

PROJECT THUMBNAIL	PROJECT STAMP HPD USE ONLY
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HPD BLDS New Construction Design Consultation Submission Checklist

HPD PROJECT ID _____

PROJECT NAME _____

PROJECT ADDRESS _____

PRE-ULURP DESIGN CONSULTATION? _____

PROJECT SUMMARY WORKBOOK

As an Excel file and named: [borough]_[block]_[project name]_DGW-NC_2.xlsx

- ☐ [HPD New Construction Design Guidelines Workbook](#), filled out through Milestone 2 (Design Consultation). If the project includes MIH or UAP, the AHRA tab must be completed.

DRAWINGS

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

REQUIRED FOR ALL DESIGN CONSULTATIONS (INCLUDING PRE-ULURP SUBMISSIONS)

- ☐ **Submission Checklist** (this document, filled out). This must be the first sheet in the 'Drawings' file.
- ☐ [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, grade elevations, hard and soft surfaces, tree locations, landscaping, furniture, equipment, 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.
- ☐ **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.
- ☐ **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 (including shelter-in-place areas); clear labeling of all rooms with names, dimensions, and area; and clear labeling of each unit with a unique name and total net area. Label any spaces designated for critical uses within rooms, such as recycling and organics collection areas, designated EV charging stations, etc. Include landscape plans for all outdoor spaces, including roof spaces, indicating which populations have access to which spaces and clearly labeling spot elevations, materials, plantings, furniture, equipment, and shading devices. Provide sufficient MEP

information on the proposed floor plans, including but not limited to major equipment locations, utility room equipment layouts, utility points of entry (POEs), primary riser locations, proposed electrical service information, and outdoor mechanical equipment.

- ☐ **Elevation Drawings** representing all exterior elevations of the proposed development; indicating materials, ceiling heights, floor elevations, and total building height; labeling all elements, including insect screens, shading devices, and MEP equipment; and indicating existing adjacent and proximate buildings to illustrate context.
- ☐ **Wall Details** for exterior walls demonstrating materials, construction, and energy performance.

REQUIRED FOR DESIGN CONSULTATIONS (NOT REQUIRED FOR PRE-ULURP SUBMISSIONS)

- ☐ **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.
- ☐ **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*.

DOCUMENTS

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

REQUIRED FOR ALL DESIGN CONSULTATIONS (INCLUDING PRE-ULURP SUBMISSIONS)

- ☐ **Architect Written Response** from previous BLDS Design Consultation or Design Review (for resubmission only).
- ☐ **Topographic & Utility Survey** by a licensed land surveyor.
- ☐ **Geotechnical Report & Preliminary Boring Logs** (if available)
- ☐ **Applicable MEP Specifications / Book Specifications** (if available)
- ☐ **Flood Maps** including the most current published FEMA Base Flood Elevation Map identifying and delineating Special Flood Hazard Area by Zone, the 2080s Future Floodplain per NYC Flood Hazard Mapper, and the Extreme Flood Scenario with 2080 Sea Level Rise per NYC Stormwater Flood Map.
- ☐ [Qualifying Action Determination Form](#) for HPD to consider if the project is eligible for the SEQRA/CEQR Exempt Pathway.

REQUIRED FOR DESIGN CONSULTATIONS (NOT REQUIRED FOR PRE-ULURP SUBMISSIONS)

- ☐ **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.