

Upper Floor(s) Plan Guidelines

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 Upper Floor(s) Plan 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 the proposed programmatic arrangement of the upper floors within a proposed building.

When to Use

The Upper Floor(s) Plan is required for specific Special Permit, Authorization and Certification actions listed in the New York City Zoning Resolution that require the CPC to make findings related to the arrangement of upper floors, such as the specific location and separation of proposed uses on the same floor. 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.

Upper Floor(s) Plans are not required in instances where new uses are proposed to be added to an existing building and cover either the entire floor or several floors, and would not require physical changes to the structure to accommodate the new use.

Overview

The Upper Floor(s) Plan drawing is a depiction of the physical and programmatic arrangement of upper floors, generally relating to the specific location and separation of multiple uses on single floors. Thus, the drawing should include shades identifying the extent of different classes of use, and hatching patterns to show any areas of the floor affected by proposed bulk waivers. In addition, circulation cores and partition walls should be included if they are required to show how different spaces within the upper floors will be accessed, or to illustrate possible circulation paths between areas used for different land uses/use groups. Certain actions require the Commission to approve the layout of residential units, in which more detailed floor plans will be required. There may also be specific site conditions that need further description, 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 on the sections 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' and 3" or 5.25".

Upper Floor Plan 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 content of the drawing, but no greater than a maximum scale of 1" = 100". • 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"). • 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. • In the key plan, indicate: <ul style="list-style-type: none"> ○ Zoning lot lines. ○ Tax lots. ○ Sheet cut lines. ○ Building outline(s). ○ Public open space. ○ Buildings.
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.

Number	Format Requirements
4	<p>Legend, Scale and Title Block</p> <ul style="list-style-type: none"> • North Arrow. • 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 land use actions, clearly distinguish among each application and note content related to each action. ○ Drawing notes.
5	<p>Drawing Extent/Surrounding Context</p> <ul style="list-style-type: none"> • No surrounding context is necessary for Upper Floor Plans.
6	<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.”

Table B. Content Requirements

Number	Content Requirements
1	<p>Development Site Boundary (<i>Zoning Lot Boundary-If applicable</i>)</p> <ul style="list-style-type: none"> • Show ONLY if a significant portion of the zoning lot boundary is within the extent of the drawing. • Show with a heavy dashed line featuring one long dash, one dot and another long dash. • Where the zoning lot line intersects with a street, the zoning lot line should be a solid line. • If a significant portion of the zoning lot boundary is not within the extent of the drawing, include a smaller plan diagram showing the spatial relationship between the upper floor and the zoning lot boundary.
2	<p>Building Walls and Partition Walls (<i>Exterior and Interior</i>)</p> <ul style="list-style-type: none"> • Show in standard architectural symbology. • Show all proposed doors or openings within walls included in the drawing. • Show partition or demising walls required for separation of uses if the development site uses are subject to a waiver and/or land use action. • Note overall building dimensions.
3	<p>Circulation Cores and Stairs (<i>required for actions related to changing land uses/use groups</i>)</p> <ul style="list-style-type: none"> • Show circulation cores and stairs with standard architectural symbols. • Only necessary when pertinent to explain: <ul style="list-style-type: none"> ○ The separation of uses on a floor or- ○ When necessary to show access to another use subject to the land use action(s) and not on the ground floor.
4	<p>Extent of Different Land Uses Within the Building</p> <ul style="list-style-type: none"> • Clearly indicate each use using different shading. • Label each use as: <ul style="list-style-type: none"> ○ Residential, Community Facility, Commercial, Mechanical Space or Manufacturing, or into ○ Use groups if relevant to the actions requested, and/or there are multiple uses of the same type. • Show mechanical space (if the extent and arrangement of such is known), indicating existing and proposed location, and differentiated from other land uses. • Clearly note the square footage of uses subject to the proposed action(s). • Indicate where supportive service uses are located

Number	Content Requirements
5	<p>Areas Affected by Waivers <i>(required for actions related to waiving bulk requirements)</i></p> <ul style="list-style-type: none"> • Show use waivers with shades or colors. • Show bulk waivers in a hatch pattern. • For complicated and overlapping use/bulk waivers, DCP will advise a combination of shading and hatching at the Interdivisional meeting.
6	<p>Exterior Ground Detail</p> <ul style="list-style-type: none"> • Show to be consistent with the Site Plan. • Show: <ul style="list-style-type: none"> ○ Zoning Lot. ○ Streets. ○ Sidewalks. • Show at the same orientation as the site plan.

Upper Floor Plan Sample



For More Information

Please contact your Lead Planner for additional information.

Revision History

Date	Version	Description	Author
3/14/12	1.0	First draft	S. Lenard
3/19/12	1.1	6 comments	T. Pawlowski
3/21/2012	1.2	Revisions	D. Parish
3/26/12	2.0	1 revision related to purpose of drawing.	S. Lenard
3/28/12	2.1	Separated detailed requirements into "required on every drawing" and "required when relevant to approval"	S. Lenard
4/11/12	2.2	Made minor adjustments per 4/5 meeting	S. Lenard
5/01/12	2.3	Consistency check between guidelines w/ B. Pillar	B. Estroff
6/2/12	2.4	Edits and Updates	D. Parish
7/3/12	2.5	Visualization added and edits	K. Mu
8/08/12	2.6	Edits following Standards Forum	D. Parish
11/8/12	2.7	Edits following Standards Forum	D. Parish
06/04/2013	2.8	Revisions following meeting with Technical Review	B. Budelman
08/16/2013	2.9	Final version for internal review	B. Budelman
6/10/2014	3.0	Consistency check	C. Whitcomb
6/30/14	3.1	Final edits	C. Whitcomb