

HPD

Design Guidelines

for New Construction

Version 1.0



NYCTM

Department of
Housing Preservation
& Development

Disclaimer

The New York City Department of Housing Preservation and Development (HPD) does not guarantee, warrant, or make representations that the information in this document is complete, accurate, or current. HPD assumes no responsibility for the application of the material or information contained herein nor for any error, omissions, or other discrepancies. Nothing in the document is intended to create nor does it create any enforceable rights, remedies, entitlements, or obligations. HPD reserves the right to change or suspend any or all parts of this document without notice.

The illustrations included within the *HPD Design Guidelines for New Construction* are intended merely to assist in navigating the various requirements and design standards; to aid staff during the plan review for projects participating in HPD programs and activities; and to add clarity and transparency to designers responding to HPD's Design Review comments. This document is not meant to offer a design template, but rather to document and illustrate some of the design controls and potential outcomes.

The designer of record is responsible to ensure a project is designed in a manner to comply with the applicable laws, regulations, codes, and design standards including, but not limited to, those related to non-discrimination.

Table of Contents

Preface	4		
Special Thanks	4		
Introduction	5		
Intention of the Design Guidelines	5		
BLDS Design Consultation & Review	6		
BLDS Review Timeline	8		
SECTION 1 / Design Considerations	10	CHAPTER 1	DESIGN CONSIDERATIONS
SECTION 2 / Accessible Design & Construction	11		
SECTION 3 / Equitable & Healthy Buildings	13		
SECTION 4 / Sustainability & Energy Efficiency	17		
SECTION 5 / Zero Waste	17		
SECTION 6 / Flood Resistant Construction	18		
SECTION 7 / Active Design	19		
SECTION 8 / Aging in Place	19		
SECTION 9 / Commercial & Retail Spaces	19		
SECTION 1 / Site Planning	21	CHAPTER 2	HPD DESIGN REQUIREMENTS
SECTION 2 / Building Envelope	21		
SECTION 3 / Outdoor Spaces	22		
SECTION 4 / Building Planning	23		
SECTION 5 / Apartment Planning	26		
SECTION 1 / Homeownership	48	CHAPTER 3	ADDITIONAL HPD PROGRAM REQUIREMENTS
SECTION 2 / 1-3 Family Homes	48		
SECTION 3 / Supportive Housing	49		
SECTION 4 / Senior Housing	51		
SECTION 5 / Inclusionary Housing Program Requirements	53		
SECTION 6 / Inclusionary Housing Design Requirements	54		
01 / HPD BLDS Project Summary	58	APPENDICES	
02 / Accessibility Statement	67		
03 / Design Consultation Checklist	71		
04 / New Construction Design Review Checklist	72		
05 / Environmental Review for New Construction Checklist	74		
06 / Post Acceptance Approval (PAA) Checklist	75		

Preface

This document is issued by the New York City Department of Housing Preservation and Development (HPD), also referred to in this document as “the Agency” and was developed within the HPD Office of Development’s Division of Building and Land Development Services (BLDS). This document, the *HPD Design Guidelines for New Construction* (“the *Guidelines*”) supersedes both the *HPD Design Guidelines for New Construction and Senior Housing* issued May 2016 and the *HPD Design Guidelines for Supportive Housing* issued February 2012.

This update not only consolidates previous guidelines, it also describes HPD BLDS procedures, reflects HPD Program requirements, and clarifies elements of the prior guidelines. Unlike previous guidelines, this document is an incremental update designed to keep current with practice and external requirements.

The *Guidelines* no longer include the section “HPD BLDS Accessibility Diagrams for Kitchens and Bathrooms” used to describe accessibility requirements with previous guidelines. Instead refer to *HPD Accessibility Guide*.

Special Thanks

This update to the *HPD Design Guidelines for New Construction* is the product of internal evaluations and community feedback and would not have been possible without the help of numerous individuals and organizations. In particular, HPD would like to thank the New York State Association for Affordable Housing (NYSFAH), the Supportive Housing Network of New York (SHNNY), the Citizens Housing and Planning Council (CHPC), the New York City Housing Development Corporation (HDC), the American Institute of Architects (AIA) New York Chapter, and the City’s Task Force for Racial Inclusion and Equity for their contributions.

INTRODUCTION

The New York City Department of Housing Preservation and Development (HPD) Office of Development's Division of Building and Land Development Services (BLDS) has issued the *HPD Design Guidelines for New Construction* for HPD-assisted multifamily new construction, supportive, and senior housing projects, and they may also be used to guide the design of 1-3 family homes. Projects participating in the Inclusionary Housing incentive programs (either MIH or VIH) that are not subsidized through any HPD Loan Programs shall not be subject to the *Guidelines*, but are subject to HPD review of zoning and accessibility requirements. Projects receiving 421-a tax credits only are not subject to HPD Design Review. Design Review to ensure compliance with the requirements of the *Guidelines* is a prerequisite to loan closing for any new construction projects developed under applicable HPD loan programs.

HPD seeks to support projects that meet several core principles. Projects should: have a strong relation to the neighborhood (urban design and building planning), meet the needs of households and individuals (apartment planning and accessible design), promote greater equitability and health outcomes, encourage active design, utilize sustainable or renewable products and promote energy efficiency, and select sustainable features that can potentially reduce operating costs.

INTENTION OF THE DESIGN GUIDELINES

The *HPD Design Guidelines for New Construction* establishes the design criteria by which BLDS will evaluate proposed developments upon application to HPD for financial assistance. The *Guidelines* represent an effort to meet housing demand, respond to market changes, and contain costs, and are intended to apply to HPD-assisted housing developments across a variety of conditions.

The *Guidelines* are a policy document intended to establish a minimum design standard that may exceed what would otherwise be required. Pertinent laws, rules, regulations, and codes take precedence over the *Guidelines* in event of a conflict. Furthermore, HPD recognizes that the *Guidelines* cannot address all development scenarios. When unique or special circumstances, extraordinary market conditions, or special community characteristics necessitate deviation from any aspect of the *Guidelines*, the development team must consult with the applicable loan program and notify BLDS, in writing, in advance of the first design submission. Submissions must identify known areas of non-compliance and explain project constraints and the rationale behind design decisions. For efficiency, it may be necessary to schedule a preliminary Design Consultation meeting with representatives from HPD Program, BLDS, and the development team. Design Consultations, as with all other communications, must be coordinated through the program project manager.

Within this document, the term "must" indicates a requirement; the term "should" indicates a preference or recommendation. Development teams must alert HPD Program of any deviation(s) from requirements. Preferences and recommendations are indicated to help projects align with HPD Program goals, and may be cited during coordination with HPD Program, in Design Consultations, and in competitive selection processes.

BLDS DESIGN CONSULTATION & REVIEW

SUBMISSION
REQUIREMENTES
eBLDS

All drawings and documents submitted to BLDS by the development team must be submitted digitally through eBLDS, which is the system for storing, coordinating, and transferring these documents. eBLDS is a suite of tools comprising an internal user interface, database (Sharepoint), email (Outlook), and third-party file transfer system. Internal digital reviews are conducted using Bluebeam Revu software. An eBLDS 'gatekeeper' within BLDS monitors the system and submissions.

All project intakes for BLDS Design Consultation and BLDS Design Review are initiated through HPD Program. The eBLDS system automatically sends messages when the project status changes; statuses include 'Awaiting Electronic Submission', 'Pending Review', 'In Review', 'Awaiting Resubmission', and 'Design Acceptance', among others. The system correspondence outlines next steps for the development team, including submission requirements.

A list of submission requirements will be sent to the development team from the automated system after the project has been initiated. Submissions must include all materials from the checklist, submitted in a PDF not to exceed 50 megabytes (MB). Incomplete submissions will be returned without review and must be resubmitted.

A Design Consultation is a meeting between HPD Program, BLDS, and members of the development team in advance of the Design Review process. Design Consultations are required for all Supportive Housing (SHLP), Senior (SARA) projects, for any project intending to go through the NYC Uniform Land Use Review Procedure (ULURP), and for other projects upon request by HPD Program or BLDS. Design Consultations have a separate set of submission requirements (see Appendix).

The goals of a Design Consultation are to ensure that the priorities of the project align with the goals of the HPD Program(s) and to identify opportunities for project efficiencies. Projects submitting for Design Consultations are typically in the advanced schematic design phase. Topics discussed may include zoning, proposed structural and mechanical systems, sustainability features, energy efficiency, building materials, massing, unit count, site constraints, and unique conditions. After a Design Consultation, BLDS will issue a summary of comments which should be incorporated/integrated into the design. When the project is ready for Design Review, HPD Program will initiate a separate intake for that process.

DESIGN CONSULTATION

All new construction affordable projects must submit design documents for BLDS Design Review. BLDS Design Reviews assure that the minimum standards outlined in the *HPD Design Guidelines for New Construction* are integrated into the project design. Design reviews also provide guidance to the development team regarding applicable laws, rules, codes, and regulations, including the *New York City Building Code*, *New York City Zoning Resolution*, *New York City Housing Maintenance Code*, *New York State Multiple Dwelling Law*, the *Fair Housing Act*, Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act*.

However, it is the development team's responsibility to ensure that the buildings' design and construction comply with all laws, rules, regulations, and codes mandated by city, state, and federal authorities having jurisdiction.

Projects subject to Design Review are expected to achieve 'Design Acceptance' by the third review. If a project exceeds three rounds, the development team may be brought-in to HPD to resolve outstanding issues. In some cases, development teams may be invited in to meet with BLDS Design Reviewers earlier in the process to resolve persistent or complex issues in a project that may arise during the Design Review process.

Environmental Review is a policy-mandated process that requires governmental agencies undertaking discretionary actions and approvals (such as construction financing, ULURP approvals, or Article XI tax exemptions from City Council) to consider the impacts to the environment that those actions may have, and to disclose those impacts to the public. Most projects HPD finances involve discretionary actions, the notable exceptions being projects solely funded through 421-a or Inclusionary Housing-only projects. BLDS Environmental Planning Unit manages the review process for most HPD-funded projects, securing compliance with a wide array of local, state, and federal environmental regulations. BLDS Environmental Review process has to integrate many different regulatory frameworks, so the level and complexity of Environmental Review can vary dramatically based on the specific nature of the project being financed.

Design Consultation submissions should be received 12-14 months ahead of the project's anticipated closing: e.g., for a June closing, a project should submit to BLDS between May 1 and June 30 of the previous year.

Design Review submissions should be received 6-8 months ahead of the project's anticipated closing: e.g. for a June closing, a project should submit to BLDS between November 1 and December 31 of the previous calendar year. Submissions received ahead of this schedule will not necessarily receive early Design Review.

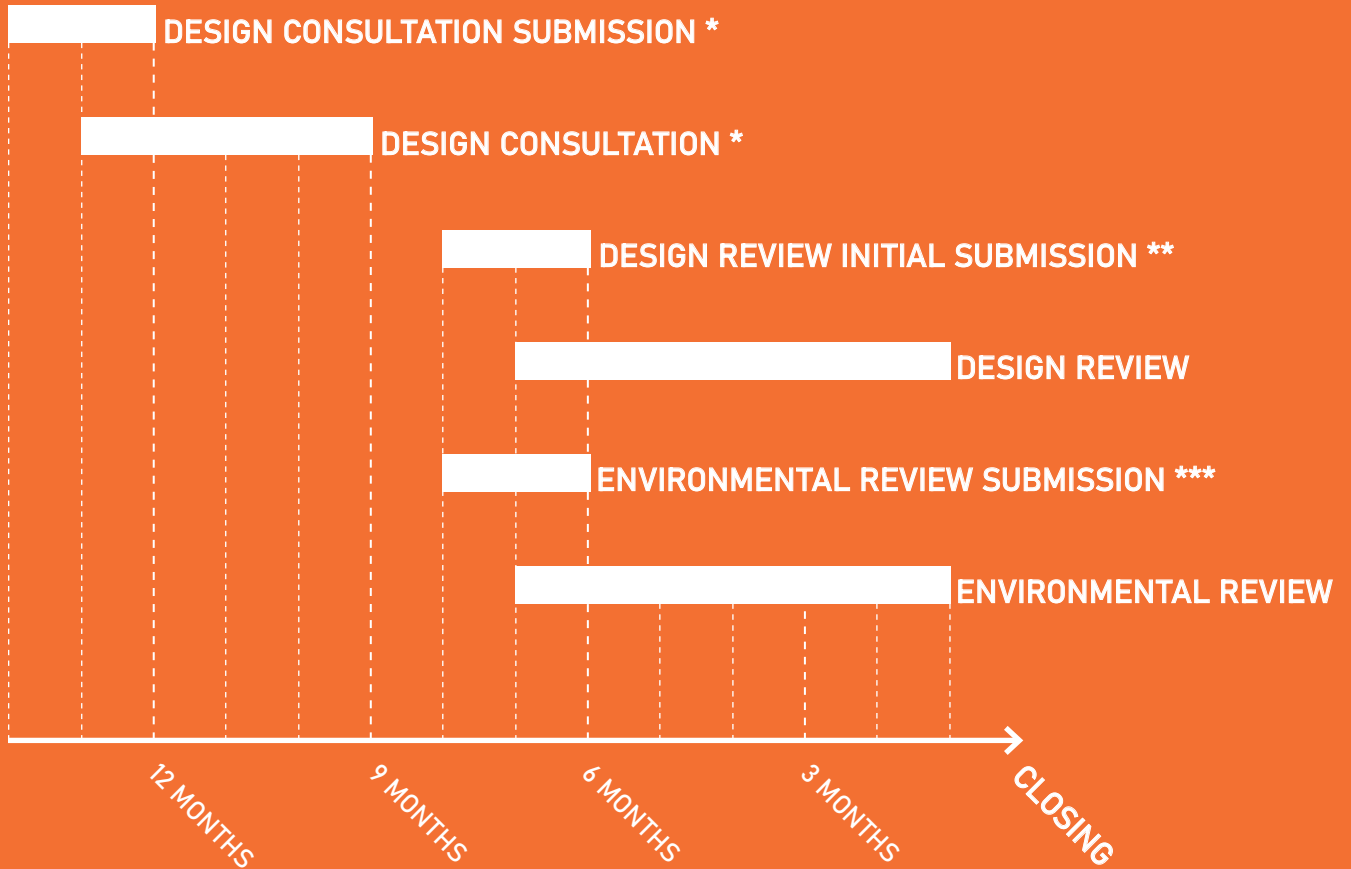
DESIGN REVIEW

ENVIRONMENTAL REVIEW

TIMELINE

BLDS REVIEW TIMELINE

Submission Milestones Prior to Closing



* Design Consultations are required for all projects developed under Special Needs Housing programs, for all pre-ULURP projects, and for projects requiring special design consideration as determined by HPD Program.

** For instance, Design Review Initial Submission for June closings should be submitted between November 1 - December 31

*** Note that if Environmental Assessment reveals adverse findings, the Environmental Review process will require 1 year minimum to complete.

Notes:

1. The goal is to achieve BLDS Design Acceptance at least one month ahead of anticipated closing.
2. BLDS recommends submission to DOB after the first round of BLDS comments have been issued and addressed. However, the development team remains responsible for securing DOB approval independent of the HPD process.



Design Considerations

CHAPTER 1

SECTION 1 / DESIGN CONSIDERATIONS

In order to provide housing that addresses the diverse needs of our population and anticipates demands of the future, HPD emphasizes topical areas requiring special consideration beyond New York City codes and regulations:



■ Accessible Design & Construction

HPD seeks to develop projects that will invite and engage persons with physical impairments, whether mobility, hearing, visual, or other. Projects designed to achieve universal design are encouraged by HPD. All projects are required to comply with accessibility requirements.



■ Equitable & Healthy Buildings

To promote equitability and resident health, HPD requires a baseline of broadband access, cooling, and ventilation; and recommends enhanced measures that contribute towards these goals.



■ Sustainability & Energy Efficiency

All HPD-assisted new construction loan program projects are required, at a minimum, to meet the Enterprise Green Communities standards for energy efficiency and sustainability.



■ Zero Waste

HPD encourages the implementation of cost-effective measures in building design and operation, outlined in *Zero Waste Design Guidelines* to achieve the goals of OneNYC 2050.



■ Flood Resistant Construction

Adapting to flooding and severe storm events poses particular challenges for the City's housing stock, both existing and proposed. HPD seeks projects that are designed to be resilient to flooding or readily adaptable to future increases in the floodplain or flood elevation.



■ Active Design

HPD encourages the implementation of cost-effective active design principles such as those outlined in *Active Design: Affordable Designs for Affordable Housing*.



■ Aging in Place

HPD encourages the implementation of cost-effective measures to accommodate the needs of aging residents, particularly in developments targeted for senior residence.



■ Commercial & Retail Spaces

HPD encourages the development of mixed-use buildings, residential structures that combine commercial and/or retail spaces. These spaces serve the needs of residents and neighbors and contribute toward a more vibrant neighborhood.

SECTION 2 / ACCESSIBLE DESIGN & CONSTRUCTION

HPD-assisted projects must comply with federal accessibility laws and regulations—including Section 504 of the *Rehabilitation Act of 1973*, the *Fair Housing Act*, and HUD's implementing Regulations (24 CFR Parts 8¹ and 100, respectively). HPD team must also affirmatively further the goals of the *Fair Housing Act*. These, and related laws and regulations, prohibit discrimination based on disability and establish design requirements for program accessibility and physical accessibility in connection with housing programs. In addition, HPD team must ensure that such comply with the local accessibility requirements of Chapter 11 of the *New York City Building Code*. As an assurance that HPD-assisted projects meet all the applicable accessibility laws and regulations, each architect must provide an "Accessibility Statement", pre-construction and post-completion, certifying that the design and construction of the project complies with the accessibility requirements of the *New York City Building Code*, Section 504 of the *Rehabilitation Act of 1973*, and the *Fair Housing Act*, as applicable. The form is available in the [Appendices](#) section.

For further reference, see the *HPD Accessibility Guide*.

Note: Various laws, regulations, and architectural standards use the terms "accessible" and "adaptable". For the purposes of this document, the term "accessible" is used throughout, with the recognition that the apartments/units may require adaption (e.g. installation of grab bars, lowering of countertop height, etc.) to meet the specific needs of households or individuals.



¹ While 24 CFR Part 8 Regulations indicate the minimum of 5% mobility impairment and minimum of 2% hearing or visual impairment requirements apply to projects receiving federal assistance, subsequent civil rights laws broadened the requirement to all programs and activities of housing agencies, such as HPD, that receive federal assistance.

