



INSTRUCTIONS FOR APPLYING FOR A PLACEMENT PERMIT AND/OR DEVIA- TION DECISION

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The images in the document are from the City of Espoo material database (20 March 2018).

Introduction

The new Construction Act (751/2023) will enter into force on 1 January 2025. The Construction Act regulates building permits. A building permit consists of examining preconditions related to area use (placement preconditions) as well as essential technical requirements (implementation preconditions). Building permits are granted by the municipal building control authority. By request of the permit applicant, the municipality can decide to resolve the fulfilment of the placement preconditions by means of a separate decision (placement permit). In the area requiring planning in Espoo, a separate placement permit can be applied for with the City Planning Department.

Once the Construction Act has entered into force, certain construction projects will no longer require a building permit. According to Section 42 of the new Construction Act, this includes buildings that are less than 30 square metres or 120 cubic metres in size. However, this does not apply to residential buildings or canopies that are less than 50 square metres in size. In any case, the construction must adhere to the detailed or master plan effective in the area and the building ordinance. If the project deviates from the plan or building ordinance, a deviation decision shall be applied for with the City Planning Department before commencing construction measures, even if a building permit is not required. For example, such situations can arise when the intention is to build more small outbuildings for a property than the building ordinance permits or when the construction project is, in some ways, in violation of the plan or building ordinance. If you are unsure as to the type of permit your construction project requires, you can enquire about the matter by sending a message to the shared e-mail address of the City Planning Department's permit preparers kskluvat@espoo.fi.

1 About permits in construction

In Espoo, permits related to construction are processed by the Building Control Department and City Planning Department. The building control authority issues the building permits and minor deviations in connection with them. Greater than minor deviations from the detailed plan, master plan or other regulation as well as construction in unplanned areas also primarily require a placement permit and/or deviation decision. Deviation decisions and, if the applicant so requests, a separate placement permit outside the detailed plan area are processed by the City Planning Department's permit preparation. In addition to a placement permit and/or deviation decision, a building permit is often required, which shall be applied for with the Building Control Department within the allotted time.

1.1 Minor deviation

In connection to the building permit, the building control authority can grant a minor deviation from construction-related provisions and regulations. Minor deviations are small in nature and scale. A deviation can apply to detailed plan regulations and the technical properties of a building. Typical deviations from detailed plan regulations are exceeding the building area, exceeding the building volume, deviating from the number of floors specified in the plan, or deviating from the purpose of use specified in the plan. Deviations related to technical properties include regulations regarding fire safety, for example. **The common thread between the aforementioned deviations is that the building control authority deems them to be minor.**

2 Deviation decision

2.1 There must be a specific reason for a deviation

A deviation decision is required if the project deviates from the regulations of the Construction Act or Area Use Act and relevant decrees, the regulations of the legally valid local detailed plan, the local master plan with legal effect or the building ordinance, the construction prohibition and/or construction in the shore area without a local detailed plan. According to Section 57 of the Construction Act, when *special cause* exists, the local authority may grant a right to deviate from the provisions, regulations, prohibitions and other restrictions issued in or under the Area Use Act and Construction Act concerning building and other action. When building in an unplanned shore area, a deviation from the shore area planning need under Section 72 of the Area Use Act is required if the master plan effective in the area does not include separate regulations on its use as the basis of granting a building permit.

The applicant must in its application clearly indicate the special cause for the deviation and provide justifications. Examples of a special cause are promoting the implementation of the detailed plan, promoting traffic-related conditions, changes to regulations or the environmental situation after the preparation of the detailed plan, promoting goals related to the cityscape or using the plot for its intended purpose. As a general rule, the deviation must lead to a better result than construction according to the provisions in terms of aspects such as the cityscape, environment, safety, service level, building use, protection goals or traffic conditions. The special cause for the deviation shall be related to land use. A cause that can be construed to be related to the land owner's financial or social circumstances or a cause that is directly applicable to other properties in the area cannot be regarded as a special cause.



Examples of a special cause:

- construction or use of a plot or building area according to the intended purpose
- improvement of a residential or operating environment
- use of an existing building according to the intended purpose
- harmonisation, improvement or enrichment of the cityscape or environmental image
- promotion of the operational preconditions of business life.

A deviation opportunity granted based on the Construction Act or Area Use Act does not extend to, for example, procedural provisions or such instructions that specify interpretation that have not been issued based on the Construction Act or Land Use Act. Such instructions include the RT building instruction cards and interpretation instructions observed by building control (referred to as Topten practices).

2.2 Preconditions for granting a deviation

A permitted deviation requires that the construction:

- does not impede planning, the implementation of plans or other organisation of land use;
- does not impede the achievement of nature conservation goals or the achievement of goals concerning the protection of built environments.

A deviation cannot be granted if it leads to building with substantial impact or if it has other substantially harmful environmental or other impacts.

The applicant must utilise the exemption permit within two years and regional exemption permit within five years of it becoming legally valid.

