

Sample Completed Application For Reference Use ONLY

Certification to Allow a
Limited Increase in Street Wall Width

In the Upper West Side
Special Enhanced Commercial District - 2

Pursuant to Zoning Section 132-51

The material included in this document is intended to assist applicants in the completion of their own certification application. The material in this document may be false or incomplete.

Zoning Section 132-51 Certification to Allow a Limited Increase in Street Wall Width Application Guidelines

Purpose

These guidelines provide the minimum application requirements and content parameters for the production of an application package for a certification to allow for a limited increase in street wall widths pursuant to Section 132-51. This information is necessary for the Chairperson of the City Planning Commission to make an informed decision when it comes to addressing the findings of this action.

This Chair Certification to allow a limited increase in street wall width will facilitate frontages of up to 60 feet. There is an existing Authorization for frontage expansions based on need- or vacancy-related findings, but the Chair Certification allows for a more predictable and time-efficient mechanism to allow a limited frontage expansion for an existing business. Banks are not eligible to apply for the Certification, but the Authorization remains available to them.

Certification is ministerial and requires a demonstration that the following conditions exist: 1) the presence of a business in operation at the date of application; 2) physical restrictions preventing on-site business expansion in a way that would avoid frontage in excess of 40 feet; 3) the presence of other uses with ongoing or expected occupancy within the building preventing expansion and; 4) calculations relating to the number of other establishments with more than 40 feet on, adjacent to, or across from the block on which the applicant operates, demonstrating that the multi-store character of these blocks remains intact.

This document and related documents are intended to guide an applicant through the certification process towards a storefront expansion resulting in a frontage of no greater than 60 feet.

When to Use

Please use these minimum requirements when producing an application for a certification pursuant to Section 132-51 (Certification to Allow a Limited Increase in Street Wall Width). Within the UWS Special Enhanced Commercial District 2, the maximum street wall width of any non-residential ground floor establishment, other than banks or loan offices, shall not exceed 40 feet. However, a certification from the Chairperson of the City Planning Commission may be applied for pursuant to ZR Section 132-51 to exceed the 40-foot maximum street wall width, provided the conditions set forth in the Section 132-51 are met.

Application Procedure and Order of Review

Given that only a limited number of expansions may be available for approval within a particular geographic area, and that multiple applications within a particular geographic area may be simultaneously pending, a city rule sets forth procedures to ensure that all applications are reviewed and processed in a predictable, fair and orderly manner. Specifically, the rule requires that:

1. Draft applications must be submitted for pre-filing review.
 - a. Draft applications must be submitted to the specific division of the Department that is designated on the application form for receipt of an application filed pursuant to ZR Section 132-51, by delivery or by mail to: the division so named on the application form, New York City Department of City Planning, 22 Reade Street, New York, New York 10007, or by email to: RetailEC@planning.nyc.gov. Upon receipt, the Department will record the date and time of receipt.
2. Draft applications will be reviewed in order of receipt for accuracy and completeness.
3. The applicant may only formally file an application upon notification that the draft application is considered complete.
 - a. Upon determination of completeness, the applicant must file nine (9) copies of the application at the Department of City Planning, Central Intake Office, 22 Reade Street, New York, New York 10007. Applications that have not been reviewed and determined to be complete will not be accepted for filing.
4. Complete filed applications for establishments within the same set of geographic boundaries will be reviewed in order of application filing date and time.

