



PDC Design Submission Presentation Guide

This template aims to guide applicants to better prepare a successful presentation.

Each type of project submitted to the Public Design Commission (PDC) has specific submission requirements. The requirements are detailed in checklists that can be located on the PDC website and should be included with your project submission. Checklists may differ by project type, so be sure to check the Design Review Submission Requirements for your project type and consult with your City Agency Design Liaison to ensure that submissions are complete.

PDC staff may request changes to the presentation or additional information after the submission date in order to clarify the proposal



Remember: Secure your physical presentation with a binder clip. No paper clips, staples, wire or spiral bindings will be accepted.

Please note:

The following guide includes example images that are intended for reference only. The goal of a project presentation is to clearly communicate the design intent and context to the PDC so the contents of each presentation may slightly vary.

The example images used in this guide are not all from same project. To see samples of real submissions, please refer to “Example Submission Collection” on the PDC website.

Formatting Requirements

Presentations should be 11” x 17” PowerPoint or PDF files, and no larger than 30 MB.

Please compress the PDF file, if possible.

Please do not print on heavyweight paper or cardstock. Standard weight copy paper is preferred.

11”

17”

Remember: Presentations should have no black backgrounds!

Cover Page:

First things first! The cover page must include the project title, location, *submission* level, project cycle meeting date, and project team, including City agencies, and key applicants, such as the architecture, landscape architecture, and/or engineering firm