All new construction housing projects built for first occupancy after March 13, 1991 consisting of four or more units are required to comply with the design and construction requirements of the Fair Housing Act. A Joint Statement of The United States Department of Housing and Urban Development and U.S. Department of Justice, Accessibility (Design and Construction) Requirements for Covered Multi-family Dwellings Under the Fair Housing Act, dated April 30, 2013 included ten (10) safe harbors satisfy these requirements. The Joint Statement is available at http://www.ada.gov/doj_hud_statement.pdf. Information on the Fair Housing Act design and construction requirements is also available at <https://www.fairhousingfirst.org/>

All HPD-assisted projects (including Inclusionary Housing) with five or more dwelling units must comply with the accessibility requirements of Section 504 of the *Rehabilitation Act of 1973*. Section 504 requires that, for projects involving the new construction of housing containing five or more dwelling units and for projects involving the substantial alteration of housing containing 15 or more dwelling units, a minimum of five percent (5%) of the total number of dwelling units must be accessible and designated for households with a person with a mobility-impairment. An additional minimum of two percent (2%) of the total dwelling units must be designated for households with a person with a hearing or vision impairment. These units must be distributed throughout the project and made available in a sufficient range of sizes as not to limit the choice of individuals/ households with physical impairments. These units must be distributed proportionally across affordability brackets to the extent possible. In a mixed market-rate/Inclusionary development project, the 5% and 2% requirements apply both to the project in its entirety and to the Inclusionary portion considered separately. When calculating the required minimum number of accessible units, any fraction of a whole number must be rounded up (as described in HUD Notice PIH 2010-26).

The *Uniform Federal Accessibility Standards (UFAS)* or the *2010 ADA Standards for Accessible Design* serve as the design standards for compliance with Section 504 of the *Rehabilitation Act of 1973*. The requirements for new construction and substantial alteration projects differ from those for moderate alterations of existing housing; refer to Section 8.23 “Alterations of Existing Housing Facilities” of the implementing regulations.

Places of public accommodation and commercial facilities (e.g. retail spaces, community facilities, leasing offices, etc.) must comply with the *Americans with Disabilities Act (ADA)* guidelines, *2010 ADA Standards for Accessible Design*.

For architects seeking to use the 2010 ADA standards to meet the Section 504 regulation HUD has identified certain provisions in the 2010 Standards that provide less accessibility than is currently required by UFAS and/or HUD’s Section 504 regulation. As a result, HUD is not deeming use of those specific provisions of the 2010 Standards as a means of providing accessibility under Section 504. For more information and instructions for use of this alternative design standard, please refer to the HUD notice.

SECTION 3 / **EQUITABLE & HEALTHY BUILDINGS**

Multifamily, senior, and supportive housing present opportunities to improve the health and connectivity outcomes of many of the city’s most vulnerable populations. The building mechanical ventilation systems, window systems, materials, and maintenance regimens of HPD-assisted projects can influence these outcomes, and HPD has adopted a series of requirements and recommendations to ensure an appropriate standard of performance. Similarly, access to broadband service connects residents to services, employment, and communications and is increasingly vital as a basic utility of modern life. This section outlines minimum and recommended standards for all HPD-assisted projects. Compliance with minimum standards is expected unless doing so would impose an undue financial burden on the multifamily housing project, in which case infeasibility must be demonstrated to the respective HPD loan program as soon as practicable.

The Mayor’s Office of the Chief Technology Officer (MOCTO) released the *NYC Internet Master Plan* in January 2020 highlighting the disparities in internet access across NYC, both in terms of socioeconomic status and geography, and outlining strategies to achieve universal connectivity. HPD New Construction Projects are uniquely positioned to efficiently address these disparities and become invaluable assets toward the City’s universal connectivity goals.

To the maximum extent feasible within HPD term sheets and as coordinated with pertinent financing program(s), all HPD-assisted projects must be designed and constructed to provide high-quality internet access and service as part of their lease contract and at no additional cost to the tenant. Service provided must satisfy the following parameters: at a minimum, each dwelling unit must have wireless internet service throughout the unit and a wired connection point in each living room; each resident must have secured access through a unique profile; and the level of service should support four simultaneous moderate users or devices, with preferred system capacity of 100 Megabits per Second (Mbps) upload and download, per unit. Residents should be given the option to enhance their individual level of service at their own cost.

Beyond the basic requirements, HPD recommends a more robust system that anticipates future usage, demand, and flexibility. Within the dwelling units, HPD recommends providing a wired connection point in each habitable room. HPD also recommends wireless service in common areas, including: lobbies, lounges and common rooms, laundry rooms, outdoor areas, and other shared spaces, permitting uninterrupted secure access for mobile use throughout the building.

HPD recommends flexible systems that facilitate future service alternatives and capacity demands. To accomplish this, HPD recommends (1) that building owners retain ownership of network infrastructure within the building and consider a managed system, wherein a third-party internet service provider (ISP) provides customer service, network diagnostics, billing, and other services to the end users; and (2) that network backbones be accessible both from cables in the street and rooftops of building(s) in the project. Regardless of the system in place, HPD recommends installing network infrastructure during construction sufficient to meet current and anticipated future demands on the system.



**BROADBAND
ACCESS**

**BROADBAND
ACCESS
REQUIREMENTS**

**BROADBAND
ACCESS
RECOMMENDATIONS**

The Mayor's Office of Resiliency released the *NYC Climate Resiliency Design Guidelines* in September 2020, calling on buildings to respond to a changing climate through adaptive strategies, including providing cooling and other HVAC equipment in all habitable buildings. This aligns with shifts in market expectations and developments in cooling technologies.

To the maximum extent feasible within HPD term sheets and as coordinated with pertinent financing program(s), HPD-assisted projects must provide cooling and ventilation to all dwelling units. Cooling and ventilation systems must adhere to the following parameters:

All HPD-assisted projects must be designed and constructed to provide energy-efficient air conditioning to all residents in all habitable rooms in all buildings. This requirement can be satisfied by systems that provide both heating and cooling, and this type of system is preferred for HPD-assisted projects. For buildings with centralized systems that provide heating only, individual air conditioning units may satisfy the cooling system requirement provided they comply with the following provisions:

- Owner must provide and install one air conditioning unit, as specified below, in every habitable room in all dwelling units.
- All air conditioning units must be ENERGY STAR certified.
- Any air conditioning units installed in a through-wall sleeve must be designed to be used in such an application.
- All through-wall air conditioning units must be installed through an insulated, well-fit panel that is fully air-sealed at the opening and structurally supported as necessary.
- If through-wall or window air conditioning units remain installed year-round, owners must provide insulated covers for all air conditioning units and store them seasonally if requested by tenant.
- For project proposing window units, windows must be sized for natural light and ventilation as if one window unit in each room is permanent (e.g. that portion of window designed to hold air-conditioning equipment may not contribute to light and air calculations).
- For through-wall installations, placement of air conditioning unit shall take optimal location for airflow and furniture placement into account.
- Air conditioning controls must be fully accessible: either (1) air conditioning units or permanent unit controls must be located within required accessible reach ranges in all units; or (2) the air conditioning unit must include a remote control and an accessible wall switch.

While the NYCHA utility allowances for electricity cover a “reasonable” amount of cooling, HPD projects should incorporate the following items in order to help tenants reduce cooling-related energy use and costs: exterior or interior window shading devices to reduce solar heat gain, window design to maximize airflow when open, ceiling fans where applicable and safe (among other things, no part of the fan may project lower than 7’-6” above the finished floor and fans must be coordinated with NFP requirements), tenant education on cooling system use, and appropriate settings to maximize energy efficiency. All mechanical equipment should be aesthetically integrated into the building. Any wall penetrations should consider the materiality and visual composition of the façade.

Window screens must be provided and installed on at least one operable sash in each habitable room in every dwelling unit, though HPD recommends including screens on all operable windows. Screens outside windows may help to satisfy code-mandated bird safety glazing requirements. Window screens must be designed and installed to facilitate window cleaning.

HPD recognizes that Energy Recovery Ventilation is a higher standard for mechanical building ventilation, but due to initial costs, is not mandatory on HPD projects. To the maximum extent feasible within HPD term sheets and as coordinated with pertinent financing program(s), mechanical ventilation systems included in HPD-assisted projects must satisfy the following parameters:

- All new construction projects must follow the guidelines in Enterprise Green Communities and ENERGY STAR for Ventilation for system design and verification.
- Operation and Maintenance (O&M) training materials for the provided ventilation system must be provided to building staff and residents. This should include best practices for system use during normal and enhanced (e.g. emergency) use.
- Specify an appropriate maintenance regimen for building owners, facility managers, and superintendents for both normal and enhanced operations, and reflecting manufacturer’s recommendations for regular equipment upkeep (e.g. the replacement schedule of filters, checking condensation lines, etc.)
- Projects designing to Passive House performance levels must include Energy Recovery Ventilation in all spaces regardless of whether they plan to certify.
- Verify and ensure that in-unit ventilation systems are properly sized to achieve required design flow rates, including appropriately sized and installed trickle vents or PTAC fresh-air vents where applicable to ensure adequate intake.
- Verify that in-unit ventilation system ductwork is installed to achieve design flow rates, and that installed flow rates are within +/- 15 CFM or +/- 15% of design value, as mandated through the EGC and ENERGY STAR Multifamily New Construction program.

MECHANICAL VENTILATION RECOMMENDATIONS

- Consider ERVs for buildings in high risk areas with poor air quality, as well as spaces within buildings that are intended for close person-to-person contact (e.g. intake rooms, if applicable).
- If the system includes Constant Air Regulators (CAR) at exhaust registers for vertical exhaust systems, provide access panels for servicing or repairs of CAR and Fire Damper devices.
- Unitized ventilation systems should include a high-speed or “boost” setting. Confirm ductwork has been sized to have additional capacity in order to minimize friction & noise and is properly sealed.

MECHANICAL VENTILATION RECOMMENDATIONS FOR HIGH-USE/ HIGH-OCCUPANCY COMMON AREAS

- Incorporate additional fresh air if it can be done without compromising industry standard proposed design temperature and humidity criteria.
- Consider a regime of boosting ventilation seasonally, especially in senior housing.
- Systems should be sized/ designed to accommodate MERV 13 filters on all outdoor (but not return) air intakes.
- Use pleated filter media and appropriately sized filter housings with well-fitting filter slots and racks. Thicker (4”) filters are more effective than thinner filters.
- Consider flexible, rather than permanent, solutions including manual Demand Control Ventilation (DCV) overrides, flushing sequences and bypass options on HVAC systems, and multi-speed fans. Incorporate standalone, plug-in filtration as needed.
- Provide operable windows & ceiling fans in common areas, provided that the lowest part of the fan remains at least 7’-6” above the finished floor and only where resident and guest safety can be assured. Ceiling fans must be coordinated with NFP requirements.
- Consider replacing factory-installed window limiters for alternative window guard devices in common areas to maximize airflow while maintaining safety and security.

To preserve indoor air quality and to align with broader electrification goals, only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).

In addition to the measures outlined above, HPD recommends that all buildings provide hand sanitizing stations at all entrances, communal spaces, elevator lobbies and outside public restroom, giving preference to touch-free options when possible. Provide signage for best practices for sanitizing.

Hardware can also help to keep residents healthy. Install low-or-no-touch hardware at entry, circulation, and common areas where feasible, including keycards, automatic door openers, motion-activated or infrared-activated lighting in common areas, and touch-less faucets and fountains. Refer to Enterprise Green Communities for further discussion of materials, sealants, paints, adhesives, coatings, etc. and their VOC levels, air sealing and compartmentalization of units, and encouraging smoke-free buildings including common outdoor areas. In the event of a conflict between requirements in these *Guidelines* and the most current EGC requirements adopted by the agency, the EGC requirement shall prevail.

HEALTHY BUILDING REQUIREMENTS & RECOMMENDATIONS

SECTION 4 / SUSTAINABILITY & ENERGY EFFICIENCY

HPD policy and proposed City/local law requires that all new construction and some preservation projects achieve Enterprise Green Communities (EGC) Certification (with New York City Overlay for HPD projects). EGC requirements and compliance fall within the jurisdiction of HPD Sustainability. In the event of a conflict between requirements in these *Guidelines* and the most current EGC requirements adopted by the agency, the EGC requirement shall prevail.



Buildings receiving HPD financing are required to benchmark and track utility usage for heating, electric and water. Buildings are required to retain a listed, pre-qualified benchmarking service provider for the restriction period governed by the regulatory agreement.

One of the goals set forth by OneNYC 2050 is to achieve carbon neutrality by 2050. Carbon neutrality requires a shift away from fossil fuels to clean sources of energy and switching to higher efficiency building systems. The legislative requirements of this goal, as per *Climate Mobilization Act* and *NYC Local Laws 92 and 94* (2019) mandate specific measures for energy use reduction and stormwater management through sustainable roofing zones. BLDS will review projects to determine applicability.

We recommend incorporating low or no-energy design features (“passive design”) in all projects to reduce overall energy use and to contribute to resident comfort. This includes ENERGY STAR ceiling fans where appropriate, exterior/permanent window shading, and consideration for interior shades that residents may wish to install.

In addition, the implementation of *Passive House* principles may be considered to enhance energy efficiency and indoor air quality. *Passive House* measures such as continuous insulation, airtight enclosure, and heat recovery provide residents with superior quality residences while increasing long term viability for through lower utility bills for residents.

Note that projects meeting the baseline requirements of NYCECC or Enterprise Green Communities may fall short of future carbon goals, and should consider the long term impact of design decisions, taking into consideration first cost, energy and cost savings, and future costs.

SECTION 5 / ZERO WASTE

Thoughtful building planning for waste storage and compost recycling, as well as educational programs for residents can substantially reduce waste production. HPD-assisted projects are encouraged to aim for achieving the goals of *OneNYC 2050* to minimize waste and maximize diversion of traditional recyclables such as organics and textile, as outlined in *Zero Waste Design Guidelines*. Development teams are encouraged to consult the Department of Sanitation on space allocation for waste management. A waste management plan for buildings with over 150 units and containerized waste collection for buildings with



over 300 units are recommended by DSNY. On-site source separation of materials should be practiced to the greatest extent feasible, thus BLDS encourages separate bins for recycling of organic waste, and additional space for the recycling of cardboard, electronics, textiles, and special waste such as paint, light bulbs, etc. Project teams are encouraged to consider the design of waste collection areas for easy cleaning, and ensure that best practices in integrated pest management are considered in these areas.

SECTION 6 / FLOOD RESISTANT CONSTRUCTION



As required by State law, New York City is a Participating Community in the National Flood Insurance Program (NFIP), as administered by the Federal Emergency Management Agency (FEMA). In New York City, the Department of Buildings is the flood plain administrator and regulates building design and construction in accordance with the NFIP and FEMA requirements. Further, New York City Law and the DOB require that buildings be designed in accordance with the more restrictive of either the current or proposed Flood Insurance Rate Map (FIRM). Appendix G of the *New York City Building Code* sets forth the comprehensive regulations for flood plain management including the technical standards for compliance. The *New York City Construction Codes* and the NFIP have established minimum requirements for flood-resistant construction in Special Flood Hazard Areas (based on the one percent chance or 100-year base flood elevation). Developers of HPD-assisted projects located in such areas should consider designing them to withstand the higher FEMA 500-year storm event, to the maximum extent practicable or feasible.

In addition, for HPD-assisted projects not located in areas currently governed by DOB requirements for flood-resistant construction, but for which it is reasonable to believe flooding may occur—those in FEMA 500-year flood plain, New York City Office of Emergency Management Evacuation Zones, and/or areas impacted historically by major weather event (e.g. Hurricane Sandy)—the design should consider flood-resistant techniques and measures consistent with the DOB/FEMA requirements, to the maximum extent practical or feasible. HPD recognizes that conflicts exist between the requirement to make sites readily accessible and the desire to elevate the structure for flood resilience. Generally:

- The entire structure, including any foundation, is to be designed to withstand collapse, lateral movement, and flotation due to extreme weather conditions.
- For all heating, ventilation, air-conditioning, electrical, plumbing, fire suppression, and other utilities services, equipment, and controls shall be constructed or located in areas that would preclude infiltration or accumulation of water within the components or machinery during flooding conditions. If electronic controls or devices are used to abate water infiltration, an emergency power supply (generator) should be permanently installed in-place.

- All projects that are subject to BLDS Design Review and located in either the FEMA 100- and 500-year flood plain, the New York City Office of Emergency Management Evacuation Zones, and/or areas impacted historically by a major weather event (e.g. Hurricane Sandy) should refer to the resources described below to ensure flood safety preparedness.

NYC Mayor's Office of Recovery and Resiliency, *Climate Resiliency Design Guidelines*
 NYC *Flood Hazard Mapper*
 NYC Department of City Planning, *Zoning for Coastal Flood Resiliency*
 Enterprise Green Communities, *Ready to Respond: Strategies for Multifamily Building Resilience*
 HPD Resiliency Resources

SECTION 7 / ACTIVE DESIGN

The City of New York and partners published *Active Design: Affordable Designs for Affordable Housing* as a guide for designing affordable housing developments that benefit resident health and well-being. The document supplements New York City's *Active Design Guidelines*, which outline a broad array of architectural and urban design strategies to encourage, walking, bicycling, climbing stairs, using transit, active recreation, and a healthy diet. *Active Design: Affordable Designs for Affordable Housing* is more focused on feasible, low-cost strategies to integrate active design in affordable housing developments. The principles outlined in this document must be considered for new HPD development projects.



SECTION 8 / AGING IN PLACE

Many adults prefer to live in their own home and community as they age, wishing to live safely, comfortably, and independently for as long as possible. In addition to the requirements set forth in the *Guidelines for Senior Housing projects*, BLDS encourages cost-effective measures to implement the recommendations of *Aging in Place Guide for Building Owners*.



SECTION 9 / COMMERCIAL & RETAIL SPACES

HPD is interested in the long-term viability of retail space in affordable housing developments. To succeed, spaces must be able to address the needs of existing neighborhood contexts and adapt to changes in those needs. In collaboration with the Design Trust for Public Space, HPD has developed guidelines of the most cost-effective strategies to develop high-quality, flexible retail spaces. The publication is available on HPD's website.





HPD Design Requirements

CHAPTER 2

SECTION 1 / SITE PLANNING

Projects must consider the logistical and financial constraints of construction on their site and optimize their design proposals. While every site and program are unique, the following general principles should be addressed:

- Avoid excessive excavation. Particularly in areas with unknown subsurface conditions, and where rock or high water tables are prevalent, proposed cellars may have to be reduced, relocated, or even eliminated. Early planning for such contingencies (including determining alternate locations and even eliminating cellars in some locations) may preserve essential design elements.
- Avoid underpinning adjacent structures by locating excavation areas away from them when possible.
- Avoid excessive lot-line windows. Such fenestrations are subject to additional code requirements, as outlined in the Department of Buildings-issued 'Buildings Bulletin 2015-17' issued by the Department of Buildings.



SECTION 2 / BUILDING ENVELOPE

The massing of buildings should relate to the surrounding context, avoiding abrupt changes in building height from adjacent buildings and deviations from the street wall. Proportions, dimensions, and spacing of fenestration should complement neighborhood patterns.

