

Section 74-902 (Certain community facility uses in R3 to R9 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 pursuant to Section 74-902. The drawings and other information are intended to inform the City Planning Commission in making the findings and rendering a decision under ZR 74-902.

When to Use

Please use these guidelines when producing an application for a special permit pursuant to Section 74-902 (Certain community facility uses in R3 to R9 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 account project features.

Application Guidelines Overview

When producing an application for a special permit pursuant to Section 74-902, the following drawings are required: Area/Land Map, Zoning Lot Site Plan, Zoning Analysis, Landscape Plan, Streetscape Elevation and Pedestrian Elevation.

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"> Street directions Street widths Major Arterial roads/access Location of bus and rapid transit facilities 	<ul style="list-style-type: none"> 74-902(b) 74-902(c)
2	Zoning Analysis	<ul style="list-style-type: none"> Include the maximum allowable community facility floor area ratio pursuant to Section 24-11 or 23-147. Base maximum permitted floor area calculations on the allowable FAR. Under compliance, for both FAR and floor area, state "Complies per CPC special permit requested pursuant to Section 74-902. 	<ul style="list-style-type: none"> Required to document the conditions of approval.
3	Zoning Lot Site Plan	<ul style="list-style-type: none"> Label all yards, setbacks and the like based on the requirements requested Include all adjacent circulation networks, If providing parking, loading, trash collection and the like, include and label these features. Dimension and label all landscape and exterior passive recreation areas. 	<ul style="list-style-type: none"> Required to document the conditions of approval. 74-902(a) 74-902(c)

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
		<ul style="list-style-type: none"> • Include landscaping details that are visible at street frontage. • Dimension and label all landscape and exterior passive recreation areas. 	
4	Section(s)	<ul style="list-style-type: none"> • Label all yards, setbacks and underlying bulk requirements such as minimum and maximum base height. • Document proposed bulk waiver. 	<ul style="list-style-type: none"> • Required to memorialize compliance with underlying regulations • 74-902(a)
5	Neighborhood Character Diagram	<ul style="list-style-type: none"> • Follow general DCP guidelines 	<ul style="list-style-type: none"> • 74-902(a)
6	Waiver/Encroachment Diagram	<ul style="list-style-type: none"> • Follow general DCP guidelines 	<ul style="list-style-type: none"> • Required to document conditions of approval

Table B. Additional Application Requirements

Number	Additional Application Requirements	Description
1	LR Form	<ul style="list-style-type: none"> • Pages 1-2 • If the owner/applicant is not signing on page 2, include an owner's authorization letter.
2	LR Form Attachment 2: Site Data	<ul style="list-style-type: none"> • Only required if the affected tax block and lots do not fit on LR Form page 1
3	Supplemental Form ZS/ZA/ZC	<ul style="list-style-type: none"> • Include the full title of the ZR Section • Under <u>TO MODIFY</u>: these sections must be

Number	Additional Application Requirements	Description
		consistent with the zoning analysis.
4	Official Zoning Sectional Map	<ul style="list-style-type: none"> • Submit at 8.5x14” or 11x17” • Ex: 12b • Maps can be accessed online here: http://www.nyc.gov/html/dcp/html/zone/zonedex.shtml
5	DOF Tax Map(s)	<ul style="list-style-type: none"> • Submit at 11x17” • 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: Digital Tax Map Library - New York City Department of Finance
6	LR Item 3: Description of Proposal	<ul style="list-style-type: none"> • Follow general DCP guidelines for this document. • Under Actions Requested, state the permitted FAR for the use, and then state what the permitted FAR will be if the special permit is granted.
7	Statement of Findings (Attachment 11)	<ul style="list-style-type: none"> • Follow the general DCP format guidelines for this document. • For finding 74-902(a) discuss the following: <ul style="list-style-type: none"> ○ How the massing and orientation of the proposed or enlarged building(s) affects access to light and air to adjoining properties and reinforces the urban design and neighborhood character of the area. ○ Describe the relationship of the building(s) on the zoning lot to any open areas on the zoning lot, including parking and passive recreation space, and to adjacent and proximate properties. ○ The discussion should also focus on how the form and location of the proposed building is designed with sensitivity to the scale of the

Number	Additional Application Requirements	Description
		<p>surrounding area and would minimize adverse impacts to light and air for the users of the buildings within the project and people using public streets. Shadow assessment pursuant to the CEQR Technical Manual may be referred to in this discussion.</p> <ul style="list-style-type: none"> For finding 74-902(b), discuss the programmatic needs and square footage requirements for this use and if there is any impact on supporting services. Describe existing neighborhood services and the proposed facility's demand on these types of services, including any provision of supporting services provided as part of the proposal, incorporating and/or cross-referencing results obtained from environmental review documents; For finding 74-902(c) discuss the adequacy of the existing street network to handle project-generated vehicular traffic. This discussion should focus on the projected trip generation associated with the proposed project. Note the width, circulation, and volume of nearby streets as well as proximate mass transit. Refer to the technical assessment for the project, pursuant to the CEQR Technical Manual, as well as mitigation recommended as appropriate. Also describe any parking located on site.
8	Photos	<ul style="list-style-type: none"> Follow the general DCP format guidelines for this document.

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.
Waiver/ Encroachment Diagram Cheat Sheet	Describes how to graphically illustrate request waivers related to a proposed project.
Statement of Findings Guidelines	Lists findings related to the proposed action and the applicant's response to those findings.

Revision History

Date	Version	Description	Author
05/16/2012	1.0	First draft.	Thad Pawlowski
06/22/12	1.1	General format and content revisions	B. Estroff
06/24/14	1.2	Edits and revisions	D. Parish
06/25/14	1.3	Final edits	D. Goodman

DRAFT