

Tab 5 Schematic Plans / Scope of Work

Site Plan – Must show location of proposed or existing site improvements (i.e. building footprint, parking lot, sidewalks, playground, and utilities) including property lines, building setbacks, connection point for all utilities, acreage and a graphic scale. If the Application is part of a phased development, the site plan must clearly show the location of the phase for which the Application is submitted. **New construction applications must show the adjacent building lots, street intersections, or GPS coordinates so that the site can be readily located.**

Building Plans - Must include each floor including basement, identifying all spaces, listing the square footage of each floor and all community areas, and including a graphic scale. If the building has a condominium structure or includes commercial space, floor plans must include the location of each condominium or the commercial space. The building plans and site plans must also clearly identify the following spaces if applicable to the development: accessible units, storage space, community room, management office and common laundry facilities. Accessible units must be identified on the floor plans in order to qualify for points in the Selection Criteria.

Units plans - Must be provided for each bedroom type and all accessible units, must list the net square footage for each unit type, and include room dimensions and a graphic scale. **Furnishings must be shown on all unit plans.** Preservation developments proposing revised dwelling unit layouts must provide existing and proposed floor plans.

Front Elevation - (Photographs, with any proposed work noted, may be used for preservation developments)

Typical wall section - Must identify construction materials and insulation levels. (Additionally, rehabs must distinguish between existing and new construction.)

Drawings - Schematic drawings shall be no larger than 11" x 17". **DO NOT SUBMIT 24" X 36" OR LARGER, DRAWINGS REDUCED TO 11" X 17".**

On the electronic copy of the schematic drawings, combine the drawings into as few PDFs as possible. Identify the contents of each PDF in its title.

Scope of Work Synopsis – Must be prepared by the Architect on his/her letterhead describing the work proposed, and shall be limited to a maximum of three pages in length. It must briefly describe the structural system, methods of insulation, interior and exterior finishes, mechanical systems, and any special features of the design and any amenities that cause it to qualify for ranking points that have been certified in the Application.

Street map of surrounding area clearly identifying the site, and showing the neighborhood streets and location of all amenities. An aerial photograph is not acceptable as the amenities cannot be readily located at the site visit from this type of map. Local and regional maps may be required to clearly indicate the locations of all amenities.

Energy Rebate Analysis (ERA) - A preliminary/draft explanation of all energy rebates that may be available for the project with estimated rebate amounts must be submitted with the application. The estimated rebate amount will be considered a source and used to size tax credit awards, and must be included on the Certification of Subsidies at Tab 20. The energy rebate is not basis eligible and will be removed from basis on a tax credit development. Prior to closing, the general contractor will be required to submit a final ERA which includes: a) a list of eligible utility company, local, regional, state, or federal

rebate programs, b) recommendations of applicable rebates to be included with estimated rebate amounts or estimated tax credit amounts, c) calculations, energy models, or other technical data to support recommendations, d) letters, program data information, or other documentation from utility providers to support noted programs, and e) if renewable energy strategies are proposed, a cost-benefit analysis.

Zoning - For consideration for points regarding Zoning under the Ability to Proceed Selection Criteria, the Applicant must demonstrate **at a minimum** that current zoning **allowing for the development proposed** is in place for all sites included in the application. Applicants must also provide evidence that **all variances and special exceptions will be in place on or before November 11, 2016**, or that all variances and/or special exceptions have already been approved. Failure to submit evidence of full zoning approval by said date may result in negative ranking points assessed to future applications.

In order to achieve maximum points in this category, evidence that zoning is in place and all variances and/or special exceptions are approved must be submitted with the application. Documentation supporting zoning may include, but is not limited to: a zoning permit, an approval letter from the municipality (zoning and/or planning official, as applicable) stating that zoning is in place for the proposed development and that no further action is necessary to meet zoning, or a resolution from the zoning and/or planning board approving zoning for the proposed development.

Green Building and Sustainability: PHFA encourages applicants to design, construct, and operate their developments in a manner that will minimize their impact on the environment by following the guidelines of programs such as ICC 700 the National Green Building Standard (NGBS) and the Leadership in Energy & Environmental Design (LEED).