The up-to-date legislation can be found at www.finlex.fi

3 A separate placement permit outside the detailed plan area

In Espoo, the area requiring planning refers to all areas without a detailed plan. According to Section 43 of the Construction Act, a building permit consists of examining preconditions related to area use (*placement preconditions*) as well as essential technical requirements (*implementation preconditions*). Building permits are granted by the municipal building control authority. By request of the permit application, the municipality can decide to resolve the existence of the placement preconditions by means of a separate decision (*placement permit*).

You will need a building permit in cases such as constructing a new residential building 30 m² in size, making a greater than minor expansion to an existing building, or changing a building's purpose of use from a holiday home to a year-round home, for example, in the unplanned area.

As a general rule, the aim of the Construction Act is for the placement and implementation preconditions to be resolved in the same decision. You can apply for a building permit directly with the Building Control Department. You must append all the necessary documents to the building permit application for the application to be resolved.

If meeting the requirements of the placement permit in the area requiring planning is uncertain for the construction project, the applicant can apply for a separate placement permit from the City Planning Department. If the project also requires a deviation from the master plan or building ordinance, a deviation decision from the City Planning Department is needed. If

necessary, a separate placement permit and deviation decision can be processed in the same decision of the City Planning Department.

If a separate placement permit is applied for a construction project, you do not need to append to the application an account of fulfilling the essential technical requirements. When applying for a separate placement permit in the area requiring planning, however, the applicant must provide the information referred to in Section 84 of the Construction Act for the purpose of determining the qualification of the planning.

If a separate placement permit is granted, it can be used to apply for a building permit from Building Control Department.

2.2 Preconditions for granting a placement permit

Placement preconditions outside the detailed plan area governed by Section 45 of the Construction Act. Supplementary regulations on aspects such as the minimum size of the building site can also be laid down in the building ordinance.

According to Section 46 of the Construction Act, granting a placement permit in the area requiring planning also requires that the construction:

- does not materially impede the preparation of the master or detailed plan pursuant to the municipal planning review (the planning review can be found on the City of Espoo website);
- the impacts do not lead to such significant construction or cause such significant harmful environmental or other impacts that would require the preparation of a detailed plan;
- is appropriate from the perspective of implementing civil engineering networks and traffic routes as well as traffic safety and the accessibility of services.

A decision on a separate placement permit will remain valid as stipulated in Section 77 of the Construction Act.

The up-to-date legislation can be found at www.finlex.fi

4 Preliminary enquiries

Before applying for a separate placement permit and/or deviation decision, it is a good idea to contact the Building Control Department to determine whether or not the project can be executed with a building permit in such a way that the deviations required by the project can be deemed minor. If this is not possible, please contact the City Planning Department.

Before submitting an application, it is recommended to ask a permit preparer of the City Planning Department about the permit procedures and permit requirements. You can send e-mail to permit preparers at kskluvat@espoo.fi or leave a call request with the Urban Environment Customer Service, tel. 09 816 25000. You can check the permit preparer of your own area on the City of Espoo website.

5 Submitting and application and the requisite appendices

Deviation decisions and separate placement permit application shall be submitted for processing via the City of Espoo's electronic service, which is available on the City of Espoo website in the section for City Planning Department permits.

Alternatively, you can also print out an application form and instructions on the City of Espoo website in the section for City Planning Department permits. You can return the application form and appendices with the Urban Environment Customer Service (see Section 9 Contact information p. 11).

5.1 Application content

5.1.1 Brief account of the construction measures

BUILDING

SITE

Indicate the area of the property. If construction application pertains to a part of the real property unit or a parcel, also indicate its area.

BUILDINGS IN THE BUILDING SITE

Indicate for all the existing buildings their purpose of use, gross floor area, floor number and number of dwellings.

BUILDINGS PROPOSED FOR DEMOLITION

For all the buildings to be demolished, indicate the reason for demolition and their purpose of use, gross floor area, floor number and number of dwellings. The actual demolition will take place with a demolition permit or notification granted by the building control authority.

CONSTRUCTION

PROJECT

Briefly describe the construction project, whether it is new construction, replacement construction, extension, change of the purpose of use, etc. Indicate whether the project is applied for on a permanent or a temporary basis. Indicate for all the buildings to be constructed and alteration work their purpose of use, gross floor area, floor number and number of dwellings.

Indicating the gross floor area:

- The total gross floor area of the property refers to the total gross floor area of the existing buildings and the buildings to be constructed.
- The gross floor area of a building includes the areas of all floors, calculated according to the external surfaces of the external walls.

ACCOUNT OF WATER SUPPLY AND ROAD CONNECTIONS

Indicate how the water supply and sewerage of the property will be organised, how storm water is handled in the property area and how the road connections are organised.

APPLICATION JUSTIFICATIONS AND ASSESSMENT OF THE MAIN IMPACTS OF THE PROJECT

Indicate the reason for applying for a deviation decision. Justify the project from a land-use perspective, i.e. how the project will lead to a better use of the building site or building than what would be achieved by building in accordance with the provisions. In addition, assess the main impacts of the project. A separate placement permit will be granted if the construction meets the conditions laid down in sections 45 and 46 of the Construction Act.

