

New York State Pro-Housing Communities Program

Zoning Code Summary

Please follow this step-by-step guide when filling out the zoning summary details for the Pro-Housing Communities Program. For further assistance please contact the Pro-Housing Community team at prohousing@hcr.ny.gov.

What you will need: To complete the PHC - Zoning Code Summary form you will need the most recent version of your municipality's zoning code and map. Work with your municipality's central administration to identify where an electronic (PDF) or paper copy of the zoning code is located.

Submission options: Please look at your zoning code/map and identify the number of zoning districts in your municipality. You will enter the details for each district in your municipality's zoning code.

- For municipalities with *7 districts or less*, you may enter the zoning summary by submitting details for each district in an online form that will walk you through each piece of information required: [Zoning Summary Online Form](#)
- For municipalities with *more than 7 districts*, you will enter the zoning summary by submitting details for each district in a spreadsheet that you will then submit to your Procorem portal: [Zoning Summary Spreadsheet](#)

Important Notes:

- These forms will collect the summary details of each zoning district—please also **submit a copy of your zoning map** through the Procorem portal. Maps should be submitted as GIS shapefiles. If shapefiles are not available, please upload a PDF or JPG file of a map of the districts and note that no shapefiles are available. For assistance with these file types please contact the Pro-Housing Community team at prohousing@hcr.ny.gov.
- **How to use dropdowns in excel:** *When you click on a cell, a dropdown arrow will appear. Click on this arrow and select the option that best describes the building permit type, initial use type, resulting use type, and resulting residence type.*

Is Single-Family Housing Allowed?	Is Two-Family Housing Allowed?	Is Three-Family Housing Allowed?	Is Four-Family Housing Allowed?	Are five or more dwelling units per lot allowed?	Are accessory dwelling units allowed?
No, Not allowed / Prohibited	Yes, As-of-right	Yes, As-of-right	Yes, As-of-right	Yes, As-of-right	Yes, Planning or staff review required
	No, Not allowed / Prohibited				
	Yes, As-of-right				
	Yes, Planning or staff review required				
	Yes, Public hearing required				

Zoning Summary Spreadsheet

For each column name, you will find a description of the required information as well as how to submit this information in the Microsoft Excel file.

Required Categories:

Zoning District Name - Please enter the full district name (ex. Single-Family Residential).

Zoning District Abbreviation - Please enter the district abbreviation (ex. R-1)

Type of Zoning District – Please classify the primary use(s) allowed in each district. Typically, the zoning code includes a chart describing the uses permitted/allowed in each district. If there is no use-table, the chapter focused on each district may have the list of allowed uses for that district. The majority of the districts likely to fall into one of the first three categories included in the dropdown options:

- **Primarily Residential:** allow uses described using phrases such as: housing only; housing and various uses customarily allowed in residential areas, including religious institutions and schools; or housing and agricultural uses.
- **Nonresidential:** prohibit residential uses or only allow a single accessory dwelling on a lot but no other residential uses.
- **Mixed Residential Commercial:** allow for both residential and nonresidential uses as primary uses. Either use could be allowed as a stand-alone use (i.e., a residential apartment building or an office complex) or mixed within the same building (i.e., a residential building with office or retail allowed on the ground floor).
- **Overlay:** Many zoning codes include Overlay districts that add options or requirements specifically within their borders.
- **Planned Residential District:** Some municipalities may use zoning districts that encompass just one or a select number of developments, with more targeted zoning for the specific development.

Is Single-Family Housing Allowed?

Is Two-Family Housing Allowed?**Is Three-Family Housing Allowed?****Is Four-Family Housing Allowed?****Are five or more dwelling units per lot allowed?****Are accessory dwelling units allowed?**

- These six questions capture what *types of residential uses are allowed or prohibited* in the district and the *approvals required* for each housing type. You must make one of the four selections from the drop down for each category:
 - No, Not allowed / Prohibited: select this option if the housing type is not allowed in any form in the district.
 - Yes, As-of-Right: select this option if no zoning changes, waivers, site plan approvals, etc, are required. If building permits are the only required permits, the category would be counted as permitted As-of-Right.
 - Yes, Planning or staff review required: select this option if a property owner must get approvals from a government department, but NOT a public hearing or a vote by a public body.
 - Yes, Public hearing required: select this option if the housing type requires any type of public hearing or public vote prior to obtaining building permits. This includes any type of site plan review, architectural review, historic preservation review, planning or variance vote, etc.

Minimum Lot Size - If the district has a minimum lot size requirement, enter the square footage in the cell. Note that if the lot size is listed in acres, the size should be converted to square feet. One acre is equal to 43,560 square feet.

Maximum Building Height - If the district has a height restriction, enter it in the cell. If the height in the zoning code is expressed in feet, an estimated conversion to stories is sufficient (appx. 10 ft is equal to 1 story).

Maximum Lot Coverage - If the district has a maximum lot coverage restriction, enter it in the cell. Maximum Lot Coverage typically includes all buildings and nonpermeable surface coverage.

Front Yard Setbacks**Rear Yard Setbacks****Side Yard Setbacks 1****Side Yard Setbacks 2**

- In your zoning code, this information may be included in the schedule of uses or lot requirements—the section may be called yard requirements, building setbacks, or a

similar phrasing. Not all districts will include all four listed yard setbacks; fill out as many of the cells as applicable.

Parking Spaces - If the district has a requirement for a minimum number of parking spaces per housing unit, please include it in the cell.