

PROJECT THUMBNAIL

PROJECT STAMP
HPD USE ONLY

HPD BLDS IH-UAP Standalone Design Review Submission Checklist

HPD PROJECT ID _____

PROJECT NAME _____

PROJECT ADDRESS _____

INCENTIVE PROGRAM _____

WORKBOOKS

- ☐ HPD New Construction Design Guidelines Workbook, with the 'Intake' and 'Unit Distribution' tabs filled-out, submitted as an Excel file and named: [borough]_[block]_[project name]_DGW.xlsx
- ☐ [MIH Workbook](#) filled-out with project information and submitted as an Excel file and named according to the following convention: [borough]_[block]_[project name]_MIH_Workbook.xlsx; *or*
- ☐ [UAP Workbook](#) filled-out with project information and submitted as an Excel file and named according to the following convention: [borough]_[block]_[project name]_UAP_Workbook.xlsx

DRAWINGS

Combined as a single PDF and named: [borough]_[block]_[project name]_DWGS.pdf

- ☐ **Submission Checklist** (this document, filled-out). This must be the first sheet in the 'Drawings' file.
- ☐ [Pre-Construction Accessibility Statement for IH-UAP Standalone](#) confirming that the project complies with the applicable accessibility requirements.
- ☐ **Renderings** illustrating the proposed design from a variety of viewpoints, especially from sidewalk level at bordering streets.
- ☐ **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.
- ☐ **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).
- ☐ **Photographs** depicting the site(s) and the relation to surroundings, keyed to a plan (may include images from online sources).
- ☐ **Site Plan** indicating the context of all buildings in the development within nearest street intersection(s), including site boundaries & restrictions, all buildings (regardless of affordability), 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.
- ☐ **Floor Plans** representing all floors of the proposed development (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clearly labeling all community and common spaces; clearly labeling all rooms with names, dimensions, and area; and clearly labeling each unit with a unique name and total net area. 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.
- ☐ **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.

DOCUMENTS

Combined as a single PDF and named: [borough]_[block]_[project name]_DOCS.pdf

- ☐ **Architect Written Response** from previous BLDS Design Review (for resubmission only).
- ☐ **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; and 4) drinking fountains, mailboxes, recycling bins in trash/recycling rooms.