

Section 75-01: Certification for Rooftop Greenhouses Certification Application Guidelines

Version: 1.3

Purpose

This document provides general guidance regarding the preparation of the drawings and other contents of an application for a certification pursuant to ZR 75-01. The drawings and other information are intended to inform the Chairperson of the City Planning Commission in rendering a decision under ZR 75-01.

When to Use

Please use these guidelines when preparing an application for a certification by the Chairperson of the City Planning Commission pursuant to Section 75-01 (Certification for Rooftop Greenhouses).

Exceptions and Modifications

These guidelines provide general guidance only. Depending on the specifics of the greenhouse 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 Greenhouse Certification is intended to provide opportunities for building owners to include greenhouses in new and existing development projects. A Greenhouse Certification application requires a variety of drawings in order to be deemed complete.

Applicants should be aware that the ZR 75-01 requires applicants to provide a copy of the application to the affected Community Board at the time of filing. The Community Board will then have 45 days to review the application and provide any advisory comments on it to the Department of City Planning. The Chairman cannot Certify an application under ZR 63-30 until the Community Board has delivered their comments, the Community Board has informed DCP that they have no comments, or after the completion of the 45 day review period.

Submission Requirements

Table A. Required Drawings

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
1	Zoning Lot Site Plan	<ul style="list-style-type: none"> • Use DCP guidelines entitled “Zoning Lot Site Plan” • If roof features (listed in Item 3) are included, may be combined with Roof Plan • Show 6’ distance between the perimeter wall and the greenhouse for all greenhouses over 25’. 	<ul style="list-style-type: none"> • Shows the layout of the lot, and the relative location of the building and the greenhouse, as well as access to the greenhouse. • 75-01(f)
2	Use Table	<ul style="list-style-type: none"> • A breakdown of uses and Use Groups by floor 	<ul style="list-style-type: none"> • 75-01 (a)
3	Roof Plan	<ul style="list-style-type: none"> • Must include proposed greenhouse • Must show rainwater collection and re-use system • Must show all roof features, including but not limited to: <ul style="list-style-type: none"> ○ Bulkhead ○ Elevator Mechanicals (if on roof) ○ Stairwells ○ Water Tanks ○ Other Structures 	<ul style="list-style-type: none"> • Used to show the location of the greenhouse as well as methods of access and other roof features
4	Section(s)	<ul style="list-style-type: none"> • Follow general DCP Section guidelines 	<ul style="list-style-type: none"> • Required to demonstrate compliance with the zoning requirements in section 75-01 (a) and 75-01 (c)
5	Elevation(s)	<ul style="list-style-type: none"> • Follow general DCP Section guidelines 	<ul style="list-style-type: none"> • Shows the height and transparency of the greenhouse (An accompanying sketch may be used to illustrate the transparency of the roof) • 75-01 (d)

Table B. Additional Application Requirements

Number	Additional Application Requirements	Description
1	Land Use Application	<ul style="list-style-type: none"> • Basic LR Form
2	Land Use Supplemental Form	<ul style="list-style-type: none"> • States pertinent information about the action requested and the property
3	LR Item 3: Project Description	<ul style="list-style-type: none"> • Use DCP Standard
4	Zoning Map	<ul style="list-style-type: none"> • Shows the project location with the relevant zoning and the surrounding area • Submit at 8.5x14” or 11x17” • Maps can be accessed online here: http://www.nyc.gov/html/dcp/html/zone/zonedex.shtml
5	Tax Map	<ul style="list-style-type: none"> • 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	Notice of Restriction	<ul style="list-style-type: none"> • Pursuant to Section 75-01 (a)(b)
7	Discussion of Conditions	<ul style="list-style-type: none"> • This is a separate document and should be labeled as “Certification Pursuant to Section 75-01, Applicant’s Discussion of Conditions • For condition 75-01(a), state that the greenhouse will be located on the roof of a building that does not contain residences or other uses with sleeping accommodations • For condition 75-01(b), state that the greenhouse will only be used for cultivation of plants, or primarily for cultivation of plants when accessory to a community facility use • For condition 75-01(c), state the height of the rooftop greenhouse. • For condition 75-01(d), explain the transparency of the greenhouse and describe how it meets the requirement that at least 70 percent is made up of transparent materials, except as permitted

Number	Additional Application Requirements	Description
		<p>pursuant to 75-01(f)(3)</p> <ul style="list-style-type: none"> For condition 75-01(e), explain how the greenhouse is set back from the perimeter wall of the story immediately below, if the greenhouse causes the building to exceed height limits.
8	Signed Statement	<ul style="list-style-type: none"> Confirms that greenhouse may <i>only</i> be used for plant cultivation in a commercial building, or <i>mostly</i> used for cultivation in a community use building

For More Information

For more information about this application guideline, please contact your assigned Lead Planner.

Related Documents

Document	Description
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.
Elevation Guidelines	Depicts the façade(s) of the proposed project in order to illustrate the impact and/or relationship of a proposed building to neighboring buildings.
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
06/07/2013	1.0	Original draft	B. Budelman
08/12/13	1.1	Revisions	D. Parish
04/24/13	1.2	Final version for external review	D. Parish
06/30/14	1.3	General edits	D. Goodman