Application Requirements

| Attachment # | Application Requirements | Description | Sample or Template Material Location |
|--------------|--|---|---|
| 1a | Land Use Application Form | <p>Basic project and applicant information for action seeking approval (Zoning Certification, ZC).</p> <p>Under Section 5 of this document, the type of CEQR action should be checked as "Type II", with "Ministerial" as category.</p> <p>The description of the proposal is filled out and attached to the application as Attachment 4, listed below.</p> | <p>Form can be downloaded here: http://www.nyc.gov/html/dcp/html/ap/step3_prep.shtml</p> |
| 1b | Owner's Authorization Letter | <p>If the owner/ applicant is not signing on page 2, include an owner's authorization letter.</p> | <p>Link to "fill in the blank" template</p> |
| 2 | Supplemental Form for Zoning Certification (ZC) | <p>Zoning Certification information is required. Action (ZC) is pursuant to Zoning Resolution Section number 132-51.</p> <p>The required discussion of findings is filled out and attached to the application as Attachment 5, listed below.</p> | <p>Form can be downloaded here: http://www.nyc.gov/html/dcp/html/ap/step3_prep.shtml</p> |
| 3a | Signed Affidavit | <p>Signed and notarized affidavit attesting that at the time of application for extension, the use has existed in the building for a period of at least one year; that such existing establishment cannot extend square footage without increasing the street wall width for such establishment</p> | <p>Link to "fill in the blank" template</p> |
| 3b | Other documentation associated with affidavit | <p>If relevant: illustration or documentation of other uses that limit expansion options; signed lease from one year prior to application</p> | |
| 4a | UWS Retail Certification Project Description | | <p>link to "fill in the blank" template</p> |
| 4b | UWS Retail Certification base map drawings | <p>Base map drawing with existing and proposed frontages</p> | <p>Link to pdf of base map templates</p> |
| 5 | Statement of Findings | <p>Follow the general DCP format guidelines for this document and include discussion of conditions</p> | <p>link to "fill in the blank" template</p> |
| 6 | "Panorama" photos of relevant blocks in project area | <p>Follow the Upper West Side photograph guidelines for this attachment and see samples of the "panorama" photos with frontage measurements</p> | <p>Link to document with "how to measure frontages" and sample final product</p> |

Application Section 1a: Land Use Application Form

Provide web link or screen shot of LR pages required from
http://www.nyc.gov/html/dcp/html/ap/step3_prep.shtml

See next page



Land Use Review Application

Department of City Planning

22 Reade Street, New York, NY 10007-1216

City Planning will assign and stamp reference numbers here

| | |
|--|---|
| APPLICATION NUMBER | APPLICATION NUMBER |
| APPLICATION NUMBER | APPLICATION NUMBER |
| APPLICANT (COMPANY/AGENCY OR OTHER ORGANIZATION) * | APPLICANT'S PRIMARY REPRESENTATIVE |
| STREET ADDRESS | REPRESENTATIVE'S COMPANY/AGENCY OR OTHER ORGANIZATION |
| CITY STATE ZIP | STREET ADDRESS |
| AREA CODE TELEPHONE # FAX# | CITY STATE ZIP |
| AREA CODE TELEPHONE # FAX# | AREA CODE TELEPHONE # FAX# |

1. APPLICANT AND APPLICANT'S REPRESENTATIVES

* List additional applicants below:

CO-APPLICANT (COMPANY/AGENCY OR OTHER ORGANIZATION)

CO-APPLICANT (COMPANY/AGENCY OR OTHER ORGANIZATION)
ADDITIONAL APPLICANT REPRESENTATIVE:

NAME AND PROFESSIONAL AFFILIATION (ATTORNEY/ARCHITECT/ENGINEER ETC.) TELEPHONE # FAX #

2. SITE DATA (If the site contains more than one property complete the "LR Item 2. Site Data Attachment Sheet.")

STREET ADDRESS PROJECT NAME (IF ANY)

DESCRIPTION OF PROPERTY BY BOUNDING STREETS OR CROSS STREETS

EXISTING ZONING DISTRICT (INCLUDING SPECIAL ZONING DISTRICT DESIGNATION, IF ANY) ZONING SECTIONAL MAP NO(S).

TAX BLOCK AND LOT NUMBER BOROUGH COMM. DIST.

