

Section 63-22 (Authorization to Modify Maximum Building Height for a FRESH Food Store) Authorization Application Guidelines

Version: 1.5

Purpose

This document provides general guidance regarding the preparation of the drawings and other contents of an application for a certification for an authorization to modify the maximum building height of a building containing a FRESH food store pursuant to Section 63-22. The drawings and other information are intended to inform the City Planning Commission in making the findings and rendering a decision under ZR 63-22.

When to Use

Please use these guidelines when preparing an application for an authorization pursuant to Section 63-22 (Authorization to Modify Maximum Building Height).

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.

Application Guidelines Overview

In order to demonstrate compliance with the findings of an authorization under ZR 63-22 to increase the maximum height of building containing a FRESH food store, the drawings listed below will be required.

Since an application for an authorization may be accompanied by an application for a FRESH certification under ZR 63-30, applicants seeking both actions should reference both guidelines when preparing an application. Drawings or additional contents, where not duplicated in the guidelines for ZR 63-30, should be provided *in addition* to those required in Section 63-30 in such cases.

The application for an authorization pursuant to Section 63-22 also requires Attachment 11: Applicant's Statement of Findings. The Statement of Findings should describe in narrative form how each of the findings of Section 63-22 is met.

Submission Requirements

Table A. Required Drawings

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
1	Area Map	<ul style="list-style-type: none"> Label designated historic resources in the 600' radius State approximate heights of adjacent buildings and historic resources. 	<ul style="list-style-type: none"> 63-22 (b)
2	Zoning Analysis	<ul style="list-style-type: none"> Include requirements related to either Sections 63-211, 35-31, 35-24, OR 123-66, 123-64, and 63-212 	<ul style="list-style-type: none"> Required to memorialize waiver or modification from either Sections 35-24 or 123-66 Required to document the conditions of approval.
3	Ground Floor Plan	<ul style="list-style-type: none"> Show location of sign (must be near entrance) Should show FRESH store layout and specify floor area devoted to the sale of fresh food Show FRESH store entrance 	<ul style="list-style-type: none"> 63-22 (a)
4	Upper Floor Plan	<ul style="list-style-type: none"> Must show the floor area added by the FRESH floor area bonus 	<ul style="list-style-type: none"> Required to document the conditions of approval.

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
5	Section	<ul style="list-style-type: none"> Label first story utilized as a FRESH food store and include square footage (SF) Show finished ceiling height of at least 14' for the floor containing FRESH. Show proposed height increase at upper floor. 	<ul style="list-style-type: none"> 63-22 (a) 63-22 (b) 63-22 (c)
6	Neighborhood Character Diagram	<ul style="list-style-type: none"> Label any historic resources. Include approximate heights of adjacent buildings and any designated historic resources. 	<ul style="list-style-type: none"> 63-22 (b) 63-22 (c)

Table B. Additional Application Requirements

Number	Additional Application Requirements	Description
1	LR Form	<ul style="list-style-type: none"> Pages 1-2 If the owner/applicant is not signing on page 2, include an owner's authorization letter.
2	LR Form Attachment 2: Site Data	<ul style="list-style-type: none"> Only required if the affected tax block and lots do not fit on LR Form page 1
3	Supplemental Form ZS/ZA/ZC	<ul style="list-style-type: none"> Include the full title of the ZR Section Under <u>TO MODIFY</u>: these sections must be consistent with the zoning analysis.

Number	Additional Application Requirements	Description
4	Official Zoning Sectional Map	<ul style="list-style-type: none"> • Submit at 8.5x14” or 11x17” • Ex: 12b • Maps can be accessed online here: http://www.nyc.gov/html/dcp/html/zone/zonedex.shtml
5	DOF Tax Map(s)	<ul style="list-style-type: none"> • Submit at 11x17” • The Department of Finance Tax Map may be found at: Digital Tax Map Library - New York City Department of Finance
6	LR Item 3: Description of Proposal	<ul style="list-style-type: none"> • Follow general DCP guidelines for this document. • Under Actions Requested, include both the 63-22 authorization and the 63-30 certification.
7	Statement of Findings (Attachment 11)	<ul style="list-style-type: none"> • Follow the general DCP format guidelines for this document. • This is a separate document from the findings discussed for Section 63-30. • For finding (a), reference the requirements of 63-22, other bulk restraints in regards to height and setback, and any unique site constraints. Explain how the proposed additional height is needed to accommodate a FRESH store. • For finding (b), discuss the overall height, setback(s), and street wall height of the subject buildings in comparison to the heights, setbacks, and street wall heights of the adjacent structures. Explicitly describe any adjacent (within 600’) designated historic resources and how the height, scale, and character of the proposed building relates to the height, scale and character of those historic resources. • For finding (c), describe how the proposed modifications would affect access to light and air on adjacent properties.

Number	Additional Application Requirements	Description
8	Photos	<ul style="list-style-type: none"> Follow the general DCP format guidelines for this attachment.

For More Information

Please contact your Borough Office Project Manager for additional information.

Related Documents

Document	Description
Statement of Findings Guidelines	Lists findings related to the proposed action and the applicant's response to those findings.
Zoning Analysis Guidelines	Depicts a proposed project's compliance with applicable Zoning Regulations.
Area Map Standard	Land Use and Zoning Map required for all Special Permit actions and some Authorization actions.
Ground Floor Plan Guidelines	Depicts the interior layout of a proposed building on a zoning lot that will be affected by the requested land use action(s).
Upper Floor Plan Guidelines	Depicts the proposed programmatic arrangement of the upper floors within a proposed building.
Section Guidelines	Depicts a building's height, massing, and land uses, as well as any deviations from compliance with the requirements of the Zoning Resolution.
Zoning Lot Site Plan Guidelines	Depicts all aspects of the development site and zoning lot(s) that relate to the proposed land use action.
Neighborhood Character Diagram Guideline	Depicts the total massing of the proposed building(s) on a development site that would be facilitated by proposed land use actions in relation to neighboring, existing structures.

Revision History

Date	Version	Description	Author
6/25/2012	1.0	First draft.	Jamie Chan
06/27/12	1.2	General format and content revisions	B. Estroff
06/17/2013	1.3	Revisions following meeting with TRD	B. Budelman
08/16/2013	1.4	Final version for internal review	B. Budelman
06/30/2014	1.5	Final edits	D. Parish