

HPD BLDS Preservation Design Review Submission Checklist

Project Name _____

Project Address _____

Borough _____ Block _____ Lot _____

HPD Program _____ Supportive Housing Inclusionary Housing

Each design submission shall comprise two multi-page PDFs, one of which shall contain all design drawings (“Drawings”), and the other of which shall contain all supporting documents (“Documents”). All files must be submitted through the BLDS eSubmit process, and each file must be less than 50 MB in size. Projects seeking only an accessibility review follow a reduced list of requirements at the end of this document.

Drawings (combined as a single PDF)

- Area Plan** depicting the site and context, including blocks, lots, building outlines, nearby amenities, notable landmarks, 5-block transit stop radii, and direction of traffic.
- Photographs** sufficient to depict the site(s) and the site’s relation to surroundings, including suitable images from online sources. Provide photographs of any defective building components or systems. Photographs must be keyed to a plan.
- Site Plan** at a minimum scale of 1”= 20’-0” indicating the context of the development within nearest street intersection(s), including site boundaries & restrictions, buildings, access points, adjacent structures, roads, sidewalks, parking, driveways, elevation grades, hard and soft surfaces, tree locations, landscaping, fences, gates, lighting, easements, and encroachments.
- Zoning Analysis** citing all pertinent sections of the zoning resolution, and including permitted and proposed uses, unit density, FAR, bulk, lot coverage, height, setbacks, vehicle and bicycle parking, etc.
- Building Code Summary** indicating occupancy group and capacity, construction classification, multiple dwelling classification (Old Law, New Law, Converted Dwelling, etc.), fire resistance ratings, fire division diagrams, egress/access requirements, and occupant load. The summary must cite pertinent sections of the New York City *Building Code*, the *Housing Maintenance Code*, and the New York State *Multiple Dwelling Law*.
- Existing and Proposed Floor Plans** representing all floors of both the existing and proposed developments (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clear labeling of all community and common spaces; clear labeling of all rooms with names, dimensions, and area; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area. Plans should illustrate both the existing and proposed structural system, including columns, piers/pilasters, floor systems, beams and girders, and floor joist direction, size, and spacing.
- Elevation Drawings** representing all exterior elevations of both the existing and proposed developments; indicating finishes, materials, ceiling heights, floor elevation levels, and total building height; labeling all elements; and indicating existing adjacent and proximate buildings to illustrate the context.

- Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Accessibility Detail Drawings** for kitchens, bathrooms, and mailboxes, including plans and elevations at a scale of 1/2"=1'-0" and door schedules, all of which demonstrate compliance with Chapter 11 of New York City *Building Code* and Section 504 of the *Rehabilitation Act of 1973*. These drawings must include full plans and detail plans for the Section 504-designated units.
- Dwelling Unit Type and Distribution Table** containing the total number of both existing and proposed dwelling units of each type (0-BR, 1-BR, etc.) and the total number of both existing and proposed commercial units, describing the distribution of units throughout both the existing and proposed development. Indicate the superintendent's dwelling unit, if applicable.

Documents (combined as a single PDF)

All Preservation Projects must include the following:

- Submission Checklist** (this document, filled-out). This must be the first sheet in the 'Documents' file.
- Scope of Work** describing the entire project
- Topographic & Utility Survey** by a licensed land surveyor
- FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
- Scope of Work and HPD Master Guide Specifications for Rehabilitation** (July 24, 2014) available for download from <http://www1.nyc.gov/site/hpd/developers/preservation-project-specification.page>
- Building Inspection Report** describing the existing conditions and estimated life expectancy of the following building components: Architectural; Structural; Mechanical; Electrical; Plumbing; Fire Alarm; Sprinkler Systems; Fixtures; Finishes; and Equipment. Include photographs.
- Cut Sheets** for 1) Appliances from apartment kitchen and public use kitchen or pantry including refrigerators, ranges, and sinks; and 2) bathroom, half bath, and public toilet fixtures including bath tubs, water closets, urinal, lavatory/vanities, and shower stalls
- Pre-Construction Architect's Statement** confirming that the project complies with the applicable accessibility requirements. Available at <http://www1.nyc.gov/site/hpd/developers/BLDS-eSubmit.page>
- Sustainability Summary / Green Communities Checklist**
- Active Design Statement** confirming that the development team has reviewed the active design guidelines document *Active Design: Affordable Designs for Affordable Housing* and describing the strategies that have been incorporated into the design of the project.

Supportive Housing Preservation Projects must include the following additional documents:

- SHLP Form: Program Description**
- SHLP Form: Building Description**
- SHLP Form: Building Area Analysis**
- Existing Field Conditions Report**
- Preliminary Boring Logs** if applicable
- Initial Cost Estimate**

Inclusionary Preservation Projects must include the following additional documents:

- Unit Distribution Chart A: Vertical Distribution**
- Unit Distribution Chart B: Horizontal Distribution**
- Unit Distribution Chart C: Unit Mix**
- Unit Size Chart**

Accessibility Reviews (Section 504)

Preservation Projects seeking only an accessibility review (with a scope limited to compliance with Section 504 of the Rehabilitation Act of 1973) must supply only the following materials combined in a single PDF:

- Submission Checklist** (this document, filled-out)
- Site Plan** at a minimum scale of 1"= 20'-0" indicating the context of the development within nearest street intersection(s), including site boundaries & restrictions, buildings, access points, adjacent structures, roads, sidewalks, parking, driveways, elevation grades, hard and soft surfaces, tree locations, landscaping, fences, gates, lighting, easements, and encroachments.
- Existing and Proposed Floor Plans** representing all floors of both the existing and proposed developments (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clear labeling of all community and common spaces; clear labeling of all rooms with names, dimensions, and area; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area. Plans should illustrate both the existing and proposed structural system, including columns, piers/pilasters, floor systems, beams and girders, and floor joist direction, size, and spacing.
- Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Accessibility Detail Drawings** for kitchens, bathrooms, and mailboxes, including plans and elevations at a scale of 1/2"=1'-0" and door schedules, all of which demonstrate compliance with Chapter 11 of New York City *Building Code* and Section 504 of the *Rehabilitation Act of 1973*. These drawings must include full plans and detail plans for the Section 504-designated units.