URBAN RENEWAL AREA, HISTORIC DISTRICT OR OTHER DESIGNATED AREA (IF ANY)

IS SITE A NEW YORK CITY OR OTHER LANDMARK? NO YES IF YES, IDENTIFY _____

3. DESCRIPTION OF PROPOSAL

(If the entire project description does not fit in this space, enter "see attached description" below and submit description on a separate sheet, identified as "LR item 3. Description of Proposal")

4. ACTIONS REQUESTED AND FEES

(Check appropriate action(s) and attach supplemental form)

* No supplemental form required

- CHANGE IN CITY MAP.....MM \$ _____
- ZONING MAP AMENDMENT.....ZM \$ _____
- ZONING TEXT AMENDMENT..... ZR \$ _____
- ZONING SPECIAL PERMIT.....ZS \$ _____
- ZONING AUTHORIZATION.....ZA \$ _____
- ZONING CERTIFICATION.....ZC \$ _____
- PUBLIC FACILITY, SEL./ACQ.....PF \$ _____
- DISPOSITION OF REAL PROP.....PD \$ _____
- URBAN DEVELOP+T ACTION.....HA \$ _____
- URBAN RENEWAL PROJECT.....* \$ _____
- HOUSING PLAN & PROJECT.....* \$ _____
- FRANCHISE.....* \$ _____
- REVOCABLE CONSENT.....* \$ _____
- CONCESSION.....* \$ _____
- LANDFILL.....* \$ _____
- OTHER (Describe) \$ _____

- MODIFICATION \$ _____
 - FOLLOW-UP \$ _____
 - RENEWAL \$ _____
 - OTHER \$ _____
- APPLICATION NO. _____
- APPLICATION NO. _____
- SPECIFY _____
- TOTAL FEE (For all actions) \$ _____**

Make Check or Money Order payable to Department of City Planning.

If fee exemption is claimed check box below and explain

Has pre-application meeting been held? NO YES

If yes _____

DCP Office/Representative _____ Date of meeting _____

5. ENVIRONMENTAL REVIEW

CITY ENVIRONMENTAL QUALITY REVIEW (CEQR) (Discuss with CEQR lead agency before completing)

LEAD AGENCY _____ CEQR NUMBER _____

TYPE OF CEQR ACTION:

TYPE II Type II category: Ministerial Date determination was made: _____

TYPE I } ~~Has EAS been filed?~~ Yes No

UNLISTED } ~~If yes, Date EAS filed: _____~~

~~Has CEQR determination been made?~~ Yes No

~~If yes, what was determination?~~ ~~Negative Declaration~~ } Date determination made: _____ (Attach Copy)
~~CND~~
~~Positive Declaration~~

~~If Positive Declaration, has PDEIS been filed?~~ _____

~~Has Notice of Completion (NOC) for DEIS been issued?~~ _____ If yes, attach copy.

~~If PDEIS has not been filed, has final scope been issued?~~ _____ If yes, date issued: _____

6. COASTAL ZONE MANAGEMENT

IS SITE IN STATE DESIGNATED COASTAL ZONE MANAGEMENT (CZM)? AREA? No Yes

7. RELATED ACTIONS BY CITY PLANNING

LIST ALL CURRENT OR PRIOR CITY PLANNING COMMISSION ACTIONS RELATED TO SITE:

APPLICATION NO. DESCRIPTION/ DISPOSITION/STATUS CAL. NO. DATE

8. RELATED ACTIONS BY OTHER AGENCIES

LIST ALL OTHER CURRENT OR PRIOR CITY, STATE OR FEDERAL ACTIONS RELATED TO APPLICATION:

REFERENCE NO. DESCRIPTION/ DISPOSITION/STATUS CAL. NO. DATE

9. FUTURE ACTIONS REQUIRED

LIST ALL FUTURE CITY, STATE OR FEDERAL ACTIONS REQUIRED TO IMPLEMENT THE PROPOSED ACTION:

10. APPLICANT
(Attach authorizing resolution(s), if applicable)

NAME AND TITLE OF APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE OF APPLICANT DATE

APPLICANT'S COMPANY/AGENCY OR OTHER ORGANIZATION (IF ANY)

11. CO-APPLICANTS

NAME AND TITLE OF CO-APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE OF CO-APPLICANT DATE

(Attach authorizing resolution(s), if applicable)

