

Project Area Photos and Key Map

Version: 1.3

Purpose

The objective of the Project Area Photograph and Key map standard is to ensure the inclusion of photographs that aid in the understanding of a proposed project and/or development. Photographs clearly and easily show the existing conditions within and surrounding a Project Area and a proposed Development Site. The Project Area Photographs will allow stakeholders to have both a written and visual description of the context of the proposed land use actions.

When to Use

Project Area Photos are a requirement of land use applications for specific discretionary and ministerial actions filed with the Department of City Planning.

The applicant may have supplied photographs to DCP earlier in the application review process. These photos can be used to meet the Project Area Photograph standard for land use applications.

The following actions **REQUIRE** photo submissions:

- Zoning Map Amendment (ZM)
- Change in the City Map (MM)
- Special Permit (ZS)
- Zoning Authorization (ZA)

Other actions **MAY REQUIRE** photographs of the Project Area. The DCP project team will confirm the application requirements with the applicant at the Interdivisional Meeting.

Project Area Photo and Key Map Standard Overview

A set of color, dated and captioned photographs, along with a photograph key map, must be submitted with the land use application.

Project Area Photo and Key Map Standard Details

Number	Format Requirements
1	Color <ul style="list-style-type: none"> • Photographs must be in color
2	Size <ul style="list-style-type: none"> • Photographs must be sized 4"x 6" (minimum) or 8"x10" (maximum)
3	

Number	Format Requirements
	<p>Page Layout</p> <ul style="list-style-type: none"> • Minimum page size of 11" x 17" • Maximum page size of 30" x 42" • Photographs should be organized into a display board, with several images and a small context map per page.
4	<p>Date</p> <ul style="list-style-type: none"> • Photographs must be labeled with the date that they were taken
5	<p>Location/Direction</p> <ul style="list-style-type: none"> • Photographs must identify the direction of the view (N, S, E, W, etc) • Each photograph must be identified by a number or letter keyed to an accompanying map (Photograph Key Map) showing the location of the photograph and must include a directional symbol/arrow
6	<p>Captions</p> <ul style="list-style-type: none"> • Photographs must have captions clearly identifying the streets and the subject matter of the photograph.
7	<p>Required Views</p> <ul style="list-style-type: none"> • Direct view of the full frontage of the Project Area (may require several photos) • Direct view of the full frontage of the proposed Development Site • Context views of area surrounding the Project Area: <ul style="list-style-type: none"> ○ Along the subject street(s) that the Project Area fronts ○ Showing adjoining conditions on each side of the Project Area ○ Directly opposite of the Project Area (on either side, or across the street, as needed) ○ From the intersections of all surrounding streets • A thorough attempt to document the existing conditions of the proposed Project Area and the surrounding context should be made.

Project Area Photographs Sample

Please see the "Sample Photograph Submission" to get a sense of the required layout and materials.

Exceptions

Exceptions to this standard are based solely on the type of land use action requested by the applicant. The Lead Planner, in consultation with the DCP project team will confirm application requirements at the Interdivisional Meeting.

For More Information

Please refer to sample photographic submission and photograph key map sample, or discuss the standard with DCP staff at the Interdivisional Meeting.

Related Documents

Document	Description
Sample Photograph Key Map Submission Format	Visual example of a photo key map.
Sample Photograph Submission Format: Size, Captioning and Layout	Visual example of how to display and label photographs

Revision History

Date	Version	Description	Author
11.03.11	1	Guidelines for Photograph Submissions	Maryann Nizzico
01.30.12	2	Revision Notes	Eric Blair-Joannou
06/07/2012	1.2	Revised following Standards Forum	David Parish
06/11/12	1.3	Revised following SME	David Parish