Articulation of massing, material, color, and texture should be used to define elements of buildings. Building facades should be dynamic: HPD encourages variation in the type, color, and depth of material in the building envelope to create a sense of depth with light and shadow and to avoid a flat, planar appearance.

All HPD projects should be constructed of high quality, attractive, sustainable, and durable materials that minimize maintenance costs. When choosing exterior finish materials, consider the new building's relationship to the surrounding neighborhood in terms of color, texture, and pattern. Avoid matching materials and patterns of nearby affordable housing.

Designs should relate to the human scale at the base level and activate the ground floor along the street frontage. The main residential entrance should be appropriately distinguished from the rest of the building and should provide shelter from inclement weather.

MASSING
& ELEVATIONS



MATERIAL &
PATTERN



STREET
FRONTAGE



SECTION 3 / OUTDOOR SPACES



Projects should maximize the use of outdoor space including all yards at ground level, terraces, and rooftops. All outdoor spaces should be appropriately programmed and landscaped for their intended populations and should include seating spaces. All areas of programmed outdoor space must be fully mobility-impaired accessible, and changes in elevation must be shown on all plans included in the submission. When providing multiple outdoor spaces, it is highly recommended that each space be programmed for different purposes. BLDS encourages projects to provide multiple outdoor spaces that permit simultaneous use by different groups. This is especially important in areas that are not within ¼ mile of accessible public outdoor space. Larger outdoor spaces may benefit from electrical outlets for resident use and special events.

Additionally, outdoor spaces must be visible from common areas to enhance security. Wherever possible, windows should maximize visibility to the street and surveillance of public and private outdoor spaces. Paved areas must be constructed of cost-effective and durable materials. Landscaping must be attractive and low-maintenance, incorporating native plants or plants suited to the local climate in order to limit the need for artificial irrigation. HPD encourages the provision of accessible outdoor spaces on concrete decking; e.g. the surfaces above parking or the roofs over a ground floor commercial space or a community facility are often easily accessible outdoor spaces. These areas should be programmed for resident use, and a significant portion of the surfaces should be landscaped with planting strips, box planters, or other planting systems to minimize hard surfaces. Projects should consider reducing impervious surfaces and including green infrastructure elements that help reduce stormwater runoff while providing benefits such as cleaner air, habitat, and aesthetic value.

HPD encourages landscaping that reduces heat island effects and keeps outdoor spaces comfortable including light colored surfaces, green roofs and shade trees. These measures will be increasingly valuable as temperatures rise due to climate change. Note that per Local Laws 92 & 94, buildings will be required to install solar or green roofs on available roof area, with certain exceptions including roofs used for recreational purposes.

In developments including family-oriented dwelling units, a toddler play area with safe equipment and matting should be provided and located to allow nearby supervision. HPD recommends grouping play areas with other programmatic elements such as laundry rooms, outdoor seating, and recreation spaces. Play areas should be secured and screened from street traffic.

SECTION 4 / BUILDING PLANNING

Each building must have a ground floor residential entrance lobby that is distinctly articulated and clearly visible from the street. This lobby must be restricted exclusively to residential use and must be entirely separate from the circulation of non-residential uses such as commercial, retail, or community facilities. Larger buildings, particularly those with multiple building segments, should provide multiple lobbies, each with direct ingress and egress. BLDS strongly recommends entirely separating residential circulation, including secondary means of egress, from that of non-residential uses. Building services—including waste management, utilities, janitorial and mechanical rooms—should not open directly into the lobby.

The residential lobby must be an inviting space, distinguished from corridor circulation by choice of materials, high ceilings, seating areas or other design strategies. The lobby must have ample daylight and a direct view to the street or landscaped areas. If the building has a mailroom or mail alcove, it should be located in an area that is visible and accessible from the lobby. The residential lobby establishes circulation patterns within the building: the primary vertical circulation/elevator must be visible and accessible from the lobby. HPD encourages application of the strategies outlined in *Active Design: Affordable Designs for Affordable Housing* that promote fitness through active lifestyle, particularly emphasizing the location and treatment of circulation in buildings. BLDS encourages natural lighting throughout public circulation spaces and corridors, and separation of these corridors from trash route.

A parcel room is recommended to store delivered packages, including proprietary locker storage/delivery systems. Locating cardboard recycle bin in parcel room and paper recycle bin in mail room can improve waste diversion.

On each floor, the public circulation space should be minimal. Long corridors are strongly discouraged except when designed to capture natural light: location of 3- and 4-bedroom units at the ends of corridors may reduce corridor length. The interior circulation system should minimize changes in corridor direction, recesses, and offsets. BLDS recommends a centralized core to diminish travel distances and multiple vertical circulation cores for larger buildings. HPD requires residential corridors that are at least 5'-0" clear width.

Planning and functionality of elevators in each building greatly impacts the quality of life of its residents, especially senior citizens and people with disabilities. When elevators are required, the following elevator chart should be used to determine the minimum number of passenger elevators based on the number of stories and residents. Elevator Occupant Load is calculated by assuming 2 people per bedroom and 1.5 people per each 0-bedroom or Efficiency unit. If a building requires more than one passenger elevator, elevators must be grouped together to minimize the impact of service and repair on traffic. BLDS encourages accommodation of excess capacity so that vital traffic is maintained when one car is out of service. Each building segment should be served by at least two elevators, unless the building requires fewer than two elevators in total. Service elevators should not be considered for general passenger use and do not count towards requirements of passenger elevators specified here. Walking distance from the elevators to the farthest unit should not exceed 150 feet.

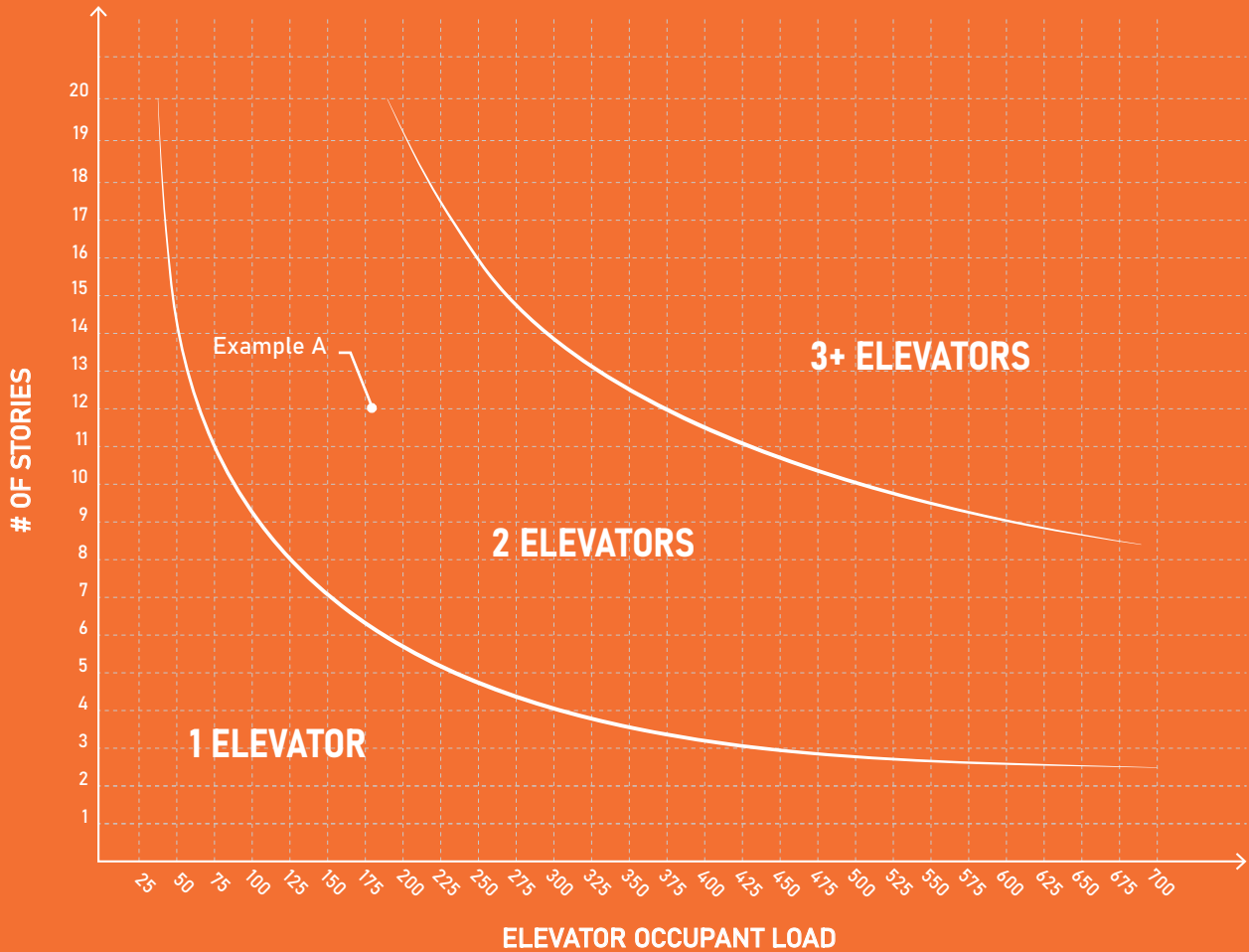
LOBBY & CIRCULATION



ELEVATORS



REQUIRED NUMBER OF ELEVATORS



EXAMPLE A

If a multifamily building is 12 stories and has a mix of (60) 0-bedrooms, (25) 1-bedrooms and (10) 2-bedroom units, the required number of elevators should be calculated as follows:

0-bedroom: $60 \times 1.5 = 90$

1- bedroom: $25 \times 1 \times 2 = 50$

2-bedroom: $10 \times 2 \times 2 = 40$

total elevator occupant load = $90 + 50 + 40 = 180$

Per the chart above, the building requires (2) passenger elevators.

BLDS recommends providing a variety of thoughtfully designed and situated common spaces in all new buildings to the extent that they enhance the tenant experience and promote resident engagement. However, common spaces must not be so excessive as to reduce the number, capacity, or quality of residential units in the building. Otherwise, the occupancy and program of each space should determine its size, finishes, and furniture capacity. Common spaces may include, but are not limited to, the following:

- **Resident Recreation Space** located adjacent to primary entryways, circulation, or outdoor space. This space should be adaptive to various uses and have access to natural light. To align with resiliency goals, HPD encourages teams to consider recreation spaces that may be used as areas of refuge in the event of prolonged loss of utility service. Such spaces should be powered by an emergency generator, climate controlled, and equipped with charging stations and refrigerators (for storing essentials such as medicine).
- **Laundry Room** conveniently located and directly accessible from the public circulation. BLDS encourages natural light and ventilation in this room.
- **Children's Indoor Play Room** with safe and durable play equipment and aesthetically interesting finishes. This space should be clearly visible from other common spaces such as the laundry room or tenant recreation space.
- **Exercise Room** visually connected to other spaces when possible.
- **Rest Room** convenient to other spaces.
- **Residents' Storage** that is secure and fully accessible. Centralized storage areas should be located in close proximity to the elevator core, but BLDS encourages locating additional storage within individual units when possible.
- **Bicycle Storage** is required by ZR 25-80 and should be located near circulation and easily accessible by the tenants.

The *New York City Zoning Resolution* establishes minimum areas, dimensions, and design requirements for common spaces in Quality Housing buildings, including tenant recreation spaces and refuse storage, and it incentivizes the inclusion of laundry facilities in these buildings.

COMMON SPACES



SECTION 5 / APARTMENT PLANNING

The following pages describe the unit requirements and calculation methodology. HPD Program may permit limited variation from these requirements. For consideration, a proposal must identify known areas of non-compliance no later than the initial design submission, accompanied by an explanation of the rationale behind design decisions, project constraints, and other considerations contributing to non-compliance. Projects receiving Housing Trust Fund (HTF) funding may exceed the maximum allowable areas, up to the lower end of the unit area ranges required by the *New York State Homes and Community Renewal (HCR) Design Handbook*.

UNIT DISTRIBUTION & EQUITABILITY

Amenities and resources must be equitably distributed among the dwelling units in a project. For instance, if any units have in-unit washer/dryers, then all units must have in-unit washer/dryers. All units must have the same level of access to common areas. In the event that a project comprises of multiple buildings, building segments, or otherwise duplicative building elements (e.g. multiple lobbies in a large building), such elements must be designed and operated similarly.

Some projects must separate units into categories, which may be differentiated based on intended population (senior, supportive housing), financing (in mixed market and Inclusionary projects), types of accessibility ('Section 504' designated units for mobility impaired / hearing and visually impaired), or by income band, among other distinctions. These categories must be distributed throughout the building and/or project to the maximum extent feasible so as to maximize options and choice. Categories of units should be distributed both horizontally and vertically (note that Inclusionary projects have separate specific requirements). In the event of overlapping categories, the requirements must be applied proportionally. For instance, a project including both market units and Inclusionary affordable units must apply Section 504 accessibility requirements to the project as a whole, but must also meet the requirements within the affordable units considered separately.

ADJACENCY

The design of dwelling units must consider not only the unit itself, but the unit situated in relation to other units in the building, internal circulation patterns, exterior spaces, building systems and equipment, and other buildings. Unit entrances must be located and designed to preserve the privacy of residents: they should not abut common areas, should not be visible from prominent windows, and should not directly face high circulation areas such as elevator cores, doors to common spaces, or stairs. Unit windows (especially bedroom windows) must not face common areas, public areas, or mechanical equipment without adequate screening, sound attenuation, and/or vertical separation. Unit windows should avoid facing directly into other unit or common windows.

Dwelling unit area calculation refers to the area within the perimeter walls, which includes all area between the finished surfaces of all exterior walls and demising partitions. All mechanical and plumbing chases, as well as structural members that are integral components of exterior walls and demising partitions will be excluded from area calculations for the purpose of determining compliance with unit size requirements. Structural members (such as freestanding columns) that are not integral components of exterior walls or demising partitions will be included in the unit and room area calculations.

UNIT AREA
CALCULATION

Room area is calculated to include the rectangular space meeting the minimum dimensions stipulated in the unit design requirements. Room area must generally maintain a minimum 8'-0" ceiling height. However, BLDS will accept a soffit that reduces ceiling height to no less than 7'-0" at the perimeter of a room only, and only providing that the space maintains sufficient area and minimum room dimension at 8'-0" ceiling height to comply with *Building Code* and other requirements.

ROOM AREA
CALCULATION

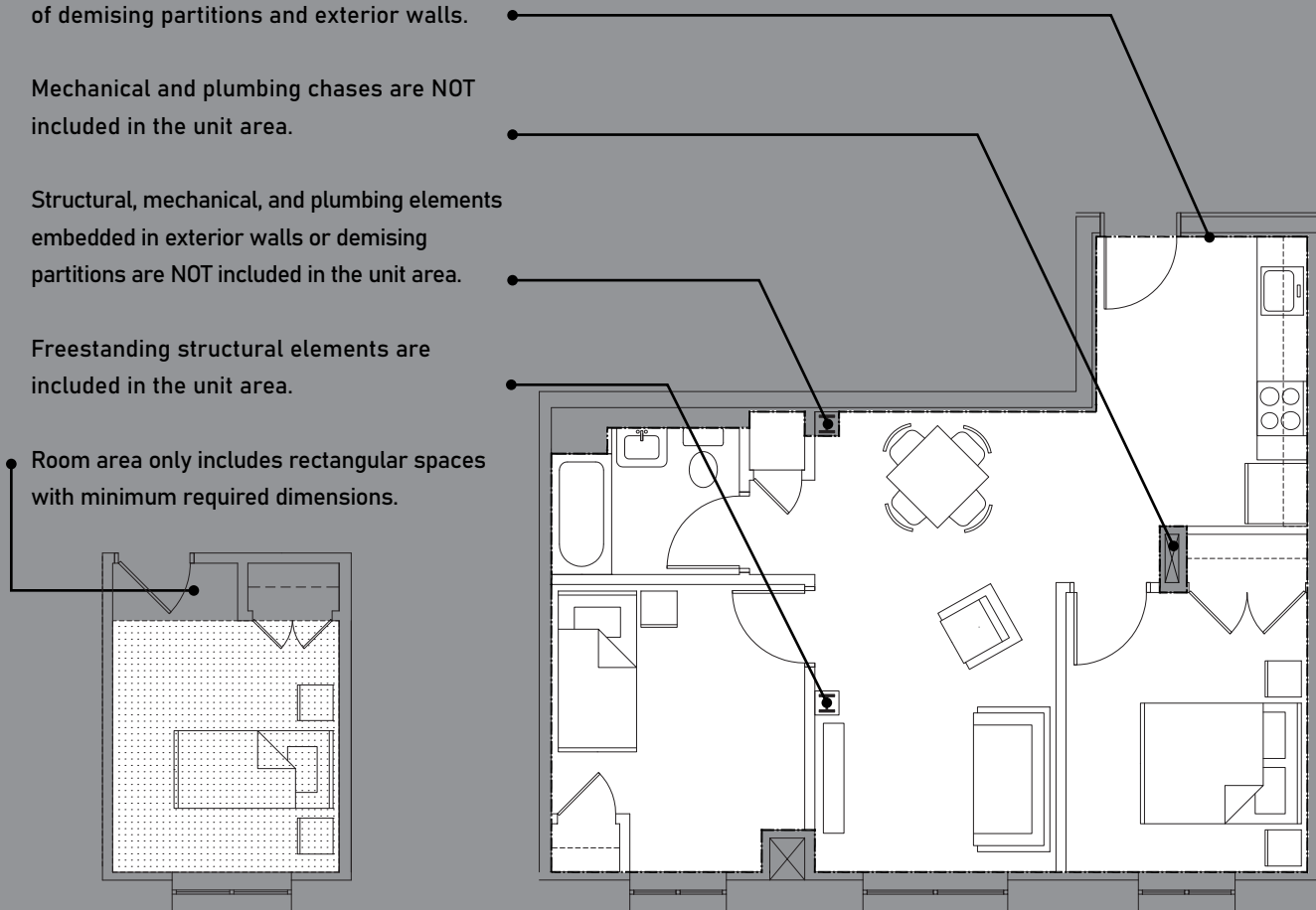
Measurements are taken to the finished face of demising partitions and exterior walls.

Mechanical and plumbing chases are NOT included in the unit area.

Structural, mechanical, and plumbing elements embedded in exterior walls or demising partitions are NOT included in the unit area.

Freestanding structural elements are included in the unit area.

Room area only includes rectangular spaces with minimum required dimensions.



ROOM AREA CALCULATION DIAGRAM

UNIT AREA CALCULATION DIAGRAM

Design Requirements for Efficiency Units

Buildings with Supportive Housing units may opt to use Efficiency units throughout the building in lieu of 0-Bedrooms. Buildings may not include both Efficiency and 0-Bedroom units.