CO-APPLICANT'S COMPANY/AGENCY OR OTHER ORGANIZATION

STREET ADDRESS CITY STATE ZIP TEL.NO. FAX

NAME AND TITLE OF CO-APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE OF CO-APPLICANT DATE

CO-APPLICANT'S COMPANY/AGENCY OR OTHER ORGANIZATION

STREET ADDRESS CITY STATE ZIP TEL.NO. FAX

ADMINISTRATIVE CODE

ANY PERSON WHO SHALL KNOWINGLY MAKE A FALSE REPRESENTATION ON OR WHO SHALL KNOWINGLY FALSIFY OR CAUSE TO BE FALSIFIED ANY FORM, MAP, REPORT OR OTHER DOCUMENT SUBMITTED IN CONNECTION WITH THIS APPLICATION SHALL BE GUILTY OF AN OFFENSE PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH, PURSUANT TO SECTION 10-164 OF THE CITY OF NEW YORK ADMINISTRATIVE CODE.

NOTICE

THIS APPLICATION WILL BE DEEMED PRELIMINARY UNTIL IT IS CERTIFIED AS COMPLETE BY THE DEPARTMENT OF CITY PLANNING OR THE CITY PLANNING COMMISSION. ADDITIONAL INFORMATION MAY BE REQUESTED OF THE APPLICANT BY THE DEPARTMENT OF CITY PLANNING.

Application Section 1b: Land Use Application Form – Owner’s Authorization Letter

[Letterhead]

June 30, 2012

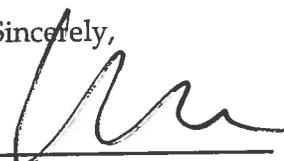
Hon. Amanda Burden, Chair
City Planning Commission
22 Reade Street
New York, NY 10007-1216

Re: Smith’s Shoes
Application No(s): xxxxxxxx
Block X, Lot(s) Y

Dear Chair Burden:

I am the fee owner of certain real property known as Block X, Lot(s) Y on the Tax Map of the City of New York. I hereby authorize John Smith to file the above-referenced application for an expansion by 25 feet of frontage to a total 50 feet of frontage, expanding into the adjacent space currently occupied by L’s Coffee Shop, at the New York City Department of City Planning.

Sincerely,

By: 

Name: Michael Smith
Title: Property Owner

Application Section 2: Supplemental Form for Zoning Certification (ZC)

See next page

Special Permit/Authorization/Certification. . . ZS/ZA/ZC

----- APPLICATION NO. -----

----- APPLICATION NO. -----

----- APPLICATION NO. -----

(If more than five actions are being requested, enter "see attached" below, and list ALL PROPOSED ACTIONS in the same format as below on a separate sheet titled "Proposed Zoning Special Permits/ Authorization/ Certifications.")

| Action(s) requested pursuant to ZR (Check one box for each proposed action) | Special Permit (ZS) | Authorization (ZA) | Certification (ZC) | PURSUANT TO: | | TO MODIFY: |
|--|--------------------------|--------------------------|-------------------------------------|----------------------------------|--|-----------------------------|
| | | | | ZONING RESOLUTION SECTION NUMBER | ZONING RESOLUTION SECTION TITLE | SECTION NO. (If applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 132-51 | Cert. to Allow a Limited Increase in Street wall width | --- |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

HAS A DRAFT RESTRICTIVE DECLARATION BEEN INCLUDED WITH THIS APPLICATION? YES NO

WILL ALL PARTIES IN INTEREST TO THE PROPERTY AGREE TO A RESTRICTIVE DECLARATION IF REQUIRED? YES NO

Property ownership/ interest

CHECK APPLICABLE BOX(ES) (If more than one box is checked in the left column, please explain below).

