Tab 5a Schematic Plans / Scope of Work

Note: The drawings are reviewed for compliance with Selection & Threshold Criteria (not compliance with the applicable Tab of the Submission Guide) at the time of Application. It is the responsibility of the Applicant's Design Team to ensure all Agency design standards are provided in all Units.

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. Indicate both the net and gross square footage of the Community Room.

Unit Plans - Must be provided for each bedroom type and all accessible units, must list both the net and gross 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.

Square Footage - Provide a table on the drawings which lists all Unit, Common area rooms/spaces and Commercial/Condo spaces (if applicable), along with their associated square footage. This information must correspond to the Development square footage information found in Tab 2-Development Specifications.

- Gross area shall be measured from the centerline of shared walls and extend to the outer surface of exterior walls. The upper portion(s) of multistory spaces shall be excluded from the calculation. Gross Building Area shall also exclude porches/patios and similar spaces.
- Mechanical Rooms, Electrical Rooms, Storage Rooms, and similar spaces that are conditioned to the same degree as a living space *and* are finished should be calculated at 100%. Basements, Garages and similar spaces that may be finished (or unfinished), but not conditioned to the same degree as a living space, must be calculated at 50% of the actual size.
- Net area shall be measured from the interior finish surface of the perimeter walls.

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.

Elderly (55+ and 62+) developments must follow the Elderly design standards found in the applicable section(s) of the Submission Guide for Architects.