The project description and possible additional clarifications can also be presented on a separate appendix (Other appendices).

5.1.2 Deviations

Please explain as precisely as possible how the project deviates from the provisions of the Construction Act and/or Area Use Act and the relevant decrees, the provisions of the legally valid local detailed plan, the local master plan with legal effect or the building ordinance, the construction prohibition and/or construction in the shore zone without a local detailed plan. If necessary, the building control authority can advise you on what deviations you need to apply for to enable a building permit to be granted for the project at a later time.

Applications will not be processed before they include all of the necessary information and appendices. Applications must be justified clearly. The applicant is responsible for the accuracy of the application documents. More information about submitting an application and the requisite appendices is available from the permit prepare of the area.

5 Required appendices

5.2.1 Site plan and facade drawing when applying for a separate placement permit

The information in the site plan shall be presented as required by the quality, scope and characteristics of the project. The site plan shall present the situation before and after the planned construction. The site plan shall be submitted in an appropriate scale, e.g. 1:200.

Information to present on the building site and yard area:

- limits of the property, parcel or part of real property, including dimensions
- identifiers and names for the property and the delineating areas
- existing buildings
- buildings to be demolished
- limits, elevations and buildings of properties in the near area
- as regards areas with municipal infrastructure or where such infrastructure will be implemented, information about the building's connection location
- water, sewage and stormwater management
- usable access road, vehicle access and parking places
- yard arrangements and structures that are to be retained and changed
- special natural and cultural environment values

Information to be presented about the building:

- buildings to be built or areas to be changed
- building dimensions and distance from the property limits, shore line
- purpose of use, gross floor area, number of floors and number of housing units
- information on massing and facades indicating that the construction project is suitable for the built environment and landscape, and meets the requirements relating to aesthetics, high-level architecture or appropriate proportions
 - facades with neighbouring buildings 1:200
 - if necessary, an areal section in one or two directions at the position of the building extending to a neighbouring property, with neighbouring buildings
 - layout drawings 1:200 (case-by-case consideration)
 - collection of photos of the environment and property

Placement permit appendix level

- draft-level images. Primarily, an accuracy of 1:200 is sufficient. For large projects, 1:400.

Qualification of the placement permit phase planners

- Generally speaking, the same as in the building permit.

5.2.2 Site plan when applying for a deviation decision

The information in the site plan shall be presented as required by the quality, scope and characteristics of the project. The site plan shall present the situation before and after the planned construction. The site plan shall be submitted in an appropriate scale, e.g. 1:500 or 1:1000.

Information to be presented about the building site:

- limits of the property, parcel or part of real property, including dimensions
- identifiers and names for the property and the delineating areas
- existing buildings
- buildings to be demolished
- limits, elevations and buildings of properties in the near area

Information to be presented about the building:

- buildings to be built or areas to be changed
- building dimensions and distance from the property limits, shore line
- purpose of use, gross floor area, number of floors and number of housing units

Information to present on the yard area:

- vehicle access, road connections and parking places
- yard arrangements and structures that are to be retained and changed

5.2.3 Account of the right of possession to the building site

In order to process a separate placement permit and/or deviation decision, an account of the right of possession to the building site or of other grounds for applying for a permit is needed. A certificate of the registration of title shall be used for this purpose. **If the applicant does not yet have a registered title, a copy of the deed of sale or the preliminary agreement shall be appended to the application.**

If the building site has several owners, a power of attorney or signature is needed from everyone.

If the applicant is:

- **a person who does not own the building site**, a power of attorney or some other authorisation to apply for a permit is needed from the owner of the building site,
- **an estate**, in order to establish the parties to the estate, either a clarifying title registration or a previous title registration accompanied by a list of the parties included in the estate inventory deed ratified by the Local Register Office is needed. If there is more than one party, a power of attorney or signature is needed from all the parties to apply for a permit.
- **a housing company**, an extract is needed of the minutes of the general meeting at which it was decided to apply for a permit. In the case of minor projects, an extract is needed of the minutes of the housing company's Board meeting at which it was decided to apply for a permit.

5.2.4 Account of the hearing of the neighbours

The applicant may append to the application an account of how the required next-door neighbours are aware of the project in question and have had the opportunity to comment on it. **An objection form signed by the neighbour or an objection submitted by the neighbour by email can be used as an account. Insofar as the applicant is unsuccessful in getting a signature from a neighbour, the city shall carry out the hearing of the neighbour in question.** The hearing of the neighbours is subject to a charge when carried out by the city.

At least seven days shall be arranged for the neighbours to express their views on the application. The neighbours can be heard by letter, including a short covering letter about the project, a reminder form and a site plan, facade drawings and information about the shape and massing of the building. Names and addresses of the neighbours can be obtained from the customer service of Urban Survey (subject to a fee, see Section 9 Contact information) or through the electronic service, one you have submitted an application regarding the project (free of charge). The reminder form can be found on the city website in the section for City Planning Department permits.

