Tax Map Standard

Version: 1.4

Purpose

To determine the form of the "Tax Map" for Land Use applications filed with the Department of City Planning. The Tax Map is required to show the Project Area and Development Site in relation to official NYC tax lots. This map allows stakeholders to understand how land use actions will affect individual tax lots.

When to Use

The Tax Map is a required component of most land use applications for discretionary or ministerial actions filed with the Department of City Planning. DCP will confirm application requirements with the applicant and applicant's representatives at the Interdivisional Meeting.

Tax Map Standard Overview

The Tax Map is an official document published by the New York City Department of Finance (NYC DOF) that shows a block, or pertinent portion of a tax block, with all official tax lots displayed. Each tax lot is displayed with the appropriate tax lot number and is dimensioned. A tax map must be secured from the NYC DOF website in digital or printed format. The Tax Map should not be modified to change the area shown on the map (should not be zoomed in or out). Before submission, the tax map must be modified with symbols to note where the proposed Project Area for the proposed land use action is located. This information is required to show how the proposed action would affect the tax lots within and surrounding the Project Area. Additionally, any Development Site must also be outlined. Zoning district boundary lines should also be drawn on the map to illustrate where they fall in relation to tax lots and the proposed Project Area. If the action would change existing zoning district boundaries, the lines drawn on the tax map should show the new, proposed zoning district boundaries, and existing zoning district boundaries that are proposed to remain. More detail is listed below, in the following section.

Tax Map Standard Details

An Official Tax Map must be secured from the NYC DOF website in digital or printed format. Access a base tax map at [Digital Tax Map Library - New York City Department of Finance](#). Please ensure that you enter the Tax Map Library and that "current map" is selected on the left hand side, under the heading "Show".

Number	Format Requirements
1	**Scale** • Drawing should be at the default scale when the base map is downloaded from the NYC Department of Finance website.
2	**Page Size** • Must be submitted at a page size of 11" x 17"
3	**Color** • Tax Map should be submitted in color

Number	Format Requirements
4	**Project Areas with Multiple Blocks or Tax Maps** • For Project Areas that are more than one tax block, a tax map should be submitted for each block • For a tax block with multiple tax maps, include all of the tax maps for the block • Tax Maps do not need to be digitally joined together • There should be a tax map for each tax block that contains property that is a part of the project area or rezoning area
5	**Legend, Scale and Title Block** • North Arrow (included on base map) • Legend (if symbols are used)

Number	Content Requirements
1	**Base Map** • The digital tax map from the NYC Department of Finance should serve as the base map for the DCP Tax Map Standard • The map should not be altered to change the extent of the tax block on the map • Additional content should be added through hand drawing or through digital imaging software
2	**Project Area Boundary** • Outlined in a black, dotted line of medium weight • Offset from other lines, including zoning district boundaries • Dimensioned clearly in feet and inches • If the Project Area and Development site are co-terminus, then only the Project Area Boundary needs to be shown
3	**Development Site Boundary** • Outlined in a single dot and single-dash, light weight, red line around the perimeter of the proposed Development Site • Dimensioned clearly in feet and inches
4	**Zoning District Boundaries (for Zoning Map Amendments and Split Lots ONLY)** • Zoning district boundaries should NOT BE SHOWN for projects that do not require Zoning Map Amendments, EXCEPT: • When the zoning lot is split or partially covered by more than one zoning district (including commercial overlays), and a special permit, authorization, or certification action requires an analysis based on split lot regulations, include the zoning district boundaries on the tax map. • Any zoning district line/boundary to be eliminated shall **NOT** be noted on the map • Proposed zoning district boundaries and existing zoning district boundaries that will remain following the adoption of the proposed action(s) should be shown in a medium to heavy weight black line • Zoning District Boundaries should be dimensioned in feet and inches.

Number	Content Requirements
5	**Zoning District Labels (for Zoning Map Amendments ONLY)** • Any existing zoning district to **remain** shall be labeled with the appropriate designation, shown in a large point type that is less bold than any proposed district designations, in a **gray shade,** and **NOT** underlined • Any zoning district to be **ADDED** shall be noted with the appropriate label, shown in a large point type, <u>underlined</u> in a **darker shade** than the zoning districts to remain
6	**Zoning Special District Boundaries (for Zoning Map Amendments ONLY)** • Zoning special district boundaries should be shown clearly on the tax map • Special district boundary lines should not graphically interfere with zoning district boundaries and other important lines listed in items 1-5