PROJECT TITLE

PROJECT ADDRESS

PUBLIC DESIGN COMMISSION
PRELIMINARY PRESENTATION

DATE



CITY AGENCY LOGOS



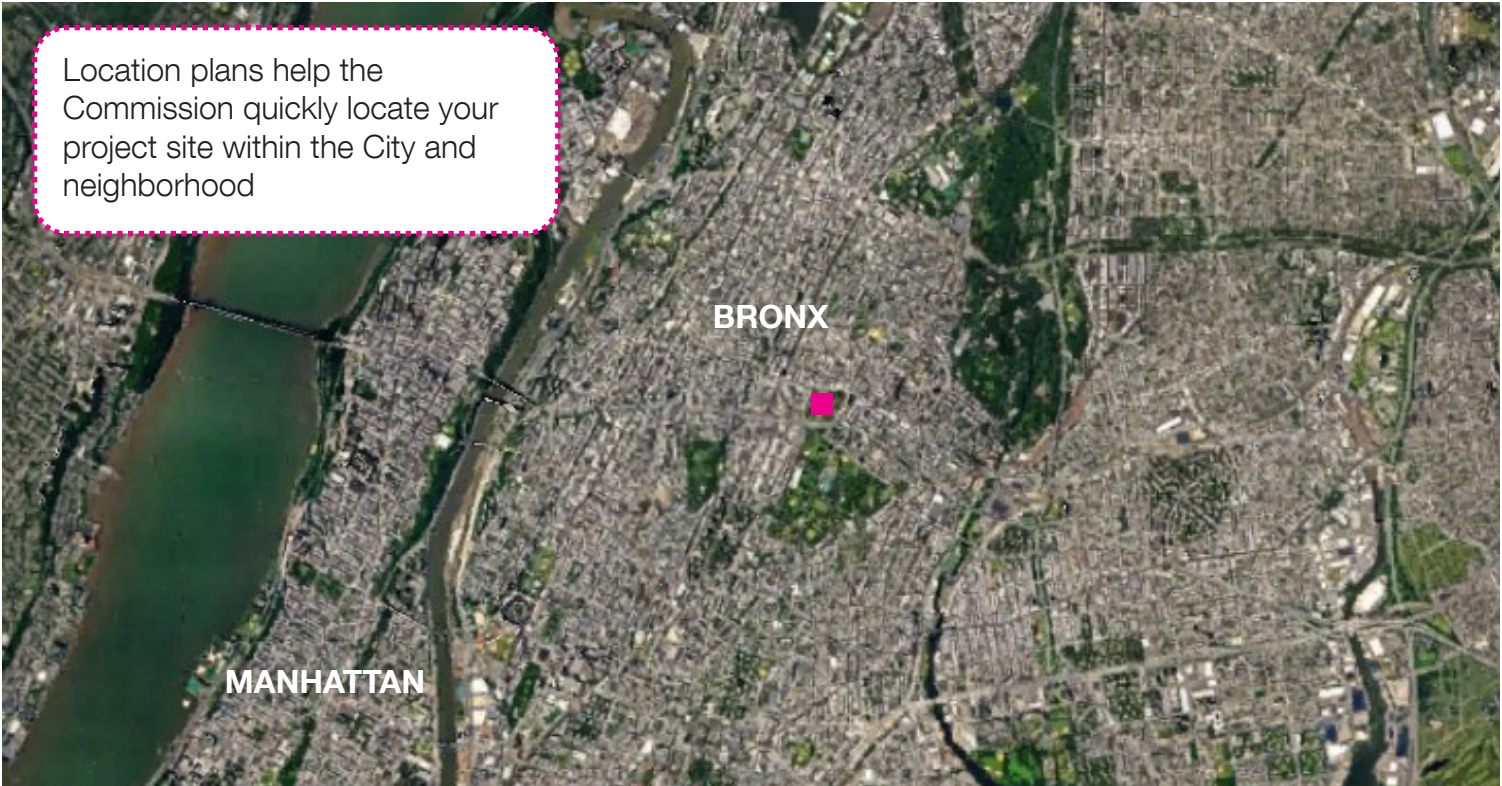
PROJECT TEAM
FIRM A



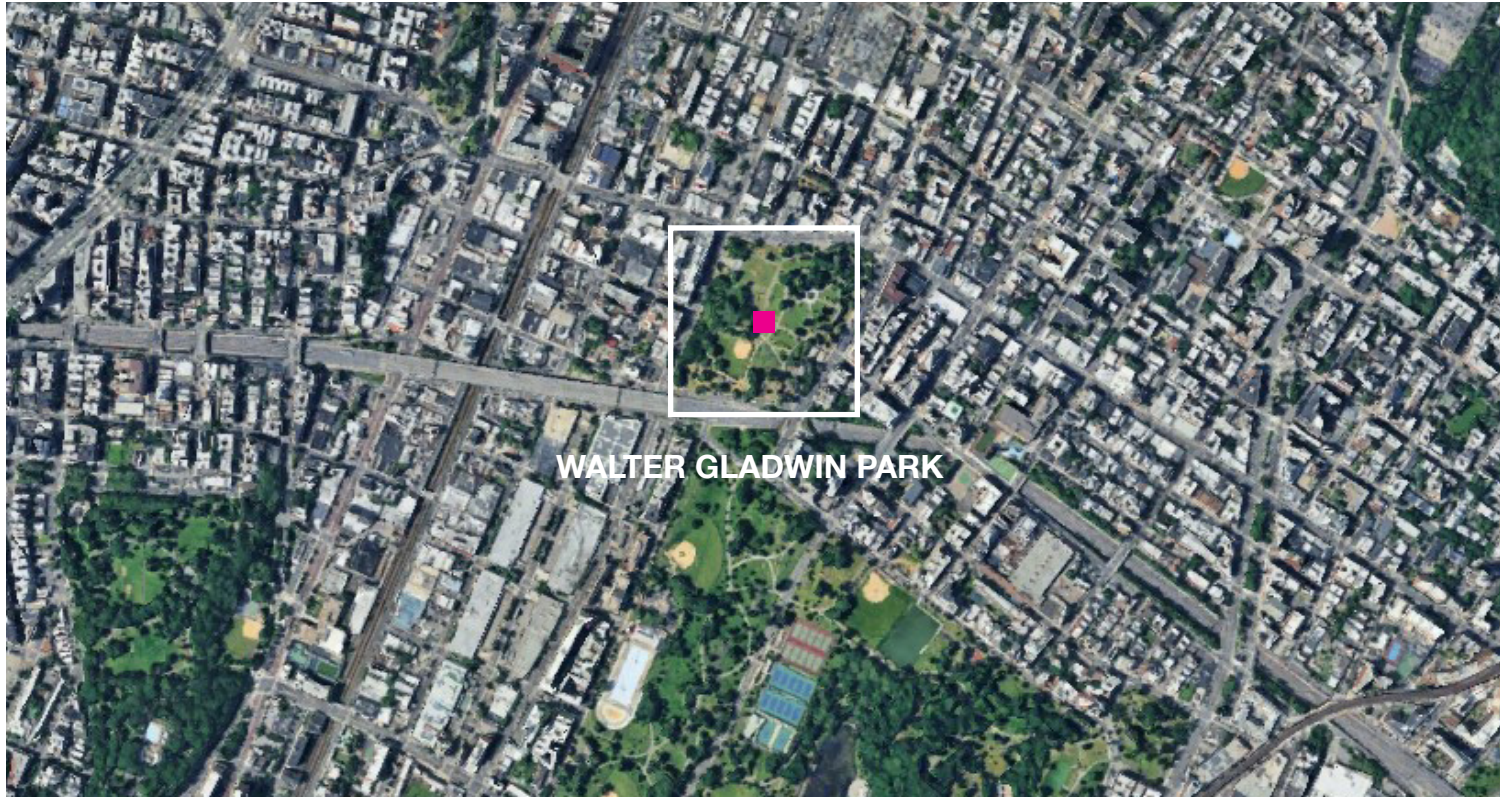
PROJECT TEAM
FIRM B



PROJECT TEAM
FIRM C



BOROUGH - BRONX



NEIGHBORHOOD - EAST TREMONT



SITE - WALTER GLADWIN PARK

Images and/or drawings shown are for example purpose and are not associated with any real sites or projects

