

## **Section 74-901 (Certain community facility uses in R1 and R2 Districts and certain Commercial Districts) Special Permit Application Guidelines**

**Version: 1.3**

### **Purpose**

This document provides general guidance regarding the minimum drawing requirements and content parameters for the production of an application package. The drawings and other information are intended to inform the City Planning Commission in making the findings and rendering a decision under ZR 74-901.

### **When to Use**

Please use these minimum requirements when producing an application for a special permit pursuant to Section 74-901 (Certain community facility uses in R1 and R2 Districts and certain Commercial Districts).

### **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.

### **Application Guidelines Overview**

The City Planning Commission may permit the allowable community facility floor area ratio and lot coverage of Section 24-11 (Maximum Floor Area Ratio and Percentage of Lot Coverage) to apply to an extension or enlargement, or a change of use involving any community facility uses other than domiciliary care facilities for adults or those for which a permit is required by the Board of Standards and Appeals pursuant to Sections 73-12 (Community Facility Uses in R1 or R2 Districts) or 73-13 (Open Uses in R1 or R2 Districts). This applies only in R1 and R2 Districts, and in C1 and C2 Districts mapped within such Residence Districts for any development, and is contingent upon certain findings being met.

## Submission Requirements

**Table A. Required Drawings**

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
1	Area Map	<ul style="list-style-type: none"> <li>Street directions</li> <li>Street widths</li> <li>Major Arterial roads/access</li> <li>Location of bus and rapid transit facilities</li> </ul>	<ul style="list-style-type: none"> <li>74-901(b)</li> <li>74-901(c)</li> <li>74-901(d)</li> </ul>
2	Zoning Analysis	<ul style="list-style-type: none"> <li>Include any applicable Article II, Chapter 4 bulk regulations for community facility buildings that are being used.</li> </ul>	<ul style="list-style-type: none"> <li>Required to document the conditions of approval.</li> </ul>
3	Zoning Lot Site Plan	<ul style="list-style-type: none"> <li>Label all yards, setbacks and the like based on the requirements requested, if different than the underlying bulk requirements</li> <li>Street Widths</li> <li>Indicate whether street with vehicular entrances is a <i>narrow street</i> or <i>wide street</i></li> <li>Landscaping treatments</li> <li>Sitting Areas</li> </ul>	<ul style="list-style-type: none"> <li>74-901 (a)</li> </ul>
4	Section(s)	<ul style="list-style-type: none"> <li>Label all yards, setbacks and the like based on the requirements requested, if different than the underlying bulk requirements</li> </ul>	<ul style="list-style-type: none"> <li>Required to memorialize compliance with underlying and/or Article II, Ch. 4 bulk regulations</li> <li>Required to memorialize location</li> </ul>

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
			of use.
5	Elevation	<ul style="list-style-type: none"> <li>Follow DCP general guidelines for this drawing</li> </ul>	<ul style="list-style-type: none"> <li>74-901 (b)</li> </ul>
6	Neighborhood Character Diagram	<ul style="list-style-type: none"> <li>Include landscaping details that are visible at street frontage.</li> </ul>	<ul style="list-style-type: none"> <li>74-901 (a)</li> <li>74-901 (b)</li> </ul>
7	Waiver/Encroachment Diagram	<ul style="list-style-type: none"> <li>Follow general DCP guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Required to document the conditions of approval</li> </ul>

**Table B. Additional Application Requirements**

Number	Additional Application Requirements	Description
1	LR Form	<ul style="list-style-type: none"> <li>Pages 1-2</li> <li>If the owner/applicant is not signing on page 2, include an owner's authorization letter.</li> </ul>
2	LR Form Attachment 2: Site Data	<ul style="list-style-type: none"> <li>Only required if the affected tax block and lots do not fit on LR Form page 1</li> </ul>
3	Supplemental Form ZS/ZA/ZC	<ul style="list-style-type: none"> <li>Include the full title of the ZR Section</li> <li>Under <b>TO MODIFY</b>: these sections must be consistent with the zoning analysis.</li> </ul>
4	Official Zoning Sectional Map	<ul style="list-style-type: none"> <li>Submit at 8.5x14" or 11x17"</li> <li>Ex: 12b</li> <li>Maps can be accessed online here: <a href="http://www.nyc.gov/html/dcp/html/zone/zonedex.shtml">http://www.nyc.gov/html/dcp/html/zone/zonedex.shtml</a></li> </ul>

Number	Additional Application Requirements	Description
5	DOF Tax Map(s)	<ul style="list-style-type: none"> <li>• Submit at 11x17"</li> <li>• DCP will accept maps printed from the Library of Tax Maps or a hard copy from the Department of Finance only. The maps can be accessed online and printed from here: <a href="#">Digital Tax Map Library - New York City Department of Finance</a></li> </ul>
6	LR Item 3: Description of Proposal	<ul style="list-style-type: none"> <li>• Follow general DCP guidelines for this document.</li> <li>• Under Actions Requested, describe all waivers and reference appropriate sections that are being modified by the action.</li> </ul>
7	Statement of Findings (Attachment 11)	<ul style="list-style-type: none"> <li>• Follow the general DCP format guidelines for this document.</li> <li>• For finding 74-901(a) discuss the massing and square footage requirements for this use and why the proposed modification is appropriate for those needs. The discussion should also focus on how the form and location of the proposed building is designed with sensitivity to the scale of the surrounding area and would minimize adverse impacts to light and air of the users of the buildings and people using public streets.</li> <li>• For finding 74-901(b) discuss how the massing and scale of the proposed buildings reinforces the neighborhood character and topographic features of the surrounding area.</li> <li>• For finding 74-901(c) discuss project-generated impacts on supporting services. Refer to the CEQR technical assessment for the project, as well as any mitigation recommended as appropriate.</li> <li>• For finding 74-901(d) discuss the adequacy of the existing street network to handle project-generated vehicular traffic. Note the width, circulation, and volume of nearby streets as well as proximate mass transit. This information is available in the required CEQR application. The application should refer to that analysis to ensure consistency throughout the process.</li> </ul>

Number	Additional Application Requirements	Description
8	Photos	<ul style="list-style-type: none"> <li>Follow the general DCP format guidelines for this document.</li> </ul>

## For More Information

Please contact your Borough Office Project Manager for additional information.

## Related Documents

Document	Description
Area Map Standard	Land Use and Zoning Map required for all Special Permit actions and some Authorization actions.
Zoning Analysis Guidelines	Depicts a proposed project's compliance with applicable Zoning Regulations.
Zoning Lot Site Plan Guidelines	Depicts all aspects of the development site and zoning lot(s) that relate to the proposed land use action.
Section Guidelines	Depicts a building's height, massing, and land uses, as well as any deviations from compliance with the requirements of the Zoning Resolution.
Neighborhood Character Diagram Guideline	Depicts the total massing of the proposed building(s) on a development site that would be facilitated by proposed land use actions in relation to neighboring, existing structures.
Statement of Findings Guidelines	Lists findings related to the proposed action and the applicant's response to those findings.
Waiver/ Encroachment Diagram Cheat Sheet	Describes how to graphically illustrate request waivers related to a proposed project.

## Revision History

Date	Version	Description	Author
06/14/2012	1.0	First draft.	B. Pillar
06/22/12	1.1	General format and content revisions	B. Estroff
06/24/14	1.2	General edits	D. Goodman
06/26/14	1.3	Final edits	D. Goodman