

HPD BLDS Substantial/Gut Rehab Design Consultation Submission Checklist

HPD PROJECT ID _____

PROJECT NAME _____

PROJECT ADDRESS(ES) _____

Submit all required documents as indicated below, according to review phase:

- A Pre-Scoping Consultation is an optional step for Sub/Gut projects, but mandatory for mixed projects that include at least one Moderate Rehab building. Sub/Gut projects needing more guidance on [rehab classification](#) are encouraged to request this meeting prior to any scoping. If applicable, this will be considered as the first round of “Design Consultation” in eBLDS.
- A Design Consultation is a mandatory meeting for all preservation projects and will determine the review track, i.e., eligibility for the expedited or targeted review pathways. This will be considered as either the first or second round of “Design Consultation,” depending on the occurrence of a Pre-Scoping Consultation.

NOTE: Projects that contain a mix of both Mod and Sub/Gut Rehab buildings should follow the Sub/Gut Rehab process and refer to this checklist.

PRE-SCOPING SUBMISSION (OPTIONAL FOR SUB/GUT ONLY PROJECTS)

Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_PreScoping_Date and submit for “Design Consultation” in eBLDS. For any items with multiple documents, combine into a single file.

- Submission Checklist** (this document, filled-out).
File Name: [borough]_[block]_[project name]_Checklist.pdf
- Project Narrative** summarizing proposed scope of work and goals for the project, based on the IPNA and Architect’s/Engineer’s site inspections, and demonstrating a basic understanding of the applicable [HPD Design Guidelines for Preservation](#). Not to exceed 2 pages.
File Name: [borough]_[block]_[project name]_Narrative.pdf
- HPD Preservation Design Guidelines Workbook**, filled out according to instructions for Milestone 1 (Pre-Scoping). Fill out the Design Waiver tab, if seeking.
File Name: [borough]_[block]_[project name]_DGW-Pres_#.xlsx
- IPNA Report** including LL97 and Resiliency tabs, in Excel format. Gut Rehabs may substitute with a **Building Inspection Report** (see following page for detail).
File Name: [borough]_[block]_[project name]_IPNA/BIR.xlsx (BIR may be any format)
- Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems) and of interior units.
File Name: [borough]_[block]_[project name]_Photos.pdf
- Site Plan** 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.
File Name: [borough]_[block]_[project name]_Site.pdf

DESIGN CONSULTATION SUBMISSION

Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_DC_Date and submit for "Design Consultation" in eBLDS; there should be a total of 4 documents in the zip file.

- [HPD Preservation Design Guidelines Workbook](#), filled out according to instructions for Milestone 2 (Design Consultation). If applicable, Design Waiver tab must be signed by HPD, indicating approval.
File Name: [borough]_[block]_[project name]_DGW-Pres_#.xlsx
- IPNA Report** including LL97 and Resiliency tabs, in Excel format. Gut Rehabs may substitute with a **Building Inspection Report** describing existing conditions and estimated life expectancy of Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, and Sprinkler Systems; and identifying the overall conditions of Fixtures, Finishes, and Equipment. Include results of investigative probes and photographs with descriptions of deteriorated conditions and make recommendations.
File Name: [borough]_[block]_[project name]_IPNA/BIR.xlsx (BIR may be any format)
- Drawings** combined into a single pdf, in the order provided below.
File Name: [borough]_[block]_[project name]_DWGS.pdf
 - Submission Checklist** (this document, filled-out).
 - [Pre-Construction Accessibility Statement](#) confirming that the project complies with the applicable accessibility requirements.
 - Site Plan** 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.
 - Area Plan** depicting the site and context, including blocks, lots, building outlines, nearby amenities, notable landmarks, five block transit stop radii, and direction of traffic.
 - Topographic & Utility Survey** by a licensed land surveyor.
 - Tax Map** using the DOF tax map as a base, depicting how proposed actions affect the tax lots within and surrounding the Project Area and Development Site (see DCP document description online).
 - FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
 - Zoning Analysis** locating the project on a zoning map, 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 project strategy for compliance with building code highlighting questions and/or conflicts for discussion, including for projects defined as "flood-prone" per the Design Guidelines. Note that projects subject to Appendix G have additional compliance requirements based on HPD's Design Guidelines. Projects seeking Waivers from this requirement will be required to submit a Design Waiver demonstrating why compliance is infeasible.
 - Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Existing/Proposed Floor Plans** representing all floors of the proposed development (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, and of each unit with a unique name and total net area.

- Existing/Proposed Elevation Drawings** representing all exterior elevations of the proposed development; indicating materials, ceiling heights, floor elevation levels, and total building height; labeling all elements, and indicating existing adjacent and proximate buildings to illustrate the context.
- Enlarged Detail Plans for Section 504-Designated Units**
- Accessibility Detail Drawings** for all kitchens, bathrooms, single-user toilets, multi-user toilet rooms, elevators, mailboxes, common/public laundry rooms, trash/recycling rooms, locker rooms, including plans, elevations, and door schedules, all of which demonstrate compliance with Chapter 11 of *New York City Building Code*, the federal *Fair Housing Act*, and Section 504 of the *Rehabilitation Act of 1973*.
- Preliminary MEP Drawings** showing utility rooms, location of risers, square footage of conditioned rooms (if not shown on Architectural drawings), and proposed equipment type and placement. Include equipment sizing, if available.
- Preliminary Structural Drawings** indicating, if any, additions or changes to the existing load bearing system, including walls, floor joists, columns, and diaphragms.
- Cut Sheets** for 1) Appliances from apartment kitchen and public use kitchen or pantry including refrigerators, dishwashers, ranges, range hoods, microwaves, and sinks; 2) bathroom, half bath, and public toilet fixtures including bath tubs, showers, water closets, urinals, and lavatory/vanities, baby changing stations, toilet paper holders, toilet seat cover dispensers, soap dispensers, hand dryers, garbage disposal units; 3) washers & dryers in dwelling units and common/public laundry, laundry-product vending machines, laundry sinks; 4) HVAC items; and 5) drinking fountains, mailboxes, recycling bins in trash/recycling rooms.
- Scope(s) of Work**, using the Master Guide Scope of Work for Sub/Gut Rehabs, for each building.
- Inclusionary Projects must include the following additional charts:**
 - Chart A – Vertical Unit Distribution
 - Chart B – Horizontal Unit Distribution (VIH only)
 - Chart C – Unit Bedroom Mix
 - Chart D – Unit Size
 - Chart E – Average Unit Size (MIH Hybrid only)

Inclusionary Projects proposing both inclusionary and market rate buildings should include all buildings in the site plan (including all proposed building entries) and in project renderings.
- Reference & Other Documents** combined into a single pdf, in the order provided below.
File Name: [borough]_[block]_[project name]_DOCS.pdf
 - Project Narrative** summarizing proposed work and goals for the project, based on the IPNA and Architect's/Engineer's site inspections, and demonstrating a basic understanding of the applicable [HPD Design Guidelines for Preservation](#). Not to exceed 2 pages.
 - City Planning Commission (CPC) Reports and Presentation** including any suggestions or notes from CPC for projects that have previously gone through a Uniform Land Use Review Procedure (ULURP), if available.
 - Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems) and of interior units.
 - Aging in Place (AIP)** Resident [Survey](#) results for Sub/Gut Rehab projects.
 - Geotechnical Report & Preliminary Boring Logs** (if available)