

Standard Format for Architectural Drawing Submissions

Before construction or rehabilitation can begin, licensees must submit plans prepared by a licensed architect or engineer to MTA Real Estate Department for approval. After review, the plans will be returned to the licensee either "Approved for Construction" or "Disapproved" with comments to guide the preparation of a revised submission. The format for revisions must conform to the guidelines set forth herein.

1. Initial Submission

Tenants' architects and engineers must prepare drawings with the information requested below and in the format described.

- A. Format. Blue or black line prints on a white background. The preferred drawing size is 24" x 36".
- B. Copies. Ten (10) copies are to be submitted.
- C. Location Plan. The first page of the submission must include a key map or location plan of the premises. In many cases, MTA can provide a station map or other map to accurately locate the premises.
- D. Architectural Plans. Floor plans, reflected ceiling plans, storefront elevations, sections, and working drawings must include:
 - (a) Dimensions,
 - (b) Materials of construction,
 - (c) Details of fixtures,
 - (d) Swing of doors,
 - (e) Details of rolling shutters,
 - (f) Details of signage, and
 - (g) All other information relating to the premises and the area around it.
- E. Plumbing Plans. The layout and details of plumbing must show the following:
 - (a) An equipment schedule,
 - (b) Details of connections to existing lines,
 - (c) Interior plumbing layout, and
 - (d) Sizes and materials for all pipes, valves, ejectors, grease interceptors, check valves, meters, drains and equipment.
- F. Electrical Plans. The layout and details of all electrical equipment must be shown, including details of Con Edison service connections, panel layouts, wire and conduit sizes, and the details of all electrical equipment.
- G. Telephone Plans. The layout and details of telephone connections must be shown.

H. Fire Protection Plans. The layout and details of sprinklers or other acceptable automatic fire protection devices must be shown, including details of connections to existing lines. In those instances where the NYCTA's requirements for fire protection devices differ from Code, the NYCTA's requirements shall prevail.

2. Revisions

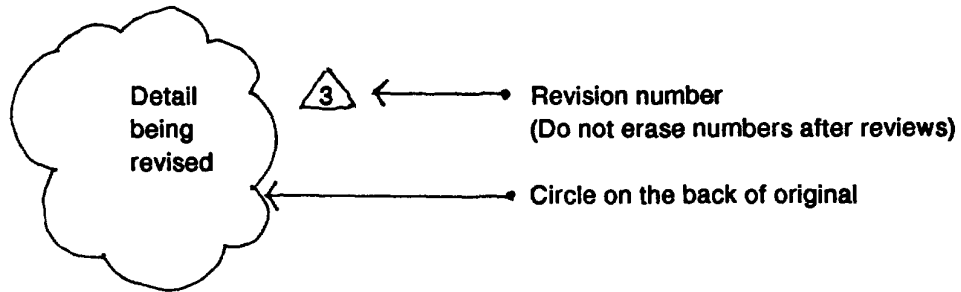
To avoid confusion as to which revision is being submitted for review, the following format must be used in all revisions:

A. A revision box in reverse order (from the bottom up) should be drawn near the title box of each sheet. The revision box should consist of three columns: revision number, item being revised, and revision date.

△ ₄	POWER FEED DIAGRAM, D A/C SUPPORT, E	09-10-93
△ ₃	SPRINKLER LAYOUT, B SIGNAGE LAYOUT, 2	08-23-93
△ ₂	ELEVATION DIAGRAM, 3 ELEVATION, 4	08-02-93
△ ₁	STOREFRONT, B	07-08-93

B. A circle should be drawn around each detail being revised. Triangles with revision numbers △₁△₂△₃ should be marked next to each applicable circle.

C. With each subsequent submission, all previous circles (which are to be marked on the back side of the Mylar) are to be erased. However, revision numbers should remain.



D. Any revision not presented in the required format will not be considered an official submission and will not be reviewed. Please contact MTA if additional information is required.