At the request of the applicant, the city can carry out the hearing of the neighbours at the current rate. If the applicant wants the city to carry out the hearing of the neighbours, the permit preparer shall be notified and the personal ID code of the person to be invoiced or the business ID of the company or organisation to be invoiced shall be provided.

The current rate can be found on the city website in the section for City Planning Department permits.

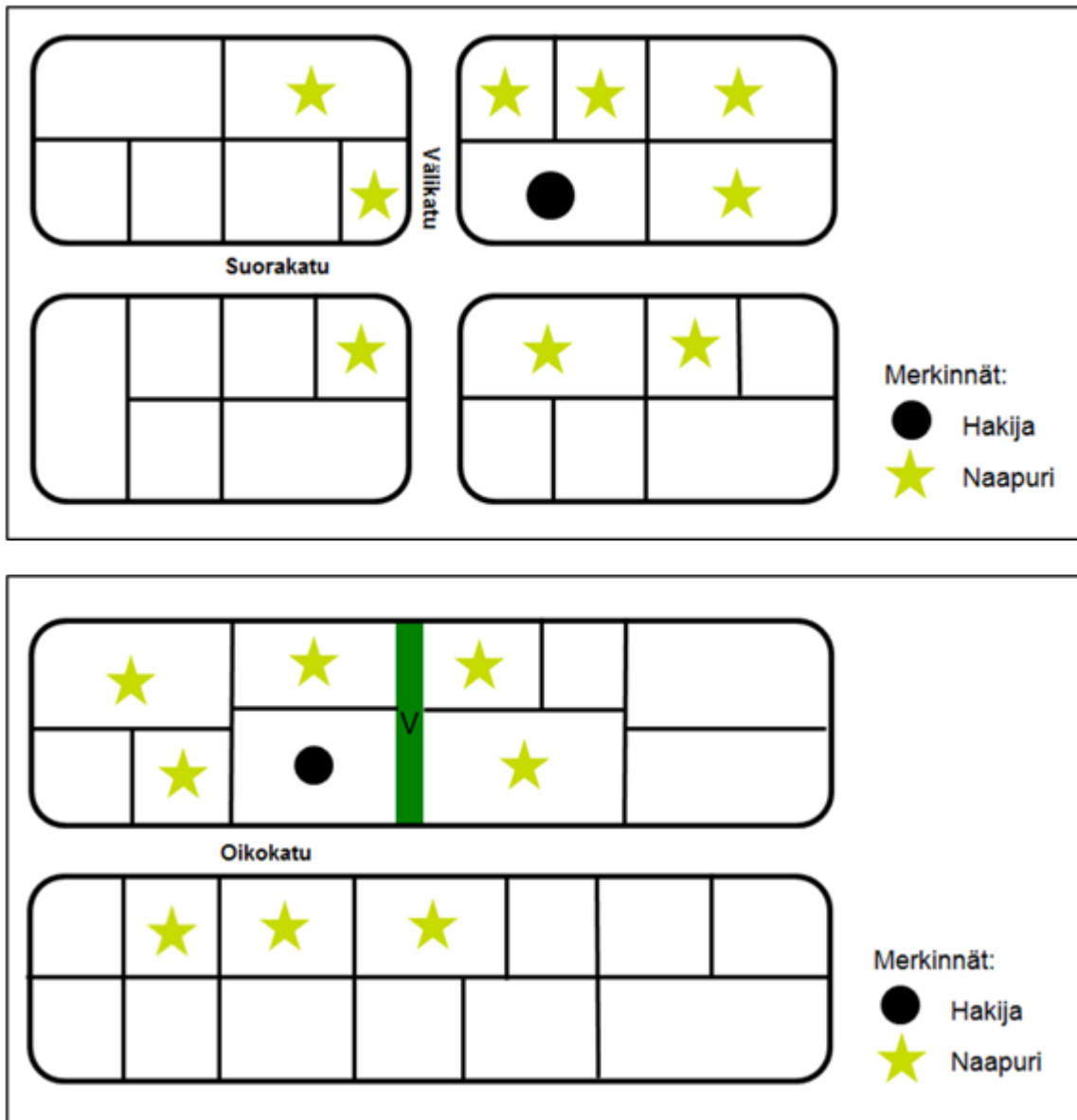
Who is regarded as a neighbour? Owners and holders of a property or parcel sharing a border with or opposite to the applicant property (including on the other side of a road or a narrow area of land or water) shall be considered as neighbours. Occasionally, those who grant a right of way to the building site are also regarded as neighbours. As a rule, neighbours having a shared corner point with the applicant property shall also be heard.

If the neighbouring property is owned by the City of Espoo, the city does not usually need to be heard separately. In unclear situations, the matter can be confirmed with a permit preparer of the City Planning Department. However, on land owned by the city, the hearing of the neighbours shall be carried out for the tenants of the city.

In shore areas, neighbours within a short distance on the opposite shore shall also be heard.

As regards state-owned roads, the Transport and Infrastructure area of responsibility of the Centre for Economic Development, Transport and the Environment shall be heard as the owner.

