

Distinctive Sidewalks: Preliminary and Final Review Checklist

Project Name:

Submission Date:

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

- Application** signed by a representative from the Department of Transportation's sidewalk division or the Department of Buildings, whichever is applicable, and including the name, address and telephone number of the private entity proposing the distinctive sidewalk.
- A Copy of the Receipt for the Builder's Pavement Application** submitted to the Department of Transportation for the installation of roadway pavements, curbs and sidewalks
- A Copy of Forestry's Tree Permit**, if applicable
- Statement of Project Scope**
 - Design intent, including any OneNYC objectives and Agency initiatives
 - Community and neighborhood context
 - Funding sources and any scheduling constraints
- 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 photographs per page, maximum
 - Existing and proposed site plans
 - Existing and proposed plans and elevations
 - Landscape plan, if applicable
 - Lighting plan, if applicable
 - Renderings, in context, from a pedestrian point of view
 - Materials images, including furnishings and fixtures
 - No black backgrounds!
- Two (2) Sets of Construction Drawings, at least 90% completion**
 - 11" x 17" or 18" x 24" (half-size) legible drawings
 - All drawings must indicate scale, north arrow or orientation, title, and must conform to DOB's requirements
 - Existing and proposed site plans (minimum scale: 1" = 40') that extend at least one block beyond the project site in each direction, showing both sides of the street, and indicate all existing sidewalk paving materials, trees and street furniture/fixtures. The proposed site plan must also include any other streetscape elements (light fixtures, trees, benches, etc.) that are proposed as part of the distinctive paving treatment.
- Color photographs of the building (for existing buildings) or renderings of the building (for new buildings under construction)**

Materials List and Catalog Cut Sheets

- Name of the manufacturer, color and finish
- Indication of where each material will be used
- Catalog cuts of mechanical equipment, lighting, fencing, paving and furnishings

Material Samples (for non-standard materials)

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