The Efficiency unit, is a Class A apartment consisting of the following:

- **Living Room/ Dining Area /Sleeping Area (LR/DA/SA)**
- **Kitchenette*** consisting at minimum of a 30-inch range, 24-inch refrigerator, 24-inch sink with a 30-inch removable base cabinet, one continuous 30-inch work surface with removable base cabinets underneath, and adequate wall hung cabinets above countertops and appliances. Countertop segments must have a minimum width of nine (9) inches. Base cabinets must be two feet deep and countertops must be 25 inches deep. Shelving must be minimally 11.5 inches deep. This kitchen must be accessible (see [Accessibility Guide](#)). Only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).
- **Bathroom** containing a bathtub and/or shower with a showerhead, a sink, and a toilet. This bathroom must be accessible (see [Accessibility Guide](#)).
- **Storage** including clothing closets, linen closets, pantry, and/or bulk storage. All clothing closets must be at least two (2) feet deep. The clothing closet space may be divided, but must total no less than four (4) feet wide, and no segment may be less than two (2) feet wide. Separate linen closets are encouraged.
- **Office or Workspace (optional)** designating a space with minimum dimensions of 4'-0" x 5'-0" not overlapping with other required spaces, circulation, or maneuvering clearances, and provided with an electrical outlet. Units with such spaces may exceed the maximum target net area by up to 25 sf.



TYPES OF SPACES

The areas in the following table describe minimum areas and dimensions to the inside finished surfaces of the walls and partitions. All spaces must be accessible. All doors must be 3'-0" wide minimum along accessible routes.

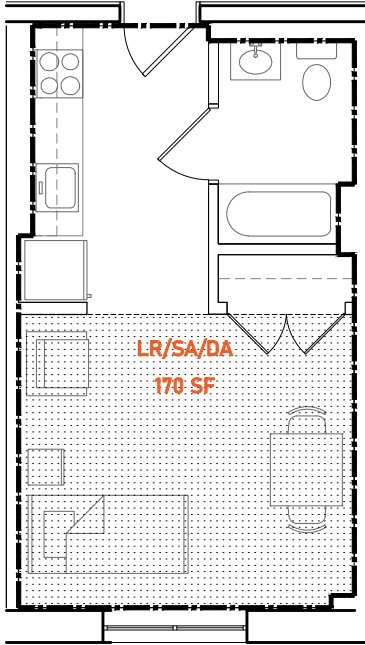
Efficiency	LR/SA/DA	STORAGE	TARGET NET
Area	160 sf	10 sf	300-350 sf**
Min. Dim.	9'-0"	see description	-

*Requirements for appliance sizes are listed as absolutes, but nominal sizing may be applied, especially in the case of high-quality appliances. Verify market availability of selected appliances and provide product dimensions

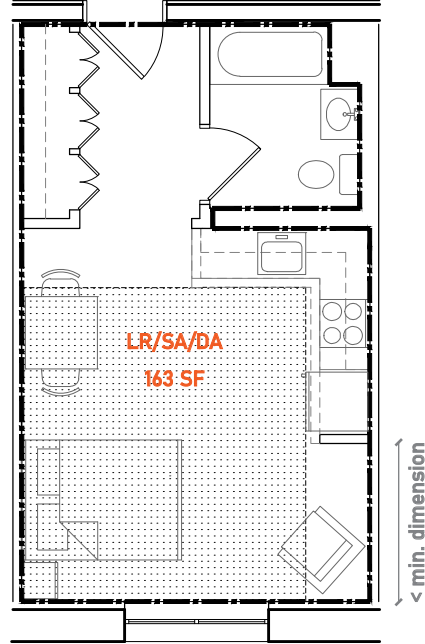
**Units designed to the *Universal Federal Accessibility Standards*, in accordance with Section 504 of the *Rehabilitation Act of 1973*, and all units in vertical line with such units, may exceed target net area by up to 25 sf. Efficiency Units in buildings containing any Affordable Independent Residences for Seniors (AIRS) units must be minimally 325 sf.

MINIMUM SIZES

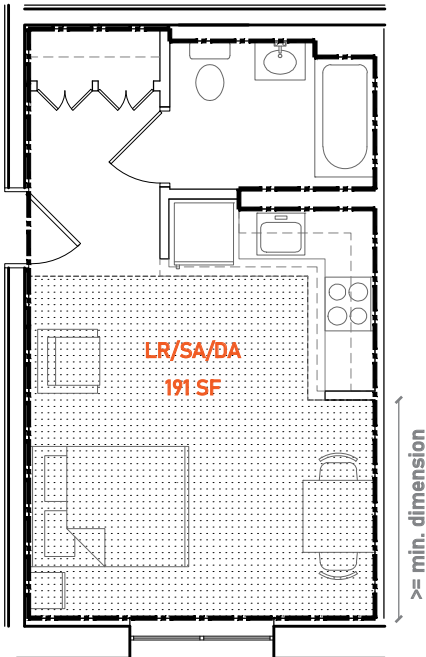
UNIT EFF-a
326 SF



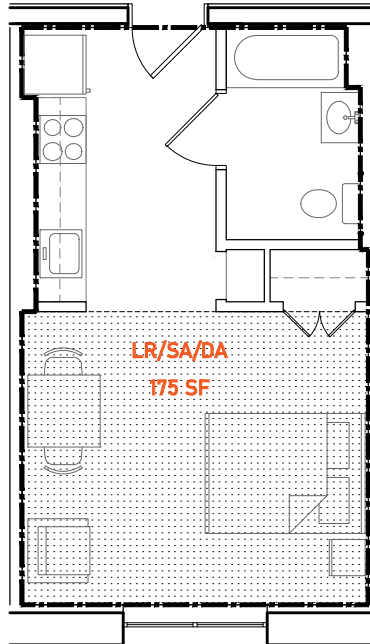
UNIT EFF-b
335 SF



UNIT EFF-c
343 SF



UNIT EFF-d Section 504 Mobility Impaired Unit
343 SF



--- DWELLING UNIT AREA
 ROOM AREA

Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

Efficiency Unit Diagrams

Design Requirements for 0-Bedroom Units

The 0-Bedroom unit, is a Class A apartment consisting of the following:

- **Living Room/ Dining Area /Sleeping Area** (LR/DA/SA)
- **Kitchenette*** consisting at minimum of a 30-inch range, 24-inch refrigerator, 24-inch sink with a 30-inch removable base cabinet, one continuous 30-inch work surface with removable base cabinets underneath, and adequate wall hung cabinets above countertops and appliances. Countertop segments must have a minimum width of nine (9) inches. Base cabinets must be two feet deep and countertops must be 25 inches deep. Shelving must be minimally 11.5 inches deep. This kitchen must be accessible (see [Accessibility Guide](#)). Only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).
- **Bathroom** containing a bathtub and/or shower with a showerhead, a sink, and a toilet. This bathroom must be accessible (see [Accessibility Guide](#)).
- **Storage** including clothing closets, linen closets, pantry, and/or bulk storage. All clothing closets must be at least two (2) feet deep. The clothing closet space may be divided but must total no less than four (4) feet wide, and no segment may be less than two (2) feet wide. Separate linen closets are encouraged.
- **Office or Workspace (optional)** designating a space with minimum dimensions of 4'-0" x 5'-0" not overlapping with other required spaces, circulation, or maneuvering clearances, and provided with an electrical outlet. Units with such spaces may exceed the maximum target net area by up to 25 sf.



TYPES OF SPACES

The areas in the following table describe minimum areas and dimensions to the inside finished surfaces of the walls and partitions. All spaces must be accessible. All doors must be 3'-0" wide minimum along accessible routes.

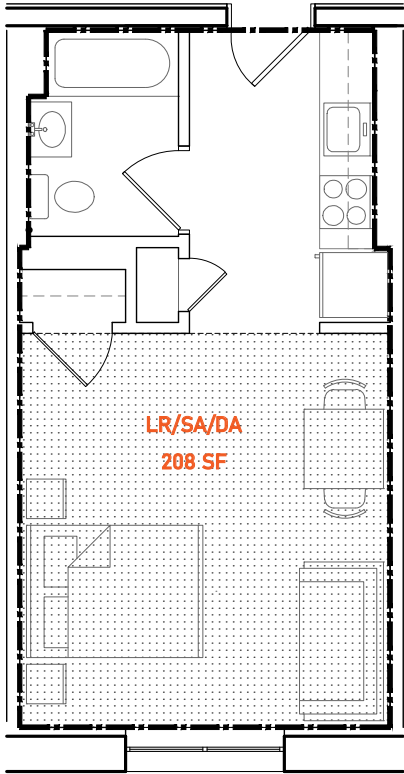
0-BR	LR/SA/DA	STORAGE	TARGET NET
Area	200 sf	10 sf	350-400 sf**
Min. Dim.	9'-0"	see description	-

*Requirements for appliance sizes are listed as absolutes, but nominal sizing may be applied, especially in the case of high-quality appliances. Verify market availability of selected appliances and provide product dimensions

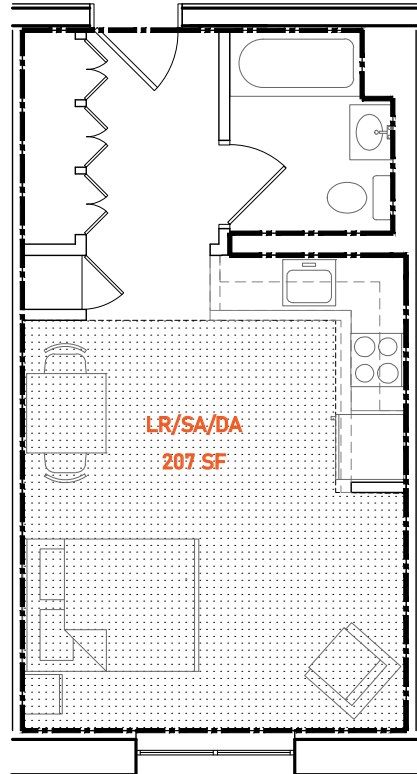
**Units designed to the *Universal Federal Accessibility Standards*, in accordance with Section 504 of the *Rehabilitation Act of 1973*, and all units in vertical line with such units, may exceed target net area by up to 25 sf.

MINIMUM SIZES

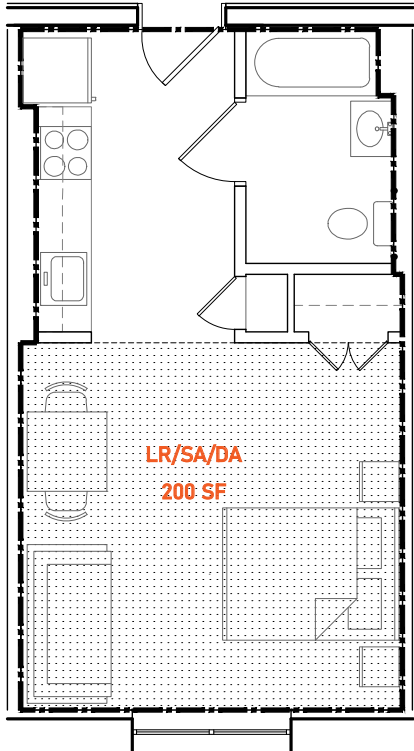
UNIT 0-a
359 SF



UNIT 0-b
351 SF



UNIT 0-c Section 504 Mobility Impaired Unit
361 SF



Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

0-Bedroom Unit Diagrams

--- DWELLING UNIT AREA
..... ROOM AREA

Design Requirements for 1-Bedroom Units

The 1-Bedroom unit is a Class A apartment consisting of the following:

- **Bedroom** with a closet, allowing flexible furniture arrangement.
- **Living Room / Dining Area** allowing suitable furniture placement
- **Kitchen / Kitchenette*** consisting at minimum of a 30-inch range, 24-inch refrigerator, 24-inch sink with a 30-inch removable base cabinet, base cabinets with at least three (3) linear feet of countertop surface (including one continuous 30-inch work surface with removable base cabinets underneath), and adequate wall hung cabinets over countertops and appliances. Countertop segments must have a minimum width of nine (9) inches. Base cabinets must be two feet deep and countertops must be 25 inches deep. Shelving must be minimally 11.5 inches deep. This room must be accessible (see [Accessibility Guide](#)). Only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).
- **Bathroom** containing a bathtub and/or shower with a showerhead, a sink, and a toilet. This bathroom must be accessible (see [Accessibility Guide](#)).
- **Storage** including clothing closets, linen closets, pantry, and/or bulk storage. All clothing closets must be at least two (2) feet deep. The clothing closet space may be divided but must total no less than four (4) feet wide, and no segment may be less than two (2) feet wide. BLDS recommends providing a variety of closet configurations in similar layouts when possible. Separate linen closets are encouraged.
- **Office or Workspace (optional)** designating a space with minimum dimensions of 4'-0" x 5'-0" not overlapping with other required spaces, circulation, or maneuvering clearances, and provided with an electrical outlet. Units with such spaces may exceed the maximum target net area by up to 25 sf.



TYPES OF SPACES

The areas in the following table describe minimum areas and dimensions to the inside finished surfaces of the walls and partitions. All spaces must be accessible. All doors must be 3'-0" wide minimum along accessible routes.

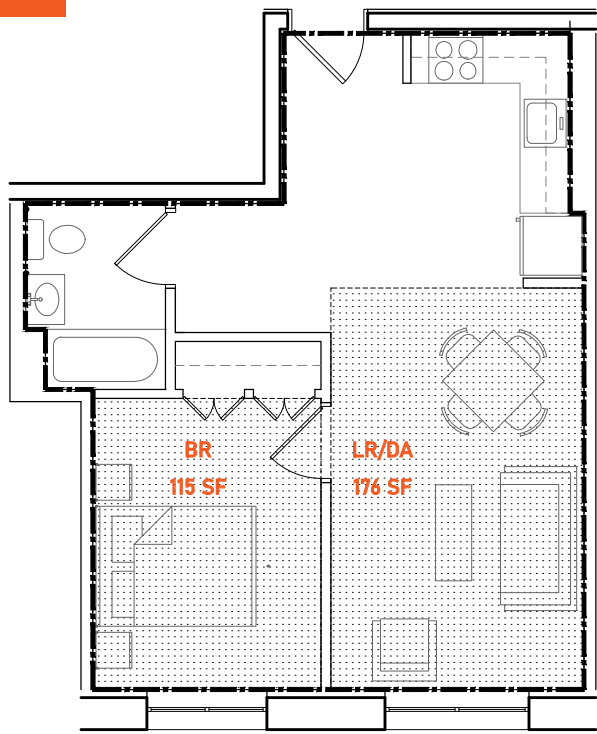
1-BR	LR/DA	BR	STORAGE	TARGET NET
Area	170 sf	110 sf	12 sf	500-550 sf
Min. Dim.	9'-0"	9'-6"	see description	-

*Requirements for appliance sizes are listed as absolutes, but nominal sizing may be applied, especially in the case of high-quality appliances. Verify market availability of selected appliances and provide product dimensions

**Units designed to the *Universal Federal Accessibility Standards*, in accordance with Section 504 of the *Rehabilitation Act of 1973*, and all units in vertical line with such units, may exceed target net area by up to 25 sf.

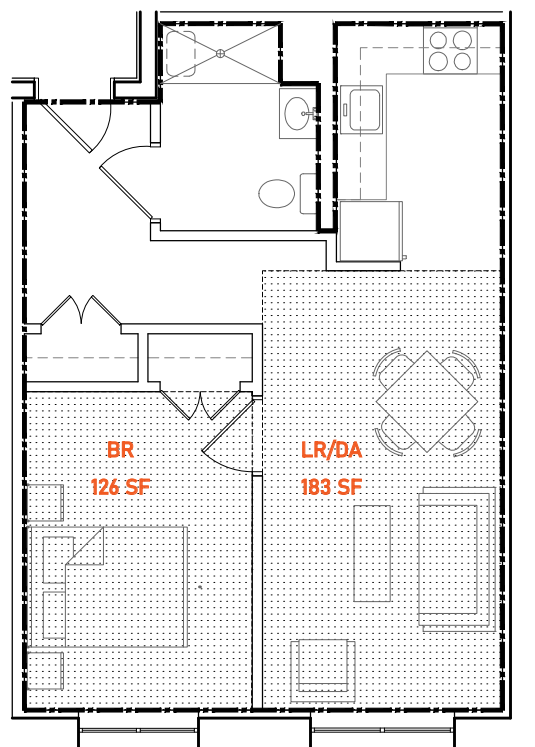
MINIMUM SIZES

UNIT 1-a
514 SF



UNIT 1-b
513 SF

Section 504 Mobility Impaired Unit



--- DWELLING UNIT AREA
 ROOM AREA

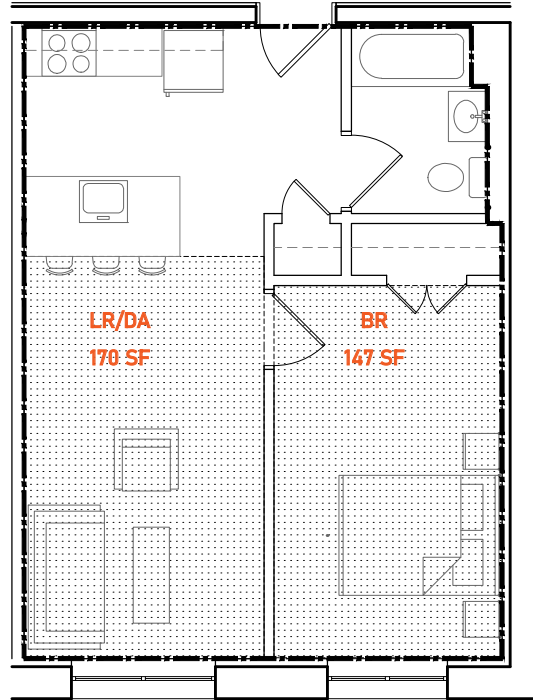
Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

1-Bedroom Unit Diagrams

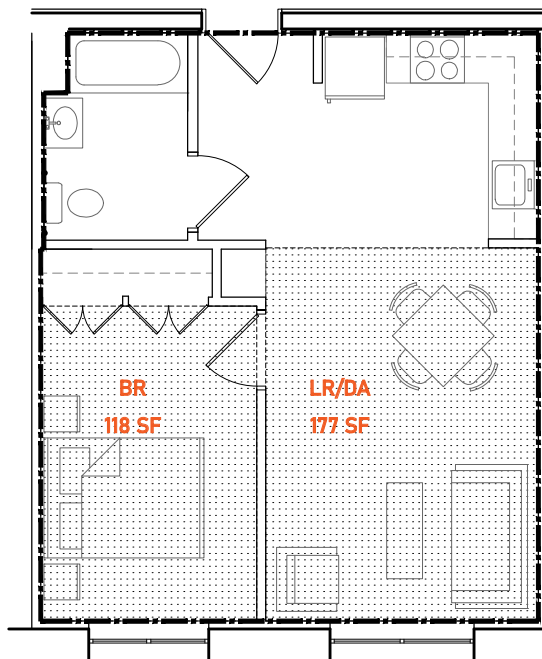
1-Bedroom Unit Diagrams

Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

UNIT 1-c
518 SF



UNIT 1-d
504 SF



--- DWELLING UNIT AREA
ROOM AREA



Design Requirements for 2-Bedroom Units

The 2-Bedroom unit is a Class A apartment consisting of the following:

- **Bedrooms**, each with a closet, allowing flexible furniture arrangement.
- **Living Room / Dining Area** allowing suitable furniture placement
- **Kitchen / Kitchenette*** consisting at minimum of a 30-inch range, 30-inch refrigerator, 24-inch sink with a 30-inch removable base cabinet, base cabinets with at least three (3) linear feet of countertop surface, (including one continuous 30-inch work surface with removable base cabinets underneath), and adequate wall hung cabinets over countertops and appliances. Countertop segments must have a minimum width of nine (9) inches. Base cabinets must be two feet deep and countertops must be 25 inches deep. Shelving must be minimally 11.5 inches deep. This room must be accessible (see [Accessibility Guide](#)). Only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).
- **Bathroom** containing a bathtub and/or shower with a showerhead, a sink, and a toilet. This bathroom must be accessible (see [Accessibility Guide](#)).
- **Storage** including clothing closets, linen closets, pantry, and/or bulk storage. All clothing closets must be at least two (2) feet deep. The clothing closet space may be divided but must total no less than eight (8) feet wide, and no segment may be less than two (2) feet wide. BLDS recommends providing a variety of closet configurations in similar layouts when possible. Separate linen closets are encouraged.
- **Office or Workspace (optional)** designating a space with minimum dimensions of 4'-0" x 5'-0" not overlapping with other required spaces, circulation, or maneuvering clearances, and provided with an electrical outlet. Units with such spaces may exceed the maximum target net area by up to 25 sf.



