

Section 74-711 (Landmark preservation in all districts) Special Permit Application Guidelines

Version: 1.9

Purpose

This document provides general guidance regarding the preparation of the drawings and other contents of an application under Section 74-711. The drawings and other information are intended to inform the City Planning Commission in making the findings and rendering a decision under ZR 74-711.

When to Use

Please use these guidelines when preparing an application pursuant to Section 74-711 (Landmark preservation in all 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

This action requires coordination with the New York City Landmarks Preservation Commission. The Department of City Planning highly recommends that Applicants meet with the Landmarks Preservation Commission before approaching the Department of City Planning to pursue a Special Permit under ZR 74-711, since an application for a special permit requires that a report be received from the Landmarks Preservation Commission regarding the establishment of a continuing maintenance program for the landmark or historic resource, as well as a Certificate of Appropriateness. The Landmarks Preservation Commission also routinely requires drawings that can meet many of the drawing requirements of the Special Permit. In order to discuss these drawings with City Planning, please share them with your project team at your earliest convenience. These drawings may be attached to a PAS submitted to the Department or provided to the Department in advance of an Interdivisional Meeting, or later on in the application process.

In order to address the findings related to bulk and/or use modifications and their effects on the structures or open space in the vicinity; in terms of scale, location and access to light and air, a series of drawings is required which is listed in Table A below. Together, this series will demonstrate surrounding context, the proposed site conditions and building envelope, and the relationship of the zoning lot to the surrounding structures and open spaces.

In addition to the aforementioned drawings, the application for a special permit pursuant to Section 74-711 also requires Attachment 11: Applicant's Statement of Findings. The Statement of Findings should describe in narrative form how each of the findings of Section 74-711 is 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"> • Label all open spaces, public and private • If modifying use requirements label or use symbology to show specific uses & Use Group Numbers within the required 600' surrounding the project area (i.e. JLVQA. Retail, office space) • For JLVQA uses, use a "J" on the appropriate buildings. • In mixed-use buildings, distinguish ground-floor retail space by placing an asterisk in front of the building on the Area Map 	<ul style="list-style-type: none"> • 74-711(b) • 74-711(b)(1)

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
2	Zoning Analysis	<ul style="list-style-type: none"> • Include in the subject site data the name of the city-designated Historic District the zoning lot is located within or if the zoning lot has an Individual Landmark. • In the Uses and Floor Area rows, if converting to a different use, include the existing to remain square footage and UG designation and the proposed square footage and UG designation. • Include a Floor Area Schedule which lists the Zoning Floor Area, Floor Area per floor and the square footage of utility space per Floor. 	<ul style="list-style-type: none"> • Required to memorialize waiver or modification and the conditions of approval.
3	Zoning Lot Site Plan	<ul style="list-style-type: none"> • Label all open spaces, public and private 	<ul style="list-style-type: none"> • Required to memorialize waiver or modification and the conditions of approval. • 74-711(b)(1)

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
4	Ground Floor Plan	<ul style="list-style-type: none"> • May be required to memorialize location of use modifications when action is subject to 74-711(b)(2) • Guidance will be given at the Interdivisional meeting if this drawing is required • Follow the general DCP format guidelines for this document 	
5	Upper Floor Plan	<ul style="list-style-type: none"> • May be required to memorialize location of use modifications when action is subject to 74-711(b)(2) • Guidance will be given at the Interdivisional meeting if this drawing is required • Follow the general DCP format guidelines for this document 	
6	Section(s)	<ul style="list-style-type: none"> • Include dimension between zoning lot line and adjacent buildings 	<ul style="list-style-type: none"> • Required to memorialize compliance with regulations – for use & bulk actions. • Required to memorialize location of uses and/or encroachment areas

