

## HPD BLDS New Construction 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.

### 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. 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, 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*.
- 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; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area.
- Elevation Drawings** representing all exterior elevations of the proposed development; 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 ½”=1’-0” 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*. 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 each type of dwelling unit (0-BR, 1-BR, etc.) and the number of commercial units, describing the distribution of units throughout the proposed development. Indicate the superintendent's dwelling unit, if applicable.
- Renderings** illustrating the Architect's design intentions from a variety of viewpoints, especially from the sidewalk level at bordering streets.

### **Documents (combined as a single PDF)**

*All New Construction Projects must include the following:*

- Submission Checklist** (this document, filled-out). This must be the first sheet in the 'Documents' file.
- 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.
- Specifications** of all exterior materials and color palettes.
- 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, and lavatory/vanities
- 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 Projects must include the following additional documents:*

- SHLP Form: Program Description**
- SHLP Form: Building Description**
- SHLP Form: Building Area Analysis**
- Specifications** for all construction materials and processes
- Outline of the Initial Scope of Work**
- Existing Field Conditions Report**
- Preliminary Boring Logs**
- Initial Cost Estimate**

*Inclusionary 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**