TYPES OF SPACES

The areas in the following table describe minimum areas and dimensions to the inside finished surfaces of the walls and partitions. All spaces must be accessible. All doors must be 3'-0" wide minimum along accessible routes.

2-BR	LR/DA	BR	BR2	STORAGE	TARGET NET
Area	170 sf	110 sf	100 sf	20 sf	650-725 sf
Min. Dim.	10'-0"	9'-6"	9'-0"	see description	-

*Requirements for appliance sizes are listed as absolutes, but nominal sizing may be applied, especially in the case of high-quality appliances. Verify market availability of selected appliances and provide product dimensions

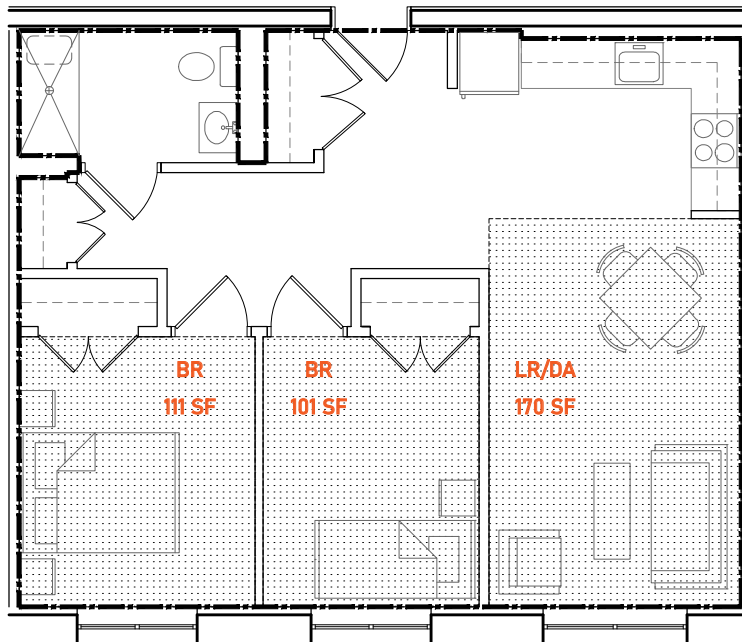
**Units designed to the *Universal Federal Accessibility Standards*, in accordance with Section 504 of the *Rehabilitation Act of 1973*, and all units in vertical line with such units, may exceed target net area by up to 25 sf.

MINIMUM SIZES

UNIT 2-a
705 SF



UNIT 2-b Section 504 Mobility Impaired Unit
719 SF



--- DWELLING UNIT AREA
..... ROOM AREA

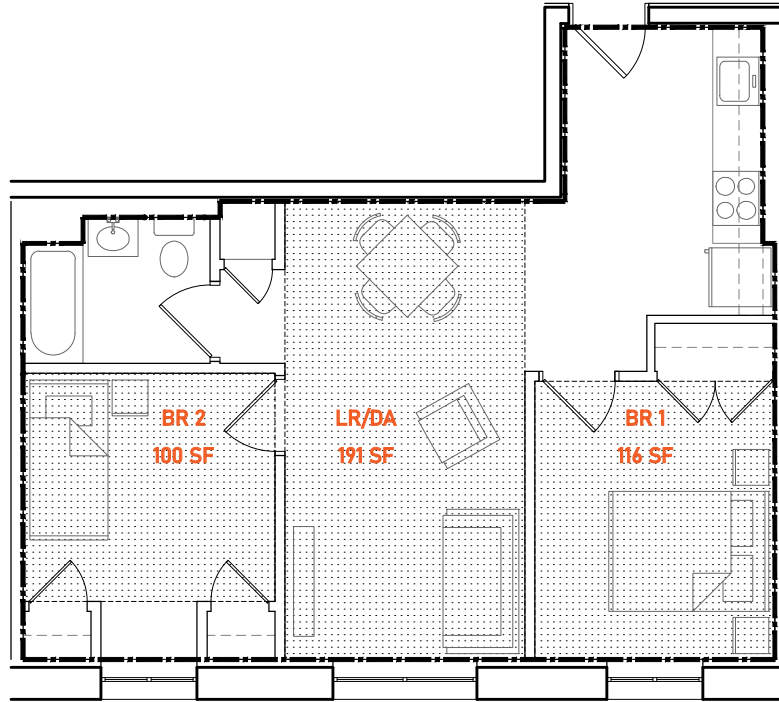
Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

2-Bedroom Unit Diagrams

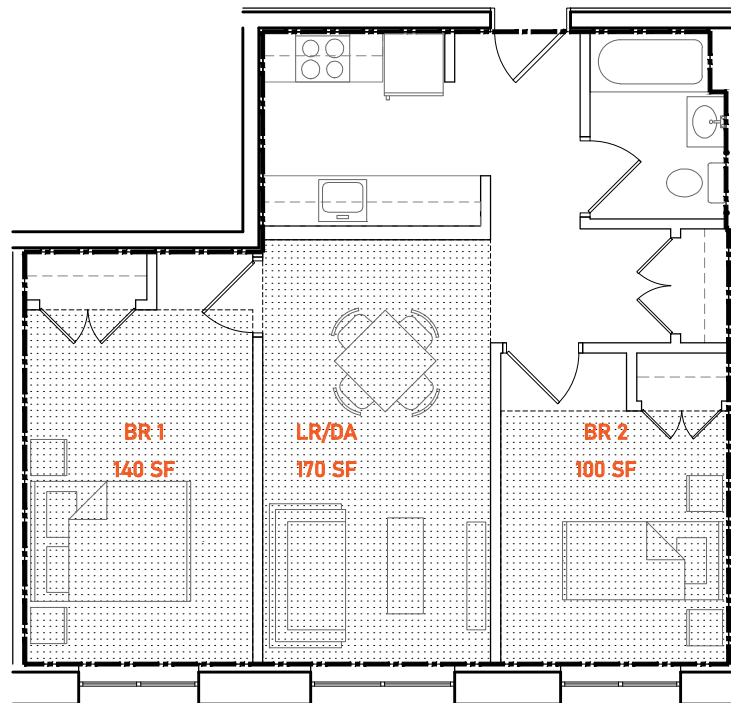
2-Bedroom Unit Diagrams

Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

UNIT 2-c
653 SF



UNIT 2-d
679 SF



--- DWELLING UNIT AREA
..... ROOM AREA



Design Requirements for 3-Bedroom Units

The 3-Bedroom unit is a Class A apartment consisting of the following:

- **Bedrooms**, each with a closet, allowing flexible furniture arrangement.
- **Living Room / Dining Area** allowing suitable furniture placement
- **Kitchen / Kitchenette*** consisting at minimum of a 30-inch range, 30-inch refrigerator, 24-inch sink with a 30-inch removable base cabinet, base cabinets with at least three (3) linear feet of countertop surface (including one continuous 30-inch work surface with removable base cabinets underneath), and adequate wall-hung cabinets over countertops and appliances. Countertop segments must have a minimum width of nine (9) inches. Base cabinets must be two feet deep and countertops must be 25 inches deep. Shelving must be minimally 11.5 inches deep. This room must be accessible (see [Accessibility Guide](#)). Only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).
- **Bathroom** containing a bathtub and/or shower with a showerhead, a sink, and a toilet. This bathroom must be accessible (see [Accessibility Guide](#)).
- **Secondary Bathroom / Half-bath** minimally containing a sink and toilet.
- **Storage** including clothing closets, linen closets, pantry, and/or bulk storage. All clothing closets must be at least two (2) feet deep. The clothing closet space may be divided but must total no less than twelve (12) feet wide, and no segment may be less than two (2) feet wide. BLDS recommends providing a variety of closet configurations in similar layouts when possible. Separate linen closets are encouraged.
- **Office or Workspace (optional)** designating a space with minimum dimensions of 4'-0" x 5'-0" not overlapping with other required spaces, circulation, or maneuvering clearances, and provided with an electrical outlet. Units with such spaces may exceed the maximum target net area by up to 25 sf.



TYPES OF SPACES

The areas in the following table describe minimum areas and dimensions to the inside finished surfaces of the walls and partitions. All spaces must be accessible. All doors must be 3'-0" wide minimum along accessible routes.

3-BR	LR/DA	BR	BR2	BR3	STORAGE	TARGET NET
Area	170 sf	110 sf	100 sf	100 sf	26 sf	850-950 sf
Min. Dim.	10'-0"	9'-6"	9'-0"	9'-0"	see description	-

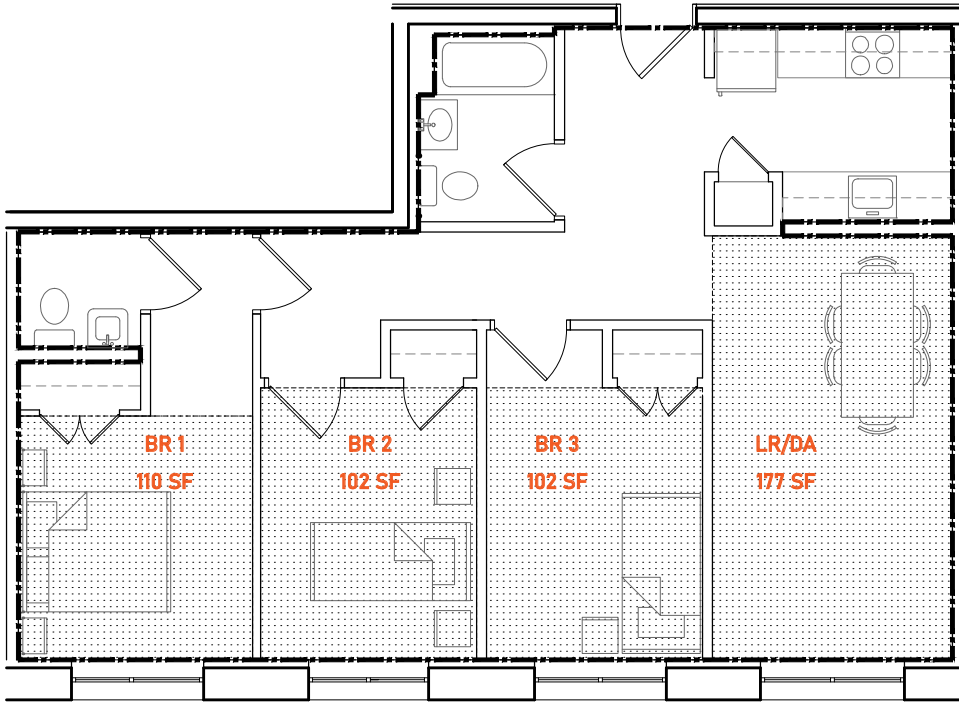
*Requirements for appliance sizes are listed as absolutes, but nominal sizing may be applied, especially in the case of high-quality appliances. Verify market availability of selected appliances and provide product dimensions

**Units designed to the *Universal Federal Accessibility Standards*, in accordance with Section 504 of the *Rehabilitation Act of 1973*, and all units in vertical line with such units, may exceed target net area by up to 25 sf.

MINIMUM SIZES

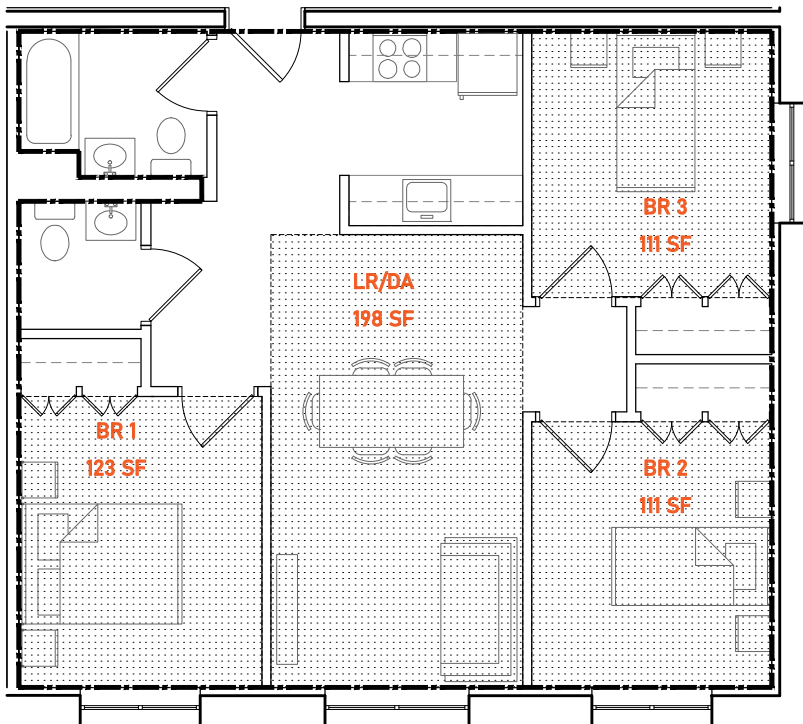
UNIT 3-a

887 SF



UNIT 3-b

857 SF



Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

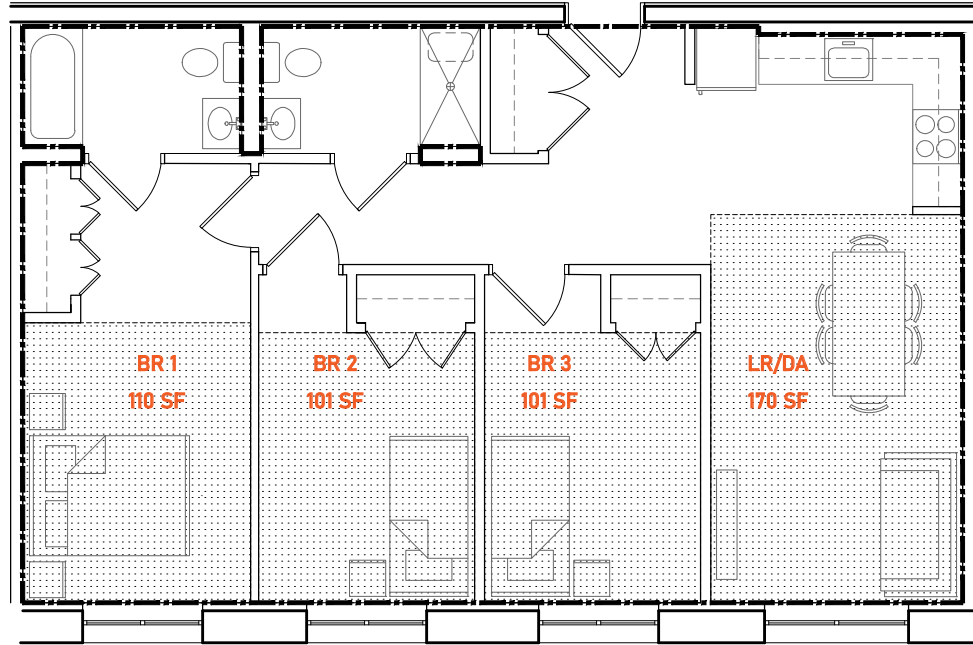
3-Bedroom Unit Diagrams

--- DWELLING UNIT AREA
..... ROOM AREA

3-Bedroom Unit Diagrams

Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

UNIT 3-c Section 504 Mobility Impaired Unit 937 SF



--- DWELLING UNIT AREA
ROOM AREA



Design Requirements for 4-Bedroom Units

The 4-Bedroom unit is a Class A apartment consisting of the following:

- **Bedrooms**, each with a closet, allowing flexible furniture arrangement.
- **Living Room / Dining Area** allowing suitable furniture placement
- **Kitchen / Kitchenette*** consisting at minimum of a 30-inch range, 30-inch refrigerator, 24-inch sink with a 30-inch removable base cabinet, base cabinets with at least three (3) linear feet of countertop surface (including one continuous 30-inch work surface with removable base cabinets underneath), and adequate wall-hung cabinets over countertops and appliances. Countertop segments must have a minimum width of nine (9) inches. Base cabinets must be two feet deep and countertops must be 25 inches deep. Shelving must be minimally 11.5 inches deep. This room must be accessible (see [Accessibility Guide](#)). Only electrical appliances will be allowed within dwelling units (including ranges, ovens, etc.).
- **Bathroom** containing a bathtub and/or shower with a showerhead, a sink, and a toilet. This bathroom must be accessible (see [Accessibility Guide](#)).
- **Secondary Bathroom / Half-bath** minimally containing a sink and toilet.
- **Storage** including clothing closets, linen closets, pantry, and/or bulk storage. All clothing closets must be at least two (2) feet deep. The clothing closet space may be divided but must total no less than twelve (12) feet wide, and no segment may be less than two (2) feet wide. BLDS recommends providing a variety of closet configurations in similar layouts when possible. Separate linen closets are encouraged.
- **Office or Workspace (optional)** designating a space with minimum dimensions of 4'-0" x 5'-0" not overlapping with other required spaces, circulation, or maneuvering clearances, and provided with an electrical outlet. Units with such spaces may exceed the maximum target net area by up to 25 sf.