- | | |
|---|---|
| <p>APPLICANT:</p> <p><input type="checkbox"/> IS OWNER OF SUBJECT PROPERTY</p> <p><input type="checkbox"/> IS LESSEE OF SUBJECT PROPERTY</p> <p><input type="checkbox"/> HAS CONTRACT TO LEASE/BUY SUBJECT PROPERTY</p> <p><input type="checkbox"/> IS OTHER (explain real property interest below)</p> | <p>APPLICANT:</p> <p><input type="checkbox"/> IS A CITY AGENCY</p> <p><input type="checkbox"/> IS A STATE OR FEDERAL AGENCY</p> |
|---|---|

Discussion of findings

STATEMENT IN SUPPORT OF REQUIRED ZONING RESOLUTION FINDINGS/DECLARATION OF COMPLIANCE
(This is the same discussion/statement as in Attachment #11. If it fits below, it may be put here instead of in a separate attachment. If Attachment #11 has been completed, you may leave this area blank).

Application Section 4a: UWS Retail Certification Project Description

Please use this template and fill in the appropriate information in any bracketed [] area.

It is strongly suggested that the applicant follow this outline. The Project Description must be written in narrative form, using full sentences and paragraphs.

Smith's Shoes
0000 Amsterdam Avenue
June 30, 2012

1. Introduction

My name is John Smith and I am proposing a project at 00000 Amsterdam Avenue, on the East side of Amsterdam Avenue between X Street and Y Street. The site is located on tax block xx and lot yy. The current zoning is R8A/C2-5 in the EC-2 Special District.

The proposal requires the Certification to Allow a Limited Increase in Street Wall Width (132-51) from 25 feet to 50 feet. The existing frontage is currently for the Smith's Shoes, a retail shoe store that has existed at this location since July 2008. In order to achieve the expansion, the establishment would extend into 01000 Amsterdam Avenue, which currently contains a coffee shop and which is expected to be vacant at the time of expansion. No other City Planning actions are required.

2. Prior and Current Unrelated Actions (if applicable)

The certification to allow a limited increase in street wall width requires demonstration that not more than one other establishment (including vacant frontages) exceeds 40 feet in frontage on, across from, or adjacent to the block on which this project is proposed. Additionally, the certification requires verification that at the time of this application, no other approved applications exist for certifications or authorizations under Section 132-50 in the geographic boundaries defined by this project area.

If a certification or authorization application has been approved in the project area but no other establishment in the area exceeds 40', describe the details of the approved application with project name, date, address.

Since no other applications exist, I understand I meet the condition of 132-51(c) of this certification.

3. Description of the Surrounding Area and Project Area

Surrounding Area

The project is located in Manhattan Community Board 7. The area is known as the Upper West Side.

The neighborhood is characterized by a diversity of retail and commercial options with multiple storefronts per block. Buildings typically have narrow footprints, with commercial uses on the ground floor and occasionally on the second floor, with generally 4-10 residential stories above. It is a dense, active neighborhood, close to numerous public transportation options including the 1/2/3 subway line on Broadway and the A/C/B/D subway line on Central Park West. The commercial neighborhood is defined by Broadway, with larger building footprints and a mix of ground floor commercial frontages, and by Amsterdam and Columbus avenues, which generally have narrower building footprints and smaller commercial frontages. No other avenues and only a small number of side streets are zoned for commercial uses in this neighborhood, resulting in an unusually high demand for commercial square footage.

Project Area

The specific blocks comprising the project area, Tax Blocks 1234, 1235, 1236, and 1237, on the East side of Amsterdam between X Street and Y street, and the West side of Amsterdam between X Street and Y Street, generally resemble blocks throughout EC-2. They are characterized by multiple stores per block, with a mix of retail and commercial services on the ground floor and residential units above.

The 4 blocks have a combined 30, with 7 on the block for which establishment represented by this application is on, averaging 18 feet in frontage. The retail and commercial uses on this block include coffee shops, bodegas, a hair salon, a shoe store and a pharmacy, and 4 residential entries. The number of storefronts on this block will be reduced to 6 upon completion of the expansion proposed by this application.

The project is located in a R8A/C2-5 zoning district. The project area is also zoned EC-2.

4. Description of Proposed Development Site (if different than the Project Area)

The project site is located in Manhattan CB7 on tax block XX and lot YY. The site has an existing frontage of 25 feet along Amsterdam Avenue.

