

PROJECT THUMBNAIL

HPD USE ONLY

HPD BLDS New Construction Design Consultation Submission Checklist

HPD PROJECT ID

PROJECT NAME

PROJECT ADDRESS

HPD PROGRAM(S)

PROJECT SUMMARY WORKBOOK

As an Excel file and named: [borough]_[block]_[project name]_PS.xlsx.

- ☐ HPD New Construction Project Summary Workbook, with all tabs filled out.

DRAWINGS

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

- ☐ **Pre-Construction Accessibility Statement** 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 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** 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.
- ☐ **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.
- ☐ **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.
- ☐ **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 clear labeling of each unit with a unique name and total net area.
- ☐ **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.
- ☐ **Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*.
- ☐ **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*.

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)

* For Inclusionary Projects proposing both inclusionary and market rate buildings, all buildings must be included in the site plan (including all proposed building entries) and in project renderings.

DOCUMENTS

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

All submissions must include the following documents, in this order:

- ☐ **Submission Checklist** (this document, filled-out). This must be the first sheet in the 'Documents' file.
- ☐ **Topographic & Utility Survey** by a licensed land surveyor.
- ☐ **Geotechnical Report & Preliminary Boring Logs** (if available)
- ☐ **FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
- ☐ **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.