

# Zoning Lot Site Plan Guidelines

## Version 3.3

### 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 lot site plan drawing depicts all aspects of the development site and zoning lot(s) that relate to the proposed land use action.

### When to Use

The Zoning Lot Site Plan 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 Lot Site Plan drawing is a depiction of the roof plan, clearly indicating the zoning lot boundaries and all relevant development site information for the proposed project. Typically, as-of-right proposal elements do not need to be shown; however, applicants must meet the minimum content requirements listed below. 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'.

### Zoning Lot Site Plan Details

The following content requirements listed in the table below must be included in the drawing. The drawing should show elements of the proposed development project that pertain to the requested zoning actions, or are necessary to understand the project, as well as any existing site features that will remain. The relative visual prominence of each plan item should be roughly proportional to the order in which they are listed here. Additional elements appearing on neighboring properties within the extent of the drawing must also be shown.

**Table A. Format Requirements**

Number	Format Requirements
1	<p><b>Scale &amp; Dimensions</b></p> <ul style="list-style-type: none"> <li>• Scale should be appropriate to the size of the development site and the content of the drawing, but not greater than a maximum scale of 1" = 100'.</li> <li>• Sheet size determines scale on large development proposals.</li> <li>• 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.</li> </ul>
2	<p><b>Page Size</b></p> <ul style="list-style-type: none"> <li>• Minimum page size of 11" x 17" – Maximum size of 36" x 48".</li> <li>• Drawing size should be consistent with all the other large format drawings in the set.</li> <li>• Space should also be left on the drawing for the approval label (4" x 3.25").</li> <li>• 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.</li> <li>• In the key plan, indicate:             <ul style="list-style-type: none"> <li>○ Zoning lot lines.</li> <li>○ Tax lots.</li> <li>○ Sheet cut lines.</li> <li>○ Building outline(s).</li> <li>○ Public open space.</li> <li>○ Buildings.</li> </ul> </li> </ul>
3	<p><b>Shading, Color and Hatching</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Applicants may use color, patterns and/or line types as long as each is clearly defined.</li> <li>• Differentiate among buildings, landscaped areas, hardscape areas and between existing and proposed elements.</li> </ul>

Number	Format Requirements
4	<p><b>Legend, Scale and Title Block</b></p> <ul style="list-style-type: none"> <li>• North Arrow.</li> <li>• Graphic Scale.</li> <li>• Legend (if symbols are used).</li> <li>• Title block with the following content:                             <ul style="list-style-type: none"> <li>○ Location Information (Borough, Block, Lot ).</li> <li>○ Primary firm preparing the drawing clearly identified.</li> <li>○ Room for sign &amp; seal (should not block other relevant information).</li> <li>○ Drawing name (should be specific and reference purpose/focus of drawing).</li> <li>○ Drawing sheet number.</li> <li>○ Drawing created date.</li> <li>○ Last revised date (and clearly marked as such).</li> <li>○ Project name/identifier (address, project name, ULURP #, etc.).</li> <li>○ If applying for multiple land use actions, clearly distinguish among each application and note content related to each action.</li> <li>○ Drawing notes.</li> </ul> </li> </ul>
5	<p><b>Drawing Extent/Surrounding Context</b></p> <ul style="list-style-type: none"> <li>• Include the entire zoning lot or zoning lots subject to the proposed action and/or the entire development site.</li> <li>• Include the immediately surrounding context, extending a minimum of 30' into adjacent properties along all lot lines, or up to 25% of the width of the adjacent properties, whichever is greater.</li> <li>• Show street frontage directly across the street up to the edge of the outbound sidewalk (public right-of-way) from the development site without showing buildings.</li> <li>• For zoning lot mergers and transfers of development rights, include a key plan (see #2) showing all properties and floor area being transferred and built floor area of existing buildings on the development site.</li> </ul>
6	<p><b>Drawing Certification Note</b></p> <ul style="list-style-type: none"> <li>• 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.”</li> </ul>

