

MANHATTAN OFFICE

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Department of City Planning

**SITE MAP GUIDELINES V. 1.1**

**PRIVATELY OWNED PUBLIC SPACE (POPS)**

**Background:** Local Law 116 of 2017, as amended by Local Law 250 of 2017, requires signage to be posted by property owners at all privately owned public spaces (POPS) as defined in the Local Law. For all spaces established on or after October 1, 2017, signage must include a site map displaying the area and boundaries of the privately owned public space or spaces on the zoning lot relative to other structures on the zoning lot and the adjacent streets or public ways.

**Purpose:** To provide guidance on dimensions, design and placement of the site map.

**Guidelines:**

- Size of Site Map: 6" x 6" minimum, portrait or landscape.
- Extent: Capture nearest intersection and into the zoning lots of properties on the opposite side of the street.
- Scale: 1 in = 50 ft. as starting point. Ultimately, the scale should be appropriate to meet extent and content criteria and thus may be adjusted as appropriate for the site. If prepared with an application, please look to your Zoning Lot Site Plan for general guidance of an appropriate scale.
- Placement: Site map shall be placed on the "Information Plaque" of the Public Space Signage.
- Map content:

Element	Depiction	Legend Label
<input type="checkbox"/> Zoning lots within extent	Outlined with a thin black stroke, no fill	N/A
<input type="checkbox"/> Street names	3/8" height lettering in black, in a clear, non-narrow sans-serif font	N/A
<input type="checkbox"/> Curb lines	Outlined with a thin black stroke, no fill	N/A
<input type="checkbox"/> Building(s) on subject zoning lot	Outlined with a thick black stroke, no fill	"Building"
<input type="checkbox"/> Any outdoor POPS on subject zoning lot	Black fill	"(name of type of public space as approved)", such as "Public Plaza"
<input type="checkbox"/> Any indoor or covered POPS on subject zoning lot	Outlined with a thin stroke, with a diagonal hatch fill	"(name of type of public space as approved)", such as "Covered Pedestrian Space"
<input type="checkbox"/> Star symbol to indicate where the user is standing in the POPS	Outlined with thin black stroke, or black fill (whichever is most legible)	"You are here" (text may be placed instead within map, if legible)

- Additional elements: Legend (with above specified labels, in 3/8" height lettering in black, in a clear, non-narrow sans-serif font); north arrow; and scale bar. These elements may be either placed either immediately adjacent to the map or within the map, if legible.

**See Sample on next page →**

Sample POPS Sign with Site Map:



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# OPEN TO PUBLIC

Open 24 hours

**This plaza contains:**  
425 linear feet fixed seating, 25 moveable chairs,  
6 moveable tables, 12 flowering dogwood trees,  
1 drinking fountain, 2 bicycle racks

**Owned by:** Jane Doe Equities Ltd.  
40 East Ave., New York, NY 10003  
T: (212) 555-5555 E: owner@janedoeequities.com

**Maintained by:** Plaza Care Inc.  
52 West St., New York, NY 10003  
T: (212) 555-5555 E: service@plazacare.com

**Complaints or Questions:**  
Call 311 and reference the public plaza at  
215 West Hudson Way  
This public plaza is accessible to persons  
with disabilities.



**Map Legend:**  
 Building  
 Public Plaza  
 Arcade

Edith Hsu-Chen, Director  
Erik Botsford, Deputy Director  
120 Broadway, 31<sup>st</sup> Floor  
New York, NY 10271  
FAX (212) 720-3488  
[www.nyc.gov/planning](http://www.nyc.gov/planning)