

## Stage I, Schematic Plans

The schematic plans are prepared early in the development of a project. Submission at this stage of development is not required. The purpose of a stage I review is to afford the project's design professionals and the facility the opportunity to get input from the OPC reviewers prior to further development of the project documents. No approval is given following a stage I review, but observed deficiencies are noted in the response letter.

### Submission Requirements:

- A completed [Project Review Application \(PRA\)](#).
- An initial application of fee of \$2,000.00 (see [Fees and Payments](#)).
- If the project will create a new licensed facility, a completed [New Facility Form](#) (Do not use this form if the project involves a proposed facility that will be on the license of an existing facility, even if the facility is at a different address from the existing facility. This form is only for new licensed facilities.)
- Schematic documents as described below.

### At a minimum, the following must be incorporated into the schematic documents:

- A transmittal which includes the facility name, project ID number (if assigned), a list of the attachments included in the submission.
- Provide a detailed scope of work and describe services to be provided in the project.
- If applicable, provide a schedule showing total number of beds (existing and new), types of bedrooms (private, semiprivate) and types of ancillary spaces.
- Single-line drawings of each floor that indicates the relationship of the various activities or services to each other and the room arrangement in each.
- The function of each room or space shall be noted in or near the room or space.
- The proposed roads and walkways, service and entrance courts, parking, and orientation shown on either a small plot plan or on the ground level floor plan.
- A simple cross-section diagram showing the anticipated construction.
- A schematic life safety plan showing smoke and fire compartments, exits, exit passageways and gross areas of required smoke and fire compartments.
- Indication of which areas are sprinklered, both new and existing.
- If the proposed construction is an addition or is otherwise related to existing buildings on the site, the schematic plans must show the facilities and general arrangement of those buildings.
- For projects involving an increase, decrease, relocation or transfer of licensed beds, a schedule showing the total number of beds, types of bedrooms and types of ancillary spaces must be provided.
- Signing and sealing of these documents is not required.