7	**Commercial Overlay Zoning Districts (for Zoning Map Amendments ONLY)**
	• Commercial overlay districts (proposed, or existing overlay districts that will remain) should be shown on the tax map
	• Commercial Overlay districts should be outlined, hatched and dimensioned in feet and inches.
	• It is not required that applicants use official DCP Commercial Overlay District hatching on the Tax Map, however, it is strongly suggested
	• Commercial Overlay hatching styles can be found at: http://www.nyc.gov/html/dcp/html/zone/glossary.shtml#commercial_overlay
	• Applicants can label commercial overlays or use a legend to explain the specific district.
	• **Existing Commercial Overlays**
	    o Shall be shown in a light gray color, similar to existing zoning district labels in item 5
	• **Proposed Commercial Overlays**
	    o Shall be shown in a black color, similar to proposed zoning district labels in item 5

Tax Map Sample
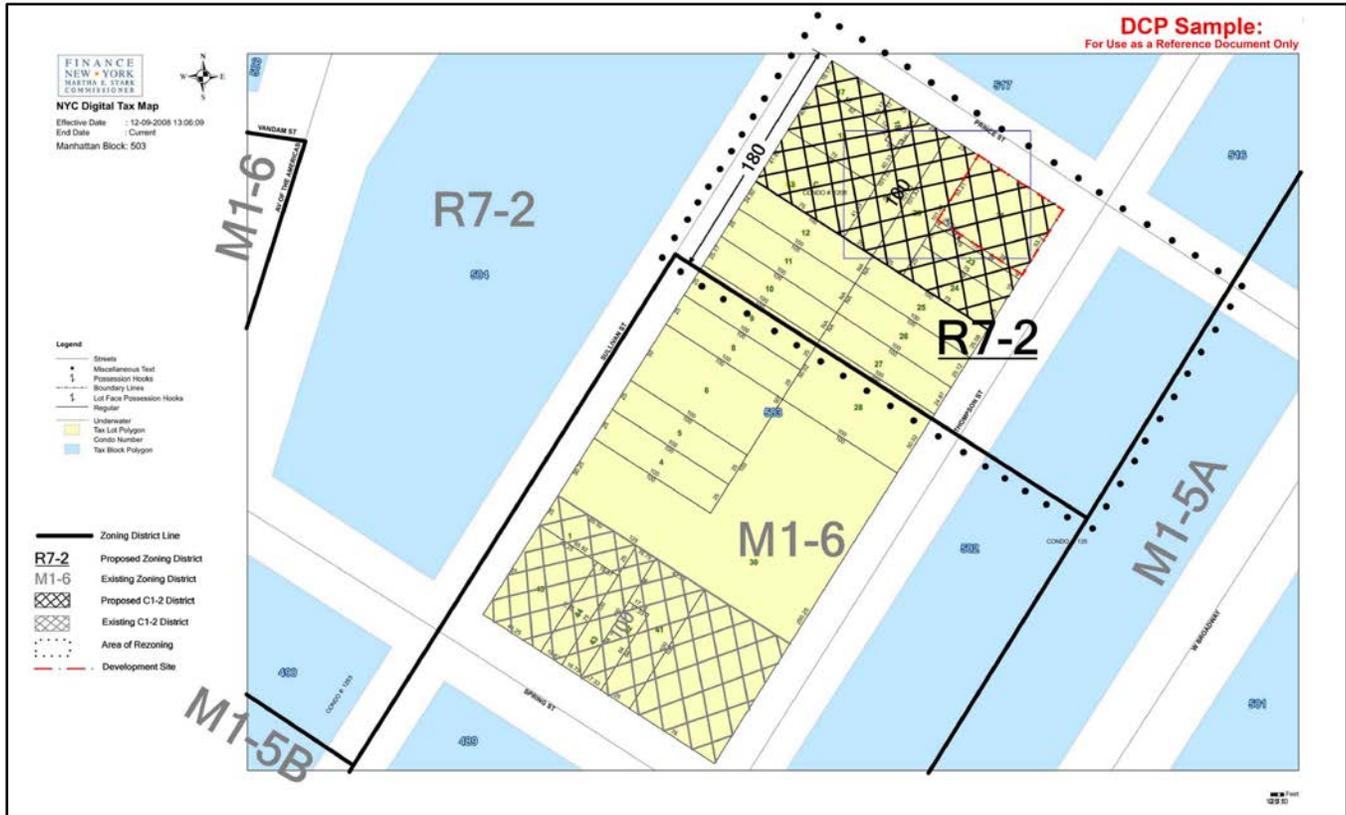
Exceptions

Most land use applications are required include a Tax Map that meets the above standards. DCP will confirm application requirements with the applicant and applicant's representatives at the Interdivisional Meeting.

For More Information

See the NYC Dept. of Finance website: www.nyc.gov/finance

Revision History

Date	Version	Description	Author
12/6/11	1.0	Original Draft	Dominick Answini
2/7/12	1.1	Modified Draft	David Parish
6/05/2012	1.2	Modified Draft	David Parish
06/11/12	1.3	Revisions following SME review	David Parish
04/02/13	1.4	Updated link to DOF tax maps	David Parish
11/08/13	1.5	Updated to add dimensions	D. Parish