**Table B. Content Requirements**

Number	Content Requirements
1	<p><b>Development Site Boundary (<i>Zoning Lot Line</i>)</b></p> <ul style="list-style-type: none"> <li>• Show with a heavy dashed line featuring one long dash, a dot and another long dash.</li> <li>• Use a heavier weight/line type than the exterior building wall.</li> <li>• Where the zoning lot line intersects with a street, the zoning lot line should be a solid line.</li> <li>• If the development site includes multiple zoning lots, each should be shown with a similar boundary.</li> <li>• Where development site boundaries differ from the zoning lot lines, there should be a clear graphic differentiation between development site boundaries and zoning lot lines.</li> </ul>
2	<p><b>Streets, Highways, Railroads, Other Public ROW and Waterways</b></p> <ul style="list-style-type: none"> <li>• Show as a heavy solid line.</li> <li>• Use official names (ie. E 3<sup>rd</sup> Street, instead of 3<sup>rd</sup> Street). Generally known abbreviations are acceptable (Ave, St, etc.).</li> <li>• Indicate traffic directions.</li> <li>• Indicate width and zoning category (ie, Wide Street or Narrow Street).</li> <li>• Indicate if a street is a private road.</li> <li>• If a street is un-built, unopened, or has some other status, indicate it in a heavy line.</li> </ul>
3	<p><b>Tax Lots and Easements</b></p> <ul style="list-style-type: none"> <li>• Indicate tax lot dimensions with a solid line.</li> <li>• Indicate dimensions.</li> <li>• Denote and dimension any easements.</li> </ul>

Number	Content Requirements
4	<p><b>Building Footprint(s)</b></p> <ul style="list-style-type: none"> <li>• Show as a roof plan from a “bird’s eye view” including bulkheads (or if a ground floor plan is required, can be shown with the interior ground floor layout).</li> <li>• Differentiate all existing-to-remain buildings on the development site from proposed buildings. You may choose to use a tone to shade the existing-to-remain buildings.</li> <li>• Dimension building segments and setbacks (the plan must list the number of stories as well as listing the height in feet).</li> <li>• Note overall building dimensions.</li> <li>• Dimension distances between buildings on the same zoning lot.</li> <li>• Dimension distances between buildings and street line.</li> </ul>
5	<p><b>Zoning District Boundaries</b> <i>(if applicable)</i></p> <ul style="list-style-type: none"> <li>• Only include zoning district boundaries within the extent of the drawing when development site is divided over multiple zoning districts.</li> <li>• Show with a gray line, differentiated from street lines.</li> <li>• Label zoning districts.</li> </ul>
6	<p><b>Sidewalk and/or Curb Lines</b></p> <ul style="list-style-type: none"> <li>• Show curb line.</li> <li>• Show location of sidewalks with a thin solid line.</li> <li>• Indicate width.</li> <li>• If present, show sidewalk easements with a dashed line or light hatch.</li> </ul>
7	<p><b>Curb Cuts and Driveways</b></p> <ul style="list-style-type: none"> <li>• Show proposed conditions, differentiating between existing and proposed.</li> <li>• Show curb cuts in front of the property and curb cuts that fall within 30’ of the property line.</li> <li>• Show as a thin line, illustrating splays and the curb cut at the sidewalk.</li> <li>• Dimension at sidewalk and at splay.</li> <li>• Show the dimension of the distance between the curb cut and zoning lot line (if within 8’ of the zoning lot line).</li> </ul>

Number	Content Requirements
8	<p><b>Required Yards, Courts and Other Open Spaces</b> <i>(if applicable to the action(s))</i></p> <ul style="list-style-type: none"> <li>• Differentiate among landscape and grass, building, hardscape, parking, and loading paths.</li> <li>• Dimension to show compliance with zoning requirements.</li> <li>• Label if necessary.</li> <li>• In R1-R5 districts, indicate where minimum planting is located.</li> <li>• Differentiate from paved and landscaped areas.</li> </ul>
9	<p><b>Balconies, Porches and Cantilevers</b> <i>(if applicable to the action(s) requested)</i></p> <ul style="list-style-type: none"> <li>• Show <u>ALL</u> building mass that extends beyond the main building.</li> <li>• Identify by type and level or height.</li> </ul>
10	<p><b>Parking and Loading Areas</b> <i>(if applicable to the action(s) requested)</i></p> <ul style="list-style-type: none"> <li>• Parking and loading, if within the building, should not be included on the site plan <i>(unless the zoning lot site plan is combined with a Ground Floor Plan)</i>.</li> <li>• Show and label parking area, and differentiate between surfaces.</li> <li>• Show garage entrances and exits, with dimensions.</li> <li>• Show and label loading areas.</li> <li>• Show compliant parking lots with sufficient detail to show relationship to development site.</li> </ul>
11	<p><b>Content on Adjacent Properties</b> <i>(see item #4 in “Format Requirements”)</i></p> <ul style="list-style-type: none"> <li>• Show items listed using the same symbology as indicated above, but with a lighter shade.             <ul style="list-style-type: none"> <li>○ Building footprints with heights labeled.</li> <li>○ Curblines.</li> <li>○ Curb cuts.</li> <li>○ Tax Lot lines.</li> <li>○ Boundary of publicly accessible open spaces <i>(if applicable)</i>.</li> <li>○ Transit.</li> <li>○ Street trees.</li> </ul> </li> </ul>

**Table C. Typical Additional Content**

In specific situations related to development site location, zoning action requirements, or development site conditions, DCP may ask applicants to add additional content to application/site plan at the Interdivisional Meeting.

