

Artwork Conservation or Relocation: Preliminary 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
- Curriculum Vitae** for conservators, fabricators, and fine art handlers, including examples of similar work
- Proposal, 8.5" X 11" color (Use binder clip)**
 - Title of artwork, artist's name, date of artwork completion and installation (if different)
 - Location plans (borough and neighborhood)
 - History and description of artwork
 - Treatment history
 - Condition report, including photographs with captions
 - Proposed treatment and/or relocation methods and materials
 - A site plan (if applicable) of current and proposed locations (minimum scale: 1" = 40')
 - Rendering/mockup of artwork in new location (if applicable)
- Existing Conditions Photographs**
 - Minimum of six (6) views, including details
 - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
 - Labeled on the back to indicate view
- 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