

Section Guidelines

Version 3.1

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 Section(s) 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 a building's height, massing, and land uses, as well as any deviations from compliance with the requirements of the Zoning Resolution. In addition, the drawing demonstrates the relationship among the different levels of a building and different uses within the building.

When to Use

The Section(s) drawing is required for specific Special Permit, Authorization and Certification actions listed in the New York City Zoning Resolution that require waivers of use or bulk zoning regulations, or as an illustrative drawing to explain a proposed development. 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. 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.

Overview

The Section(s) drawing illustrates the relationship between the different levels of a building and a building's height and location of areas within the building subject to use and/or bulk waivers within the building. When the drawing is required, during the Interdivisional Meeting, you will be informed of the number of cross sections required through the entirety of the zoning lot. 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'.

Section(s) Details

Table A. Format Requirements

Number	Format Requirements
1	<p>Scale & Dimensions</p> <ul style="list-style-type: none"> • Scale should be appropriate to the size of the development site and the extent of the drawing, but no smaller than a minimum scale of 1/8" = 1'. • 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.
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.
3	<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 architect's 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 land use actions, clearly distinguish among each application and note content related to each action. ○ Drawing notes.

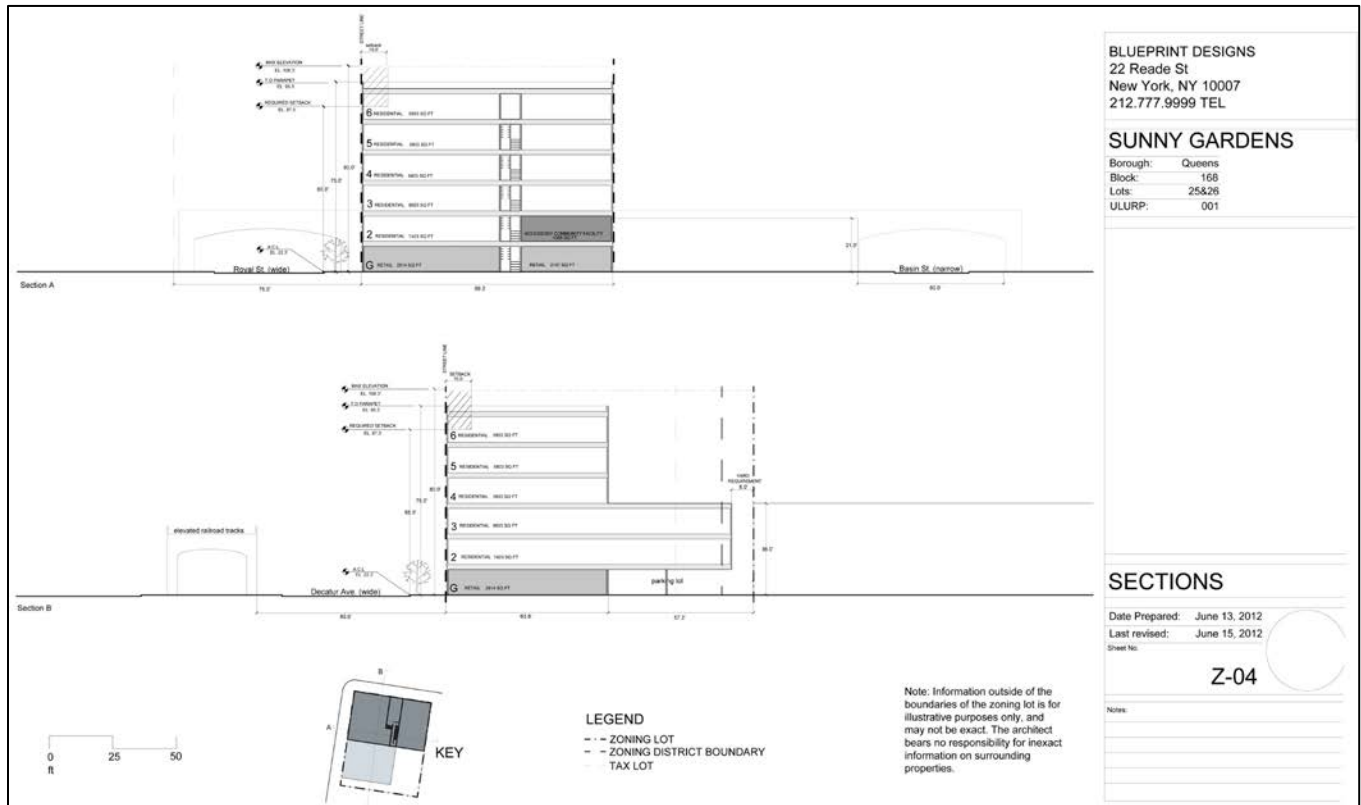
Number	Format Requirements
4	<p>Drawing Extent/Surrounding Context</p> <ul style="list-style-type: none"> • Includes the entire zoning lot or zoning lots subject to the proposed action and/or the entire development site. • If side and/or rear yard waivers are requested, extend the drawing 30' outward into adjacent properties along all lot lines. • 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. • When an adjacent building is in background and would provide greater context and clarity to the drawing, DCP may require the applicant to show the outline of the building envelope in a lighter line so that it appears faded and distinguishes the neighboring building from the proposed building. DCP will advise whether buildings should be included at the Interdivisional Meeting.
5	<p>Drawing Certification Note</p> <ul style="list-style-type: none"> • The following note should be included OUTSIDE of the title block: "Information outside of the boundaries of the zoning lot is for illustrative purposes only. The architect bears no responsibility for inexact information on surrounding properties."
6	<p>Existing vs. Proposed Buildings</p> <ul style="list-style-type: none"> • Existing buildings should be distinguished from proposed buildings with shading, hatching, or labels. • For enlargements, differentiate between existing and proposed floor area.
7	<p>Key Plan</p> <ul style="list-style-type: none"> • Include a key plan for reference with each section drawing, indicating: <ul style="list-style-type: none"> ○ Zoning lot lines. ○ Tax lots. ○ Sheet cut lines. ○ Building outline(s). ○ Public open space. ○ Section cut line(s).

