

# Landscape Plan Guidelines

## Version 3.0

### 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 Landscape Plan drawing is an application component, or a series of drawings required of some land use applications for Special Permits, Authorizations and Certifications detailed in the New York City Zoning Resolution. The drawing set depicts the design of all hardscape and softscape open spaces on the proposed development site and depicts their relationship to an existing or proposed building(s).

### When to Use

The Landscape Plan is required for specific Special Permit, Authorization and Certification actions listed in the New York City Zoning Resolution that require applicants to demonstrate the design of open space, landscaping, and public space surrounding a proposed building(s). The Landscape Plan guidelines will generally result in the creation of multiple drawings that clearly show and identify landscape/open space requirements.

These guidelines are used when requirements cannot be adequately shown within the context of the Zoning Lot Site Plan drawings. This drawing is not required for all Special Permits, Authorizations or Certifications. Applicants for specific land use actions will be informed of all required drawings for their particular application at the Interdivisional Meeting.

### 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.

### Overview

The Landscape Plan drawing is a depiction of the development site in roof plan showing all open spaces surrounding existing and proposed buildings. The Landscape Plan may be combined with the Ground Floor Plan and/or Site Plan if the contents are legible for all required content listed below.

The plan, or plan set, includes general zoning lot dimensions, as well as additional information that illustrates landscaping and the design of public and/or private (depending on the land use actions) open spaces on the zoning lot. Elements such as planting areas, landscape features, seating design, exterior lighting plan and paving materials are required components of the Landscape Plan. Certain land use action (POPs, for example) require applicants to detail handicapped access around the site. Details from the plan can be included on subsequent drawing sheets. Applicants should use whichever number of drawing sheets necessary to convey the various content requirements. There may also be a specific site condition that needs 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".

## Landscape Plan Details

The following content requirements must include existing conditions to remain on the zoning lot and proposed changes.

**Table A. Format Requirements**

#	Format Requirements
1	<p><b>Scale &amp; Dimensions</b></p> <ul style="list-style-type: none"> <li>• The Landscape Plan will be at the same scale as the Zoning Lot Site Plan and/or Ground Floor Plan.</li> <li>• Sheet size determines scale on large development proposals.</li> <li>• 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 choose to show dimensions either way, but your choice should be consistent across all documents.</li> </ul>
2	<p><b>Page Size &amp; Shading</b></p> <ul style="list-style-type: none"> <li>• Minimum page size of 11" x 17" – Maximum size of 36" x 48".</li> <li>• Drawing size should be consistent with all the other large format drawings in the set.</li> <li>• Space should also be left on the drawing for the approval label (4" x 3.25").</li> <li>• For very large proposed project areas, include a key plan in the drawing set, with cut lines, and individual sheets showing plans at a legible scale.</li> <li>• In the key plan, indicate:             <ul style="list-style-type: none"> <li>○ Zoning lot lines.</li> <li>○ Tax lots.</li> <li>○ Sheet cut lines.</li> <li>○ Building outline(s).</li> <li>○ Public open space.</li> <li>○ Buildings.</li> </ul> </li> </ul>

#	Format Requirements
3	<p><b>Shading, Color and Hatching</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Applicants may use color, patterns and/or line types as long as each is clearly defined.</li> <li>• Differentiate among buildings, landscaped areas, hardscape areas and between existing and proposed elements.</li> </ul>
4	<p><b>Legend, Scale and Title Block</b></p> <ul style="list-style-type: none"> <li>• North Arrow.</li> <li>• Graphic Scale.</li> <li>• Legend (if symbols are used).</li> <li>• Title block with the following content: <ul style="list-style-type: none"> <li>○ Location Information (Borough, Block, Lot).</li> <li>○ Primary firm preparing the drawing clearly identified.</li> <li>○ Room for sign &amp; seal (should not block other relevant information).</li> <li>○ Drawing name (should be specific and reference purpose/focus of drawing).</li> <li>○ Drawing sheet number.</li> <li>○ Drawing created date.</li> <li>○ Last revised date (and clearly marked as such).</li> <li>○ Project name/identifier (address, project name, ULURP #, etc).</li> <li>○ If applying for multiple land use actions, clearly distinguish among each application and note content related to each action.</li> <li>○ Drawing notes.</li> </ul> </li> </ul>