The reference images below indicate with a star the neighbours to be heard when applying for a separate placement permit and/or deviation decision. The rectangular areas in the images depict blocks and the smaller areas within them are plots or properties. The images indicate applying property with a circle, roads and streets with names, and the narrow green area with a V.



5.2.5 Public notice

In some cases, the nature of the project requires a hearing that extends beyond the neighbours alone. In these cases, those whose living, working or other conditions the project may significantly impact are provided with the opportunity to submit a written objection by the City announcing the application on its website.

5.2.6 Other clarifying documentation

On a case-by-case basis, the application can be supplemented with construction drawings, photographs and other appendices to clarify the project. In the case of expanding a building or changing a plot's purpose of use in a detailed plan area, photographs of the building's layout drawings and facades are often requested to be appended to the application. If necessary and depending on the project, the permit preparer may also require the applicant to provide a noise assessment and condition analysis report.

6 Application processing

Espoo's city planning director decides on the permit application as an office-holder decision. The permit preparer of the City Planning Department will request all of the necessary external statements to support the decision-making. The permit decision can also be made with deviations from the application and it can contain terms and conditions to prevent harmful environmental impacts or account for plan-related aspects.

A positive separate placement permit and/or deviation decision will remain valid for the period indicated in the decision. **The decision does not grant the right for construction. Instead, a building permit application shall be submitted within the decision's period of validity.** If a building permit is applied for within this period, a separate placement permit and/or deviation decision shall be applied for again. **Once you receive the decision, please check its period of validity and possible permit terms and conditions that need to be considered in the planning and building permit application processes.**



7 Permit fees

The City Planning Committee decides on the effective fees and rates for the services of the City Planning Department. The effective permit fees can be found on the City website in the section on City Planning Department permits.

8 Informing the concerned parties of the decision and appealing the decision

The permit decision is announced by public notice and the decision is subject to a fee.

All parties concerned are deemed to have been informed of the decision on the seventh day from the release of the public notice. The decision is delivered to the applicant electronically and, if necessary, by post. The fee for the decision will be charged with a separate invoice.

Once all parties concerned have been informed of the decision on the seventh day from the release of the public notice, a 30-day appeal period begins, during which parties concerned may appeal the decision by lodging a written appeal to the Helsinki Administrative Court. If the decision is not appealed, it becomes legally valid. **Once the appeal period has ended, the applicant must obtain a certificate of validity for the decision from the Helsinki Administrative Court and append it to the building permit application.** The City of Espoo website provides instructions on obtain a validity certificate.



9 Contact details

City Survey Department's customer service

The customer service is open
Mon–Fri 8:00–15:30

Street address:
Tekniikantie 15, 2nd floor
02150 ESPOO

Telephone service Mon–Fri 8:00–15:30

Tel.: **09 816 25000**

E-mail: kaupunkimittaus@espoo.fi

Postal address:
City of Espoo
Technical and Environmental Services
PO Box 41
02070 City of Espoo

City planning department

Street address:
Tekniikantie 15, 1st floor
02150 ESPOO

E-mail:

Postal address:
City of Espoo
City planning department
PO Box 43
02070 City of Espoo

Helsinki Administrative Court

The customer service is open
Mon–Fri 8:00–16:15

Street address and postal address:
Helsinki Administrative Court, Registry
Radanrakentajantie 5
00520 Helsinki

Telephone service Mon–Fri 8:00–16:15

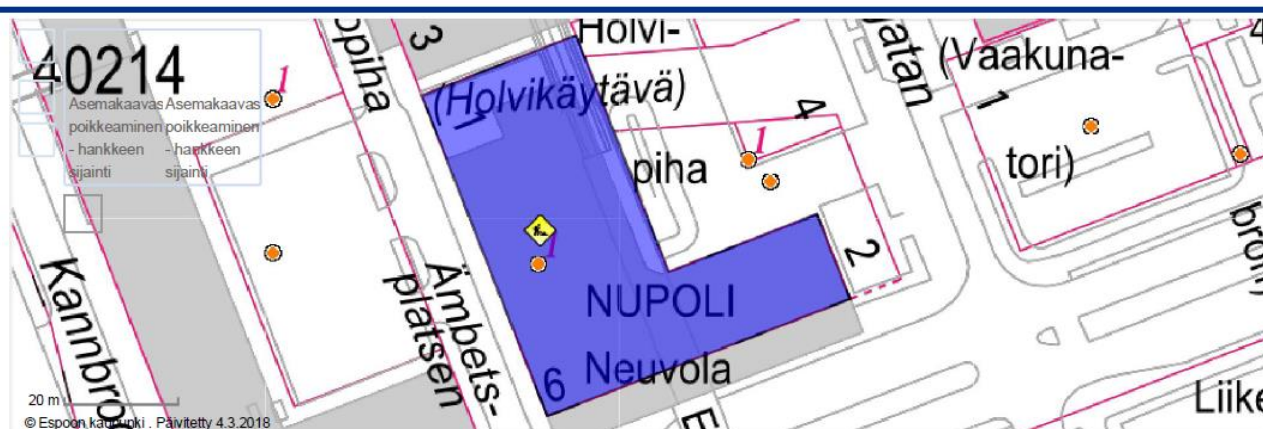
Tel.: **029 56 42069**

E-mail: helsinki.hao@oikeus.fi

APPENDIX 1 Example application

Asemakaavasta poikkeaminen (poikkeamispäätös)