Number	Required Drawing(s)	Additional Content Requirements	Relevant Zoning Section Nos.
7	Elevation(s)	<ul style="list-style-type: none"> • Include all relevant building details such as cornices, window patterns, signage, and material. • Include significant features identified in the LPC designation report (ex: cornices, window patterns) for adjacent structures. • Indicate ground floor uses. 	<ul style="list-style-type: none"> • 74-711(b)(1) • 74-711(b)
8	Neighborhood Character Diagram	<ul style="list-style-type: none"> • Not needed for use waivers and some yard waivers. • DCP will advise at the Interdivisional Meeting whether this drawing is required. • Label the boundary of the historic district if it appears within the extent of the drawing. • Include significant features identified in the LPC designation report (ex: cornices, window patterns) for adjacent structures 	<ul style="list-style-type: none"> • 74-711(b)

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 consistent with the zoning analysis.
4	Official Zoning Sectional Map	<ul style="list-style-type: none"> Submit at 8.5x14" or 11x17" 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, describe all waivers and reference appropriate sections that are being modified by the action.

Number	Additional Application Requirements	Description
7	Discussion of Conditions	<p>This is a separate document and should be labeled as “Special Permit Pursuant to Section 74-711, Applicant’s Discussion of Conditions.”</p> <ul style="list-style-type: none"> • Under (a)(1), cite the date of and relevant language from the report issued by the LPC that states a continuing maintenance program has been established • Under (a)(1), summarize the proposed maintenance plan • Under (a)(2), cite the date of the LPC certificate, permit or report and summarize the language describing how the bulk modification(s) relate harmoniously to the subject landmark building or buildings in the historic district. If no bulk modifications are requested, write “Not applicable.” • Under (a)(3), if dwelling units are proposed, give the number permitted per Section 15-111 and the number proposed for the zoning lot. If there are no dwelling units, write “Not applicable.”
8	Statement of Findings (Attachment 11)	<ul style="list-style-type: none"> • Follow the general format guidelines for this document. • For any bulk waivers, describe how the proposed building affects the structures or open spaces in the area, in terms of scale, location and access to light and air. In addition, describe any additional open space proposed to be created • For finding (b)(2), for uses within the building, describe how a change in use relates to the rest of the building in terms of location, access and noise. Then, using the area/land use map as a guide, discuss how conforming uses in the neighborhood would be impacted by the proposed action, in terms of noise, light, air and pedestrian and vehicular traffic. Discuss whether there will be additional pedestrian or vehicular traffic because of the use modification [and whether that will impact the neighborhood.]

Number	Additional Application Requirements	Description
9	LPC Report	<ul style="list-style-type: none"> Issued by the Landmarks Preservation Commission to the City Planning Commission. The special permit will not be certified until this report is submitted. Required to address the conditions of 74-711(a)(1).
10	Certificate of Appropriateness (C of A) (or other documents issued by the Landmarks Preservation Commission)	<ul style="list-style-type: none"> Issued by the Landmarks Preservation Commission Include as part of filed application. A C of A may not have been issued. Instead, attach the permit, certificate, or report (Certificate of No Effect) that will address the conditions of 74-711(a)(2).
11	Restrictive Declaration	<ul style="list-style-type: none"> Needed to document a program for continued maintenance.
12	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
Statement of Findings Guidelines	Lists findings related to the proposed action and the applicant's response to those findings.
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.
Ground Floor Plan Guidelines	Depicts the interior layout of a proposed building on a zoning lot that will be affected by the requested land use action(s).
Upper Floor Plan Guidelines	Depicts the proposed programmatic arrangement of the upper floors within a proposed building.

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.
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.

Revision History

All revisions to this document should be noted below with a description of what changes were made in each version.

Date	Version	Description	Author
04/23/2012	1.0	Template	Basha Estroff
05/01/2012	1.1	First draft	B. Estroff
06/21/12	1.2	General Format and Content revisions	B. Estroff
08/09/13	1.3	Revisions following review with TRD	B. Budelman
08/16/13	1.4	Final version for internal review	B. Budelman
	1.5	General Edits	D. Parish
	1.6	General Edits	D. Parish
	1.7	General Edits	D. Parish
	1.8	General Edits	D. Parish
	1.9	Final edits	D. Goodman