

The Board of Standards and Appeals has established standard information and notes that should be placed on drawings submitted with applications.

This document attempts to address most application types. However, during the course of examination or public hearing, the Board may require additional notes or information, not listed below, to be placed on drawings. For fire safety notes, the Fire Department reserves the right to require modifications as it sees appropriate.

Generally, all drawings shall be legible in digital form, clearly indicating the full scope of work through plans, elevations and sections. Construction drawings with elaborate notes, detailed dimensions, door and window sizes, exit units, etc. are generally not acceptable.

For all submissions, drawings shall be clearly dated with the production or revision date of the most recent drawing. For revisions, provide a set of drawings with all changes highlighted or bubbled and a clean set of drawings without highlights or bubbles.

Format of Plans Submitted to the Board:

- All drawings should be properly titled, numbered, dimensioned, dated, and drawn to scale.
- All drawings should contain a title block with a legible seal and signature of the registered architect or licensed professional engineer.
- All drawings should contain a plot plan/site plan, floor plans, sections and elevations as applicable to the BSA action.
- For revisions to plans, include a revision date on the new plan set and the accompanying bubbled set of drawings.

Plot Plan/Site Plan Guidelines:

- Fully dimensioned and to scale, with a graphic scale and north arrow.
- Identify address, block, and lot numbers.
- Identify zoning waivers being requested.
- Provide zoning floor area schedule and zoning analysis sheet conforming to the drawing Z-001 as required by the Department of Buildings.
- Show zoning lot boundaries, zoning districts and zoning overlays, as applicable.
- Identify interior lot, corner lot and through lot portions, as applicable.
- Identify landscaping, including street trees.
- Indicate size and location of all curb cuts.
- Dimension all sidewalks.
- Identify utilities, fire hydrants, sidewalk elements.
- Identify the location, height, and type of all fences.
- Identify topographical features.
- Identify legal existing and finished grades.
- Identify parking layouts, including number of spaces and loading areas. Parking stalls and aisles should be dimensioned. If parking is provided for multiple uses, indicate which spaces are designated for each use.
- Show locations and direction of outdoor lighting.
- Indicate the location and material of the trash enclosure.

Floor Plans

- Provide floor plans for all floors, including cellars, attic, and roof. Identify the bulkheads on the roof.
- Dimension exterior and interior spaces.
- Identify size of interior spaces, including room sizes. Indicate dwelling unit square footage.
- If an enlargement, identify existing and proposed construction.
- Provide compass points / north arrow.
- Provide section and elevation markers.

Sections

- Identify each section and coordinate with section markers on floor plans.
- Dimension floor to floor heights, base (or street wall) heights, and total building height measured from the base plane.
- Dimension all bulkheads and/or rooftop structures.
- All sections shall be measured in NAVD 88.

Elevations

- Identify façade materials. Show signage and area if applicable.
- Clearly identify each elevation by cardinal direction and street frontage (if applicable).
- Dimension floor to floor heights, setback heights, total building height measured from the base plane.
- Streetscapes should include heights of adjoining buildings.
- All elevations should be provided both relative to the project Base Plane and in NAVD 88.

Bubbled (Revised) Drawings

When submitting a revised set of drawings, provide the following:

- A complete set of drawings with all revisions bubbled; and
- A clean set of drawings without highlights or bubbles.
- A separate cover letter must also be included with the revised drawings indicating a summary of revisions keyed to the applicable bubble on the drawings.

Revised drawings must be signed and sealed and clearly dated with the production or revision date of the most recent drawings.

All revised drawings must include a title block listing a complete history of revision numbers and revision dates. Title blocks must include the project name, project address, drawing number, drawing title, BSA calendar number, architect's/engineer's name, scale, directional north arrow, revision histories, and issue date.

