

## Public Structures: Landscape Architecture - DRAFT

Public structures include, but are not limited to, buildings (such as museums and libraries), parks and playgrounds, bridges, and lighting and other streetscape elements located on or over City-owned property.

Master plans and other large-scale or complex landscape projects should be submitted for conceptual review by the committee early in the design process when drawings are at the conceptual level. All landscape projects that are subject to the Uniform Land Use Review Procedure (ULURP) should be submitted for conceptual review when the ULURP application is submitted to the Department of City Planning. Once the approved concept has been further developed, schematic drawings should be submitted for preliminary review and approval by the Art Commission.

All other landscape projects, including small-scale parks and playgrounds, should be submitted for preliminary review and approval at the end of the schematic design phase. If any design changes are made in design development subsequent to preliminary approval, the project should be submitted for committee review and approval prior to proceeding to final drawings. Final review and approval of all landscape projects is based on the submission of contract drawings.

### Conceptual Review (For large-scale or complex projects only)

1. A brief statement that describes the project scope (no more than one page for each):
  - a. Design intention and planning principles (Please include diagrams.)
  - b. Community/neighborhood context
  - c. Sustainability objectives
2. A minimum of eight (8) loose 8" x 10" color photographs of the site and surrounding area.<sup>1</sup>
3. Pre-schematic design documents at 5% completion of total design.<sup>2</sup>
  - a. Location plan Scale: neighborhood and borough
  - b. Site plan with existing contour lines Scale: 1" = 10' for projects <1 acre  
and section-elevations Scale: 1" = 20' for 1 to 5 acres  
Scale: 1" = 40' min. for >5 acres
4. A massing or study model is encouraged.<sup>3</sup>

### Preliminary Review (All projects)

1. Two copies of the Application Form signed by the Commissioner or designated City agency representative.
2. A brief statement that describes the project scope (no more than one page for each):
  - a. Design intention and planning principles (Please include diagrams.)
  - b. Community/neighborhood context
  - c. Sustainability objectives

For large-scale or complex projects that were submitted for conceptual review, a narrative description of modifications to the brief statement.

3. A minimum of eight (8) loose 8" x 10" color photographs of the site and surrounding area, unless previously submitted for Conceptual Review.<sup>1</sup>

4. 100% schematic design documents (approximately 20% completion of total design).<sup>2</sup>
  - a. Location plan Scale: neighborhood and borough
  - b. Site plan Scale: 1:40
  - c. Site plan with existing contour lines and section-elevations Scale: 1" = 10' for projects <1 acre  
Scale: 1" = 20' for 1 to 5 acres  
Scale: 1" = 40' min. for >5 acres
  - d. Plant material layout and preliminary plant list
5. One (1) or more renderings that clearly depict the design in its context.
6. Images/catalogue cuts of proposed equipment, lighting and furnishings.
7. Designs of structures, including shade structures, shelters and comfort stations (*see Architecture Submission Guidelines*).
8. A massing or study model for projects with complex topography or built features.<sup>3</sup>

*Please note that if any design changes are made in design development subsequent to preliminary approval, the project should be submitted for committee review and approval prior to proceeding to final drawings.*

#### **Final Review (All projects)**

1. Two copies of the Application Form signed by the Commissioner or designated City agency representative.
2. Construction drawings at 90% completion.<sup>2</sup>
3. A complete list of materials, colors and finishes.
4. Material samples, including type, finish and color.<sup>4</sup>
5. An updated model is encouraged for projects with complex topography or built features.<sup>3</sup>

**Final Approval is conditioned upon commencement of work within two years of the final approval date and the submission of three (3) 8" x 10" color archival-quality photographs of the completed project for the Art Commission's archive of the City's built environment.**

<sup>1</sup>*All photos must be clearly labeled on the back. Polaroids or color photocopies will not be accepted. If using a digital camera, photographs must be printed on photo-quality paper.*

<sup>2</sup>*Drawings must be submitted in the following formats:*

- a. *Two complete sets of unmounted drawings, properly collated and stapled, must be submitted. All drawings should indicate scale, and plans should include a north arrow. Half-size drawings are preferable as long as they are legible. Any reduced drawings must include a graphic scale.*
- b. *Critical drawings, including renderings, should be mounted on one (1) or more 30" x 40" boards for presentation (see Presentation Guidelines). PowerPoint presentations are strongly discouraged and will only be accommodated under exceptional circumstances.*
- c. *PDFs of drawings submitted at the conceptual and preliminary level of review must also be provided on a disc.*

<sup>3</sup>*A minimum of eight (8) loose 8" x 10" color photograph, including close-ups, of the model is required. Photographs should show the model from different viewpoints. All photos should be clearly labeled on the back.*

*<sup>4</sup>One (1) or more 8" x 10" color photographs of each non-standard material sample are required. All photos should be clearly labeled on the back.*