

Installation of Artworks: Final Review Checklist

Project Name:

Submission Date:

Please provide one copy of each item, unless otherwise noted.

- Application** signed by the Commissioner or designated City agency representative
- Photographs of the Completed Artwork**
 - Minimum of three (3) from different viewpoints
 - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
 - Labeled on the back
- Percent for Art Catalog and Maintenance Form**
- Digital Submission**, including each of the documents noted above, saved as separate .pdf files, and sent to PDC through the agency liaison
 - Please use the following naming format for both .pdfs and project folders, and keep names as short as possible: Agency Acronym-level of review-Project Name-document
 - For example: DPR-p-Morton Playground-app.pdf
 - Please do not include dates, Job numbers, or "PDC Submission" in the title