

DESIGNING NEW HOMES

CHECKLIST

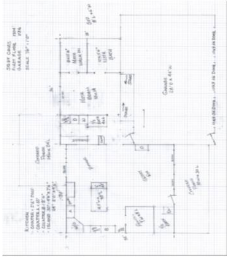
I have prepared this Checklist for designing a new Home after talking with many clients struggling with understanding the Process for its design. Designing a new home can be a complex and daunting process for those who have not been through it before. You may be wondering how long it will take? What is involved with a total cost for its construction? What do I need to do to make sure my project gets approved in the shortest amount of time possible? And most importantly what are the key steps necessary to ensure that my entire project is a success? Below you will find the answers to these questions – and more. I hope this works out to be a useful source of information and helps you along with the task ahead of you. We look forward to your feedback and feel free to use this with whomever you decide to work with for your project. Thanks Sincerely



- * It is imperative to collect pertinent site data such as:
 - Photo's
 - Property/Mortgage Survey if any (if done, will have most of this information included)
 - Size of Property
 - Topographic Survey if any
 - Legal Description if any
 - Utility Lines and locations (new, existing or abandoned)
 - Zoning Requirements and setbacks
 - Building Permit Data and requirements
 - Is there a Well on the property?
- * Investigate whether a private Septic System is required? Has a Percolation test been done?
- * Is Electric, water, sewer and Gas available to your site?
- * Is there Landscaping to be completed with the project?
- * What and where do you desire the Drive to be, gravel or paved, short or long?
- * What direction does the front of the property face? N-S-E or W
- * Will a Licensed Professional Stamp be required on Plans by the Municipality?
- * Will a Site Plan approval be necessary by a Planning Board or the Building Inspector prior to applying for a building permit?
- * Is the Property part of a Subdivision and also regulated by Subdivision Covenants?
- * Are there Right of Ways such as Storm Drainage or Utility Rights on the property?

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- * A wish list of what you and/or your spouse, wants most from this project.



- * List of the most important questions you want answered at an information meeting.
- * List all your dream ideas or wants. Defined as nice to have but may be left out do to budgets and goals.
- * List all your most necessary needs. Defined as a must to the design and to maintain your families lifestyle.



- * List the rooms required such as: Family, Living, Dining, Breakfast, Mud, Garage, Bedrooms, Master Suite, etc. A sketch if you have one is fine but not necessary.
- * List what your concerns are for the traffic flow between each area and how each room shall function. Start with the Front entry.
- * List the types of Storage in the Home that you would like to be incorporated in your design.



- * List any special services, equipment, electronics, or materials that you believe to be important to the projects well-being and its functioning within the space. Such as a Smart-Home.



- * Decide when you would like to have the project finished. Most home construction can take 3-12 months for a standard 2500 sq. ft. home from start to move in.

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- * List your thoughts on Environmental and Sustainable ideas you have that are important to you, such as: Green Roofs, Solar Heat, Smart Home ideas, High Energy requirements, etc..



- * Establish some form of budget for your project - and what it shall include. Does it include the land? Does it include land development? Does it include architectural fees?, Landscaping?, Site-work?, Septic and Well or Public Utilities?, etc.
- * Discuss and determine how you would like to finance and construct this project. Will you complete it by letting plans and specifications out for bids to several contractors and acquire references to choose them? Will you do it by working with a specific or pre-chosen General Contractor or being the General Contractor yourself? Will you hire a Design/Build team (Architect with GC) or just a Licensed Residential Architect?



When considering a new Design for a custom Home, or even tweaking one you may have interest in from a magazine, a high-level **Needs and Options Review** with Bernie Perkosky at BaP Architectural Services is the first step towards your dream project. Why?

- o You will receive insight and opinions from a registered Architect on the feasibility of your project – one who is highly experienced (53 years) in the type of project you're facing.
- o We will develop an outline brief that provides the meat and bones for your future work-schematic concepts of rooms, there connection and functionality of the space, etc...
- o Discuss the project in a technical and understandable means to encourage on-going design thinking of the project.
- o Discuss the aesthetics of a potential scheme.
- o Discuss the functional viability of the project and your ideas.
- o Verify Legal Municipal regulations for a viable project.
 - o Prepare (1) schematic of a possible design based on acquired ideas.
 - o Provide a Preliminary ballpark cost analysis for each concept.
 - o Provide a Preliminary timeline for the overall project.
 - o Produce this report from above.
- o All travel over 10 mile radius of New York offices shall be subject to mileage expense.
- o This Report includes Schedule of Services and Work for a Fee Proposal on the next Stage of the Design Process to follow.

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NEEDS & OPTIONS REVIEW

Please visit our web site @ www.baparchitecturalservices.com and click to download our Educational Video reflecting the “Needs and Options Review”.

“A surgeon wouldn’t operate without a proper Diagnosis” Our initial **Needs and Options Review** works in that same way.

It begins a strategy designed to precisely understand your requirements, its programming, and then give findings and recommendations, and a plan to move forward with a realistic timeline and a rough Probable cost to assist your thoughts to move on.

What do you Get? Initial scoping & sketching of Project – Total Fee for Report to be determined at initial meeting.

Meet and discuss the Project as noted above

Review function and design

Clarify issues; discuss options and current thinking

Clarify project aims & vision, style & involved decision makers

Explore potential spatial relationships, function and options

Prepare freehand sketching from programming

Prepare and present Report.

Thank you for your interest,
Sincerely,

Bernie Perkosky, RA, AIA, ICC



presented by **BaP ARCHITECTURAL SERVICES**
607-748-2038 email: baparch@hancock.net
url: www.baparchitecturalservices.com

- Yes, I would like to book an initial discussion with Bernie Perkosky as described above
- Yes, I have completed the agreement below and provided my/our client details to get the project underway w/ the Needs and Options Review. Enclosed is a retainer for ½ of the total fee discussed and to be applied to the final fee for this phase of the design.

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AGREEMENT for PRELIMINARY SERVICES

We request that you sign this Agreement on the space below, copy it for your records and return a scanned signed copy to our office for our records.

Description of service

Client Acceptance and Confirmation of Details

_____ Date _____
Owners signature

Name

Please confirm the delivery and addressing details for invoices to be sent:

Formal client/ Business Title _____

Postal Address _____

Email Address _____

Attention of _____

Scan and email to
baparch@hancock.net