

Structures: Conceptual 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**
 - 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 plans
 - Existing and proposed sections and elevations
 - Renderings, in context, from a pedestrian viewpoint
 - Other drawings and materials as needed to completely and concisely present the proposal, such as massing and zoning diagrams, precedent images, material palettes, and landscape plans
 - No black backgrounds!
- Pre-Schematic Drawings, 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
 - Existing (if applicable) and proposed plans, sections, and elevations
- Massing or Study Model** (encouraged for particularly 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
- 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