

HPD BLDS Moderate Rehab Design Consultation Submission Checklist

HPD PROJECT ID _____
PROJECT NAME _____
PROJECT ADDRESS _____
HPD PROGRAM(S) _____

Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_DesignConsultation_Date.

SUBMISSION

Submit in the specified formats and file names, below. For any items with multiple documents, combine into a single file.

CORE DOCUMENTS

- Submission Checklist** (this document, filled-out). File Name: [borough]_[block]_[project name]_Checklist.pdf
- IPNA Report** including LL97 and Resiliency tabs. File Name: [borough]_[block]_[project name]_IPNA.pdf
- HPD Design Guidelines Workbook**, minimum of Project Summary and Building Level (Existing Conditions) tabs filled out for each building in project. File Name: [borough]_[block]_[project name]_ModWorkbook_A.xlsx
- Design Waiver Form**, if seeking Design Waiver. File Name: [borough]_[block]_[project name]_Waiver.pdf

ADDITIONAL DOCUMENTS, IF AVAILABLE/APPLICABLE

- Aging in Place (AIP) Resident [Survey](#) Results**. File Name: [borough]_[block]_[project name]_AIPResponses.pdf
- Photographs** of building conditions (exterior and interior conditions, mechanical systems).
File Name: [borough]_[block]_[project name]_Photos.pdf
- 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.
File Name: [borough]_[block]_[project name]_FloorPlans.pdf
- Draft Scope(s) of Work** File Name: [borough]_[block]_[project name]_DraftSOW.xlsx (submit as many as needed per building)
- Elevation Drawings, if Local Law 11 Façade applies** (buildings with a façade of more than six stories), 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. Include all existing/demolition elevations. File Name: [borough]_[block]_[project name]_Elevation.pdf
- Asbestos Report** if window caulking and roofing are part of scope. File Name: [borough]_[block]_[project name]_Asbestos.pdf
- Elevator Report** if elevator work is part of scope. File Name: [borough]_[block]_[project name]_Elevator.pdf
- Structural Investigation Report** for areas affecting structural integrity. File Name: [borough]_[block]_[project name]_Structural.pdf
- Lead-Based Paint Test Report** indicating areas of work. File Name: [borough]_[block]_[project name]_Lead.pdf
- Landmarks Preservation Commission (LPC) Documents / Permit** File Name: [borough]_[block]_[project name]_LPC.pdf
- State Historic Preservation Office (SHPO) Documents / Permit** File Name: [borough]_[block]_[project name]_SHPO.pdf
- Section 504 Unit Designation Table, if applicable**, identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*. File Name: [borough]_[block]_[project name]_504Table.pdf