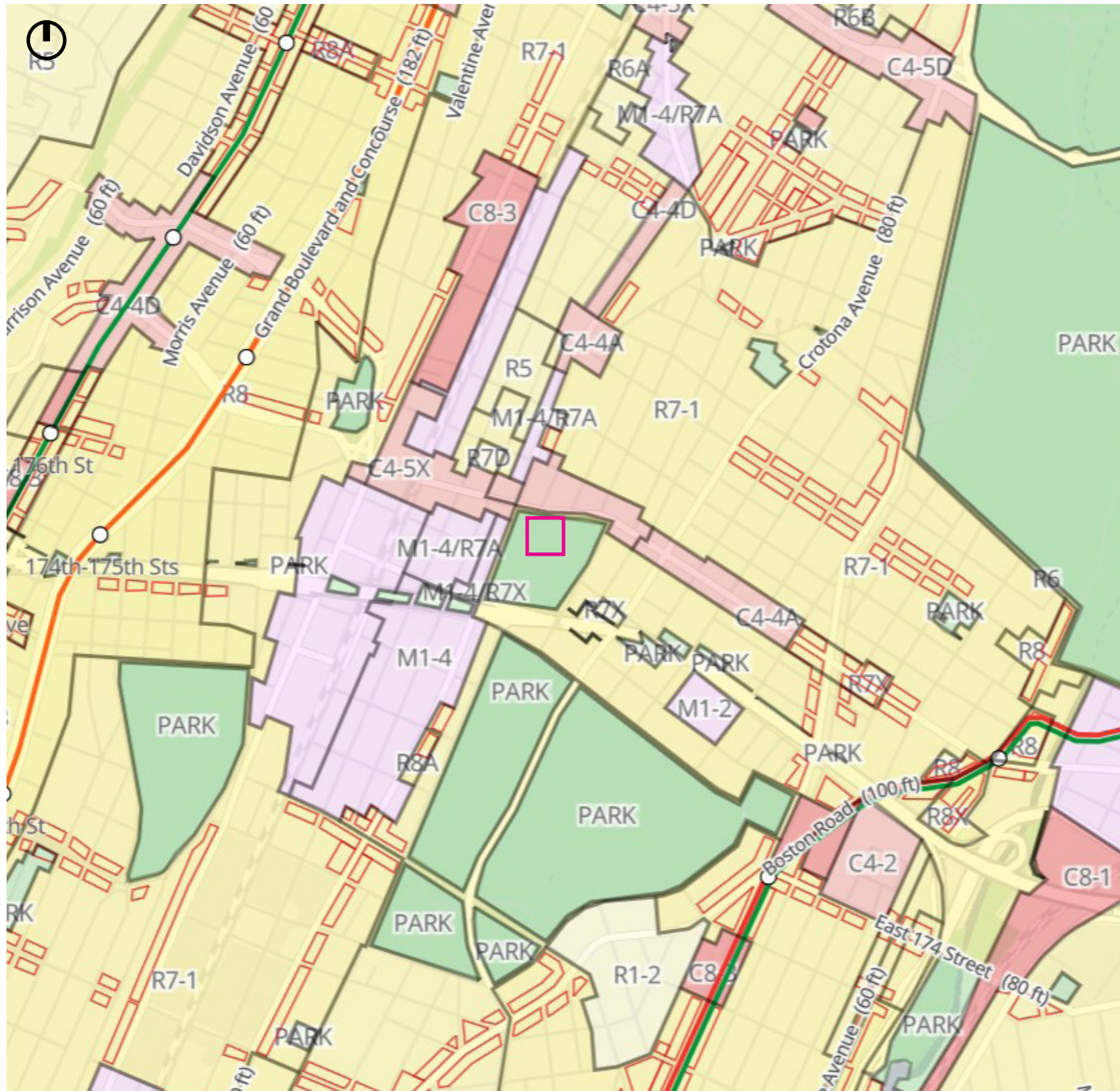


Existing Plan:
Use symbols and line types, and include a legend to clearly show existing condition, site boundary and set-back

LEGEND

- ▲ Primary Pedestrian Entries
- ▲ Secondary Pedestrian Entries
- ▲ Tertiary Pedestrian Entries
- Heavily Sloped Areas
- Exposed Rocks
- Retaining Wall
- - - Fence
- - - Site Boundary

