

Zoning Analysis Guidelines

Version: 2.8

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 Zoning Analysis is an application component required of land use applications for Special Permits, Authorizations and Certifications detailed in the New York City Zoning Resolution. The table depicts a proposed project's compliance with applicable Zoning Regulations.

When to Use

The Zoning Analysis is required for specific Special Permit, Authorization and Certification actions listed in the New York City Zoning Resolution. 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 Zoning Analysis is a depiction of what is permitted and/or required versus what is proposed for a particular project and its respective zoning lot(s), as defined in Section 12-10 of the Zoning Resolution. As such, this analysis must be presented in tabular form and show all calculations for easy comparison, including indicating when a proposed project is in compliance. 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 this table will be viewed by both technical experts and the general public, so clarity and accuracy are important.

Zoning Analysis Details

Table A. Format Requirements

Number	Sheet Requirements
1	<p>Page & Font 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 other large format drawings in the set. • The Zoning Analysis is a stand-alone drawing and, thus, should be the only thing on the page. • The text must be a minimum 12 point font size and use common font styles for legibility. • Space should also be left on the drawing for the approval label (4" x 3.25").
2	<p>Dimensions</p> <ul style="list-style-type: none"> • 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.
3	<p>Title Block</p> <ul style="list-style-type: none"> • Must include a title block with the following content: <ul style="list-style-type: none"> ○ Drawing name (should be specific and reference purpose/focus of drawing). ○ Primary firm preparing the drawing clearly identified. ○ Room for architect's sign & seal (should not block other relevant information). ○ Drawing sheet number. ○ Date drawing created. ○ Last revised date (clearly demarcated as such). ○ Drawing notes.
4	<p>Site Data Box</p> <ul style="list-style-type: none"> • In the upper right corner of the page include a text box with subject site data. • Including: <ul style="list-style-type: none"> ○ Block and Lot numbers. ○ Street address(es). ○ Zoning Lot Area. ○ Zoning Map Number(s). ○ Existing Zoning District(s). ○ Community District(s).

Number	Sheet Requirements
5	<p>Actions Requested Box</p> <ul style="list-style-type: none"> In the right column of the page include a text box identifying the requested action and any related land use actions. If one of the requested actions is a rezoning, the zoning analysis should be based on the proposed zoning district(s) (see Zoning Map Amendment Standards – Zoning Comparison Table).
6	<p>Zoning Analysis Table Format</p> <ul style="list-style-type: none"> Below the subject site data and requested action information, a table with a minimum of four (4) columns should be created with the following headings: <ul style="list-style-type: none"> Column 1 – “ZR” Column 2 – “Item/Description” Column 3 – “Permitted/Required” Column 4 – “Proposed” Column 5 – “Compliance/Lack of Compliance and Notes” Additional columns may be necessary depending on the proposed project and/or project site. See Items 7, and 8 for instructions when a proposed project adds to an existing building that will remain on the zoning lot, or is divided by zoning district boundaries.
6A	<p>Column 1- “ZR”</p> <ul style="list-style-type: none"> The “ZR” column should provide the applicable Zoning Resolution section number.
6B	<p>Column 2- “Item/Description”</p> <ul style="list-style-type: none"> List the regulatory categories in each zoning section in the “Item/Description” column. Each header lists a category of regulation, and should have a full row (see sample below). Under each header, list the specific regulations to be analyzed.
6C	<p>Column 3 – “Permitted/Required”</p> <ul style="list-style-type: none"> Specify the basic requirement (minimum and/or maximum) of the zoning regulation in the “Permitted/Required” column. Show any relevant calculations, including but not limited to multiple FAR, by type and plaza area calculations.
6D	<p>Column 4 – “Proposed”</p> <ul style="list-style-type: none"> The “Proposed” column should specify what is proposed to be developed on the zoning lot through the proposed land use actions.

Number	Sheet Requirements
6E	<p>Column 5 – “Compliance/Lack of Compliance”</p> <ul style="list-style-type: none"> • Indicate in the “Compliance/Lack of Compliance and Notes” column whether the proposed project complies with the zoning regulation. You may use either: <ul style="list-style-type: none"> ○ An un-bolded “Complies” and bolded “Does not comply” text, or ○ Only type “Does not comply” (i.e., do not write “complies”). • If the text, “Does not comply,” appears in a row, then the project does not comply with the zoning regulation. • When a proposed project does not comply with the zoning regulation, the Zoning Resolution section number, which allows the modification or waiver of that particular zoning regulation, shall be indicated in this column. <ul style="list-style-type: none"> ○ “e.g., Special Permit required pursuant to 12-345” • When a modification or waiver is sought from the regulation, this column should also reference the appropriate waiver, encroachment or use drawings that are related to the action. • Reference any notes related to drawings on separate sheets by naming the drawing name and sheet number.
7	<p>For Projects that Adds to an Existing Building</p> <ul style="list-style-type: none"> • An additional column should be provided in the table if the proposed project adds to an existing building that will remain on the zoning lot. <ul style="list-style-type: none"> ○ This column should have “Existing to Remain” (existing building(s) that will remain on the proposed zoning lot) as its heading and be located prior to the “Proposed” column (i.e., Column 3). • If there is no existing built condition or the proposed project would remove the existing condition entirely, then this column is not necessary. • If there is an existing built condition to remain, an additional column titled “Total” should be inserted prior to the “Compliance/Notes” column. Provide the total of the “Existing to Remain” and “Proposed” columns.
8	<p>For Zoning Lots Divided by District Boundaries</p> <ul style="list-style-type: none"> • When a zoning lot is divided by zoning district boundaries, add sub-columns under the “Permitted/Required,” “Existing to Remain” (if applicable), and “Proposed” columns for each additional zoning district. The “Proposed” column should also contain a sub-column entitled “Total,” with all relevant calculations. • Base all calculations for each zoning district on the affected lot area. • Insert an additional column titled “Zoning Lot Total” prior to the Compliance/Notes column and provide the total of the “Existing to Remain” and “Proposed” columns for each zoning lot.

Number	Sheet Requirements
9	<p>Diagrams to Assist with Clarity (Optional)</p> <ul style="list-style-type: none"> • Diagrams such as curb level calculations may be included on this sheet to illustrate compliance with the regulations. • However, these should be diagrammatic and will not replace the requirement for a full site plan or other relevant drawings as determined by the department at the Interdivisional Meeting.

Table B. Content Requirements

Number	Content Requirements
1	<p>Minimum Content Requirements</p> <p>The analysis shall at minimum include the following items:</p> <ul style="list-style-type: none"> • Uses, indicating number and name of each use. • Floor Area Ratio (FAR). • Floor Area, indicating how much of each use by floor for floors subject to the waiver or action. This may be a separate table if it improves clarity. • Lot Coverage/Open Space. • Yard requirements. • Height and setback controls. • Parking requirements (automobile and bicycle). • Planting Areas. • Street Trees.
2	<p>Specific Situations that Require Additional Content</p> <p>There are situations when a Zoning Analysis may require additional items to describe a proposed project’s compliance with applicable zoning regulations. DCP will identify such additional items during the Interdivisional Meeting. These items include, but are not limited to:</p> <ul style="list-style-type: none"> • FAR Schedule: Total Square Footage in Zoning Analysis and Section (Use) drawing when Use Waiver is required. • Sign regulations. • Special Purpose Districts. • Public Plaza bonuses. • Waterfront Areas. • FRESH. • Density. • Lot Area/DU. • Dwelling Unit Size. • Loading Regulations.

