

# **2019 CDBG DRAWINGS & SPEC'S SUBMISSION REQUIREMENTS**

Connecticut Department of Housing

**CD or Flash Drive** of the following are required. The submission shall be complete, fully coordinated, detailed and dimensioned in accordance with accepted professional practice. For hard copy submissions, drawings must be bound, (non-removable) all sheets the same size.

**1. Cover Sheet:** No free hand drawings allowed.

- a. Project name and address, Grant recipient's name, Architect's and his consultants' names, and date.
- b. CDBG (Year) State of Connecticut and Department of Housing
- c. Vicinity map at 1" = 400'. Showing location of the project, graphic scale, and solar North.
- d. Code/Zoning Information
- e. Drawing index, abbreviations and symbols (may be on separate/another sheet w/in set of drawings)

**2. Existing Site Conditions or A-2 Survey (if available/current)**

- i. Show existing site restrictions including set backs, right of ways, boundary lines, etc.
- ii. Show existing buildings on property.
- iii. Show existing walks, parking, and driveway(s) with dimensions and materials.
- iv. Show existing green areas, recreational areas, sitting areas, drying yards, and trash areas, as applicable.
- v. Show existing contours (if applicable) at one foot intervals, and finish floor elevations.
- vi. Show existing trees, plantings.
- vii. Show location of existing site utilities: water service, domestic and fire protection with hydrants; sanitary system, public or on-site waste disposal; storm drainage system; and other—as applicable.
- viii. Identify solar North, scale, and current date.

**3. Site Development Plan** at 1" = 40' or larger. As applicable:

- i. Dimensioned building layout;
- ii. Paving dimensions, parking;
- iii. Site furnishing; walks etc.
- iv. Pertinent items,
- v. Finish floor elevations
- vi. New sewage disposal system, manholes, fire hydrants, site lighting, and all buried service lines such as water, waste, storm, electrical, gas, telephone, television, etc.; and
- vii. Trees to be kept, new trees

**4. Landscaping Information:** (can be shown on site plan if legible, space permits)

Show finish contours only (2' intervals if applicable) and pertinent architectural and utility information without labeling or dimensions; show location and species of all plantings. Dimension the locations of critical shade trees.

**5. Architectural Plans:** These will vary from project to project but should be in the following sequence:

- a. Demo Plans
- b. Building Floor Plans
- c. Roof Plans (if applicable) may be partial plan
- d. Ceiling Plans (if applicable due to finishes)
- e. Building elevations (large scale noted photos may be used for rehab) and sections (sections not required for rehab.)

- f. Unit plans at 1/4" = 1'-0" (if floor plans are not 1/4" scale), kitchen/bath elevations
  - g. Plans of unique situations at larger scale, with appropriate elevations.
  - h. Typical floor and wall sections at 3/4" = 1'-0". (new construction or substantial/gut rehab)
  - i. Schedules (finish, door, window) and door and window details.
  - j. Miscellaneous details. For example, details for **the** adjustable kitchen counters, A.C. sleeves, access panels, etc. These can also be scattered throughout architectural sheets.
  - k. Additional information: **Plumbing** - Mounting heights should be on the architectural sheets. **HVAC** - show architectural ramifications of the mechanical systems, including the size and location of chases and soffits. **Electrical** - show all architectural ramifications of electrical devices, particularly items that affect furnish-ability, like baseboard radiation elements or storage heat.
- 6. Structural:** Foundation, floor and roof framing plans, elevations, sections and details.
- 7. Plumbing:** Plans, piping, boilers, water heating, water meter, vent stacks, etc. riser diagrams, details, fixture schedules, abbreviations and symbols.
- 8. Sprinkling and Fire Protection** (if applicable): Plans, piping, stand pipe, extinguisher and head locations, etc., riser diagrams, details, schedules, abbreviations, and symbols.
- 9. Heating and Ventilating:** Plans, ducts, vents, etc., details, schedules, abbreviations and symbols.
- 10. Electrical:** Plans, electric heat, lighting, switches, panel box, thermostats, exhaust, diagrams, schedules, abbreviations, symbols, and mounting heights.
- 11. Solar:** Site plan with Roof plan showing panel layout, one line diagram etc. (coordinated or with electrical plans), system/panel description, attachment details, elevation, load center, production meter, junction box, etc. Panels must be shown on building elevations.
- 12. Technical Specifications:** CSI format, printed on both sides, (can be in note form on dwgs, if legible and space permits). For hard copy submissions, specifications must be bound. Specifications submitted without secure binding will not be reviewed and will be scored accordingly in rating and ranking. Spec's must include:
- a. Cover Sheet; Project Name and address, Grant Recipient name, Architect and his consultants' names, CDBG (Year) State of Connecticut and Department of Housing and date
  - b. Table of Contents
  - c. List of Contract Drawings