BSA Standard Notes

Certain notes and information are required for applications as follows:

All Buildings and Uses

- All elevations shall be shown in NAVD 88.
- For all buildings (other than one- to three-family residences and residential portions of mixed-use buildings), show occupant loads per space and per floor.
- For all floors, show complete interior layouts with exit corridors and stairs (as necessary) with the following notes on each floor plan:
 - “All work and site conditions shall substantially conform to drawings filed at BSA.”
 - “All partitions and exits shall be as approved by DOB.”
 - “DOB shall ensure compliance with all other applicable provisions of the Zoning Resolution, the Administrative Code and any other relevant laws under its jurisdiction irrespective of the plan(s)/configuration(s) not related to the relief granted.”

Community Facilities, Houses of Worship and Public Assembly Spaces

For all floors, show complete interior layouts, show occupant loads per floor and provide the following notes:

- “Interior layout as shown shall substantially conform to drawings filed at BSA, and all exits shall be as approved by DOB.”
- “Maximum occupant load per floor and per space shall be as approved by DOB.”
- Show calculations of occupant load per floor and per space as is required by BC § 1004.11 consistent with example below:

TABLE 1004.1 Occupant Load Requirements (2014 Building Code)				
Occupancy	Area	Floor area per occupant	Maximum # of occupants permitted	Proposed # of occupants
Space in building (e.g., sanctuary)	# net sq. ft.	# net sq. ft.	Area/floor area per occupant= # of occupants	# persons

- “Windows facing (insert applicable residential lot line) shall be inoperable and opaque.” (This may be proposed as a measure by the applicant or may be suggested by the Board as applicable to the project).
- “All operable windows shall have a minimum STC-28 rating.” (STC ratings are subject to change per DEP review specific to each project).
- “There will be no commercial catering and no banquet hall on site. Kitchen will be used exclusively to warm food for special occasions.”

Notes For Outdoor Areas (as applicable)

- “No noise amplification at grade and no noise amplification devices will be added in outdoor areas.”
- “All exterior lighting shall be directed away from residences.”
- “Lighting shall not exceed building code mandated minimum.”
- “There shall be no gathering, access is for maintenance or emergency purposes only.” (For roofs and outdoor areas that are not occupied, as applicable).

- “All signage shall comply with underlying zoning district regulations subject to DOB review and approval. BSA is not waiving signage requirement.”

Parking

Self Parking

- Plans shall show stalls that are a minimum 8'-6" wide and 18'-0" deep, with aisle widths corresponding to the angle of parking stalls as required by the parking lot maneuverability regulations of [§36-57](#) of the Zoning Resolution for parking lots and garages (for example, the standard minimum aisle width for 90° parking stalls is 22'-0").
- End stalls parallel to walls or fences shall be a minimum 10'-0" wide.
- Parallel parking shall have a minimum aisle width of 13'-2" and minimum parking space dimensions of 8'-6" by 20'-0".

Attended Parking

- Show parking stackers on plans, elevations and sections and provide details where applicable.
- All parking plans shall provide the following note:
 - “Number of spaces approved by BSA shall not be reduced or exceeded; layout is subject to DOB approval.”

General City Law Applications

On the site plan, provide the following note:

- “Proposed development or enlargement shall comply with all New York City zoning and building laws, as approved by DOB.”
- “Building shall be fully sprinklered” (as applicable to be determined by FDNY).

Schools and Day Care Centers

- “An approved interior fire alarm system shall be installed in the entire School/Day Care space; the system shall comply with Chapter 9 of the 2014 New York City Building Code and New York City Fire Code and special inspection requirements of Chapter 17 of the New York City Building Code.”
- “Entire space shall have an automatic sprinkler system that complies with Chapter 9 of the New York City Building Code and New York City Fire Code. Space shall be monitored by a central supervising station in accordance with Chapter 9 of the New York City Building Code.”

Landscaping and Fencing

If landscaping is existing, proposed or required by a previous Board grant, provide a landscaping plan sheet showing the location of in-ground or above-ground planting and fencing. The landscaping plan shall follow the below guidelines:

- Show the location and dimensions of in-ground planting beds and tree pits.
- Planting bed and tree pit details shall show soil depth and concrete curbs.
- Distance between plantings shall be dimensioned with a label indicating the plant type. This shall be keyed to a chart that identifies plant species name, height and width (at time of planting and at max expected growth), and quantity to be planted.
- Identify the type of fencing and its height.
- Planting along lot lines shall be in-ground with soil beds at least 4 feet wide and 2 feet deep.