5. Description of the Proposed Development

As illustrated in the attached Base Map, the project site includes frontage currently occupied by Smith's Shoes with 25 feet of frontage along the East side of Amsterdam Avenue between X Street and Y Street, and adjacent frontage to be expanded into, currently occupied by L's Coffee, a coffee shop with 25 feet of frontage along Amsterdam Avenue.

John Smith is applying for the certification for a limited increase in street wall width in order to accommodate the existing establishment's expansion. Smith's Shoes has been at this location for nearly 5 years and wishes to expand in order to expand operations. This use cannot extend its square footage without increasing the street wall width because of physical restrictions created by the building design and regulatory limitations that prevent expansion to the second floor.

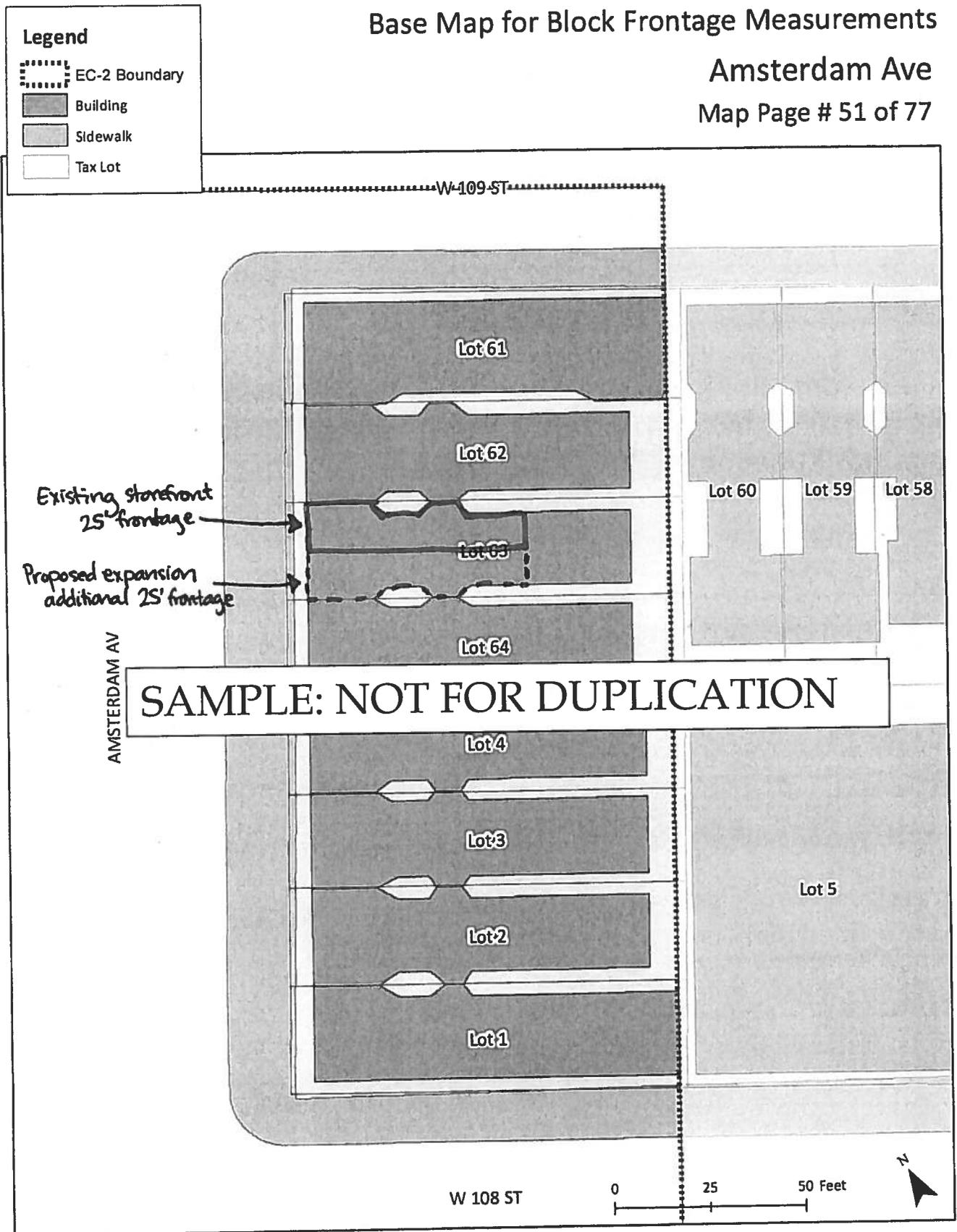
6. Action(s) Necessary to Facilitate the Project