Table B. Content Requirements for Waiver of Bulk Zoning Regulations

Number	Content Requirements
1	<p>Bulk Envelope</p> <ul style="list-style-type: none"> • Shown, with either: <ul style="list-style-type: none"> ○ Sky exposure plane (include notation on maximum slope); or ○ Contextual maximum building heights (base heights, maximum building height).
2	<p>Base Plans, Curb Level and Ground Level</p> <ul style="list-style-type: none"> • If these are congruent and overlapping, only one line needs to be used. • The method of determining the heights must be noted (e.g. “Heights are measured from curb level” or “Elevations are measured from the base plan”). • Indicate the following, as appropriate: <ul style="list-style-type: none"> ○ Base Plane, including both conventional and sloping plane where appropriate. ○ Ground Level. ○ Curb Level.
3	<p>Streets, Highways, Railroads, Other Public ROWs and Waterways</p> <ul style="list-style-type: none"> • Labeled. • Use official names (ie. E 3rd Street, instead of 3rd Street). Generally known abbreviations are acceptable (Ave, St, etc.). • Label street directions. • Label street widths. • Indicate narrow street OR wide street (using zoning definitions).
4	<p>Grade Level Elements</p> <ul style="list-style-type: none"> • Show street bed, curb, sidewalk, and zoning lot lines.
5	<p>Yards</p> <ul style="list-style-type: none"> • Dimension yards.
6	<p>Height Dimensions & Segments</p> <ul style="list-style-type: none"> • Dimension overall height. • Dimension height of building segments. • Dimension floor to floor heights.

7	<p>Encroachments (<i>Bulk</i>)</p> <ul style="list-style-type: none"> • Show proposed non-complying encroachments (use hatching to illustrate waiver area), differentiating between allowable building envelope and area proposed for bulk waiver. • Dimension and label encroachments as such in section and legend. • In the legend, label all hatch patterns used in the drawing and cite the action and section number modified. <ul style="list-style-type: none"> ○ For example, a hatched area might be labeled: “Special Permit for a modification of court requirements of 23-681 pursuant to Section 74-711.”
8	<p>Encroachments (<i>Use</i>)</p> <ul style="list-style-type: none"> • Clearly identify areas subject to the use action using shading. • The use of shading/toner should show the exact location of the proposed use requested. • In the legend, identify the shade/toner. <ul style="list-style-type: none"> ○ For example, a grey tone might be labeled: “Special Permit to permit a commercial use pursuant to Section 74-711.”
9	<p>Floors and Floor Notations</p> <ul style="list-style-type: none"> • Number floors. • Express floors using a solid line to differentiate each floor. • If requesting a use waiver: <ul style="list-style-type: none"> ○ Proposed uses should be labeled on the drawing, noting the new use and use group designation (e.g., UG 2 Residential). ○ Where a floor is proposed to have more than one type of use, such as “Residential” and “Community Facility,” show this with a line indicating the point of division between the two uses. • Label all uses on floors to be split with more than one use, whether they are existing or proposed.

Section Sample



For More Information

Please contact your Lead Planner for additional information.

Revision History

Date	Version	Description	Author
3/13/12	1.0	Original Draft	Chris Holme
3/16/12	1.1	Modified with group comments	Chris Holme
3/20/12	1.2	Revised Draft - bulk	Basha Estroff
3/21/12	1.3	Draft for External	Chris Holme
3/27/12	2.0	Revised after External mtg	Chris Holme
4/5/12	2.1	Revised after Internal mtg	Chris Holme
4/6/12	2.2	Revised, reorganized	Chris Holme
4/12/12	2.3	Revised	Chris Holme
5/01/12	2.4	Consistency check between guidelines w/ B. Pillar	B. Estroff
6/04/12	2.5	Edits and updates	B. Estroff
8/08/12	2.6	Edits following Standards Forum	D. Parish
11/1/12	2.7	Edits following Standards Forum	D. Parish
5/31/13	2.8	Combine use and bulk section guidelines and edits	D. Parish
6/4/13	2.9	Revisions following meeting with Technical Review	B. Budelman
8/5/13	2.10	Revisions following Technical Review Training	L. DeRosa
08/16/2013	3.0	Final version for internal review	B. Budelman
7/1/14	3.1	Final Edits	C. Whitcomb