

Parks, Open Space, and Streetscape: Preliminary Review Checklist

Project Name:

Submission Date:

Please provide one copy of each item.

- Application** signed by the Commissioner or designated City agency representative
- Statement of Project Scope**, if the project was not submitted for Conceptual review:
 - Design intent, including notable OneNYC objectives and Agency initiatives
 - Community and neighborhood context
 - Funding sources and any scheduling constraints
- List of Changes**, if project was submitted for Conceptual Review
 - List of all changes from the previously reviewed design with a thorough explanation of why the changes are necessary
- 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 plans
 - Existing and proposed sections and elevations
 - Landscape plan
 - Lighting plan
 - Renderings, in context, from pedestrian viewpoint
 - Plant palette images and plant list
 - Material images, including furnishings and fixtures
 - Other drawings and materials as needed to completely and concisely present the proposal, such as grading plans, fencing plans, site analyses, tree removals, below-grade constraints diagrams, and precedent images

If the project was submitted for conceptual review, in addition to the above, include:

- Previously reviewed drawings and renderings
- Proposed drawings (site plans, elevations, sections, plant palette, material images) with changes since conceptual review called out in red color
[Example slides can be found on the Design Commission website.](#)

- Schematic Design Set, 11" x 17" or 18" x 24" (half-size) legible drawings**
 - All drawings must indicate scale, north arrow or orientation, and title
 - Existing and proposed site plans
 - Elevations and sections

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Materials List and Catalog Cut Sheets

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

Material Samples (for non-standard materials)

Model (encouraged for large-scale or complex projects)

Model Photographs

- Minimum of eight (8) views
- Printed in color on non-glossy (matte) photo paper at 8 1/2" x 11", labeled

Community Board Resolution or written confirmation of 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