

## HPD BLDS Substantial/Gut Rehabilitation Design Review Submission Checklist

HPD PROJECT ID \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_

All projects are expected to have gone through a Design Consultation with HPD. Projects that have been selected for *Full Design Review* or *Targeted Design Review* must submit the documents in this checklist through the eBLDS process. For *Full Design Review*, a separate submission for [Construction Docs \(MEP, Fire Alarm, Structural\)](#) must be prepared following this Design Review.

Note: projects that contain a mix of both Mod and Sub/Gut Rehab buildings should follow the Sub/Gut Rehab process and refer to this checklist if selected for further review.

### DESIGN REVIEW SUBMISSION

Compress all submission items into a zip file named [ProjectName]\_[HPDProjectID]\_DD\_Date and submit for "Design Consultation" in eBLDS; there should be a total of 4 documents in the zip file.

- [HPD Preservation Design Guidelines Workbook](#), filled out according to instructions for Milestone 3 (Design Review). If applicable, Design Waiver tab must be signed by HPD, indicating approval.  
File Name: [borough]\_[block]\_[project name]\_DGW-Pres\_#.xlsx
- IPNA Report** including LL97 and Resiliency tabs, in Excel format. Gut Rehabs may substitute with a **Building Inspection Report** describing existing conditions and estimated life expectancy of Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, and Sprinkler Systems; and identifying the overall conditions of Fixtures, Finishes, and Equipment. Include results of investigative probes and photographs with descriptions of deteriorated conditions and make recommendations.  
File Name: [borough]\_[block]\_[project name]\_IPNA/BIR.xlsx (BIR may be any format)
- Drawings combined into a single pdf, in the order provided below.**  
File Name: [borough]\_[block]\_[project name]\_DWGS.pdf
  - Submission Checklist** (this document, filled-out).
  - [Pre-Construction Accessibility Statement](#) confirming that the project complies with the applicable accessibility requirements.
  - 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.
  - 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.
  - Topographic & Utility Survey** by a licensed land surveyor.
  - 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).
  - FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.

- 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. Projects seeking Waivers from this requirement will be required to submit a Design Waiver demonstrating why compliance is infeasible.
- Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Existing/Proposed 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 of each unit with a unique name and total net area.
- Existing/Proposed Elevation Drawings** 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.
- 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*.
- 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.
- Scope(s) of Work**, using the Master Guide Scope of Work for Sub/Gut Rehabs, for each building.
- Inclusionary Projects must include the following additional charts:**
  - a.* Chart A – Vertical Unit Distribution
  - b.* Chart B – Horizontal Unit Distribution (VIH only)
  - c.* Chart C – Unit Bedroom Mix
  - d.* Chart D – Unit Size
  - e.* Chart E – Average Unit Size (MIH Hybrid only)

*Inclusionary Projects proposing both inclusionary and market rate buildings should include all buildings in the site plan (including all proposed building entries) and in project renderings.*
- Reference & Other Documents combined into a single pdf, in the order provided below.**  
File Name: [borough]\_[block]\_[project name]\_DOCS.pdf

- 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.
- Architect Written Response** from Design Consultation/previous BLDS review.
- 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.
- Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems) and of interior units.
- [Aging in Place \(AIP\)](#)** Resident [Survey](#) results for Sub/Gut Rehab projects.
- Geotechnical Report & Preliminary Boring Logs** (if available)