TYPES OF SPACES

The areas in the following table describe minimum areas and dimensions to the inside finished surfaces of the walls and partitions. All spaces must be accessible. All doors must be 3'-0" wide minimum along accessible routes.

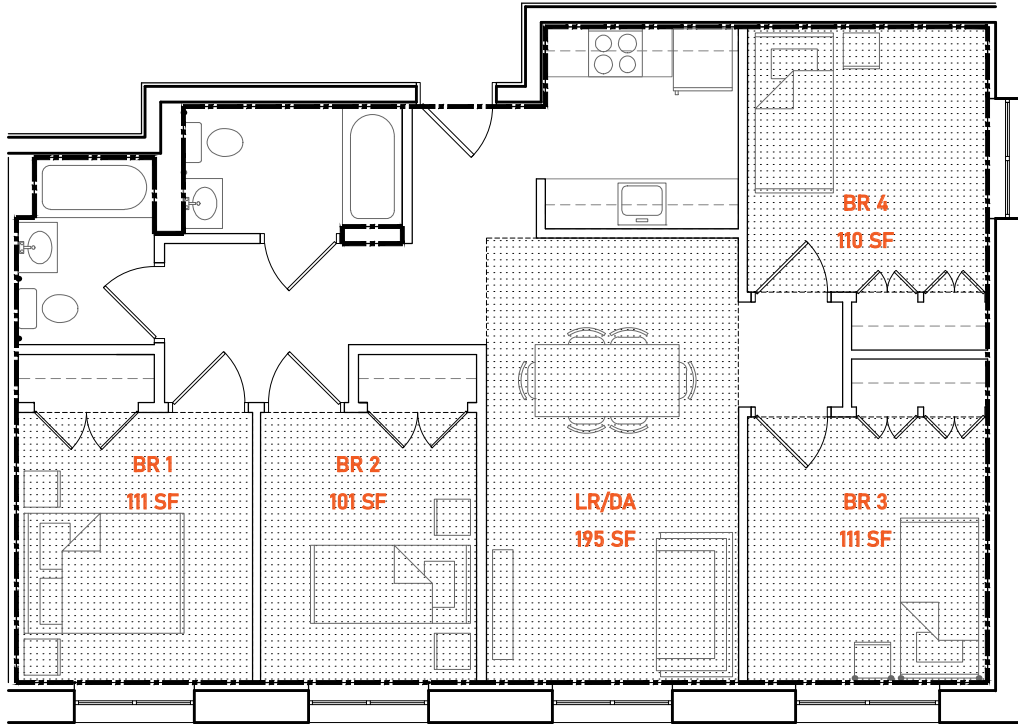
3-BR	LR/DA	BR	BR2 & 3	BR4	STORAGE	TARGET NET
Area	170 sf	110 sf	100 sf	88 sf	32 sf	950-1075 sf
Min. Dim.	10'-0"	9'-6"	9'-0"	9'-0"	see description	-

*Requirements for appliance sizes are listed as absolutes, but nominal sizing may be applied, especially in the case of high-quality appliances. Verify market availability of selected appliances and provide product dimensions

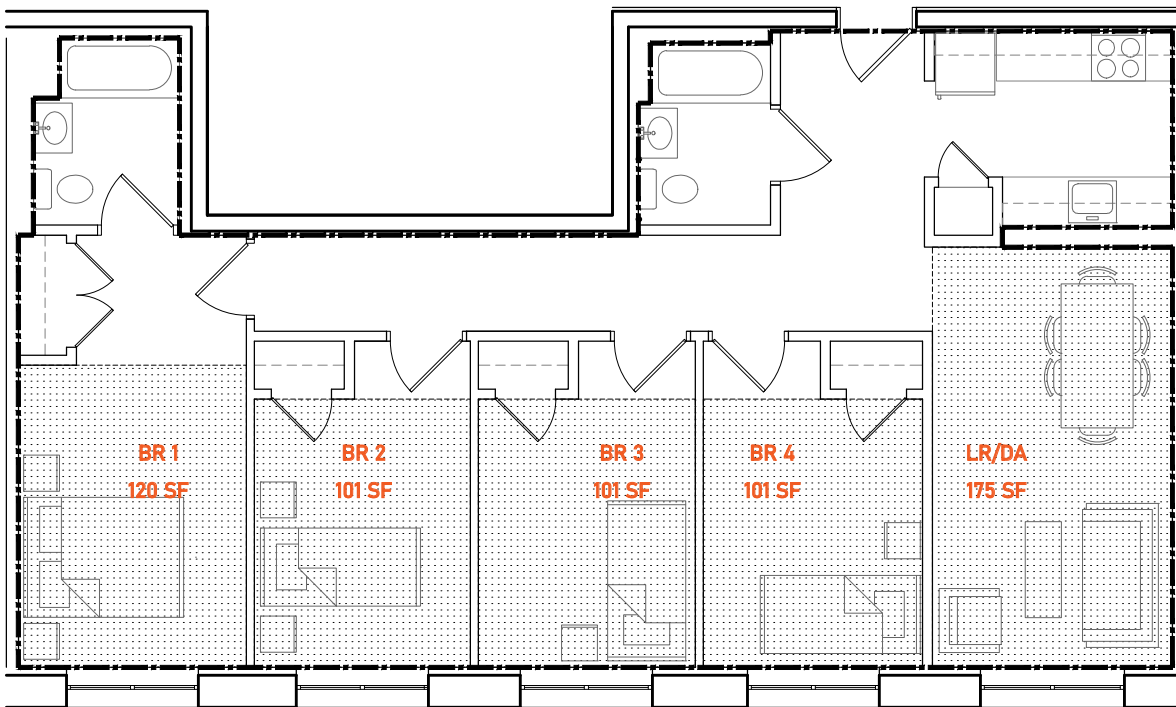
**Units designed to the *Universal Federal Accessibility Standards*, in accordance with Section 504 of the *Rehabilitation Act of 1973*, and all units in vertical line with such units, may exceed target net area by up to 25 sf.

MINIMUM SIZES

UNIT 4-a Section 504 Mobility Impaired Unit
1,016 SF



UNIT 4-b
1,070 SF



--- DWELLING UNIT AREA
 ROOM AREA

Drawings for illustrative purposes; refer to Guideline text and other applicable regulations for requirements

4-Bedroom Unit Diagrams

HPD DESIGN GUIDELINES UNIT SIZE SUMMARY CHART

EFF.	LR/SA/DA	STORAGE	TARGET NET
Area	160 sf	10 sf	300-350 sf
Min. Dim.	9'-0"	-	-

0-BR	LR/SA/DA	STORAGE	TARGET NET
Area	200 sf	10 sf	350-400 sf
Min. Dim.	9'-0"	-	-

1-BR	LR/DA	STORAGE	TARGET NET	BR
Area	170 sf	12 sf	500-550 sf	110 sf
Min. Dim.	9'-0"	-	-	9'-6"

2-BR	LR/DA	STORAGE	TARGET NET	BR	BR2
Area	170 sf	20 sf	650-725 sf	110 sf	100 sf
Min. Dim.	10'-0"	-	-	9'-6"	9'-0"

3-BR	LR/DA	STORAGE	TARGET NET	BR	BR2	BR3
Area	170 sf	26 sf	850-950 sf	110 sf	100 sf	100 sf
Min. Dim.	10'-0"	-	-	9'-6"	9'-0"	9'-0"

4-BR	LR/DA	STORAGE	TARGET NET	BR	BR2	BR3	BR4
Area	170 sf	26 sf	950-1075 sf	110 sf	100 sf	100 sf	88 sf
Min. Dim.	10'-0"	-	-	9'-6"	9'-0"	9'-0"	9'-0"

Additional HPD Program Requirements

CHAPTER 3

SECTION 1 / HOMEOWNERSHIP

Due to the divergent demands of homeownership relative to rental programs, HPD applies some design requirements uniquely to the units included in the homeownership programs. All units designed for homeownership projects (whether the unit itself is owner's unit or is a rental unit in a homeownership building) must include the necessary infrastructure and hook-ups for dishwashers and clothing washers and dryers in the units. All units must also comply with the following unit size requirements:

UNIT TYPE	MINIMUM	MAXIMUM
0-BR	400 sf	475 sf
1-BR	550 sf	650 sf
2-BR	725 sf	825 sf
3-BR	950 sf	1050 sf
4-BR	1075 sf	1175 sf

SECTION 2 / 1-3 FAMILY HOMES

HPD recognizes that the best design solutions for 1–3 family homes may require flexibility in size and minimum dimensions relative to larger multifamily buildings. Units in 1-3 family homes may deviate from the *Guidelines* in the following ways:

- The area of any individual room in a 1-3 family home may be as much as 10 sf less than the minimum required by the *Guidelines*.
- One minimum dimension (but not both) of any individual room in a 1-3 family home may be as much as 6 inches less than the minimum dimension required by the *Guidelines*.

Situations requiring special consideration beyond these allowances require advance notice to HPD Program project management and possibly a Design Consultation with HPD Program and BLDS.

Applicable accessibility requirements are outlined in the Accessibility section of this document and in greater detail in the *HPD Accessibility Guide*. However, please note that some of the requirements may have thresholds that affect how they are applied to smaller buildings. *New York City Building Code* defines a Multiple Dwelling as a building with three or more families living independently, while the *Fair Housing Act* applies to structures containing four or more units. Section 504 of the *Rehabilitation Act of 1973* applies to projects of five or more units: when projects involve multiple buildings, even if they are smaller, the statute would apply, and may require the designated mobility- and hearing/ vision-impaired units to be located within smaller structures. In any scenario requiring accessible units, an accessible path to the ground floor must also be provided.

SECTION 3 / SUPPORTIVE HOUSING

Supportive Housing is permanent, affordable housing with on-site support services to serve the needs of the most vulnerable New Yorkers, including homeless individuals and people with disabilities. Apartments are rent-stabilized and buildings are owned and operated by experienced community organizations that maintain a high standard of property management.

Supportive Housing improves health outcomes and saves public dollars. Investment in housing that is accompanied by supportive services can improve outcomes for people with mental health and substance abuse issues while yielding significant taxpayer savings by reducing demand for high-cost shelters, hospitals, and other emergency resources. In November 2015, Mayor de Blasio announced New York City's commitment to development 15,000 units of supportive housing over the next 15 years. The NYC 15/15 Initiative reflects the lessons learned over the last 30 years and incorporates the combined wisdom of the Supportive Housing community.

HPD finances the construction of supportive housing through the Supportive Housing Loan Programs.

- Projects should seek to meet the requirements within the *HPD Design Guidelines for New Construction*.
- A 50-unit minimum is preferred.
- One dwelling unit must be provided on-site for a building superintendent as required by Housing Maintenance Code.
- Projects must provide community space for building residents and space for social services when appropriate.
- Security personnel must be present at all times.
- Projects must meet the requirements of the Enterprise Green Communities program.
- For Building Code purposes, projects are typically filed under:
R-2 Residential Occupancy Group
- For Zoning purposes, projects are typically filed under:
Community Facility Use Group 3: Non-Profit Institution with Sleeping Accommodations
However, projects may contain a combination of Use Group 3 and Use Group 2
- As per Department of Buildings [Bulletin 2011-003](#), projects that contain a minimum of 60% Supportive dwelling units may be classified as Use Group 3 buildings.

- On-site support services that foster a sense of well-being and safety are required for all SHLP projects. These social service spaces should be located for ideal tenant engagement while also optimizing the proposed floor area for residential units. Program offices may have to be located in the basement due to the limited floor area. Natural lighting where physically and economically viable should be maximized so that offices are inviting for tenants and staff (possibly with lightwells). Program offices should also be carefully designed to ensure the privacy of the tenants.
 - A multi-purpose room should also be located in high circulation areas for tenant engagement and have access to natural light. This room should be adaptive to various uses and accommodate different groups of tenants simultaneously. It is suggested that a common kitchen is also provided in this room as it is often a great way to bring people together with cooking classes, wellness seminars, and events around food.
 - Other common spaces with less therapeutic functions, such as a laundry room, storage room, exercise room, etc. may be placed in the basement, or away from high circulation areas, as tenants will seek these rooms out if they need to.
-
- Refer to the [Design Requirements for Efficiency Units](#).

What is Supportive Housing?
Expanding Supportive Housing for all New Yorkers
NYC Department of Homeless Services
[Supportive Housing Network of New York](#)

SECTION 4 / SENIOR HOUSING

Many adults prefer to live in their own home and community as they age, wishing to live safely, comfortably, and independently for as long as possible. The population of city residents who are at least 65 years old is projected to increase by 40 percent between 2010 and 2040. This means that we will need to house more than 400,000 additional seniors in the coming years. Our seniors are more likely to be low-income, to be rent-burdened, and to live on a fixed income than other city residents.

- Projects must meet the requirements within the *HPD Design Guidelines for New Construction*.
- A 50-unit minimum is preferred. Projects may include studio and 1BR apartments.
- One unit should be provided on-site for a building superintendent.
- Projects must provide community space for building residents and space for social services when appropriate.
- Projects must meet the requirements of the Enterprise Green Communities program.
- For Zoning purposes, projects are typically filed under either:
 - Residential Use Group 2 Affordable Independent Residences for Seniors, or
 - Residential Use Group 2, utilizing Quality Housing bonuses.

- Building must provide an emergency back-up generator.
- The project should provide convenient, comfortable seating areas near the residential entry, situated to maximize views of outdoor activity and pedestrian areas. Additional activity areas may be located above the first floor, provided that such spaces are programmed. The social service area should be in a prominent location so that tenants are more likely to participate in events, programming, and services. Within the building, a high degree of social interaction should be encouraged, and community areas should be programmed to allow for a variety of activities.
- Handrails throughout the corridors should be provided.
- Circulation space throughout the common areas should comfortably accommodate occupants with limited mobility, including those using walkers, canes, and wheelchairs.
- Proposed furniture should facilitate senior use and be adaptive in terms of heights, angles, and appropriate clearances.
- All floors should be slip-resistant. Soft, resilient interior flooring materials such as cork, rubber, or linoleum should be used throughout the building.
- Frequently used doors and passageways should be emphasized by the use of different colors and textures for guidance.
- Windows that are easy to operate.
- Emergency pull-cords in all common/public bathrooms and refuse rooms.
- HPD encourages projects to consider social resiliency in their building designs, which increases residents' ability to cope with social and economic stresses. Consider installing broadband and phone/device charging stations in common spaces, particularly those spaces that have backup power and can be used during power outages and other emergencies.
- Units should be designed to accommodate two persons.

- Bathrooms should be outfitted for the mobility-impaired use at the time of construction. Grab bars must be installed for all apartment bathrooms.
- Showers that are walk-in or no-threshold instead of bathtubs must be provided.
- Collapsible shower lips will be accepted only if they do not obstruct the required maneuvering clearances in the bathroom.
- Accessible Appliances (self-cleaning ranges with front controls and accessible refrigerators) for all units.
- Hardware that is lever-type for doors, sinks, showers/baths, and toilets.
- Cabinets that are self-closing with D-type pulls.
- Lighting that is sufficient with consistent light levels throughout the building and site, especially on pathways, stairs and at entrances.
- Adequate overhead lighting throughout every room in an apartment.
- Light switches that are easily identifiable in the dark or illuminated. A master or three-way switch adjacent to the bed is suggested.
- Under-cabinet kitchen lighting should be considered.
- Emergency pull-cords should be provided within the unit bathroom, kitchen, and bedroom.

Aging in Place Guide for Building Owners, created through a collaboration of the New York City Department for the Aging and the American Institute of Architects New York Design for Aging Committee.

SECTION 5 / INCLUSIONARY HOUSING PROGRAM REQUIREMENTS

The Inclusionary Housing Program (IHP) is designed to preserve and promote affordable housing within neighborhoods where zoning has been modified to encourage new development. There are two types of Inclusionary Housing: voluntary and mandatory.

HPD's Voluntary Inclusionary Housing (VIH) Program was created in 1987 to encourage economically integrated communities and incentivize the creation or preservation of affordable housing in certain areas, including R10 districts Inclusionary Housing Designated Areas, and Special Districts. The program offers a density bonus for developments that provide permanently affordable housing. The bonus floor area generated by providing affordable housing can be used either on the bonus-generating affordable site or transferred off-site, within the same Community District as the bonus development, or within a half-mile. Additional information regarding the Voluntary Inclusionary Housing Program is available online at <https://www1.nyc.gov/site/hpd/services-and-information/inclusionary-housing.page>

VIH:
VOLUNTARY
INCLUSIONARY HOUSING

HPD's Mandatory Inclusionary Housing (MIH) Program, created in 2016, requires a share of new housing in medium- and high-density areas that are rezoned to promote new housing production—whether rezoned as part of a city neighborhood plan or a private rezoning application—to be permanently affordable. The requirement applies to new construction developments with more than 10 dwelling units or an area greater than 12,500 sf. Additional information regarding the Mandatory Inclusionary Housing Program is available online at <https://www1.nyc.gov/site/hpd/services-and-information/inclusionary-housing.page>

MIH:
MANDATORY
INCLUSIONARY HOUSING

For development proposals in the Mandatory Inclusionary Housing Program, BLDS reviews the project to verify compliance with Section 23-154 of the *New York City Zoning Resolution*. Refer to Chapter 41 of the Rules of the City of New York. In addition, projects are reviewed for compliance with accessibility regulations.

SECTION 6 / INCLUSIONARY HOUSING DESIGN REQUIREMENTS

Projects that are developed under HPD's Voluntary Inclusionary Housing Program must be designed in accordance with the requirements set forth in the New York City Zoning Resolution, Section 23-96, "Requirements for Generating Sites." This section describes requirements for unit sizes, vertical and horizontal distribution of affordable units, and proportion of affordable units to market-rate units. Information that demonstrates compliance with these requirements must be provided by the development team on the four charts described below.

VERTICAL DISTRIBUTION

Chart A: Vertical Distribution

For compliance with ZR 23-96 (b) (1). Inclusionary Housing Affordable Dwelling Units (IH Apartments) shall be distributed on a minimum of sixty-five percent (65%) of the residential floors.

HORIZONTAL DISTRIBUTION

Chart B: Horizontal Distribution

For compliance with ZR 23-96 (b) (2). VIH Apartments shall comprise not more than one-third (33.3%) of the apartments on each residential story of the generating site. However, on a residential story where there are fewer than three apartments, only one apartment may be a VIH Apartment, unless no less than one apartment on each floor is a VIH Apartment.

UNIT MIX DISTRIBUTION

Chart C: Unit Mix (Bedroom Mix)

For compliance with ZR 23-96 (c) (1) (i). IH Apartments shall contain a bedroom mix at least proportional to the bedroom mix of apartments in the generating site that are not IH Apartments.

