NYCPLANNING
DEPARTMENT OF CITY PLANNING CITY OF NEW YORK

Elevation(s) Guidelines
Version 3.6

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 Elevation(s) drawing is an application component required of many land use applications for Special Permits, Authorizations and Certifications detailed in the New York City Zoning Resolution. The drawing depicts the façade(s) of the proposed project in order to illustrate the impact and/or relationship of a proposed building to neighboring buildings.

When to Use

The Elevation(s) 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.

Generally, the Elevation(s) drawing is illustrative, but can sometimes be a required drawing depending on the land use action.

Exceptions & 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 Elevation(s) drawing is a two-dimensional depiction of the surface of a building, whether it is the street façade, rear, side or another face of a building and its immediate, adjacent context. Besides the minimum information set forth below, the drawing needs to clearly communicate, in two dimensions, the proposed building form. Elevations are generally outlines and do not include full details on the building's façades, however, in some cases, specific Zoning Resolution sections require façade details. 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 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".

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Elevation(s) Details

The following elements should be included in any elevation submitted as part of land use application requesting a modification of bulk and/or use requirements.

Table A. Format Requirements

| Number	Format Requirements
1	**Scale & Dimensions** • Scale should be appropriate to the size of the development site and the extent of the drawing. • Dimensions on the sections 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' and 3" or 5.25". You may choose to show dimensions either way, but your choice should be consistent across all documents.

2	**Page Size & Shading**
	• Minimum 11" x 17" – Maximum 36" x 48".
	• Drawing size should be consistent with all the other large format drawings in the set.
	• Space should also be left on the drawing for the approval label (4" x 3.25")
	• 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.
	• In the key plan, indicate:
	    o Zoning lot lines.
	    o Tax lots.
	    o Sheet cut lines.
	    o Building outline(s).
	    o Public open space.
	    o Where the elevation is taken.

3	**Shading, Color and Hatching** • 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). • Applicants may use color, patterns and/or line types as long as each is clearly defined.

Number	Format Requirements
4	**Legend, Scale and Title Block** • Graphic Scale. • Legend (if symbols are used). • Title block with the following content: o Location Information (Borough, Block, Lot). o Primary firm preparing the drawing clearly identified. o Room for sign & seal (should not block other relevant information). o Drawing name (should be specific and reference purpose/focus of drawing). o Drawing sheet number. o Drawing Created Date. o Last revised date (and clearly marked as such). o If applying for multiple land use actions, clearly distinguish among each application and note content related to each action. o Project name/identifier (address, project name, ULURP #, etc).
5	**Drawing Extent/Surrounding Context** • Include the entire extent of the development site and the zoning lot, including the area(s) where waivers are requested. • Include approximately 30' in either direction from the boundaries of the development site. • For actions involving plazas, DCP may require the extent to include 30' in either direction, beyond the development site. • If the site is adjacent to or within 100' of a major physical (natural or man-made) barrier that prevents access to the site, then the site should be shown to one side of the drawing, in order to pick up more of the connected neighborhood fabric.
6	**Drawing Certification Note** • 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."

Table B. Content Requirements

Number	Content Requirements
1	**Two- Dimensional Building Envelope** • Include entire building from ground level to top of building. • Show building from either ground level, curb level, or base plane to the roof, unless the bulkhead is larger and needs a land use action. • The bulkhead need not be shown unless it is subject to a waiver or action. • Differentiate between existing and proposed buildings (using shading or labels) on a zoning lot with multiple buildings (see item #4).
2	**Development Site Boundary** *(Zoning Lot Line)* • Show boundary of the zoning lot line that is the development site with a vertical dashed line, featuring one long dash, one dot, and another long dash. • Show lot lines with a vertical dashed line, lighter than the development site boundary.
3	**Building Dimensions** • Include dimensions of building height, base height, and heights of any setback portions of building. • Include dimension of street wall width at all points where the dimensions may change. • If the development site includes multiple zoning lots, each should be shown with the same boundary type. • Where development site boundaries differ from the zoning lot lines, there should be a clear graphic differentiation between site boundaries and zoning lot. • If a bulkhead is shown, dimension from the curb level to the bulkhead.
4	**Building Details** • Depending on the scope of the approval, these elements may be shown for illustrative purposes (please include a note), or may be fixed to a zone or a particular location, please note which situation applies. • Include typical dimensions of each of the following items: ○ Location of Entrances. ○ Windows. ○ Parking Entrances and Loading docks. ○ Recesses and courts, or other variations/indentations in building envelope. • Draw these items in outline. It is not necessary to include full building façade details. • Differentiate between existing and proposed buildings on the development site.

