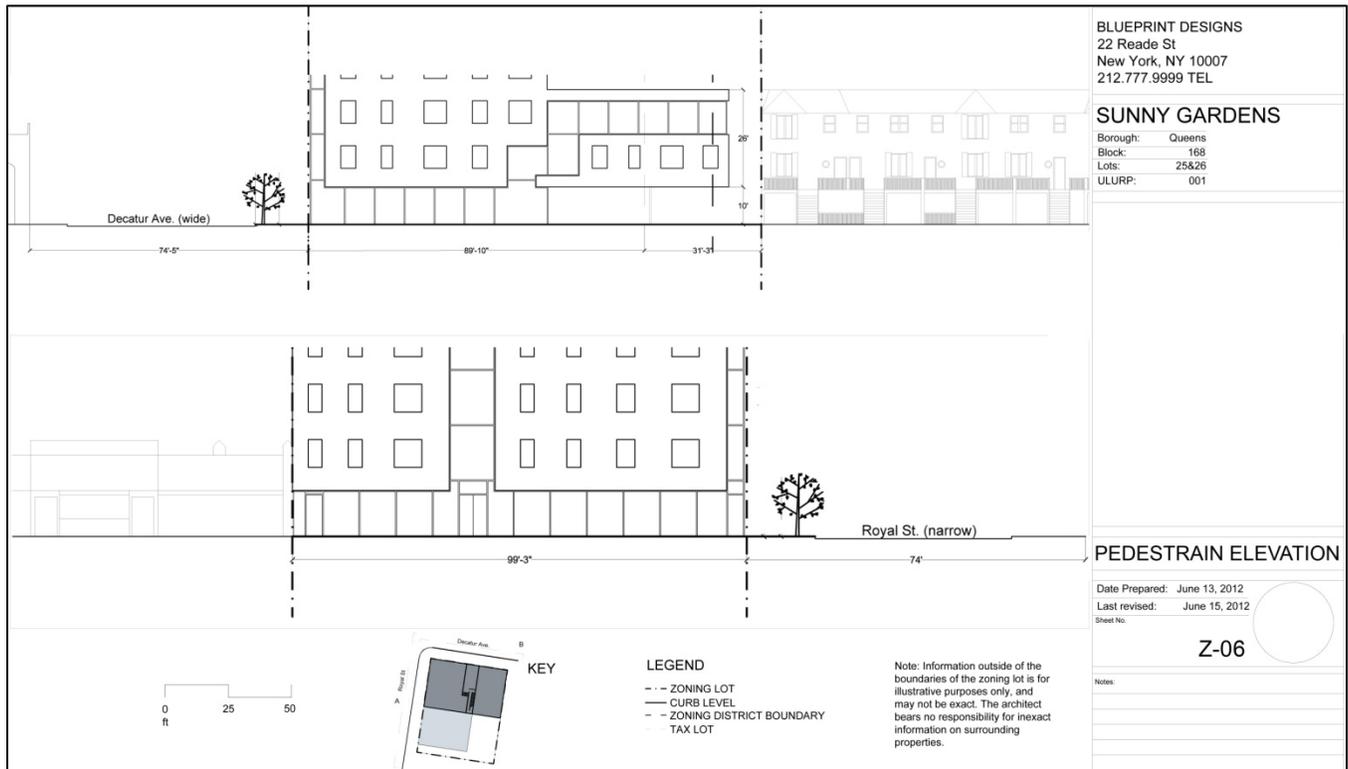
5	<p>Grade Changes</p> <ul style="list-style-type: none"> • Show grade changes that may occur along property. • Label grade changes at strategic points along the property.
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Table C. Typical Additional Content

Number	Typical Additional Content
1	<p>Measurements</p> <ul style="list-style-type: none"> • This drawing is typically required for signage waivers, FRESH or POPs. Each action type requires different measurements. DCP will advise applicants of required measurements during the Interdivisional Meeting. • Label dimensions when applicable. • Dimensions may be requested at the Interdivisional Meeting for any of the following items: <ul style="list-style-type: none"> ○ Ground/first floor height. ○ Grade changes. ○ Size of signage. ○ Height of building details. ○ Retail frontage. ○ Area of glazing. ○ Other dimensions where appropriate. • Note the method of determining height (e.g. “Heights are measured from curb level” or “Elevations are measured from the base plane”) and the source referenced.
2	<p>Labels</p> <ul style="list-style-type: none"> • Labels may be requested for the following: <ul style="list-style-type: none"> ○ Streets, highways, waterways, and railroads. ○ Base plane, ground level, curb level (whichever is applicable). ○ Infrastructure. ○ Retail frontage. ○ Residential frontage. ○ Publicly accessible areas. ○ Building details. • Labels must be official names (E. 3rd St., not 3rd St.). • Generally known abbreviations are acceptable (Ave, St.).

Number	Typical Additional Content
3	<p>Façade Transparency Requirement</p> <ul style="list-style-type: none"> For zoning districts, special districts and land use actions that require specific percentages of a façade to be transparent, calculate the percentage of transparent frontage over the total and notate on the drawing. Differentiate between glazing, including indicating where the façade is transparent verses where the façade is translucent. This applies to the following situations: <ul style="list-style-type: none"> FRESH – 63-23 Waterfront commercial frontage – 62-62(c)3 Commercial design regs – 37-37 POPS frontage – 37-76 Special Midtown – 81-142, 81-42, 81-531, 81-731 Lincoln Square – 82-23 Forest Hills – 86-14 Harlem River – 87-13(b) Lower Manhattan – 91-412

Detail Elevation Sample



For More Information

Please contact your Lead Planner for additional information.

Revision History

Date	Version	Description	Author
3/12/12	1.0	First Draft	Aline Fader
3/20/12	1.1	Initial draft revisions	Basha Estroff
5/01/12	1.2	Consistency check between guidelines w/ B. Pillar	B. Estroff
6/04/12	1.3	Edits and updates	B. Estroff
8/08/12	1.4	Edits following Standards Forum	D. Parish
11/08/12	1.5	Edits following Standards Forum	D. Parish
6/03/13	1.6	Edits following meeting with Technical Review	L. DeRosa
08/16/2013	1.7	Final version for internal review	B. Budelman
6/11/2014	1.8	Consistency check	C. Whitcomb
7/1/14	1.8	Final edits	C. Whitcomb