#	Format Requirements
5	<p><b>Drawing Extent/Surrounding Context</b></p> <ul style="list-style-type: none"> <li>• Include the entire zoning lot or zoning lots subject to the proposed action and/or the entire development site.</li> <li>• Include the immediately surrounding context, extending a minimum of 30' into adjacent properties along all lot lines, or up to 25% of the width of the adjacent properties, whichever is greater.</li> <li>• Show street frontage (up to the far edge of the sidewalk that is adjacent to the lot across the street) directly across the public right-of-way from the development site.</li> <li>• To meet the content requirements, it is often necessary to utilize multiple pages of drawings to preserve clarity. The Landscape Plan is a bundle of plans that can be shown separately or combined. These plans may include:                             <ul style="list-style-type: none"> <li>○ Planting Plan</li> <li>○ Seating Plan</li> <li>○ Lighting Plan</li> <li>○ Amenities Plan</li> <li>○ Photometric Plan</li> <li>○ Grading/Paving Plan</li> <li>○ Street Furniture Plan (including, benches and light poles)</li> </ul> </li> <li>• The requirements for the proposed development should be confirmed during the Interdivisional Meeting.</li> </ul>
6	<p><b>Drawing Certification Note</b></p> <ul style="list-style-type: none"> <li>• 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.”</li> </ul>

**Table B. Content Requirements**

#	Content Requirements
1	<p><b>Development Site Boundary (<i>Zoning Lot Line</i>)</b></p> <ul style="list-style-type: none"> <li>• Show with a heavy dashed line featuring one long dash, one dot and another long dash.</li> <li>• Where the zoning lot line intersects a street, the zoning lot line should be a solid line.</li> <li>• If the development site includes multiple zoning lots, each should be shown with the same boundary type.</li> <li>• Where development site boundaries differ from the zoning lot lines, there should be a clear graphic differentiation between site boundaries and zoning lot.</li> </ul>

#	Content Requirements
2	<p><b>Streets, Highways, Railroads, Other Public ROW and Waterways</b></p> <ul style="list-style-type: none"> <li>• Show as a heavy solid line.</li> <li>• Use official names (ie. E 3<sup>rd</sup> Street, instead of 3<sup>rd</sup> Street). Generally known abbreviations are acceptable (Ave, St, etc.).</li> <li>• Indicate traffic directions.</li> <li>• Indicate width and zoning category (i.e., Wide Street or Narrow Street).</li> <li>• Indicate if a street is a private road.</li> <li>• If a street is un-built, unopened, or has some other status, indicate it in a heavy line.</li> </ul>
3	<p><b>Tax Lots and Easements</b></p> <ul style="list-style-type: none"> <li>• Indicate tax lot dimensions with a solid line.</li> <li>• Denote and dimension any easements.</li> <li>• Indicate dimensions.</li> </ul>
4	<p><b>Building Footprint(s)</b></p> <ul style="list-style-type: none"> <li>• Show in standard architectural symbology.</li> <li>• Show as a roof plan from a “bird’s eye view” including bulkheads (or if a ground floor plan is required, can be shown with the interior ground floor layout).</li> <li>• Building segments of different heights should be differentiated and labeled with their heights.</li> <li>• Overall building dimensions should be noted in feet and inches.</li> <li>• Dimension distances between buildings on the same zoning lot.</li> <li>• Dimension distances between buildings and street line.</li> <li>• Differentiate from building and landscaped areas.</li> </ul>
5	<p><b>Building Entrances</b></p> <ul style="list-style-type: none"> <li>• Show with an arrow or other symbol and identify in the legend.</li> </ul>
6	<p><b>Sidewalk and/or Curb Lines</b></p> <ul style="list-style-type: none"> <li>• Show curb line.</li> <li>• Show location of sidewalks with a thin solid line.</li> <li>• Dimension to indicate sidewalk widths.</li> <li>• If present, indicate sidewalk easements with a dashed line or light hatch.</li> </ul>

