

# OHCS ARCHITECTURAL SUBMISSION REQUIREMENTS

## I. Overview

The Department supports the development of quality affordable housing that is well designed, safe, supports and improves upon the aesthetics and living environment of the community, empowers and enhances the self-esteem of the residents it houses and serves, and contributes positively to the quality of life in Oregon.

Meeting this goal of creating and preserving quality affordable housing projects require careful design, material selection and oversight by all members of the project development and design team as well as the engagement of highly skilled and knowledgeable construction professionals during the project's construction phase. Careful preparation of the materials required for application is a critical initial step in the development of successful affordable housing projects.

## II. Projects Involving New Construction

### a) **Submission Requirements**

The following preliminary development related documentation is required at the time of application only when the project proposes any new construction or building development or involves significant changes to the exterior character of an existing building.

#### 1) **Vicinity Map**

Indicating the location of the site and amenities important to the residents such as groceries, schools, parks, activities on adjacent properties (e.g. single family dwellings, commercial retail etc.), and public transportation. If appropriate, the same vicinity map required in the environmental review checklist may be used.

#### 2) **Context Photos**

Showing the property and adjacent properties. Indicate on the vicinity map where the photographs were taken. If the site varies in slope, submit photographs showing the extent and nature of the sloped areas. If photocopy photos are taken, include original photos in the original application and copied photos in the application copies.

#### 3) **Preliminary Site Plan**

Showing early development related intent for the project. The site plan must include the following information:

- a) Drawing Scale (1"=40' minimum) and North Arrow.
- b) Property Lines
- c) Land-use (zoning) designation(s) including any applicable special overlay zones.
- d) Special environmental conditions such as "wetland" areas.
- e) Identification all known easements, encroachments and adjacent land uses
- f) Site contours or, at a minimum, spot elevations at the corners of the property and each side of all proposed and existing buildings and showing preliminary grading including drainage away from buildings.
- g) Site features such as existing structures to be removed, trees or hedges to be retained and general areas of new plant materials, with other site features.
- h) All buildings with unit front entries indicated.
- i) All paved surfaces and site lighting, if determined.

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- j) Any fencing at perimeter of site and between units and buildings.
- k) Mechanical and electrical equipment such as transformers, if determined.
- l) Trash holding areas, if known.

### IV. OHCS Project Guidance & Oversight

#### a) Project Development Manual; Architectural Guidance and Standards

The Department has established a set of design and construction standards to aid project stakeholders in the process of developing quality affordable housing in keeping the Department's mission and vision. These standards are presented in detail in the Department's Project Development Manual (PDM) which will be posted to the OHCS website in conjunction with any NOFA application. Principally, the standards encourage and direct project stakeholders in the use and integration of industry best practices in all aspects of the planning, design and construction process.

#### b) Design of Quality Affordable Housing

The design of quality affordable housing requires skillful integration of many disparate design factors and principles. The following list outlines some of the major design elements that will need to be carefully integrated during the design phase of the project to meet the design standards established by OHCS. The elements listed below are described in more detail in the OHCS Project Development Manual.

- 1) Site, Building, and Dwelling Unit Design Standards
- 2) Indoor and Outdoor Environments
- 3) Land-Use and Building Code Requirements
- 4) Accessibility Standards and "Visitability"
- 5) Material Selection and Building Envelope Best Practices
- 6) Durability & Maintenance
- 7) Health & Safety

#### c) Compliance and Department Oversight

Once a project receives a funding reservation from OHCS (Qualifying Project), the Department may be required by the Program rules to review project documents during the planning and design phases of the project and/or to perform inspections during the project's construction phase. Alternatively, OHCS also reserves the right to review project documents and to perform inspections of the construction work on any project funded by OHCS even where a Program does not necessarily direct the Department to do so. Although such reviews and inspections are important to ensure compliance with Program and Department requirements, OHCS's primary objective in undertaking project oversight activities is to support the development team by maintaining Program and Affordable Housing related expertise on the project for the full period of its development.