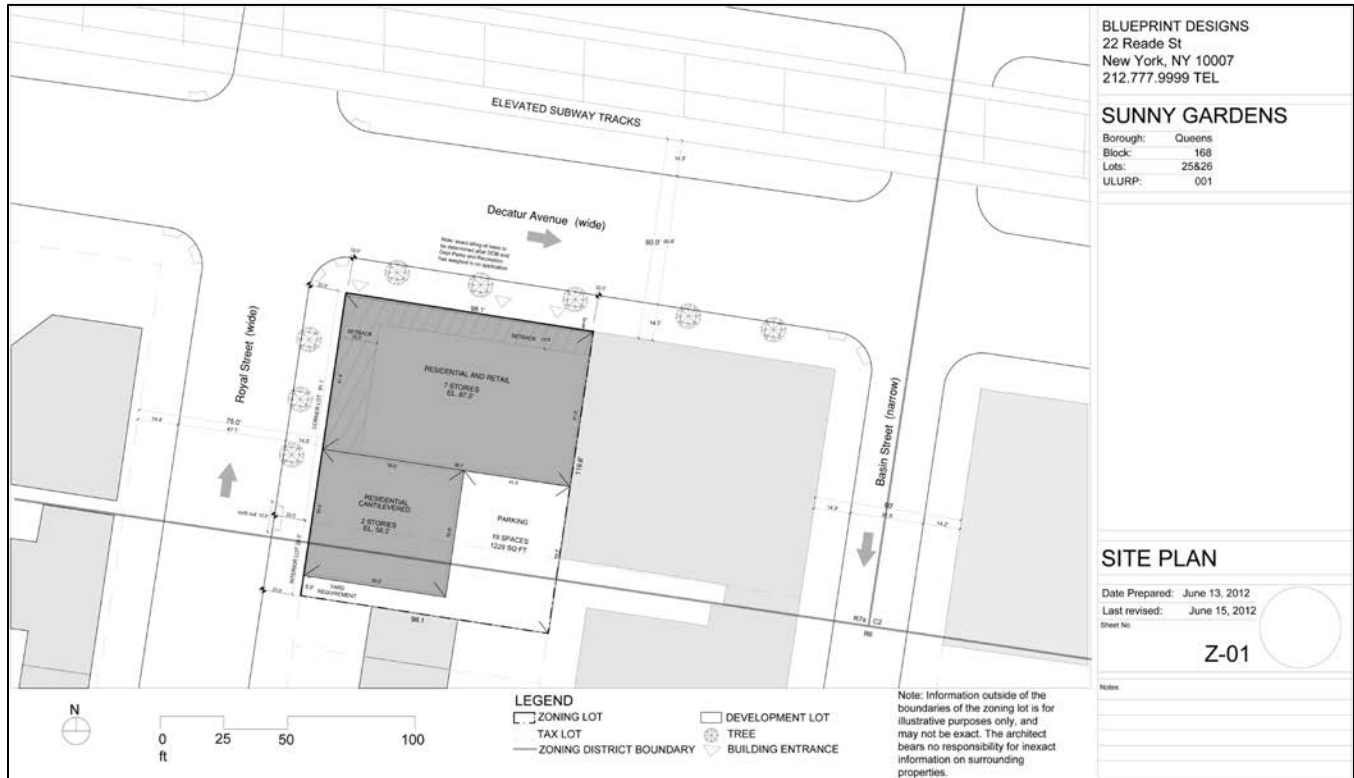
Number	Typical Additional Content – May be Requested by DCP staff
1	<p><b>Parking and Loading Areas</b></p> <ul style="list-style-type: none"> <li>• Typical space dimensions.</li> <li>• Circulation lanes with direction arrows and widths dimensioned.</li> <li>• Dimension turning radii at narrowest points.</li> <li>• Plantings.</li> <li>• Lighting.</li> <li>• Indicate car entrances with an arrow.</li> </ul>
2	<p><b>Vehicular and Pedestrian Circulation</b></p> <ul style="list-style-type: none"> <li>• Note streets adjacent or near the proposed project with widths, lanes and travel directions.</li> <li>• Note width of sidewalks opposite the proposed development site.</li> </ul>
3	<p><b>Building Entrances</b></p> <ul style="list-style-type: none"> <li>• Show with a triangle or other symbol and identify in the legend.</li> <li>• Include note: “Building entrances are shown for illustrative purposes only”, unless required by a specific land use action.</li> </ul>
4	<p><b>Walls, Fences, and Gates</b></p> <ul style="list-style-type: none"> <li>• Show walls and fences, specifying height.</li> <li>• Show gates, specifying widths.</li> </ul>
5	<p><b>Street Furniture</b></p> <ul style="list-style-type: none"> <li>• Show existing to remain and proposed:             <ul style="list-style-type: none"> <li>○ Street furniture.</li> <li>○ Utilities.</li> <li>○ Fire hydrants.</li> <li>○ Lights.</li> <li>○ Parking meters.</li> </ul> </li> </ul>