-or-

For compliance with ZR 23-96 (c) (1) (ii). Not less than fifty percent (50%) of the apartments that are IH Apartments shall contain two bedrooms or more, and not less than seventy-five percent (75%) of the apartments that are IH Apartments shall contain one or more bedrooms.

-and-

For compliance with ZR 23-96 (c) (2). Where all of the apartments in a generating site are IH Apartments, not less than fifty percent (50%) of such IH Apartments shall contain two or more bedrooms and not less than seventy-five percent (75%) of such IH Apartments shall contain one or more bedrooms.

For compliance with ZR 23-96 (d) (1). Minimum apartment sizes relative to the number of bedrooms are required for IH Apartments:

- 400 square feet of floor area for zero-bedroom (0-br) apartments
- 575 square feet of floor area for one-bedroom (1-br) apartments
- 775 square feet of floor area for two-bedroom (2-br) apartments
- 950 square feet of floor area for three-bedroom (3-br) apartments

Note: Projects with a mixture of IH and other affordable units complying with the unit sizes specified in this document may receive a waiver from the Inclusionary Housing Program size requirements.

For 100% Mandatory Inclusionary Housing with Market Rate units: Pursuant to the Average Unit Size requirement for Mandatory Inclusionary Housing of the latter part of ZR 23-96(d)(1), 100% of the affordable units of all varied bedroom counts must be equal or greater than the average size of dwelling units that are non-Inclusionary Housing units (Market Rate) with the same number of bedrooms. Unit Size Charts must be detailed adequately to show net square footages of all proposed units, including apartment distribution totals for Inclusionary and non-Inclusionary units, with their corresponding average unit sizes.

The configuration of a building determines how its unit distribution and unit mix will be analyzed for compliance with unit distribution and unit mix requirements pursuant to Section 23-90: *Inclusionary Housing Program* of the *New York City Zoning Resolution*. Following are various building configurations with the quantity and types of distribution and unit mix charts required for Design Review submissions:

■ **A BUILDING CONSISTING OF A SINGLE TOWER WITH ONE MAIN RESIDENTIAL ENTRANCE**

- One (1) Chart A, Vertical Distribution
- One (1) Chart B, Horizontal Distribution
- One (1) Chart C, Unit Mix
- One (1) Unit Size Chart

■ A THROUGH-LOT BUILDING CONSISTING OF TWO TOWERS CONNECTED AT THE FIRST FLOOR WITH OR WITHOUT SEPARATE RESIDENTIAL ENTRANCES

Each tower forms the street line for its respective street and is separated above the first floor by a courtyard and open space. Corresponding residential stories (floor to ceiling heights) at each tower may or may not align. IH Apartments are located in each tower.

- One (1) Chart A, Vertical Distribution, for each tower
- One (1) Chart B, Horizontal Distribution, for each tower
- One (1) Chart C, Unit Mix, for the total building
- One (1) Unit Size Chart

■ A BUILDING CONSISTING OF MULTIPLE BUILDING SEGMENTS OF WHICH ONE BUILDING SEGMENT IS DESIGNATED WITH ALL IH APARTMENTS

- One (1) Chart A, Vertical Distribution, for the building segment with the IH Apts.
- Chart B, Horizontal Distribution, is not applicable because the total building segment is designed with IH Apts.
- One (1) Chart C, Unit Mix, in compliance with *ZR 23-96 (c) (1) (ii)* for the building segment with all IH Apts.
- One (1) Unit Size Chart

Note: The above information shall not be construed to limit the number and / or type of unit distribution and unit mix charts that may be required or requested for the review and processing of an Inclusionary Housing Program project application.

- Common laundry facilities must be provided if individual apartment washer / dryers units are not provided.**
- Parity must be achieved when providing building amenities and determining the use of such spaces by residents of the Inclusionary Housing units.**

Appendices

INSTRUCTIONS FOR COMPLETING HPD BLDS PROJECT SUMMARY

The purpose of this form is to improve HPD project data collection. Thank you for your participation!

HOW TO FILL OUT FORM:

To fill out the form, open the file in Adobe (download the free version for Windows or Mac OS here: <https://get.adobe.com/reader/>). The form may also be used in Preview (Mac OS) but note that some fields may not function optimally. Do NOT fill out the form directly through the web browser, run the file through another program such as Bluebeam or Word, or drop in a text box on top of pre-existing form fields. If subsequent edits need to be made, reopen the file in Adobe or Preview as before, and make changes through the form fields.

For multi-building projects: If a project has only 1 building, the fields designated as Building 1 in both sections of the form are the only fields that need to be completed. Please leave Building 2 and Building 3 fields blank unless there are either 2 or 3 buildings in the project, in which case please fill in those additional fields for Building 2 and/or Building 3.

HOW TO SAVE THE FORM:

Save the file as indicated on the HPD BLDS Submission Checklist by hitting "save as" and updating the file name, or by saving the original file and renaming it. Do NOT "print to PDF" or save in any other format, which may flatten the document. All form fields MUST remain live (i.e., not flattened) for every submission. You can test this by reopening the form after saving, and confirming that all the dropdowns, checkboxes, etc. function properly. Please note that if we receive a flattened form, the development team will be asked to resubmit with live data.

THIS FORM WILL BE SUBMITTED AS PART OF THREE DIFFERENT HPD PROCESSES PRIOR TO CLOSING:

The development team will initially submit the form following the instructions through HPD eBLDS messaging. Each submission should include as much information as known about the project. However, if information for the Sustainability & Resiliency Section is not yet known or available at the time of submission to BLDS, the missing information must be provided on the submission to HPD Sustainability. Please note, a BLDS Final Acceptance only validates the BLDS Sections (A-C) of the form and does not validate the Sustainability Sections (D-E) of the form.

1. HPD BLDS – DESIGN REVIEW THROUGH eBLDS

- a. **Submission:** This document is required within the HPD BLDS Submission Checklist. Follow all instructions issued through eBLDS messaging and/or Submission Checklist.
- b. **Contact:** For questions during the BLDS Design Review process please send all inquiries to: BLDS.Contact@hpd.nyc.gov

2. HPD SUSTAINABILITY – ENTERPRISE PREBUILD AUTHORIZATION & LEED WAIVERS

- a. **Submission:** This form must be submitted as part of the Enterprise PreBuild Authorization package or along with the Waiver Form for projects seeking LEED certification.
- b. **Links to Submission Protocols:** Submission protocols for Enterprise PreBuild Authorization can be found [here](#). For LEED Waiver process, instructions will be posted [here](#).
- c. **Instructions:** When submitting, please ensure that (1) **all fields** on the Sustainability & Resiliency section have been updated and are accurate, (2) the **thumbnail** rendering that was provided by HPD BLDS in the prior version of the form is retained and present and (3) that **file naming conventions** are followed per the submission protocols.
- d. **Underwriting to Savings:** If the development team does not have information on the "Underwriting to Savings" subsection of the Sustainability & Resiliency section, the developer should reach out to the HPD Project Manager. Note that this information is subject to change as the project financing evolves and may not be finalized until prior to closing.
- e. **Contact:** For questions during the Sustainability process please send all inquiries to: greencommunities@hpd.nyc.gov

3. HPD PROJECT MANAGER – FINAL VERSION FOR LOAN CLOSING

- a. **Final Submission for Closing:** The final version of this live and un-flattened form must be submitted as part of the Closing Process to the HPD Project Manager. The form must be signed by the building owner and dated and contain all the completed fields to be considered an accurate portrayal of the project.
- b. **Thumbnail:** When submitting the form to the HPD Project Manager, please ensure that the thumbnail rendering that was provided by HPD BLDS in the prior version of the form is retained and present on the final version.
- c. **Underwriting to Savings:** The development team must ensure that this field is complete and accurate prior to submitting the final version of the form. Contact the HPD Project Manager if you need assistance completing this section.
- d. **Contact:** For questions during the Pre-Closing process please send all inquiries to HPD Project Manager.

HPD BLDS PROJECT SUMMARY

PROJECT THUMBNAIL
HPD USE ONLY

PROJECT STATUS
HPD USE ONLY

SECTION A: DEVELOPMENT TEAM TO COMPLETE IN CONSULTATION WITH HPD PROJECT MANAGER

Project Name _____ HPD Project ID _____
 HPD Program 1 - _____ Borough - _____ Block(s) _____
 HPD Program 2 - _____ Lot(s) _____

SECTION B: PROJECT INFORMATION - DEVELOPMENT TEAM TO COMPLETE

Developer/Sponsor _____ Architect _____

ZONING AND SITE FEATURES

Existing Residential Zoning District - _____ Proposed Residential Zoning District - _____
 Existing Commercial Zoning District - _____ Proposed Commercial Zoning District - _____
 Community District - _____ Use Group - _____
 Zoning Lot - _____ Lot Depth _____ Feet _____ Inches
 Tax Lot - _____ Zoning Lot Area (square feet) - _____
 Wide Streets - _____ Narrow Streets - _____ Number of Buildings _____
 Furthest distance between any two sites (miles) _____ Number of Residential Parking Spaces _____
 Parking Type - _____ Number of Commercial / CF Parking Spaces _____

SITE DESIGNATIONS

- | | | |
|--|--|--|
| <input type="checkbox"/> Special District | <input type="checkbox"/> Mayoral Zoning Override | <input type="checkbox"/> F.R.E.S.H. Program |
| <input type="checkbox"/> Landmark | <input type="checkbox"/> Transit Zone | <input type="checkbox"/> Urban Renewal Amendment |
| <input type="checkbox"/> Quality Housing Zoning | <input type="checkbox"/> Within 200' of Transit Infrastructure | <input type="checkbox"/> Flood Hazard Area |
| <input type="checkbox"/> Mandatory Inclusionary Housing District | <input type="checkbox"/> Land Disposition Agreement | <input type="checkbox"/> Little E' Designation |
| <input type="checkbox"/> Voluntary Inclusionary Housing District | <input type="checkbox"/> Easement Agreement | <input type="checkbox"/> Waterfront |
| <input type="checkbox"/> IH Generating Site | <input type="checkbox"/> Restrictive Declaration | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> IH Receiving Site | <input type="checkbox"/> Demolition Permit Required | <input type="checkbox"/> Funding - City Capital Only (requires CEQR) |
| <input type="checkbox"/> Affordable Independent Residences for Seniors | <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Funding - Federal (HUD) (requires NEPA) |
| <input type="checkbox"/> Zoning District Change | <input type="checkbox"/> Tax Exemption | |
| | <input type="checkbox"/> City Map Change (Streets/Parks) | |

SITE CONDITIONS

- High Water Table (10 feet or less below surface)
- Excessive Rock
- Steep Slope
- Irregular Shape of Site/Lot
- Remediation Required
- Deep Pile Foundations
- Underpinning of Adjacent Structures
- Limited Staging Area for Construction
- Limited Access for Construction
- Proximity to a School
- Proximity to MTA Subway/Bus Stop
- Existing Underground Storage Tanks
- Underground Stream Location
- Existing Structure (demolition required)
- Other

PROJECT UNIT INFORMATION

ALL UNITS	Efficiency	0-BR	1-BR	2-BR	3-BR	4-BR +	TOTAL
Affordable ¹							0
Inclusionary ²							0
Market Rate							0
A.I.R.S.							0
Super's Unit							0
Total	0	0	0	0	0	0	0
Percentages	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

¹ Affordable unit do not include units designated as inclusionary units or A.I.R.S. units ² Inclusionary units refers to both voluntary (VIH) and mandatory (MIH) inclusionary housing units

504 UNITS	Efficiency	0-BR	1-BR	2-BR	3-BR	4-BR +	TOTAL
Affordable M.I.							0
Affordable H/V							0
Market Rate M.I.							0
Market Rate H/V							0
Total	0	0	0	0	0	0	0
Percentages	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

M.I. = Mobility Impaired H/V = Hearing / Vision Impaired

Total Mobility Impaired Units	0
	0.00%
Total Hearing / Vision Impaired Units	0
	0.00%

PROJECT SQUARE FOOTAGE

For entries below, please provide gross square-footage for all buildings in the project (including gross square-footage for buildings not included in the 3 building in the following building-level section):

- Project Residential (GSF) ¹ _____
- Project Commercial Space (GSF) _____
- Project Community Facility Space (GSF) _____
- Project Enclosed Parking (GSF) _____
- Project Tenant Common Areas (GSF) ² _____
- Project Sub-Level/Cellar (GSF) ³ _____
- Project Other - GSF (Do not include external parking) _____
- If Other - GSF listed, please describe _____
- Project Total - Gross Square Footage (GSF) _____ **0**

¹ Residential area includes units, corridors, and residential circulation space
² Tenant Common Areas include laundry rooms, lounges, lobbies, and other enclosed social spaces intended for use by multiple residents and/or guests.
³ Sub-Level/Cellar area includes open cellar, compactor room, mechanical and meter rooms, storage, and other cellar spaces not designated in another category.

SECTION C: BUILDING INFORMATION – DEVELOPMENT TEAM TO COMPLETE

For projects with more than 3 buildings, please provide building information below for the 3 buildings with the best energy performance (ex. Passive House standards). These should be same buildings as listed in the EGC Review section to follow.

BUILDING 1

Building Number _____ Street Name _____ Borough - _____

BUILDING 1: DESCRIPTION

Construction Type - _____ Total Number of Dwelling Units _____
 Number of Floors _____ Number of Setbacks _____
 Overall Building Height _____ Feet _____ Inches Number of Elevators _____
 Floor to Floor Height _____ Feet _____ Inches

BUILDING 1: CORRIDORS

- Single Loaded
- Double Loaded

BUILDING 1: STRUCTURAL SYSTEM

- Poured-in Place Concrete
- Steel Frame
- Modular
- Block and Plank
- Steel and Plank
- Mass Timber
- Block and Joist
- Wood Frame
- Other

BUILDING 1: ENVELOPE MATERIALS

- Masonry
- Metal Panels
- EIFS
- Terracotta
- Fiberglass Panels
- Stucco
- Storefront
- Cementitious Panels
- Curtain Wall

BUILDING 1: ACTIVE DESIGN FEATURES

- Stair prompt signage at elevator call areas and outside stairwells
- Information boards about local physical activity opportunities
- Outdoor spaces programmed to support both physical activity and quiet reflection
- Co-locate adults' and children's physical activity facilities
- Stairs accessible and visible from building entrances and main paths of travel
- Safe and positive recreational activities for children of all ages
- Secure bicycle storage
- Direct paths between common areas and physical activity facilities
- Climatic conditions addressed that may pose barriers to physical activity
- Painted markings in playgrounds or walkways

BUILDING 1: SQUARE FOOTAGE

Building Residential (GSF) ¹ _____
 Building Commercial Space (GSF) _____
 Building Community Facility Space (GSF) _____
 Building Enclosed Parking (GSF) _____
 Building Tenant Common Areas (GSF) ² _____
 Building Sub-Level/Cellar (GSF) ³ _____
 Building Other - GSF (Do not include external parking) _____
 If Other - GSF listed, please describe _____
 Building Total - Gross Square Footage (GSF) _____ **0**

1 Residential area includes units, corridors, and residential circulation space
 2 Tenant Common Areas include laundry rooms, lounges, lobbies, and other enclosed social spaces intended for use by multiple residents and/or guests.
 3 Sub-Level/Cellar area includes open cellar, compactor room, mechanical and meter rooms, storage, and other cellar spaces not designated in another category.

BUILDING 2

Building Number _____ Street Name _____ Borough - _____

BUILDING 2: DESCRIPTION

Construction Type - _____ Total Number of Dwelling Units _____
 Number of Floors _____ Number of Setbacks _____
 Overall Building Height _____ Feet _____ Inches Number of Elevators _____
 Floor to Floor Height _____ Feet _____ Inches

BUILDING 2: CORRIDORS

- Single Loaded
- Double Loaded

BUILDING 2: STRUCTURAL SYSTEM

- Poured-in Place Concrete
- Steel Frame
- Modular
- Block and Plank
- Steel and Plank
- Mass Timber
- Block and Joist
- Wood Frame
- Other

BUILDING 2: ENVELOPE MATERIALS

- Masonry
- Metal Panels
- EIFS
- Terracotta
- Fiberglass Panels
- Stucco
- Storefront
- Cementitious Panels
- Curtain Wall

BUILDING 2: ACTIVE DESIGN FEATURES

- Stair prompt signage at elevator call areas and outside stairwells
- Information boards about local physical activity opportunities
- Outdoor spaces programmed to support both physical activity and quiet reflection
- Co-locate adults' and children's physical activity facilities
- Stairs accessible and visible from building entrances and main paths of travel
- Safe and positive recreational activities for children of all ages
- Secure bicycle storage
- Direct paths between common areas and physical activity facilities
- Climatic conditions addressed that may pose barriers to physical activity
- Painted markings in playgrounds or walkways

BUILDING 2: SQUARE FOOTAGE

Building Residential (GSF) ¹ _____

Building Commercial Space (GSF) _____

Building Community Facility Space (GSF) _____

Building Enclosed Parking (GSF) _____

Building Tenant Common Areas (GSF) ² _____

Building Sub-Level/Cellar (GSF) ³ _____

Building Other - GSF (Do not include external parking) _____

If Other - GSF listed, please describe _____

Building Total - Gross Square Footage (GSF) _____ **0**

1 Residential area includes units, corridors, and residential circulation space
 2 Tenant Common Areas include laundry rooms, lounges, lobbies, and other enclosed social spaces intended for use by multiple residents and/or guests.
 3 Sub-Level/Cellar area includes open cellar, compactor room, mechanical and meter rooms, storage, and other cellar spaces not designated in another category.