Certification to Allow a Limited Increase in Street Wall Width (Section 132-51). The certification would allow the extension of 25 feet of street frontage to the existing establishment at 0000 Amsterdam Avenue, which currently has 25 feet of street frontage. The approved certification would result in a total street frontage of 50 feet along the East side of Amsterdam Avenue between X Street and Y Street.

7. Conclusion

Approval of the certification to allow a limited increase in street wall width (132-51) will allow the project site to extend the frontage of 0000 Amsterdam Avenue from 25 feet to 50 feet. As demonstrated in the findings, the project site has been in existence for at least a year, and also meets the land use criteria that not more than one other establishment with frontage greater than 40 feet exists on the block on which the project site is located, adjacent to, or directly across the street within EC-2. The certification is necessary to allow the project site to expand operations in a way that is consistent with the land use character and retail environment of this Special District.

Application Section 4b: UWS Retail Certification Project Description Template – Base Map Drawing with Existing and Proposed Frontages



Application Section 5: Statement of Findings

When the Chair of the City Planning Commission must make findings in order to grant a certification, the applicant must submit an analysis which states specifically how the proposed development will satisfy each of the findings.

Use the Discussion of Findings template below to fill in the brackets [] the appropriate information pertaining to your project.

Finding (c)(2) below refers to the LUCATS database. In order to demonstrate this finding, please visit the web site http://a030-lucats.nyc.gov/lucats/ULURP_Search.aspx, and enter in the Zoning Resolution Section: 132-51 where asked. A search of this information will yield all approved certifications under this zoning section. If any approved certifications fall within the area relevant to your project, you do not meet this finding.

CERTIFICATIONS AND AUTHORIZATIONS (6/28/12)

132-51

Certification to Allow a Limited Increase in Street Wall Width

In #Special Enhanced Commercial District# 2, an establishment may #extend#, thereby exceeding the maximum #street wall# width for non-#residential# establishments set forth in paragraph (b) of Section 132-24, and may reduce the number of establishments required pursuant to 132-23 upon certification by the Chairperson of the City Planning Commission to the Department of Buildings that:

- (a) the proposed establishment does not exceed a maximum #street wall# width of 60 feet; and**

As illustrated in the application attachment, the proposed establishment would expand from 25 feet to 50 feet.

- (b) the applicant has submitted an affidavit attesting to and including information that:**

- (1) at the time of application for #extension#, the #use# has existed within such #building# for a period of one year; and**

The affidavit included in the application attachment attests to the establishment's existence within the building for 4 years and 7 months.

- (2) such existing establishment cannot #extend# without increasing the #street wall# width for such establishment because of:**

(i) physical restrictions created by the #building# design, including, but not limited to, the location of existing structural walls and vertical circulation cores;

(ii) the presence of other #uses# with ongoing or expected occupancy within such #building#; or

(iii) regulatory limitations; and

The affidavit included in the application attachment attests to the establishment's inability to extend without increasing the street wall width because of physical restrictions (i) and regulatory limitations (iii).

- (c) the applicant has demonstrated that at the time of application not more than one non-#residential# establishment has a #street wall# width exceeding 40 feet on either the same #block# frontage containing the applicant's establishment, or on the #block# frontage directly across the #street# from the #block# containing such establishment, or on the #blocks# fronting on the #commercial street# immediately adjacent to the north and south of the #block# containing such applicant's establishment. In order to demonstrate such conditions, the applicant shall:**

- (1) submit photographs or dimensioned elevation drawings to verify compliance with the conditions specified in this paragraph, (c); and**

The annotated photographic attachment to this application demonstrates that no other establishment on my block, the blocks immediately adjacent, or the block directly across the street has a street wall width exceeding 40 feet.

