



REVOCABLE CONSENT PLAN REVIEW CHECKLIST

PLAN

- 1. Paper print 18" X 24"
 - a. Must be to scale
 - b. Must include plan, elevations, sections details
 - c. Must be in color

ORGANIZATION

- 2. For Surface Structures:
 - a. Cover
 - b. Plan
 - c. Existing conditions
 - d. Proposed conditions
 - e. Elevation/section (longitudinal and transverse)
 - f. Subsurface conditions if applicable
 - g. Details

COVER SHEET

- 3. REVOCABLE CONSENT TITLE BOX:
 - a. Found on the right hand corner of sheet
 - b. Template (<http://www.nyc.gov/html/dot/html/infrastructure/revconif.shtml>)
 - c. Same date as on petition form. Leave blank until filing
 - d. Signature of applicant/petitioner (property owner or tenant)
- 4. OTHER
 - a. Found below the title box
 - b. Zoning information
 - c. Character of all materials
 - d. Structures for revocable consent in red, only
 - e. Block & lot
 - f. Address/ building name if applicable
- g. Cost of removal/deactivation and restoration of City property
- h. P.E. / R.A. seal and signature required once petition has been filed
- 5. MISCELLANIOUS
 - a. Found throughout sheet
 - b. Legend
 - c. North arrow
 - d. Location plan/ plot plan
 - e. Photographs, if applicable
 - f. P.E./ R.A. title block with revision dates

ALL SHEETS

- 6. DESIGNATORS:
 - a. North Arrow
 - b. Scale (clarify different scales if applicable)
 - c. Page numbers
 - d. Catalogue cuts (where applicable)
 - e. Property line
 - f. Building line
 - g. Distance to the nearest cross street
 - h. Fire safety structures
 - i. Method of construction (where applicable)
 - j. Building entrances
 - k. Building to be shown in a light shaded grey
 - l. Ped ramps
 - m. DOT sidewalk standards
 - n. Tree/tree pit details and dimensions
 - o. Cross walks
 - p. Curbs
 - q. Gratings
 - r. Man hole covers
 - s. Catch basins
 - t. All existing street furniture.

FONT FORMAT

- 7. TITLE BLOCK, STREET NAMES, AND ADDRESS:
 - a. Must use only one type font
 - b. San serif type
 - c. Large point size
 - d. All capital letters
- 8. DIMENSIONS AND NOTES
 - a. Must use only one type font
 - b. San serif type
 - c. Small/ medium point size
 - d. All capital or all capital and lower case letters

LINE FORMAT

- 9. LINE THICKNESS:
 - a. Property lines- Bold and Dashed
 - b. Match lines- Thick and Long
 - c. Building lines- Bold and solid
 - d. Curb lines- Double and solid
 - e. Dimension lines- Thin and solid
 - f. Street markings- Bold and solid
 - g. Break lines- Thin and solid
 - h. Existing structures- Outlined in black, thin and solid
 - i. Proposed structures- Outlined in red, thin and solid

- j. Section/elevation symbols- thin and solid

DIMENSIONS

- 10. DIMENSION LINES
 - a. Pulled out beyond the curb line
 - b. Measured in the clear (not center to center)
- 11. SIDEWALK CLEARANCE:
 - a. From building line
 - b. From property line
 - c. From obstructions
- 12. SIDEWALK FURNITURE CLEARANCE:
 - a. Include all furniture/obstruction on, over and under the sidewalk where applicable:

Subway Entrance (open side)	15'
Sidewalk Cafés	15'
Newsstand	15'
Bus Stop (with/without shelter)	15'
Fire Hydrant/Standpipe	10'
Driveway	10'
Bicycle Rack (including all bicycles)	8'
Street Tree	5'
Bench	5'
Principal Building Entrance	5'
Ramp intended to provide access for people with disabilities	5'
Subway Entrance (closed end or side)	5'
Public Telephone	5'
Planters on the sidewalk not adjacent to the building façade	5'
Mail Box	4'
Street Lights	4'
Parking Meters	4'
Edge of Tree Pit	3'
Street Signs	3'
Utility Hole Covers, Cellar Doors, Areaways	3'
Transformer Vault/Other Sidewalk Grates	3'
All Other Legal Street Furniture	5'

- 13. SUBSURFACE:
 - a. Clearance to vaults, water mains, sewers, steam pipes, conduits, roadway base, bottom of a bridge and any other utilities
 - b. Tree roots and drip line
- 14. PROJECTIONS ABOVE GRADE:
 - a. Clearance to building projections