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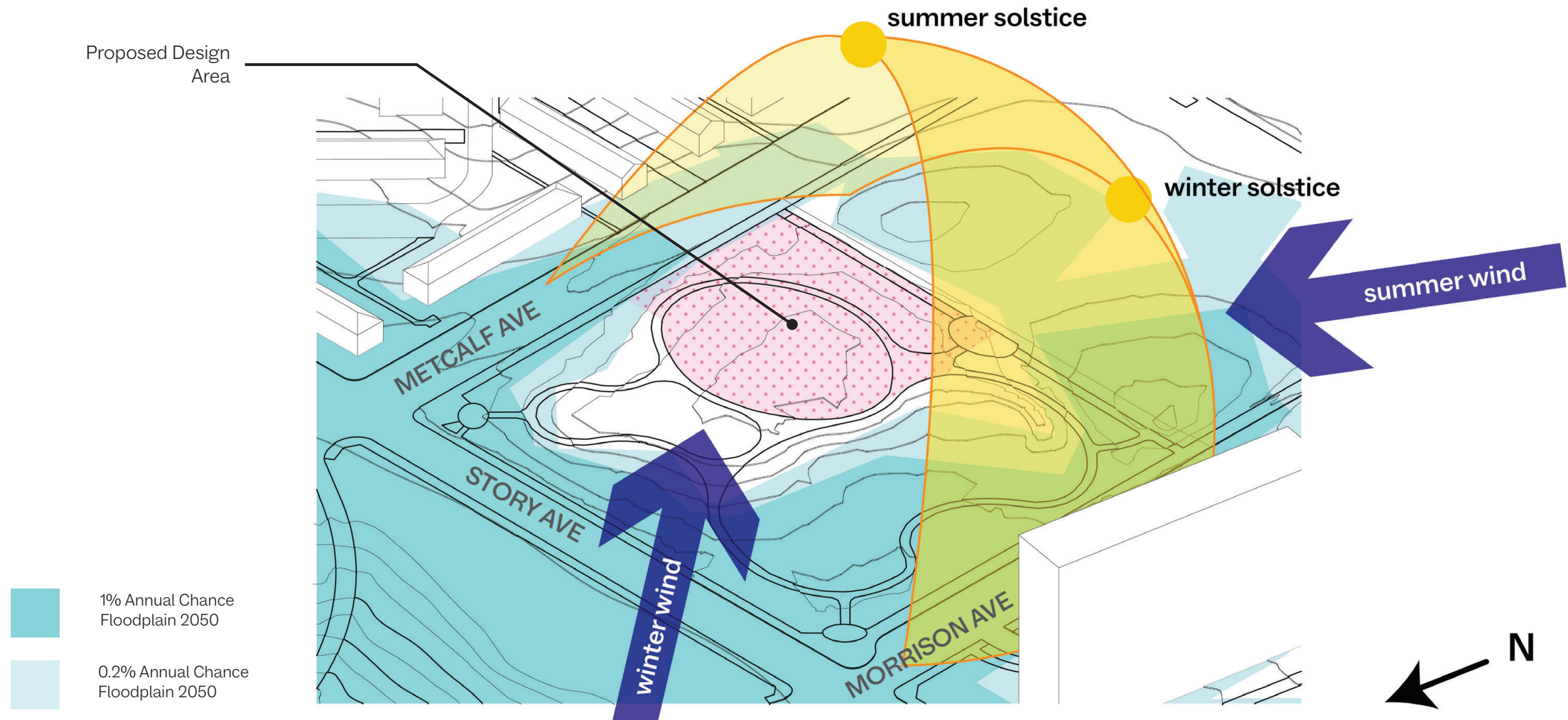
Other Site Drawings:
Include maps, drawings, and/
or images that show cultural,
historical, and local conditions

LEGEND

- One & Two Family Buildings
- Multi-Family Walk-Up Buildings
- Multi-Family Elevator Buildings
- Mixed Residential & Commercial
- Commercial & Office Buildings
- Industrial & Manufacturing
- Transportation & Utility
- Public Facilities & Institutions
- Open Space & Outdoor Recreation
- Parking Facilities
- Vacant Land
- Other

