

HPD BLDS Preservation Accessibility Review (Section 504 Only) Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) _____

This checklist is for *Preservation projects seeking an accessibility review with a scope limited to compliance with Section 504 of the Rehabilitation Act of 1973*. Each submission shall include two multi-page PDFs: the first shall contain the HPD BLDS Project Summary (“Summary”), and the second compiling all required items (“Documents”) in the order outlined below. All files must be submitted through the eBLDS process, and each file must be less than 50 MB in size.

Summary: [borough]_[block]_[project name]_Summary.pdf

Documents: [borough]_[block]_[project name]_504DOCS.pdf

SUMMARY

- HPD BLDS Project Summary** completely filled-out
- Rent Roll** showing the number of rental units, shareholder owned units, and if applicable, the location of rental units in coop buildings. A sample Rent Roll template can be downloaded from [HPD's Website](#) (under Preservation Checklists and Documents).

DOCUMENTS (combined as a single PDF)

- Submission Checklist** (this document, filled-out)
- Architect Written Response** from previous BLDS Design Review (for resubmission only)
- Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements
- Tenant Survey** identifying accessibility needs of current tenants
- 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
- Existing and Proposed Floor Plans** representing all floors of both the existing and proposed developments (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 square footage; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area. Plans should illustrate both the existing and proposed structural system, including columns, piers/pilasters, floor systems, beams and girders, and floor joist direction, size, and spacing.
- 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 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*. These drawings must include full plans and detail plans for the Section 504-designated units.
- 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; 4) drinking fountains, mailboxes, recycling bins in trash/recycling rooms; and 5) smoke and carbon monoxide detectors and audiovisual alarms.

- **HPD Master Guide Scope of Work for Rehabilitation** for each building, available from the HPD website.

<https://www1.nyc.gov/site/hpd/services-and-information/preservation-design.page>