Lighting

Where there is outdoor lighting existing, proposed or required, provide a lumen spread diagram.

- “Lighting shall not exceed building code mandated minimum.”
- “All exterior lighting shall be directed away from residences.”
- Note that the lumen levels along property lines abutting adjacent residential uses shall not exceed 2 footcandles (fc).

Sites in Flood Zones

- Provide a plan sheet showing a vignette of the most recent FIRM Maps released by the Federal Emergency Management Agency (FEMA) after October 28, 2012, with the proposed plan set indicating the subject property location. FIRM Map can be located here: <https://msc.fema.gov/portal/search>.
- Note required on plans:
 - "The Board's approval of the instant plans does not constitute any waiver of any flood regulations that may apply to the Premises. The applicant must comply with all applicable flood regulations, including Article 6, Chapter 4, of the Zoning Resolution and Appendix G of the Building Code, as reviewed and approved by the Department of Buildings."

Properties Under the Jurisdiction Of DEC

- “The BSA is not waiving any applicable NYS DEC rule or regulation applicable to the subject property, including, but not limited to, Title 6, Chapter X of the New York Codes, Rules and Regulations. Any deviation from any applicable DEC Rule or Regulation shall be subject to review and approval by DEC.”

Drainage Notes:

- “The owner and the operator shall ensure all stormwater and water resulting from car washing, if any, are properly managed within and disposed of/ from the subject site in compliance with all applicable City, State and Federal regulations, and in such a way as to not cause any flooding, water bonding, icing, or any other unsafe condition within any of the surrounding properties including, but not limited to, sidewalks and streets.”
- “All drainage subject to NYC DEP approval.”

Environmental Notes (as applicable)

The following is subject to change based on interagency reviews.

Air Quality

- “HVAC type shall comply with applicable laws and regulations as determined by DOB and other relevant agencies.”
- “The proposed project shall use electricity to power HVAC systems.”
- If alternate fuels are permitted:
 - “If all applicable laws and regulations permit the use of fossil fuel for the hot water system at the premises and the applicant proposes to use fossil fuel for such system, then the system shall utilize XXX system (as applicable). The hot water equipment stack must be located at the building’s highest level and at a minimum of XX feet above grade and located at least XX feet from the (cardinal) lot line of Block XX, Lot Y. “

Noise

- “A composite window-wall attenuation of XX dBA will be required for X facade of the proposed building.”
- “A closed-window condition and alternate means of ventilation will be provided.”

- “A XX ft. high acoustical fence with an STC rating of XX will be installed to surround the rooftop play area.”

Hazmat

- Remedial Closure Report
 - “A Professional Engineer (PE) will certify a closure report at the completion of all remedial activities on the property. A remedial closure report will be submitted to DEP for review and approval.”
- E-designation
 - “An E-designation (E-XXX) has been placed on the zoning map pursuant to section 11-15 of the NYC Zoning Resolution for the subject property. The e-designation will ensure that testing and mitigation will be provided as necessary before any future development and/or soil disturbance. Further hazardous materials assessments should be coordinated through the Mayor’s Office of Environmental Remediation.”

Transportation

- “Sidewalk improvements are for illustrative purposes only and will require DOB and DOT review and approval post BSA approval.”
- “The applicant is required to submit a Builders Pavement Plan (BPP) and all required drawings as per NYC DOT specification for NYC DOT review and approval.”
- “School loading zone size, location and signage are subject to DOT review and implementation.”
- “All transportation measures as described in the Final Environmental Assessment Statement Chapter 16: Transportation and DOT Post-Approval Commitment Letter (CEQR No. XXX) shall be implemented with final approval of measures to be determined by the Department of Transportation.”

Landmarks

- “Construction Protection Plan will be submitted to the Landmarks Preservation Commission for review prior to the start of construction.”

Any questions about these guidelines may be directed to the Board office at (212) 386-0009. Samples are available by contacting the Board’s staff.