(2) verify that at the time of application, no other approved applications exist for certifications or authorizations under Section 132-50 in the geographic boundaries set forth in this paragraph, (c).

A search was completed using the LUCATS database to verify that no other approved applications exist for certifications or authorizations under Section 132-40 in the geographic boundaries set forth in this paragraph, which would affect the accuracy of the demonstrated findings.

A copy of an application for certification pursuant to this Section shall be sent by the Department of City Planning to the affected Community Board, which may review such proposal and submit comments to the Chairperson of the City Planning Commission. If the Community Board elects to comment on such application the Chairperson will not act on such application until the Community Board's comments have been received, or the 30 day comment period has expired, whichever is earlier.

A certification granted pursuant to this Section shall automatically lapse if substantial construction in accordance with the plans for which such certification was granted, has not been completed within one year from the effective date of such certification.

Application Section 6: “Panorama” Photos

Purpose

The objective of the Project Area Photographs standard is to ensure the inclusion of photographs that aid in the understanding of a proposed project and eligibility. Photographs clearly and easily show the existing conditions within and surrounding a proposed Development Site. The Project Area Photographs will enable a clear understanding of the Development Site’s eligibility for store frontage expansion.

How to Measure Establishment Frontages

Frontage is defined as the portion of a ground floor level of a building containing an establishment – either a commercial use or residential lobby.

Measurements may be taken with the help of a measuring wheel, measuring tape, or other tool that records linear feet and inches. Visual estimates will work for most frontages except for those close to 40 feet. For the purposes of the certification application, only notation indicating a frontage’s width as less than or equal to 40 feet, or greater than 40 feet, is required, as shown on the sample. The Department of City Planning will verify all measurements near or greater than 40 feet.

Individual establishments usually have separate awnings or signage and separate entrances. There is usually an interior wall defining the space, with or without an interior passageway connecting it to the space next door.

In some cases, the portion of ground floor level that contains the use is not obvious, because a windowless wall makes it impossible to know where one storefront ends and the adjacent storefront begins. When this happens, the applicant should make an effort to record the length of the frontage by entering the establishment and observing where interior walls define the use.

The average Manhattan city block has 200 feet of frontage; 40 feet therefore represents about one-fifth of a standard blockfront throughout most of EC-2.

Format Requirements:

Color: Original photographs must be in color; application may include black and white.

Photo Size: Photographs must be taken at least a 3 megapixel resolution.

Photo Scale: Photographs must be scaled identically and stitched together for a width of no less than 20” per block front.

Page Layout: Minimum page size of 8.5” x 14”

Date: Photographs must be labeled with the date that they were taken and should be taken mid-day or afternoon for maximum storefront visibility.

Location/Direction: Photographs must identify the avenue and cross streets bounding the avenue, and the E/W direction (for example: “East side of Amsterdam between 85th and 86th streets)

Frontage Measurements: Photographs must have captions clearly identifying each store front on the block as having less than or equal to 40 feet of ground floor street frontage, or greater than 40 feet of ground floor street frontage.

Required Views: Direct view of the full frontage of the Development Site’s entire block front. This will require at least 2 photos to capture entire blockfront. These photos may be manually or digitally stitched together). A thorough attempt to document the existing conditions of the proposed Project Area during active daylight hours should be made. The intent is to demonstrate store frontages surrounding the Development Site and this is best accomplished when metal gates are up and establishments are open.

- Direct view of the full frontage of the proposed Development Site
- Context views of blocks surrounding the Development Site:
 - Direct view of the full frontage of the block directly opposite the Development Site’s block (if mapped within the EC)
 - Showing adjoining conditions on each side of the Project Area
 - Direct view of the full frontage of the blocks immediately adjacent to the Development Site’s block (if mapped within the EC)

Application Section 6: "Panorama" Photos