Zoning Analysis Sample

ZR	Item/Description	Permitted/Required	Proposed	Compliance/Lack of Compliance and Notes
22-00	USES			
32-00		UG 2, 3, 4, 5, 6-9 & 14	UG 2, 4 & 6	
	FAR			
23-145	Residential	6.02	5.58	
35-10	Commercial	2.00	0.12	
33-12	Community Facility	6.50	0.25	
	Max. for Zoning Lot	6.50	5.85	
	FLOOR AREA			
23-145	Residential	28,444.5 sf	25,898 sf	Requires Land Use Action
35-10	Commercial	9,450 sf	585 sf	
33-12	Community Facility	30,712.5 sf	1,187 sf	
	Max. for Zoning Lot	30,712.5 sf	27,650 sf	
	LOT COVERAGE			
23-145	Max. for Corner Lot	80% x 4,500 = 3,600 sf	3,780 sf	
	Max. for Interior Lot	70% x 225 = 157.5 sf	0.0 sf	
	LOT AREA/DU			
23-22	Dwelling Unit Factor	740		
	Max. Lot Area/DU	28,444.5/740 = 38 DU	38 DU	
	DWELLING UNIT SIZE			
28-21	Min. Dwelling Unit Size	400 sf. Min.	400 sf	
	YARD			
23-40	Front Yard	None Required	None Provided	
35-50	Side Yard	None Req., min. 8' if provided	0' & 8'	
	Rear Yard:			
	Corner Lot Portion	None Required	None Provided	
	Interior Lot Portion	30'	30' min.	
	HEIGHT & SETBACK			
35-24	Min. Street Wall Height	Mt. Carmel Pl. = 60' Ped. Way = 60'	60' min. 60' min.	
	Max. Street Wall Height	Mt. Carmel Pl. = 80' Ped. Way = 80'	Mt. Carmel Pl. = 80' Ped. Way = 80'	
	Re. Min. Setback @ Max. Streetwall Ht. (narrow street)	Mt. Carmel Pl. = 15' Ped. Way = 15'	10' 15'	Requires Land Use Action
	Max. Building Height	105'	105'	
	PARKING			
13-133	Permitted accessory parking	Residential: 20% of DU = 11 Commercial/Comm. Facility: 1/4000 sf = 0	0 0	
25-811	Bicycle parking	1 per 2 DU = 28 Bicycles	28 Bicycles	
	PLANTING AREAS			
28-33	Planting areas btw. street line & streetwall	100% planted, except for entrances and retail frontage	100% planted, except for entrances and retail frontage	
	STREET TREES			
23-03		1 per 25' of street frontage: Mt. Carmel Pl. = 2 trees Ped. Way = 4 trees	Mt. Carmel Pl. = 2 trees Ped. Way = 4 trees	

Zoning Analysis Chart
 [Primary Firm Name]
 [Date Created]
 [Revision Date, if applicable]
 [Drawing Sheet Number]
 [Any Notes]

Block/Lot: XXXXXX
 Address(es):
 Zoning Lot Area: X sf
 Map No(s):
 Zoning district:
 Community District(s):

Requested Action(s): [type your requested action here]
 Related Action(s): N/A
 [Architect's Sign & Seal]

APPROVAL LABEL
 4x3.25"

For More Information

See attached Zoning Analysis template(s) and please contact your Borough Office Project Manager for additional information.

Related Documents

Document	Description
Zoning Analysis Template	Tabular format

Revision History

Date	Version	Description	Author
03/14/12	1.0	Zoning Analysis Standard	B. Pillar
03/19/12	1.1	Line edits	B. Estroff
03/19/12	1.2	Edits reviewed and accepted	B. Pillar
03/20/12	1.3	Revised Draft	B. Estroff
03/21/12	1.4	Draft for external	B. Pillar
03/26/12	2.0	Revised Draft	B. Pillar
05/01/12	2.1	Consistency check between guidelines w B. Pillar	B. Estroff
06/04/12	2.2	Edits and updates	B. Estroff
08/06/12	2.3	Edits following Standards Forum	D. Parish
09/10/12	2.4	Edits following external comments	D. Parish
11/07/12	2.5	Final Edits	D. Parish
5/31/13	2.6	Edits following Technical Review read	D. Parish
08/16/2013	2.7	Final version for internal review	B. Budelman
7/1/2014	2.8	Consistency Check	C. Whitcomb