#	Content Requirements
7	<p><b>Curb Cuts and Driveways</b></p> <ul style="list-style-type: none"> <li>• Show proposed conditions, differentiating between existing and proposed.</li> <li>• Show curb cuts in front of the property and curb cuts that fall within 30’ of the property line.</li> <li>• Show as thin line.</li> <li>• Dimension the widths of curb cuts and splays.</li> <li>• Indicate the distance between the curb cut and zoning lot line (If within 8’ of the zoning lot line).</li> </ul>
8	<p><b>Public Open Space on Zoning Lot</b></p> <ul style="list-style-type: none"> <li>• Show boundaries of public open space with a heavy dashed line.</li> <li>• Use symbology to note access points to public open space.</li> <li>• Use symbology to note major features of public open space.</li> <li>• Use symbology to note fences, walls and gates that surround or are within public open spaces and label their heights.</li> </ul>
9	<p><b>Public and Private Landscape and/or Open Areas</b> <i>(For any of the below, include detail drawings as necessary)</i></p> <ul style="list-style-type: none"> <li>• Differentiate from building and paved areas.</li> <li>• Label and dimension planters, planting walls, tree pits, planting boxes, et al.</li> <li>• Clarify plantings species: trees, shrubs, groundcover, lawn/grass.</li> <li>• Label and dimension seating and furniture elements such as benches, chairs, seat walls, seat steps, tables, moveable chairs with typical elements.</li> <li>• Label and dimension water features, walking paths, bridges, trellis.</li> <li>• Label and dimension paving materials.</li> <li>• Label lighting fixtures.</li> <li>• Label and dimension gates and fences.</li> <li>• Indicate boulders.</li> <li>• Indicate bollards.</li> <li>• Include accessibility features if necessary to understand the proposed plan or are required for the particular action (POPs).</li> <li>• Details of these elements may be requested and may be shown on a separate drawing sheet. A count and/or SF or LF may be requested as well.</li> </ul>

#	Content Requirements
10	<p><b>Parking and Loading Areas</b> <i>(if applicable to demonstrate screening, or interior or perimeter landscaping requirements):</i></p> <ul style="list-style-type: none"> <li>• Show and label parking area and spaces and differentiate between surfaces.</li> <li>• Show garage entrances and exits, with dimensions.</li> <li>• Show and label loading areas/berths.</li> <li>• Show and label planted areas.</li> <li>• Show and label lighting.</li> <li>• Show and dimension parking curbs in compliance with zoning regulations.</li> </ul>
11	<p><b>Grade/Elevation Transitions Points</b></p> <ul style="list-style-type: none"> <li>• Note the grade elevation at transition points between private and public spaces.</li> <li>• Note any significant grade changes.</li> </ul>
12	<p><b>Content on Adjacent Properties</b> <i>(see item #4 in "Format Requirements")</i></p> <ul style="list-style-type: none"> <li>• Show items listed below using the same symbology as indicated above, but with a lighter shade.             <ul style="list-style-type: none"> <li>○ Building footprints with heights labeled in feet and inches</li> <li>○ Curblines</li> <li>○ Curb cuts</li> <li>○ Tax Lot lines</li> <li>○ Boundary of publicly accessible open spaces (if applicable)</li> <li>○ Street trees</li> </ul> </li> </ul>

## Sample Landscape Plan



### For More Information

Please contact your Lead Planner for additional information.

### Revision History

Date	Version	Description	Author
3/15/2012	1.0	Original draft	Jamie Chan
3/16/2012	1.1	Revised Draft	Steven Lenard
3/20/2012	1.2	Revised Draft	David Parish
3/21/2012	1.3	Draft for External Review	D Parish
3/27/2012	1.4	Revised Draft	Jamie Chan
4/2/2012	2.0	Revised Draft	Jamie Chan
4/4/2012	2.1	Revised Draft	B. Pillar
4/4/2012	2.2	Edits	D. Parish
4/11/12	2.3	Edits per 4/5 meeting discussion with Jamie Chan	S. Lenard
4/30/12	2.4	Consistency check between guidelines w/ B. Pillar	B. Estroff
6/2/12	2.5	Edits and Updates	D. Parish
8/08/12	2.6	Edits following Standards Forum	D. Parish
11/8/12	2.7	Edits following Standards Forum	D. Parish
5/31/13	2.8	Edits following meeting with Technical Review	L. DeRosa
08/16/2013	2.9	Final version for internal review	B. Budelman
6/10/2014	3.0	Consistency check	C. Whitcomb