Tila: Perustettu



Rakennuspaikka Kirkkojärventie 6 (49-40-215-1)

Rakennuspaikan perustiedot

Tunnus	49-40-215-1
Rakennuspaikan tyyppi	Kiinteistö
Osoitteet	Kirkkojärventie 6, 02770 ESPOO Virastopiha 1, 02770 ESPOO

Selostus

Lyhyt selostus rakennustoimenpiteistä

RAKENNUSPAIKKA

Merkitse kiinteistön pinta-ala. Mikäli rakentamista haetaan tilanosalle tai määräalalle, merkitse myös sen pinta-ala.

RAKENNUSPAIKALLA OLEVAT RAKENNUKSET

Kerro kaikista olemassa olevista rakennuksista käyttötarkoitus, kerrosala, kerrosuku ja asuntojen lukumäärä.

PURETTAVAKSI ESITETTY RAKENNUKSET

Kerro kaikista purettavista rakennuksista purkamisen syy sekä käyttötarkoitus, kerrosala, kerrosuku ja asuntojen lukumäärä. Varsinainen purkamistoimenpide suoritetaan rakennusvalvontaviranomaisen myöntämällä purkamisluvalla tai -ilmoituksella.

RAKENNUSHANKE

Kuville rakennushanke lyhyesti, onko kyse uudisrakentamisesta, korvaavasta rakentamisesta, laajennuksesta, käyttötarkoituksen muutoksesta jne. Ilmoita haetaanko hanketta pysyvänä vai määräaikaisena. Kerro kaikista rakennettavista rakennuksista ja muutostöistä käyttötarkoitus, kerrosala, kerrosuku ja asuntojen lukumäärä.

Kerrosalan ilmoittaminen:

- Kiinteistön kokonaiskerrosalalla tarkoitetaan olemassa olevien sekä rakennettavien rakennusten yhteenlaskettua kerrosalaa.
- Rakennuksen kerrosalaan lasketaan kaikkien kerrosten alat ulkoseinien ulkopinnan mukaan laskettuina.

SELVITYS VESIHUOLLOSTA JA TIEYHTEYKSISTÄ

Kerro, miten kiinteistön vesihuolto ja viemärinti järjestetään, miten hulevedet käsitellään kiinteistön alueella ja miten tieyhteydet järjestetään.

HAKEMUKSEN PERUSTELUT JA ARVIO HANKKEEN KESKEISISTÄ VAIKUTUKSISTA

Kerro, minkä vuoksi poikkeamispäätöstä haetaan. Perustele hanke maankäytöllisestä näkökulmasta eli millä tavoin hanke johtaa parempaan rakennuspaikan tai rakennuksen käyttöön, kuin mihin päästäisiin säännösten mukaisella rakentamisella. Lisäksi arvioi hankkeen keskeisiä vaikutuksia. Suunnittelutarveratkaisu myönnetään, mikäli rakentaminen täyttää maankäyttö- ja rakennuslain 137 §:ssä säädetty edellytykset.

Hankeselostus ja mahdolliset lisäselvitykset voidaan esittää myös erillisellä liitteellä (Muut liitteet).

Poikkeukset

Kerro mahdollisimman tarkasti, miten hanke poikkeaa maankäyttö- ja rakennuslain ja -asetuksen määräyksistä, lainvoimaisen asemakaavan, oikeusvaikutteisen yleiskaavan tai rakennusjärjestyksen määräyksistä, rakennuskiellosta ja/tai rakentamisesta ranta-aluehyökkeelle, jolla ei ole asemakaavaa. Tarvittaessa rakennusvalvontaviranomainen neuvoo, mitä poikkeuksia on haettava, jotta hankkeelle voidaan myöhemmin myöntää rakennuslupa.

POIKKEAMISELLE TULEE OLLA ERITYINEN SYY

Maankäyttö- ja rakennuslain 171 §:n mukaan kunta voi erityisestä syystä myöntää poikkeamisen maankäyttö- ja rakennuslaissa säädetystä tai sen nojalla annetusta rakentamisesta tai muuta toimenpidettä koskevasta säännöksestä, määräyksestä, kiellosta tai muusta rajoituksesta.

Hakijan tulee hakemuksessa selkeästi ilmoittaa, mikä on erityinen syy poikkeamiselle ja perustella se. Erityinen syy voi olla esimerkiksi asemakaavan toteutumisen edistäminen, liikenteellisten olosuhteiden edistäminen, määräysten tai ympäristön tilanteen muuttuminen asemakaavan laatimisen jälkeen, kaupunkikuvallisten tavoitteiden edistäminen tai tontin tarkoituksenmukainen käyttö.

