

Zoning Resolution Text Amendment Guidelines

Version: 1.6

Purpose

The purpose of this document is to provide a guide to applicants seeking discretionary zoning resolution text amendments from the City Planning Commission. The guide explains application requirements generally, and describes the application process and requirements for zoning text amendments to the Zoning Resolution.

When to Use

This guideline should be used for the purpose of preparing an application for a Zoning Text Amendment to the New York City Zoning Resolution (ZR).

Application Process and Requirements

Applicants interested in pursuing a Zoning Text Amendment should begin by following the general process laid out on [DCP's Applicant Portal](#). After the Interdivisional Meeting, staff from the Department's Zoning Division will work with the applicant to craft zoning text language. It is strongly recommended that applicants work with the Department to prepare zoning text. Below is a list of application requirements for stand-alone Zoning Text Amendment actions. If a Zoning Text Amendment is coupled with any other land use action, or if the text creates a new land use action that the applicant will also be applying for, those requirements will be found under the appropriate action type on the [Applicant Portal: Step 3](#).

Application Requirements for Stand-Alone Zoning Text Amendments

(See forms, standards and samples on the Applicant Portal.)

- Doing Business with the City Form
- Land Use Application Form
- Land Use Supplemental Form (ZR)
- Attachment 3: Project Description
- Proposed Zoning Text
- Illustrative map of the geographic area affected by the new text (required when the text amendment is not a Citywide action).

Combinations of land use actions and specific projects may require additional application materials. At the Interdivisional Meeting, the Lead Planner will lead a discussion of required application materials with the applicant. A list of required documents will also be documented in the Interdivisional Meeting Record.

Overview of drafting Zoning Text Amendments

The Zoning Resolution is organized in a hierarchal format which permits the presentation of regulations in an orderly and consistent method. New text must be integrated smoothly into existing text, using parallel construction with existing regulations to avoid ambiguity.

- Determine what type of text will be needed (Inclusionary Housing, for example). Read similar text – whether it will be a special district or a change in bulk regulations. Decide on the possible placement of the new text -- whether a new chapter or section(s) is required or an existing section(s) must be amended or reorganized.
- Use the outline format within sections to maximize content under one section heading rather than making each regulation a separate section. Do not use unnecessary headings. Structure the numbering system to leave room for future expansion, when necessary.
- It is important to use parallel language in paragraphs within a section or if stating the same rule in different chapters or articles.
- Make sure that only the most recent text is used for the proposed text. This can be found online at <http://www.nyc.gov/html/dcp/html/zone/zonetext.shtml>. Throughout the application process, continue to confirm that you are working with the current text; another project may be working with the same text and modifying or renumbering it.
- Check all cross-references to the sections you are adding or amending. If there are changes of content and/or numbering, make sure they will be part of the proposed text.
- Reference the list of Defined Terms online in Section 12-10 as needed. Check with the lead planner. The list of defined terms on the M drive, available to staff, includes defined terms applicable to specific special districts.
- Most special districts and Inclusionary Housing development areas in Appendix F require text maps. Text maps are illustrative; they are not zoning maps. (See Guidelines for Zoning Text Maps).

Exceptions

There are no exceptions to these standards. While there are many ways to conceptualize and write an amendment to the Zoning Resolution, these standards, where applicable, must be followed.

Exception Approval Process

There are no exceptions to these standards.

Related Documents

Any recent text changes that deal with similar zoning projects – creation of a special district, creation of a new zoning text, new bulk regulations in a specific area, mapping of an IHda, etc.

Revision History

Date	Version	Description	Author
3/15/2012	1.0	ZR Text Amendment Guidelines	Louisa Craddock
3/22/2012	1.1	ZR Text Amendment Guidelines w/comments	Louisa Craddock
6/5/2012	1.2	ZR Text Amendment Guidelines w/comments	L. Craddock & C. Herasme
6/22/2012	1.3	ZR Text Amendment Guidelines w/graphics	L. Craddock & C. Herasme
7/2/2012	1.4	Edits and Questions	Z. Zeilman & D. Parish
5/16/13	1.5	Revisions to better reflect process changes	D. Parish
9/28/13	1.6	Minor revisions prior to posting	D. Parish

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