

Distinctive Light Fixtures: Preliminary and 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, and if relevant, include the name, address and telephone number of any entity responsible for the maintenance of the distinctive light fixtures.
- Statement of Project Scope**
- Presentation, 11" x 17" color (Use binder clip)**
 - Location plans or aerials, borough and neighborhood level (400' radius from site)
 - Eight (8) site photographs with key plans, two site photographs per page, maximum
 - Existing and proposed plans
 - Lighting plan
 - Plan indicating all existing distinctive lighting installations in the surrounding neighborhood
 - Material images, including furnishings and fixtures
 - Illustrate major revisions
 - No black backgrounds!
- Two (2) Sets of Construction Drawings, at least 90% completion**
 - 11"x17" or 18" x 24" (half-size) legible drawings
 - All drawings must indicate scale, north arrow or orientation, and titles.
 - For projects that require Department of Buildings permits, drawings must conform to DOB's requirements.
- Cut Sheet** of proposed distinctive light fixture, indicating colors and finishes
- Community Board Resolution** or written confirmation of the Community Board review
- 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