Number	Content Requirements
5	**Street Trees** • Street trees located within the public right of way are shown for illustrative purposes only (unless otherwise required by the action and noted on the plan). • Trees should not be opaque, but shown as an outline so that the relevant information behind is still clearly visible and legible. • Explain with a note on the drawing that street tree locations are for illustrative purposes only.
6	**For Large Sites or Zoning Lots with Existing Buildings** • Include 30 horizontal feet of the existing building located adjacent to the proposed project, on either side. • Adjacent buildings can be shown as a massing envelope only and may be shaded so that they read as context rather than as part of the proposed development. • Adjacent buildings are shown purely for illustrative purposes only.
7	**Grade Changes** *(as necessary)* • Show grade changes that may occur along property. • Label grades at strategic points along the property. • Indicate whether the elevation is drawn from the curb level, ground level or base plane.

Elevation Sample
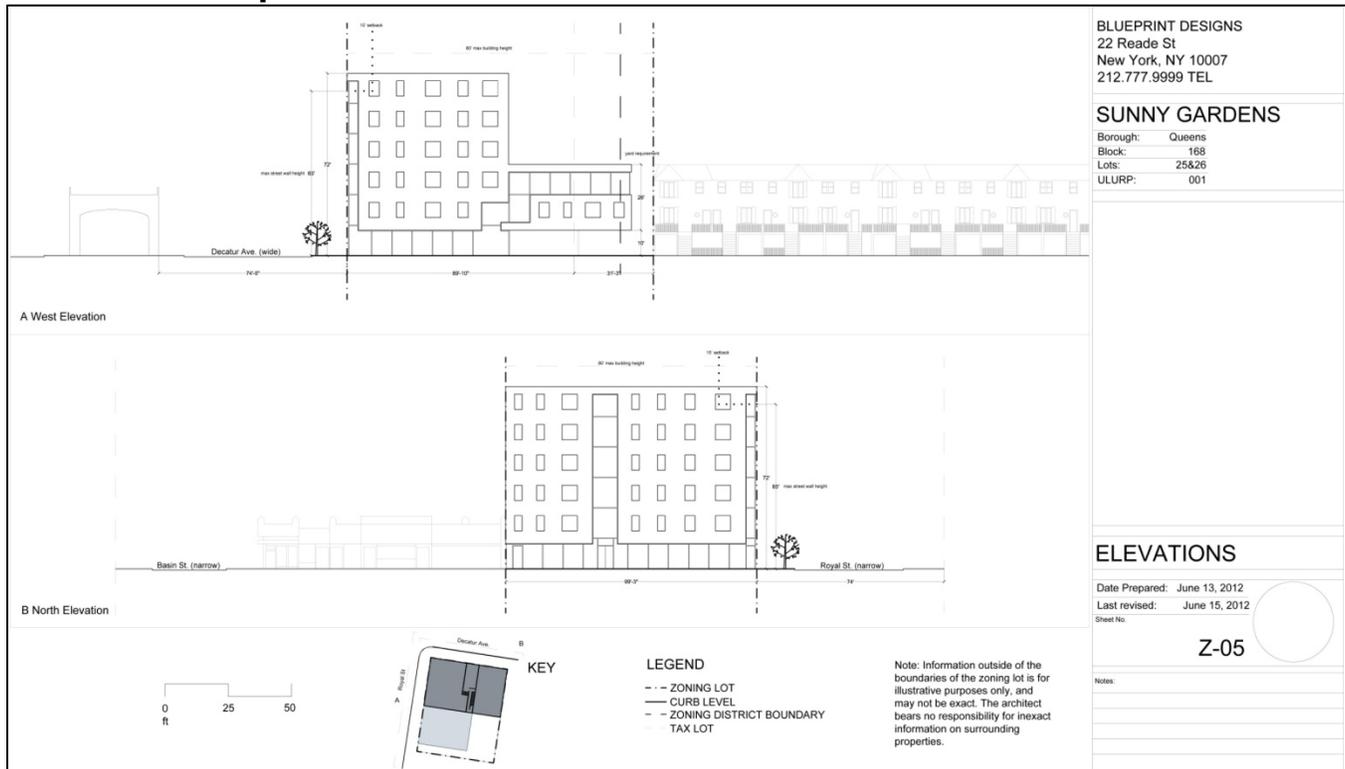
For More Information

Please contact your Lead Planner for additional information.

Revision History

Date	Version	Description	Author
3/12/12	1.0	Initial Draft	B. Wrobel
3/15/12	1.1	Group edits	B. Wrobel
3/15/12	1.2	Group edits	B. Wrobel
3/20/12	1.3	Revised Draft	B. Estroff
3/21/12	1.4	Draft for external	B. Wrobel
3/27/12	2.0	Revised	B. Wrobel
4/02/12	3.0	Revised	B. Wrobel
04/30/12	3.1	Consistency check between guidelines w B. Pillar	B. Estroff
06/04/12	3.2	Edits and updates	B. Estroff
08/07/12	3.3	Edits and updates following Standards Forum	D. Parish
06/04/2013	3.4	Revisions following meeting with Technical Review	B. Budelman
08/16/2013	3.5	Final version for internal review	B. Budelman
6/11/2014	3.6	Consistency check	C. Whitcomb
7/1/14	3.6	Final Edits	C. Whitcomb