

HPD BLDS Preservation Substantial Rehabilitation Design Review Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) _____

Each submission shall include three multi-page PDFs, the first shall contain the HPD BLDS Project Summary ("Summary"), the second shall contain all design drawings ("Drawings"), and the third shall contain all supporting documents ("Documents"). 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

Drawings: [borough]_[block]_[project name]_DWGS.pdf

Documents: [borough]_[block]_[project name]_DOCS.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).

DRAWINGS (combined as a single PDF)

- 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
- 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** 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 occupancy group and capacity, construction classification, multiple dwelling classification (Old Law, New Law, Converted Dwelling, etc.), fire resistance ratings, fire division diagrams, egress/access requirements, and occupant load and citing pertinent sections of *the New York City Building Code, the Housing Maintenance Code, and the New York State Multiple Dwelling Law*
- Existing and Proposed Floor Plans** representing all floors of both the existing and 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. 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.

- 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
- 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.
- Dwelling Unit Type and Distribution Table** containing the total number of both existing and proposed dwelling units of each type (0-BR, 1-BR, 2-BR etc.) and the total number of both existing and proposed commercial units, describing the distribution of units throughout both the existing and proposed development. Indicate the superintendent's dwelling unit, if applicable.

DOCUMENTS (combined as a single 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
- FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map
- Building Inspection Report** describing the existing conditions and estimated life expectancy of the following building components: Architectural; Structural; Mechanical; Electrical; Plumbing; Fire Alarm; Sprinkler Systems; Fixtures; Finishes; and Equipment. Include photographs of deteriorated items.
- Tenant Survey** identifying accessibility needs of current tenants.
- 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>

Inclusionary Projects must include the following additional documents:

- Chart A – Vertical Unit Distribution**
- Chart B – Horizontal Unit Distribution (VIH only)**
- Chart C – Unit Bedroom Mix**
- Chart D – Unit Size**