Poikkeamisen erityisen syyn tulee olla maankäytöllinen. Erityiseksi syyksi ei kelpaa sellainen syy, jonka voidaan katsoa olevan maanomistajan taloudellisiin tai sosiaalisiin olosuhteisiin liittyvä syy tai sellainen syy, joka on suoraan sovellettavissa myös alueen muille kiinteistöille.

Poikkeamisen on pääsääntöisesti johdettava parempaan tulokseen esimerkiksi kaupunkikuvan, ympäristön, turvallisuuden, palvelutason, rakennuksen käytön, suojelutavoitteiden tai liikenneolojen kannalta, kuin mihin päästäisiin säännösten mukaisella rakentamisella.

Maankäyttö- ja rakennuslain perusteella annettu poikkeamismahdollisuus ei ulotu esimerkiksi menettelytapasäännöksiin tai sellaisiin tulkintaa tämentäviin ohjeisiin, joita ei ole annettu maankäyttö- ja rakennuslain nojalla.

The information in the site plan shall be presented as required by the quality, scope and characteristics of the project (see project-specific differences, instruction sections 5.2.1 and 5.2.2). The site plan shall present the situation before and after the planned construction. The site plan shall be submitted in an appropriate scale, e.g. 1:200.

Information to present on the building site and yard area:

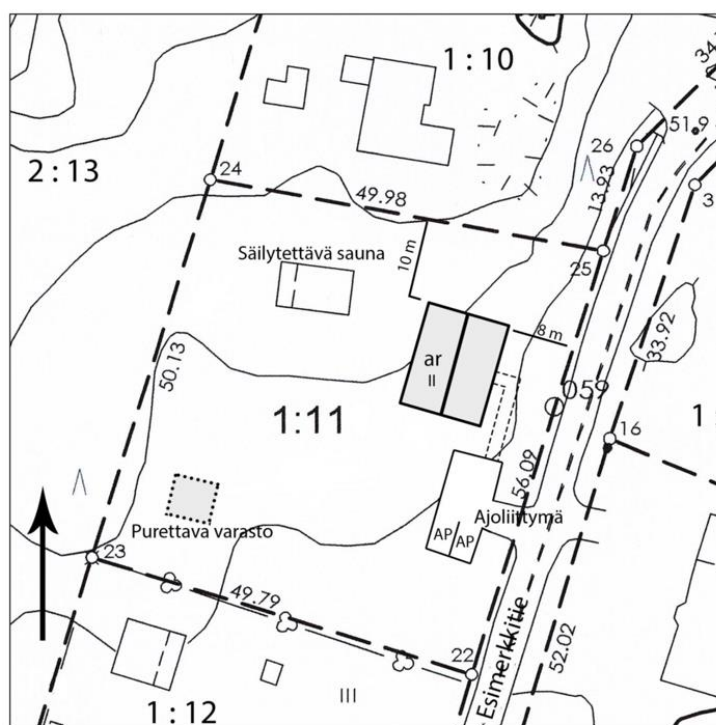
- limits of the property, parcel or part of real property, including dimensions
- identifiers and names for the property and the delineating areas
- existing buildings
- buildings to be demolished
- limits, elevations and buildings of properties in the near area
- as regards areas with municipal infrastructure or where such infrastructure will be implemented, information about the building's connection location
- water, sewage and stormwater management
- usable access road, vehicle access and parking places
- yard arrangements and structures that are to be retained and changed
- special natural and cultural environment values

Information to be presented about the building:

- buildings to be built or areas to be changed
- building dimensions and distance from the property limits, shore line
- purpose of use, gross floor area, number of floors and number of housing units
- information on massing and facades indicating that the construction project is suitable for the built environment and landscape, and meets the requirements relating to aesthetics, high-level architecture or appropriate proportions
 - facades with neighbouring buildings 1:200
 - if necessary, an areal section in one or two directions at the position of the building extending to a neighbouring property, with neighbouring buildings
 - layout drawings 1:200 (case-by-case consideration)
 - collection of photos of the environment and property

Placement permit appendix level

- Draft-level images. Primarily, an accuracy of 1:200 is sufficient. For large projects, 1:400.

