SAMPLE “COVER SHEET” LAYOUT

LOCATION PLAN
Scale = NTS

PLAN
SHOWING LOCATION OF
[PROPOSED IMPROVEMENT]
TO BE LOCATED AT

[ADDRESS IMPROVEMENT IS ADJACENT TO]
BOROUGH OF [BOROUGH]

TO ACCOMPANY APPLICATION
DATED [DATE ON FILED PETITION FORM]
OF

[NAMES OF PETITIONER]
TO THE
DEPARTMENT OF TRANSPORTATION
CITY OF NEW YORK

[NAMES OF PETITIONER]

BY [SIGNATURE]
[PRINTED NAME OF SIGNATORY, TITLE]

ZONING INFORMATION:
BLOCK: [BLOCK]
LOT(S): [LOT(S)]
ZONING DISTRICT: [ZONING DISTRICT]
ZONING MAP: [ZONING MAP #]

CHARACTER OF MATERIALS:
[List materials and total unit quantities]

COST OF REMOVAL AND RESTORATION: [$]

NOTE: PROPOSED IMPROVEMENTS SHOWN IN RED

[ENGINEER/ARCHITECT’S TITLE BLOCK
& SIGNATURE/SEAL]

[PAGE #]
Notes:
1. All plans to show property line and building footprint(s) of subject property, curb line, curb cuts, location of existing sidewalk structures (hydrants, signs, bike racks, etc.), tree pits, subsurface utilities where relevant, adjacent streets (with labels and traffic direction), north arrow and scale.
2. Limits of plan to include full width (street-line to street-line) of adjacent street(s).
3. All plans fully dimensioned, to include width(s) of street(s), clearance between property line and outer face of curb, and clearance between property line and all existing sidewalk obstructions.
4. All plans annotated as needed, and all symbols should be accounted for in legend.
Notes:
1. All plans to show property line and building footprint(s) of subject property, curb line, curb cuts, location of existing sidewalk structures (hydrants, signs, bike racks, etc.), tree pits, subsurface utilities where relevant, adjacent streets (with labels and traffic direction), north arrow and scale.
2. Limits of plan to include full width (street-line to street-line) of adjacent street(s).
3. All plans fully dimensioned, to include width(s) of street(s), clearance between property line and outer face of curb, and clearance between property line and all existing sidewalk obstructions.
4. All plans annotated as needed, including cross-references for sections and plan enlargements, and all symbols should be accounted for on plan’s legend.
5. All improvements subject to the application to be shown in RED, and be fully dimensioned from property line, outer face of curb, building entrances, lot corners (only for corner lots), tree pits, and other sidewalk obstructions.
Notes:
1. All plans to show property line and building footprint(s) of subject property, curb line, curb cuts, location of existing sidewalk structures (hydrants, signs, bike racks, etc.), tree pits, subsurface utilities where relevant, adjacent streets (with labels and traffic direction), north arrow and scale.
2. Limits of plan to include full width (street-line to street-line) of adjacent street(s).
3. All plans fully dimensioned, to include width(s) of street(s), clearance between property line and outer face of curb, and clearance between property line and all existing sidewalk obstructions.
4. All plans annotated as needed, including cross-references for sections and plan enlargements, and all symbols should be accounted for on plan’s legend.
5. All improvements subject to the application to be shown in RED, and be fully dimensioned from property line, outer face of curb, building entrances, lot corners (only for corner lots), tree pits, and other sidewalk obstructions.
Notes:
1. All elevations of existing conditions and proposed improvements fully dimensioned and annotated.
2. All elevations to include property line, and indicate projection of improvement into the right-of-way from property line.
3. All elevations to indicate clearances between proposed improvements and adjacent utilities or structures, as necessary.
4. All improvements subject to the application to be shown in RED.
Notes:
1. All sectional details of proposed improvements fully dimensioned and annotated.
2. All sectional details to include property line, and indicate projection of improvement into the right-of-way from property line.
3. All sectional details to indicate clearances between proposed improvements and adjacent utilities or structures, as necessary.
4. All improvements subject to the application to be shown in RED.