



## High Rise Initiative – Administrative Items Check List

Upon acceptance, an initial kick-off meeting will be scheduled with the Department of Buildings' High Rise Team. The applicant will have the opportunity to present the project and review the application filing strategy for permitting and construction with the team. Complete the checklists below and provide all applicable administrative items at the kickoff meeting.

<b>Check List 1:</b>		
<input type="checkbox"/> PW-1 form	<input type="checkbox"/> Completed Schedule A	<input type="checkbox"/> Completed Schedule B
		<input type="checkbox"/> Completed PD-1 (plot diagram)
<input type="checkbox"/> Zoning analysis	<input type="checkbox"/> Zoning district (special districts)	<input type="checkbox"/> Zoning map
<input type="checkbox"/> Draft of zoning exhibits		
<input type="checkbox"/> Foundation, excavation, and underpinning filing		
<input type="checkbox"/> Site safety plan		
<input type="checkbox"/> Surveys		
<input type="checkbox"/> Address verification by borough president's office		
<input type="checkbox"/> RP-604 form for merging tax lots (from Department of Finance)		
<input type="checkbox"/> Demolition application number		
<input type="checkbox"/> Fire protection plan		
<input type="checkbox"/> Sewer connection form (from Department of Environmental Protection)		
<input type="checkbox"/> Flood hazard study		
<input type="checkbox"/> Wetland approval (from Department of Environmental Conservation)		

<b>Check List 2: Applicant must provide all application numbers associated with the New Building (or Alteration 1 Enlargement) application, and check those applicable below.</b>	
<input type="checkbox"/> Alt-1 or Alt-2 jobs filed to merge lots (for adjacent air rights)	Application #:
<input type="checkbox"/> Foundation	Application #:
<input type="checkbox"/> Structural	Application #:
<input type="checkbox"/> Plumbing	Application #:
<input type="checkbox"/> Electrical	Application #:
<input type="checkbox"/> Mechanical	Application #:
<input type="checkbox"/> Boilers	Application #:
<input type="checkbox"/> Elevator	Application #:
<input type="checkbox"/> Place of Assembly	Application #:
<input type="checkbox"/> Curb cut	Application #:
<input type="checkbox"/> BPP	Application #:
<input type="checkbox"/> Sprinkler	Application #:
<input type="checkbox"/> Standpipe	Application #:
<input type="checkbox"/> Fire alarm	Application #:
<input type="checkbox"/> Fire protection plan	Application #: