

Section 5: Appendices and Attachments

A. Title/Deed	<u>Tab "A"</u>
B. Copy of Town Meeting/City Council Vote	<u>Tab "B"</u>
C. City/Town Map Showing Location of Proposed Site	<u>Tab "C"</u>
D. "Photo Essay" Pictures of Site & Building Conditions	<u>Tab "D"</u>
E. Floor Plans of Existing Building	<u>Tab "E"</u>
F. Excerpted Pages from Master Plan/Library Long Range Plan	<u>Tab "F"</u>
G. Library Building Program	<u>Tab "G"</u>
H. Geotechnical Report by Geotechnical Consultant	<u>Tab "H"</u>
I. Site Plan & Survey	<u>Tab "I"</u>
J. Schematic Design Drawings	<u>Tab "J"</u>
<ul style="list-style-type: none"> • One (1) full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. (Scale: 1" = 8ft.) Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the latest version. Depending on the status of your project, that may be schematic, design development, or even working drawings. For building designs involving many levels and/or ceiling heights, including cross sections is recommended. • Floor plan with a complete furnishings and equipment layout. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout. Indicate number of square feet in each area/room. • Elevations of proposed facades, especially those showing public entrances. • Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans. • CLARIFICATION: All copies of application should have a reduced scale copy of schematic, or latest, drawings. The layouts with furnishings and equipment are extremely important to the readers of your grant application. It is advised that documents should be/must be clear and readable, with labels to indicate location and square footage of areas and facilities directly on the drawings themselves, not in a key or legend section. Standard architectural-size drawings are acceptable, as is 11" x 17" paper. The layout should include such details as shelving and reader seats, location of restrooms, elevators, staff offices, public service desks, fire exits, janitor's facilities, etc. The important points here are clarity and readability. Exterior elevations are required. For building designs involving many levels and/or ceiling heights, include cross sections. 	
K. Application Package Checklist	<u>Tab "K"</u>
L. ADA Compliance Information	<u>Tab "L"</u>
M. Letters	<u>Tab "M"</u>