

Newsstands: 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 agency representative of the Department of Consumer Affairs, and including the name and address of the private entity proposing the newsstand. The application form should indicate the address of the building in front of which the newsstand will be installed.
- A Copy of the Department of Consumer Affairs Track Sheet** indicating that the Department of Transportation approved the newsstand location and size
- Site Photographs**
 - Must show the general streetscape, views from across the street including the façade of the buildings in front of the proposed site, and views up and down the block to show the visual corridors
 - Minimum of eight (8) views
 - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
 - Labeled on the back to indicate view
- Presentation, three (3) copies, 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
 - Photomontages showing the proposed newsstand in the context of the existing site, including from across the street and from up and down the block
 - Proposed site plan (minimum scale: 1" = 40') that extends at least one block beyond the project site in each direction, showing both sides of the street as well as all trees and existing street furniture/fixtures, including any existing newsstands
 - Detailed proposed site plan (minimum scale: 1" = 5') including all critical dimensions and indicating the location and nature of adjacent buildings, including details of setbacks from major entrances
 - Renderings, in context, from a pedestrian point of view
 - Materials images, including furnishings and fixtures
 - No black backgrounds!
- Copies of the Design Commission certificates of approval for any/all existing newsstands** in the area, as indicated on the site plan (The agency receives certificates for all approved newsstands, and should include them as part of the submission.)

- Written confirmation that either the Community Board (a) reviewed the newsstand application, or (b) did not provide comments within the designated 60-day review period** (Please submit the Community Board’s resolution.)
- Written confirmation that the property owner has been notified** (The agency is encouraged to submit the applicant’s notification letter.)
- Written confirmation that the site is not slated for treeplanting by the Department of Parks & Recreation’s Forestry Division**
- 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