BUILDING 3

Building Number _____ Street Name _____ Borough - _____

BUILDING 3: DESCRIPTION

Construction Type - _____ Total Number of Dwelling Units _____
 Number of Floors _____ Number of Setbacks _____
 Overall Building Height _____ Feet _____ Inches Number of Elevators _____
 Floor to Floor Height _____ Feet _____ Inches

BUILDING 3: CORRIDORS

- Single Loaded
- Double Loaded

BUILDING 3: STRUCTURAL SYSTEM

- Poured-in Place Concrete
- Steel Frame
- Modular
- Block and Plank
- Steel and Plank
- Mass Timber
- Block and Joist
- Wood Frame
- Other

BUILDING 3: ENVELOPE MATERIALS

- Masonry
- Metal Panels
- EIFS
- Terracotta
- Fiberglass Panels
- Stucco
- Storefront
- Cementitious Panels
- Curtain Wall

BUILDING 3: ACTIVE DESIGN FEATURES

- Stair prompt signage at elevator call areas and outside stairwells
- Information boards about local physical activity opportunities
- Outdoor spaces programmed to support both physical activity and quiet reflection
- Co-locate adults' and children's physical activity facilities
- Stairs accessible and visible from building entrances and main paths of travel
- Safe and positive recreational activities for children of all ages
- Secure bicycle storage
- Direct paths between common areas and physical activity facilities
- Climatic conditions addressed that may pose barriers to physical activity
- Painted markings in playgrounds or walkways

BUILDING 3: SQUARE FOOTAGE

Building Residential (GSF) ¹ _____
 Building Commercial Space (GSF) _____
 Building Community Facility Space (GSF) _____
 Building Enclosed Parking (GSF) _____
 Building Tenant Common Areas (GSF) ² _____
 Building Sub-Level/Cellar (GSF) ³ _____
 Building Other - GSF (Do not include external parking) _____
 If Other - GSF listed, please describe _____
 Building Total - Gross Square Footage (GSF) _____ **0**

1 Residential area includes units, corridors, and residential circulation space
 2 Tenant Common Areas include laundry rooms, lounges, lobbies, and other enclosed social spaces intended for use by multiple residents and/or guests.
 3 Sub-Level/Cellar area includes open cellar, compactor room, mechanical and meter rooms, storage, and other cellar spaces not designated in another category.

HPD SUSTAINABILITY & RESILIENCY

REQUIRED FOR ENTERPRISE GREEN AND LEED PROJECTS ONLY

SECTION D: PROJECT LEVEL INFORMATION - DEVELOPMENT TEAM TO COMPLETE

Green Consultant Name _____ Green Consultant Company _____

PROJECT CERTIFICATIONS

Green Certification - _____ If Other Certification, describe: _____

Energy Star Certification Pathway - _____ Is this a Passive House Project? - _____

Passive House Consultant _____ Is Project pursuing Passive House Certification? - _____

Has any team member done Passive House before?:

Owner Architect Contractor

For multi-building projects where not all buildings are Passive House, list addresses: 1) Street Address and 2) Borough, for each Passive House building:

How does this project comply with HPDs "Solar Where Feasible" mandate? - _____

GREEN INCENTIVES: SELECT ALL THAT APPLY

NYSERDA MFNC NYSERDA MPP Utility Incentives
 NYSERDA Buildings of Excellence Solar Tax Credits NY Sun (Solar)

IF PROJECT WILL UNDERWRITE TO SAVINGS, PLEASE FILL IN THE APPROPRIATE SECTIONS BELOW:

M&O Standard: Heating (\$) _____ / room Electricity (\$) _____ / room Water/Sewer (\$) _____ / room

This Project: Heating (\$) _____ / room Electricity (\$) _____ / room Water/Sewer (\$) _____ / room

What percentage of Projected Energy Cost Savings from Solar are being underwritten in the M&O? _____ %

Additional Comments _____

RESILIENCY

For questions below, refer to the CRDG Risk Exposure Screening Tool on [HPD's website](#).

Increasing Precipitation Risk - _____ Sea Level Rise Risk - _____ Increased Heat Risk - _____

Use the [NYC Flood Hazard Mapper](#) and select the first flood zone that applies to the project: - _____

For projects in current/ future flood zone, the Design Flood Elevation (DFE) was established based on: - _____ If a project contains lots in multiple flood zones, please provide for each flood zone: 1) BBL, 2) Street Address and 3) Borough:

IF PROJECT IS IN A FLOOD ZONE, CHECK ALL THAT APPLY:

If project/ portion of project is in current or future flood zone, are any of the following uses/ items included in cellar or ground floor?

Residential Community Commercial Mechanical Floodproofing

Additional Comments: _____

SECTION E: BUILDING LEVEL INFORMATION – DEVELOPMENT TEAM TO COMPLETE

For projects with more than 3 buildings, please provide building information below for the 3 buildings with the best energy performance (ex. Passive House standards). At least one entry should represent the “typical” building. These should be same buildings as listed in the BLDS Review section above.

BUILDING 1: PROJECT INFORMATION

Building Number _____ Street Name _____ Borough - _____
 Passive House Certification - _____ Commercial space in Passive House envelope - _____
 Target GHG Emissions* _____ (tCO2e/sf/year) Target Site EUI* _____ (kBtu/sf/year)

* Information should be taken from the [EGC Project Performance Report](#)

BUILDING 1: SYSTEMS & METERING

Apartment Heating - _____ Who pays tenant heating? - _____
 Apartment Cooling - _____ Who pays tenant cooling? - _____
 Hot Water Heating - _____ Who pays hot water? - _____
 Cooking (stoves) - _____ Who pays for cooking? - _____
 Laundry (dryers) - _____ Who pays for water/sewer? - _____
 How is building metered for Electric? - _____ How is building metered for Gas? - _____
 Does building include Solar? - _____
 If Solar is included, what is the system size? _____ (kW/Gal) First year solar energy cost savings (\$) _____

Additional Systems:

- | | | |
|--|---|--|
| <input type="checkbox"/> Emergency Generator | <input type="checkbox"/> Cogeneration (CHP) | <input type="checkbox"/> Green Roof |
| <input type="checkbox"/> Solar Storage | <input type="checkbox"/> ERV/ HRV | <input type="checkbox"/> Advanced Monitoring |

Additional Features: _____

For Multi-building projects, please note whether this information is typical for: - _____

BUILDING 2: PROJECT INFORMATION

Building Number _____ Street Name _____ Borough - _____
 Passive House Building - _____ Commercial space in Passive House envelope - _____
 Target GHG Emissions* _____ (tCO2e/sf/year) Target Site EUI* _____ (kBtu/sf/year)

* Information should be taken from the [EGC Project Performance Report](#)

BUILDING 2: SYSTEMS & METERING

Apartment Heating - _____ Who pays tenant heating? - _____
 Apartment Cooling - _____ Who pays tenant cooling? - _____
 Hot Water Heating - _____ Who pays hot water? - _____
 Cooking (stoves) - _____ Who pays for cooking? - _____
 Laundry (dryers) - _____ Who pays for water/sewer? - _____
 How is building metered for Electric? - _____ How is building metered for Gas? - _____
 Does building include Solar? - _____
 If Solar is included, what is the system size? _____ (kW/Gal) First year solar energy cost savings (\$) _____

Additional Systems:

- | | | |
|--|---|--|
| <input type="checkbox"/> Emergency Generator | <input type="checkbox"/> Cogeneration (CHP) | <input type="checkbox"/> Green Roof |
| <input type="checkbox"/> Solar Storage | <input type="checkbox"/> ERV/ HRV | <input type="checkbox"/> Advanced Monitoring |

Additional Features: _____

For Multi-building projects, please note whether this information is typical for: - _____

BUILDING 3: PROJECT INFORMATION

Building Number _____ Street Name _____ Borough - _____
 Passive House Building - _____ Commercial space in Passive House envelope - _____
 Target GHG Emissions* _____ (tCO2e/sf/year) Target Site EUI* _____ (kBtu/sf/year)

* Information should be taken from the [EGC Project Performance Report](#)

BUILDING 3: SYSTEMS & METERING

Apartment Heating - _____ Who pays tenant heating? - _____
 Apartment Cooling - _____ Who pays tenant cooling? - _____
 Hot Water Heating - _____ Who pays hot water? - _____
 Cooking (stoves) - _____ Who pays for cooking? - _____
 Laundry (dryers) - _____ Who pays for water/sewer? - _____
 How is building metered for Electric? - _____ How is building metered for Gas? - _____
 Does building include Solar? - _____
 If Solar is included, what is the system size? _____ (kW/Gal) First year solar energy cost savings (\$) _____
 Additional Systems:
 Emergency Generator Cogeneration (CHP) Green Roof
 Solar Storage ERV/ HRV Advanced Monitoring
 Additional Features: _____
 For Multi-building projects, please note whether this information is typical for: - _____

The section below should be completed and submitted to the HPD Project Manager only after all final changes are made to fields in both the Project Summary and Sustainability & Resiliency sections, immediately prior to loan closing.

SUBMISSION CERTIFICATION

Signing this form signifies that all information is accurate at the time of Construction Loan Closing. If there are changes to the information noted in this form, they shall be made and submitted to HPD at the time of Conversion to Permanent Financing.

Developer/Sponsor Name _____ Submission Date _____
 Developer/Sponsor Signature _____ HPD Project Manager Initials _____

Pre-construction & Post-construction Accessibility Statements Instructions

- **Project Name:** The “Project” is defined as the whole of one or more residential structures/properties covered by a single contract (i.e. land disposition, regulatory agreement, loan) or are treated as a whole for processing purposes, regardless of whether located on a common site.
 - **HPD Program(s):** Indicate all applicable HPD finance, land disposition, or regulatory programs.
 - **Project Address(es):** Provide the Project Address(es) including the corresponding Borough, Block, and Lot for each; if the project addresses do not fit in the form, contact HPD BLDS for an extended form.
 - **Statement 1:** Choose either “architect” or “engineer,” as appropriate.
 - **Statement 2:** Provide a brief description of the project. Include number of floors, number of dwelling units (if rehabilitation project, indicate existing vs. proposed unit count), whether new construction or substantial/moderate rehabilitation, and other uses (e.g. commercial, community facility, etc.).
 - **Statement 3 (Law/Code):** Check the box to indicate compliance with Chapter 11 of the 2014 New York City Building Code.
 - **Statement 3 (FHA):** Check the box to indicate compliance with requirements of the Fair Housing Act, if applicable. FHA applies unless the buildings/projects (1) were first occupied prior to March 13, 1991 or (2) contain fewer than 4 units. Review the “10 Safe Harbors for Compliance with the Fair Housing Act” in this document and select the applicable design standard or “NOT APPLICABLE” in the drop-down menu. Indicate the safe harbor applied to the Project. For reference, the electronic code of federal regulations is available online: <https://ecfr.federalregister.gov/>
 - **Statement 3 (Section 504):** For reference, the electronic code of federal regulations is available online: <https://ecfr.federalregister.gov/current/title-24/subtitle-A/part-8>. To comply with Section 504 of the Rehabilitation of 1973, refer to the Uniform Federal Accessibility Standards (UFAS) for the technical standards, also available online: <https://www.access-board.gov/aba/ufas.html>. Alternately, refer to the 2010 ADA Standards for Accessible Design, available at http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards_prt.pdf, noting the distinction between Housing and Dwelling Unit sections and requirements. For more information and instructions for use the 2010 ADA Standards for Accessible Design, please refer to the HUD notice: <http://www.regulations.gov/#!documentDetail;D=HUD-2014-0042-0001>.
- *Designated Units:** List dwelling units designated for the mobility-impaired and hearing/vision impaired. If the project includes multiple buildings, indicate corresponding building addresses.

10 Safe Harbors for Compliance with the Fair Housing Act

- 1) HUD Fair Housing Accessibility Guidelines published on March 6, 1991 and the Supplement to Notice of Fair Housing Accessibility Guidelines: Questions and Answers about the Guidelines, published on June 28, 1994.
- 2) The HUD Fair Housing Act Design Manual.
- 3) ANSI A117.1 (1986), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
- 4) CABO/ANSI A117.1 (1992), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
- 5) ICC/ANSI A117.1 (1998), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
- 6) The Code Requirements for Housing Accessibility 2000 (CRHA).
- 7) The International Building Code 2000 as amended by the 2001 Supplement to the International Codes.
- 8) International Building Code 2003, with one condition*.
- 9) ICC/ANSI A117.1 - 2003 (Accessible and Usable Buildings and Facilities), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
- 10) 2006 International Building Code®, published by ICC January 2006, with the 2007 erratum (to correct the missing text from Section 1107.7.5), interpreted in accordance with relevant 2006 IBC Commentary.

* Effective February 28, 2005 HUD determined that the IBC 2003 is a safe harbor, conditioned upon ICC publishing and distributing a statement to jurisdictions and past and future purchasers of the 2003 IBC stating, "ICC interprets Section 1104.1, and specifically, the exception to Section 1104.1, to be read together with Section 1107.4, and that the Code requires an accessible pedestrian route from site arrival points to accessible building entrances, unless site impracticality applies. Exception 1 to Section 1107.4 is not applicable to site arrival points for any Type B dwelling units because site impracticality is addressed under Section 1107.7".

Pre-construction Accessibility Statement

PROJECT NAME _____

HPD PROGRAM(S) _____

Project Address(es)	Borough	Block	Lot
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		

The undersigned states as follows:

- 1) I am the _____ of record for the Project.
- 2) The Drawings and Specifications are for the construction of _____

3) In my professional opinion, if the Project is constructed in accordance with the drawings and Specifications, the completed building(s) in the Project will be in compliance with the requirements contained in the following laws and regulations:

-
- Section 804(f)(3)(C) of the federal *Fair Housing Act* (42 U.S.C. 3604(f)(3)(C)) and implementing regulations at 24 CFR 100.205 (collectively "FHA"). Compliance is based on the Drawings and Specifications meeting the following architectural standards set forth in 24 CFR 100.205:

- Section 504 of the *Rehabilitation Act of 1973* (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. Compliance is based on the Drawings and Specifications meeting the following architectural standards:

The following units have been designated to meet the requirements of Section 504 of the *Rehabilitation Act of 1973*.
 (Mobility-impaired): _____

(Hearing/Vision-impaired): _____

Name: _____

Professional Seal

Signature: _____

Date: _____

Post-construction Accessibility Statement

PROJECT NAME _____

HPD PROGRAM(S) - _____ -

Project Address(es)	Borough	Block	Lot
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		
_____	-		

The undersigned states as follows:

- 1) I am the _____ of record for the Project.
- 2) The Drawings and Specifications are for the construction of _____

- 3) In my professional opinion, based on periodic inspections of the construction of the Project, including my observation(s) following substantial completion of construction, the building(s) in the Project are in compliance with the requirements contained in the following laws and regulations:
 -
 - Section 804(f)(3)(C) of the federal *Fair Housing Act* (42 U.S.C. 3604(f)(3)(C)) and implementing regulations at 24 CFR 100.205 (collectively "FHA"). Compliance is based on the Project meeting the following architectural standards set forth in 24 CFR 100.205:

 - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. Compliance is based on the Project meeting the following architectural standards:

The following units have been designated to meet the requirements of Section 504 of the *Rehabilitation Act of 1973*:
 (Mobility-impaired): _____

 (Hearing/Vision-impaired): _____

Name: _____ Professional Seal
 Signature: _____
 Date: _____

HPD BLDS Design Consultation Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) - _____ -

Each design consultation submission shall include the following in a single multi-page PDF less than 50 MB in size, submitted through the eBLDS process.

SUBMISSION (combined as a single PDF)

- HPD BLDS Project Summary** as complete as possible. For Inclusionary projects, fill out BLDS Sections A-C only.
- Submission Checklist** (this document, filled-out)
- Renderings** illustrating the proposed design from a variety of viewpoints, especially from sidewalk level at bordering streets
- 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** 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.
- City Planning Documents** for projects seeking discretionary approval from the Department of City Planning (DCP), please include any design notes; for projects that have received discretionary approval, please include City Planning Commission (CPC) report, if available
- Building Code Summary** indicating project strategy for compliance with building code highlighting questions and/or conflicts for discussion.
- 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 clear labeling of each unit with a unique name and total net area. For Preservation projects, include all existing/demolition floor plans.
- 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. For Preservation projects, include all existing/demolition elevations.
- Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*
- Existing Field Conditions Report & Preliminary Boring Logs** (if available)

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

HPD BLDS New Construction Design Review Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) - _____

Each design 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

- HPD BLDS Project Summary completely filled-out. For Inclusionary projects, fill out BLDS Sections A-C only.

DRAWINGS (combined as a single PDF)

- Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements
- Renderings** illustrating the proposed design from a variety of viewpoints, especially from sidewalk level at bordering streets
- 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 proposed development within nearest street intersection(s), including site boundaries & restrictions, all existing and proposed buildings, building entries, 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, 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*
- Floor Plans** representing all floors of the 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
- 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.

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.
- Architect Written Response** from previous BLDS Design Review (for resubmission only)
- Topographic & Utility Survey** by a licensed land surveyor
- Existing Field Conditions Report & Preliminary Boring Logs** (if available)
- FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map
- 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; and 4) drinking fountains, mailboxes, recycling bins in trash/recycling rooms.

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**
- Chart E – Unit Size Comparison (MIH only)**

* For Inclusionary Projects proposing both inclusionary and market rate buildings, all buildings must be included in the site plan (including all proposed building entries) and in project renderings.

HPD BLDS Environmental Review for New Construction Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) - _____ -

Each submission shall include four multi-page PDFs, the first shall contain all supporting documents (“Documents”), the second shall contain the CEQR EAS (“CEQR”), the third shall contain the Phase 1 ESA (“Phase 1”) and the fourth shall contain the NEPA EA (“NEPA”), if applicable. All files must be submitted through the eBLDS process, and each file must be less than 50 MB in size.

Documents: [borough]_[block]_[project name]_ENVIRON-DOCS.pdf
 CEQR: [borough]_[block]_[project name]_CEQR.pdf
 Phase 1: [borough]_[block]_[project name]_P1.pdf
 NEPA: [borough]_[block]_[project name]_NEPA.pdf

DOCUMENTS (combined as a single PDF)

- HPD BLDS Project Summary completely filled-out
- Submission Checklist (this document, completely filled-out)

Additional requirements for New Construction / Planning projects:

- City Environmental Quality Review - Environmental Assessment Statement (CEQR EAS)
- Phase 1 - Environmental Site Assessment (Phase 1 ESA)
- National Environmental Policy Act - Environmental Assessment (NEPA EA), if applicable

HPD BLDS Post Acceptance Amendment (PAA) Submission Checklist

PROJECT NAME _____
PROJECT ADDRESS _____
HPD PROGRAM(S) - _____ - _____

Post Acceptance Amendment (PAA) submission is only required for projects that meet the following criteria:

- The project has already received BLDS Design Acceptance
- The project has not yet closed
- The proposed project has undergone design changes that affect compliance with accessibility and/or compliance with HPD Design Guidelines

Each PAA submission shall include two multi-page PDFs: the first shall contain the HPD BLDS Project Summary (“Summary”), and the second shall contain all design materials necessary to describe the proposed change(s) (“PAA Materials”), including those materials described in the checklist 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

PAA Materials: [borough]_[block]_[project name]_PAA.pdf

SUMMARY

- HPD BLDS Project Summary** completely filled-out. For Inclusionary projects, fill out BLDS Sections A-C only.

PAA Materials (combined as a single PDF)

- Submission Checklist** (this document, filled-out)
- Architect Written Statement** describing the extent of changes since design acceptance and the reasons for them
- Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements
- Drawings and Documents** illustrating the proposed design changes and clearly indicating the areas of proposed change with revision clouds and labels. Packages should include the minimal amount of material necessary to communicate the proposed changes, and may include, but are not limited to: plans, sections, elevations, cut sheets, charts, renderings, diagrams, etc.