

Structures: 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
- Statement of Project Scope**
 - Design intent, including notable 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
 - Plant palette images
 - No black backgrounds!
- Two (2) Sets of Construction Drawings, at least 50% completion**
 - 18" x 24" (half-size, or larger if necessary) legible drawings
 - All drawings must indicate scale, north arrow or orientation, titles, and drawings must conform to DOB's requirements
- 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