

HPD BLDS Preservation Pre-Scoping & Design Consultation Submission Checklist

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

All project teams must submit through the eBLDS process, as indicated below, according to review phase:

- **Pre-Scoping Consultation:** mandatory for all Mod, Sub, and Gut Rehab projects to determine rehab classification and electrification requirements. HPD expects that the project architect/engineer will have conducted a site visit(s) prior to the meeting. This is the first round of “Design Consultation” in eBLDS.
- **Design Consultation:** mandatory for all Mod, Sub, and Gut Rehab projects to determine the review track, i.e., eligibility for the expedited or targeted review tracks. Submit files according to rehab classification as determined at the Pre-Scoping, along with any additional instructions from BLDS. This is the second round of “Design Consultation” in eBLDS.

NOTE: Projects that contain a mix of both Mod and Sub/Gut Rehab buildings should follow the Sub/Gut Rehab process and relevant portions of the checklist.

For more information and resources on the Preservation Design Guidelines, [see here](#).

PRE-SCOPING CONSULTATION 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
- [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, in Excel format.
File Name: [borough]_[block]_[project name]_IPNA.xlsx
- Supplemental Engineering/Structural Report(s)**, if referenced in the IPNA, 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. Include quantities and locations where applicable (e.g., joist replacements). Submission will be considered incomplete if such report(s) is not provided where referenced. ***Required** for all Gut and unoccupied Sub Rehabs; projects that are reclassified as Gut Rehabs during the Pre-Scoping are expected to submit reports for the Design Consultation.
File Name: [borough]_[block]_[project name]_IPNAPlus.xlsx/pdf (if applicable)

DESIGN CONSULTATION SUBMISSION

Be sure to include additional Mod or Sub/Gut checklist items as specified further below. Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_DC_[Date] and resubmit for "Design Consultation" in eBLDS.

- [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
- IPNA Report** including LL97 and Resiliency tabs, in Excel format. **Required* if there have been changes since the Pre-Scoping Consultation submission.
File Name: [borough]_[block]_[project name]_IPNA.xlsx
- Supplemental Engineering/Structural Report(s)**, *if referenced in the IPNA*, 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. Include quantities and locations where applicable (e.g., joist replacements). Submission will be considered incomplete if such report(s) is not provided where referenced. **Required* for all Gut and unoccupied Sub Rehabs and if there have been changes since the Pre-Scoping Consultation submission; projects that were reclassified as Gut Rehabs during the Pre-Scoping are expected to submit reports for the Design Consultation.
File Name: [borough]_[block]_[project name]_IPNAPlus.xlsx/pdf (if applicable)

❖ Additional Design Consultation items to include for Mod Rehabs

- [Scope\(s\) of Work](#), utilizing HPD's template for Mod Rehab projects (one scope per building) and following the current [HPD Specifications for Rehabilitation Projects](#).
File Name: [borough]_[block]_[project name]_SOW[#].xlsx (as many as needed) & [borough]_[block]_[project name]_SOW_Summary.xlsx (one project-level summary sheet for all buildings)
- 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
- 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).
 - 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.
 - Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems), interior units if any in-unit work.
 - FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
 - [Aging in Place \(AIP\)](#) Resident [Survey](#) Results for Mod Rehab projects.
 - 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 if building 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 if building is 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 if building is 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 if building has 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 if roof is more than 15 years old, is leaking, has lifting seams, or is otherwise deteriorating; boiler room or other piping has plaster/fiber-type insulation; asbestos-containing material (ACM) flooring/tiles is lifting or cracking; or 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. *Typically required if building constructed prior to 1978 and 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 if building has elevator, especially (but not limited to) if elevators have received violations, have existing equipment failure, have single-speed controllers, or are 25 years or older.
- Section 504 Documents** combined into a single pdf, in the order provided below. *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 and Cut Sheets are required.
File Name: [borough]_[block]_[project name]_504.pdf
 - Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements.
 - 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.
 - 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.

❖ **Additional Design Consultation items to include for Sub/Gut Rehabs & mixed Mod/Sub/Gut Rehabs**

- 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.
 - 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*. *Required if scope triggers 504 work beyond fixture/equipment replacements only.
 - 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**, **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.*
- MEP Drawings (100% DD)** showing utility rooms, location of risers, square footage of conditioned rooms (if not shown on Architectural drawings), and proposed equipment type and placement. Include equipment sizing, if available.
- Structural Drawings (100% DD)** indicating, if any, additions or changes to the existing load bearing system, including walls, floor joists, columns, and diaphragms.
- 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:**
 - Chart A – Vertical Unit Distribution
 - Chart B – Horizontal Unit Distribution (VIH only)
 - Chart C – Unit Bedroom Mix
 - Chart D – Unit Size
 - 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.

- Documents** combined into a single pdf, in the order provided below.
File Name: [borough]_[block]_[project name]_DOCS.pdf
 - 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)