Number	Typical Additional Content – May be Requested by DCP staff
6	<p><b>Open Space</b> (This concern may necessitate a separate drawing):</p> <ul style="list-style-type: none"> <li>• Denote the open space with a label, with its name if available, and indicating if it is publicly accessible.</li> <li>• Label privately-owned accessible open space for actions that require this to be shown.</li> <li>• General dimensions and the overall square footage (SF).</li> <li>• Dimensions and labels for any key features.</li> <li>• Note access points with a symbol.</li> <li>• Typical width of circulation paths (if applicable).</li> <li>• Width of circulation narrowest points (if applicable).</li> </ul>
7	<p><b>Topography</b></p> <ul style="list-style-type: none"> <li>• Show in 2 foot or 10 foot intervals (depending on the land use action).</li> <li>• Spot elevations of important ground locations.</li> </ul>
8	<p><b>Boundaries of Public Open Space</b> <i>(if applicable)</i></p> <ul style="list-style-type: none"> <li>• Show and label parks, community gardens, POPs, other public plazas.</li> <li>• Dimension entrances to public open spaces (gates or paths) in feet.</li> </ul>
9	<p><b>Shoreline and In-Water Infrastructure</b> <i>(if applicable)</i></p> <ul style="list-style-type: none"> <li>• Show pierhead line if on or near a waterfront site.</li> <li>• Show any docks, piers, platforms, or other in-water infrastructure.</li> </ul>
10	<p><b>Bus and Transit</b></p> <ul style="list-style-type: none"> <li>• Show location of any elevated tracks, at-grade railways, and subway or PATH train entrances on or near the development site(s).</li> <li>• Dimension the length and width of any subway entrances and circulation paths surrounding station entrances.</li> <li>• For in-building entrances, dimension walkways around the transit entrance.</li> <li>• Show bus stops.</li> <li>• Dimension any shelters.</li> </ul>
11	<p><b>Section cut lines</b></p> <ul style="list-style-type: none"> <li>• Refer to section drawings in application package.</li> </ul>



Number	Typical Additional Content – May be Requested by DCP staff
12	<p><b>Freestanding Signs</b> (If applicable)</p> <ul style="list-style-type: none"> <li>Freestanding signs are monuments or pole signs not on top of or attached to a building.</li> <li>Show location and size of any freestanding signs.</li> </ul>

**Zoning Lot Site Plan Sample**



**For More Information**

Please contact your Borough Lead Planner for additional information.

**Revision History**

Date	Version	Description	Author
3/15/2012	1.0	Original draft	J. Chan
3/16/2012	1.1	Revised Draft	S. Lenard
3/20/2012	1.2	Revised Draft	D. Parish
3/21/2012	1.3	Draft for External Review	D. Parish
3/27/2012	1.4	Revised Draft	J. Chan
4/2/2012	2.0	Revised Draft	J. Chan
4/4/2012	2.1	Revised Draft	B. Pillar
4/4/2012	2.2	Edits	D. Parish
4/11/12	2.3	Edits per 4/5 meeting discussion with Jamie Chan	S. Lenard

4/30/12	2.4	Consistency check between guidelines w/ B. Pillar	B. Estroff
6/3/12	2.5	Revisions, Post-SME Review	D. Parish
7/3/12	2.6	Visualization added and revisions	K. Mu
8/08/12	2.7	Edits following Standards Forum	D. Parish
9/8/12	2.8	Edits following Standards Forum	D. Parish
06/04/2013	3.0	Revisions following meeting with Technical Review	B. Budelman
08/16/2013	3.1	Final version for internal review	B. Budelman
6/10/2014	3.2	Consistency check	C. Whitcomb
6/30/14	3.3	Final edits	C. Whitcomb