

HPD BLDS Moderate Rehab Design Consultation Submission Checklist

HPD PROJECT ID _____
PROJECT NAME _____
PROJECT ADDRESS(ES) _____
PROPOSED SCOPE TRIGGERS SECTION 504? _____

Submit all required documents as indicated below, according to review phase:

- A Pre-Scoping Consultation is a mandatory first step for all Moderate Rehab projects or for mixed projects that include at least one Moderate Rehab building, to confirm [rehab classification](#) prior to any scoping. This will be considered as the first round of “Design Consultation” in eBLDS.
- A Design Consultation is a mandatory meeting for all preservation projects and will determine the review track, i.e., eligibility for the expedited pathway, unless waived by HPD following the Pre-Scoping Consultation. This will be considered as the second round of “Design Consultation.”

NOTE: Projects that contain a mix of both Mod and Sub/Gut Rehab buildings should follow the Sub/Gut Rehab process and refer to [Sub/Gut Design Consultation Submission Checklist](#).

PRE-SCOPING SUBMISSION

Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_PreScoping_Date and submit for “Design Consultation” in eBLDS. For any items with multiple documents, combine into a single file.

- ☐ **Submission Checklist** (this document, filled-out).
File Name: [borough]_[block]_[project name]_Checklist.pdf
- ☐ **Project Narrative** summarizing proposed scope of work and goals for the project, based on the IPNA and Architect's/Engineer's site inspections, and demonstrating a basic understanding of the applicable [HPD Design Guidelines for Preservation](#). Not to exceed 2 pages.
File Name: [borough]_[block]_[project name]_Narrative.pdf
- ☐ [HPD Preservation Design Guidelines Workbook](#), filled out according to instructions for Milestone 1 (Pre-Scoping). Fill out the Design Waiver tab, if seeking.
File Name: [borough]_[block]_[project name]_DGW-Pres_#.xlsx
- ☐ **IPNA Report** including LL97 and Resiliency tabs & dated within 2 years of this submission, in Excel format.
File Name: [borough]_[block]_[project name]_IPNA.xlsx
- ☐ **Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems), interior units if any in-unit work.
File Name: [borough]_[block]_[project name]_Photos.pdf
- ☐ **Aerial Photograph** indicating the context of the development within nearest street intersection(s), adjacent structures, roads, sidewalks, etc. Note: in some cases, a **Site Plan** may be requested.
File Name: [borough]_[block]_[project name]_Aerial.pdf

DESIGN CONSULTATION SUBMISSION

Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_DC_Date and submit for "Design Consultation" in eBLDS; there should be a total of 5-6 documents in the zip file, depending on the inclusion of Section 504 documents.

- ☐ [HPD Preservation Design Guidelines Workbook](#), filled out according to instructions for Milestone 2 (Design Consultation). If applicable, Design Waiver tab must be signed by HPD, indicating approval.
File Name: [borough]_[block]_[project name]_DGW-Pres_#.xlsx
- ☐ [Scope\(s\) of Work](#), using HPD's template for Mod Rehab projects (one scope per building).
File Name: [borough]_[block]_[project name]_SOW[#].xlsx (submit as many as needed)
- ☐ **IPNA Report** including LL97 and Resiliency tabs & dated within 2 years of this submission, in Excel format.
File Name: [borough]_[block]_[project name]_IPNA.xlsx
- ☐ **Drawings** combined in a single pdf, providing all necessary Architectural, MEP, Façade, HVAC, Plumbing, Interior, etc. work listed in the SOW.
File name: [borough]_[block]_[project name]_DWGS.pdf
- ☐ **All Other Documents** combined into a single pdf, in the order provided below.
File Name: [borough]_[block]_[project name]_DOCS.pdf
 - ☐ **Submission Checklist** (this document, filled-out).
 - ☐ **Project Narrative** summarizing proposed work and goals for the project, based on the IPNA and Architect's/Engineer's site inspections, and demonstrating a basic understanding of the applicable [HPD Design Guidelines for Preservation](#). Not to exceed 2 pages.
 - ☐ **Aerial Photograph** indicating the context of the development within nearest street intersection(s), adjacent structures, roads, sidewalks, etc. Note: in some cases, a **Site Plan** may be requested.
 - ☐ **FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
 - ☐ **Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems), interior units if any in-unit work.
 - ☐ **Façade Inspection & Safety Program (FISP) Report (formerly LL 11/98)** representing all exterior elevations of the proposed development and 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. **Required for buildings where any façade has more than six stories.*
 - ☐ **Landmarks Preservation Commission (LPC) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. **Required for any buildings in landmark district.*
 - ☐ **State Historic Preservation Office (SHPO) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. **Required for any buildings that are SHPO-designated.*
 - ☐ **Structural Investigation Report** from a licensed professional, including details on condition and recommendations for remediation; owner to hire consultant to develop scope, plans, bid package, and to provide estimated cost. **Typically required (but not limited to) for buildings with sloping floors, bulging parapets, or cracked façades; will require DOB filing.*
 - ☐ **Asbestos Report** by a certified asbestos investigator, which must be a written summary report of findings including quantities on areas with required abatement; sample data log; lab test results; and

diagram(s) on locations for samples taken from roof areas (including bulkheads and parapets), boilers, window caulking and piping, and other areas as specified by BLDS. Submit an ACP5 if no asbestos was found. **Typically required (but not limited to) if roof is more than 15 years old, is leaking, has lifting seams, or is otherwise deteriorating; if boiler room or other piping has plaster/fiber-type insulation; if asbestos-containing material (ACM) flooring/tiles is lifting or cracking; or if scope includes masonry work.*

- ☐ **Lead-Based Paint Test Report** from a lead risk assessor, including findings, XRF lab test results, plan layouts, and samples, for areas of work. **For buildings constructed prior to 1978, typically required (but not limited to) if scope includes window replacement in common areas/public halls, front entrance door replacement, or other interior work.*
- ☐ **Elevator Report** from an elevator consultant, including detailed descriptions of the existing elevator and equipment, maintenance records, DOB inspection records, photos, and any findings and recommendations. The Bid Documents & Scope of Work must include specifications on all equipment to be replaced, a proposed cost estimate, and a bid breakdown for the scope of work. **Generally required for elevator buildings, especially (but not limited to) if elevators have received violations, have existing equipment failure, have single-speed controllers, or are 25 years or older.*
- ☐ **Aging in Place (AIP)** Resident Survey Results for Mod Rehab projects.
- ☐ **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) HVAC items; and 5) drinking fountains, mailboxes, recycling bins in trash/recycling rooms. **Required for projects making substitutions outside the HPD Specifications for Rehabilitation Projects.*
- ☐ **Section 504 Documents** combined into a single pdf, in the order provided below. Only required if proposed scope triggers Section 504 (e.g., work in common spaces, apartment/building entrances, kitchen, bathrooms, etc.). Note: for scopes triggering 504 for fixture/equipment replacements only, just the Pre-Construction Accessibility Statement is required.
File Name: [borough]_[block]_[project name]_504.pdf
 - ☐ **Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements.
 - ☐ **Enlarged Detail Plans for Section 504-Designated Units**, required if scope triggers 504 work beyond fixture/equipment replacements only.
 - ☐ **Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*. Required if scope triggers 504 work beyond fixture/equipment replacements only.
 - ☐ **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*. Required if scope triggers 504 work beyond fixture/equipment replacements only.