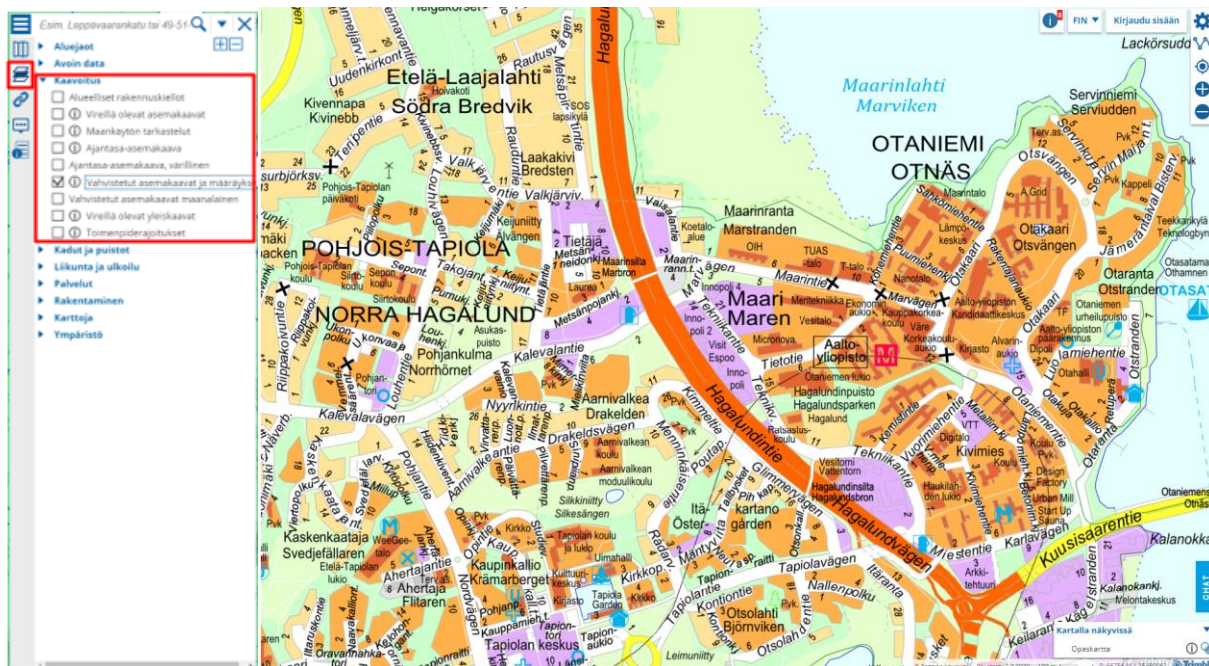


APPENDIX 3 Instructions on searching for plan information through the map service

Below is a screenshot of the Espoo Map Service:

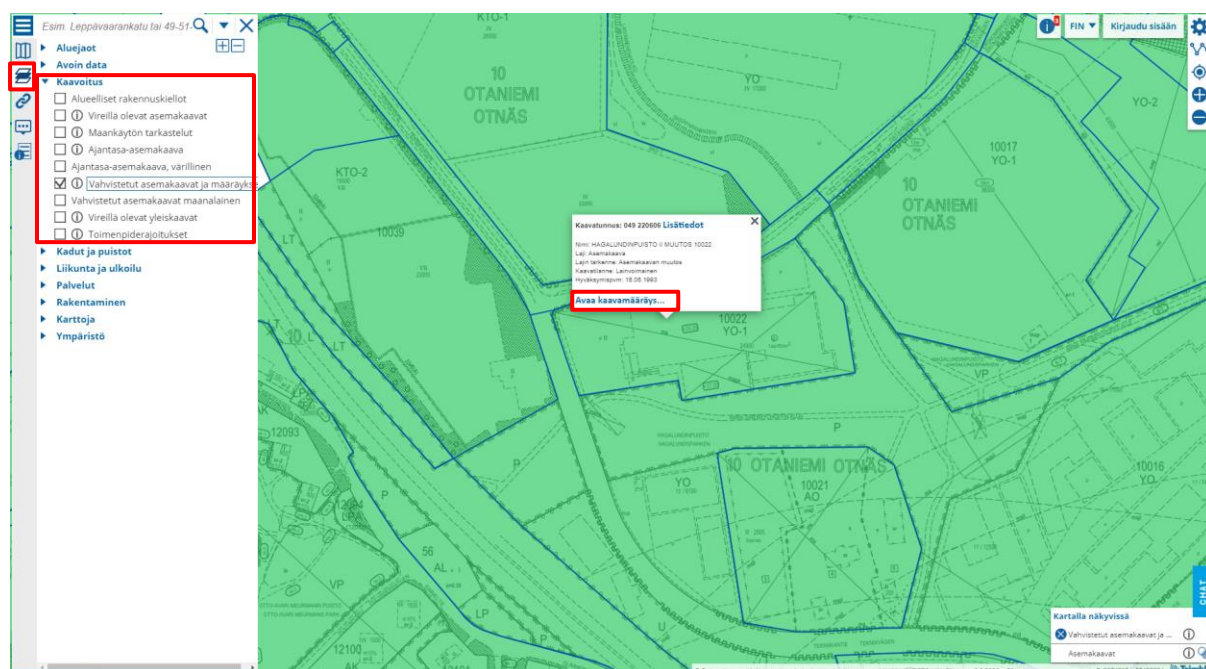
You can display the detailed plan map as follows:

- Enter the address of the property and click the magnifying glass to the right.
- Select the map view.



You can display the detailed plan regulations as follows:

- Select the details shown on the map, and select 'City planning.'
- Click 'Effective town plans and regulations.'
- Click the property on the map and then 'Open plan regulation.'



APPENDIX 4 Process diagram for a deviation decision and separate placement permit