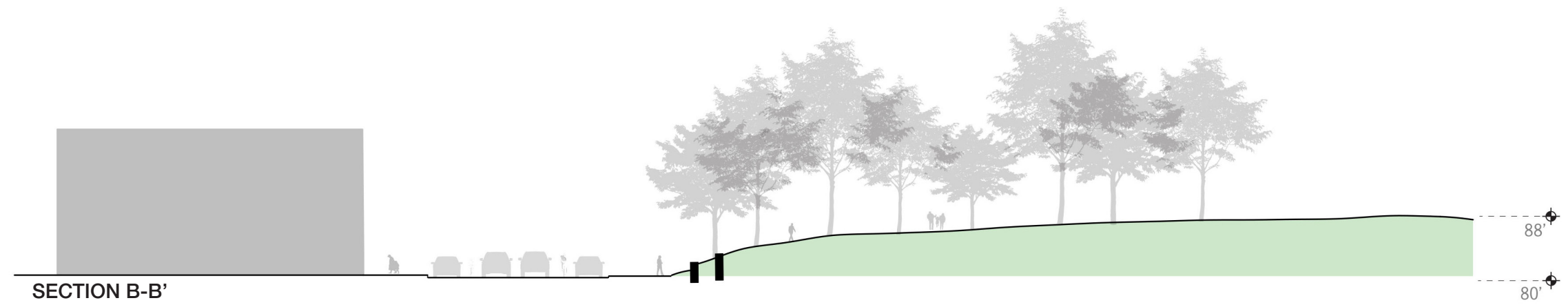
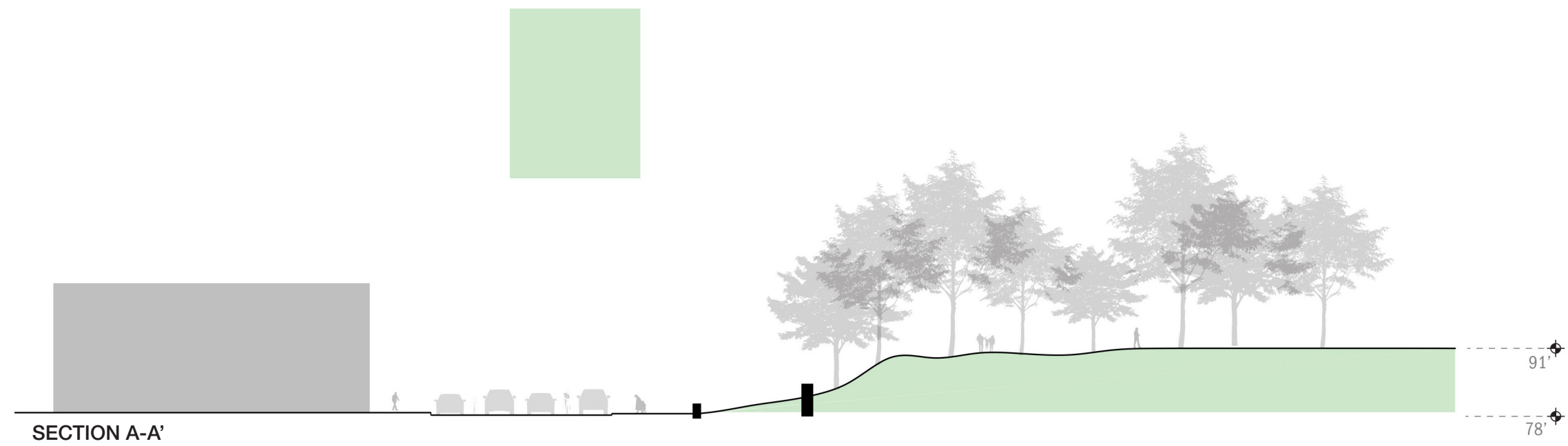
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Other Site Drawings:
Include drawings and/or
diagrams that communicate
environmental conditions

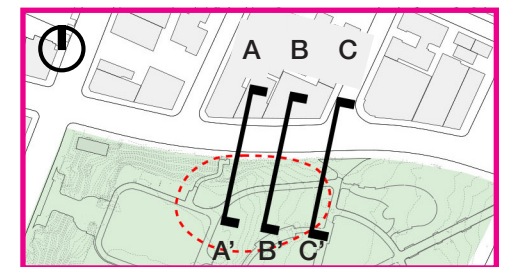


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Section Drawings:
Provide a key plan to show where sections were cut and directions



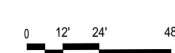
KEY PLAN



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PROJECT TITLE
Preliminary Presentation - DATE



EXISTING SITE SECTIONS



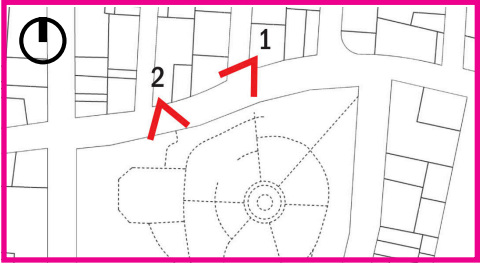
① SITE PHOTO - VIEW FROM THE STREETS



② SITE PHOTO - VIEW FROM EAST TREMONT AVENUE

Site Photos:
Eight (8) site photographs are required and locations should be clearly labeled and identified on key plans.
Site photos should be current and accurate. Please refrain from using Google Street View whenever possible.

KEY PLAN



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Note:
No more than a maximum of
(2) site photographs should be
included per page of presentation

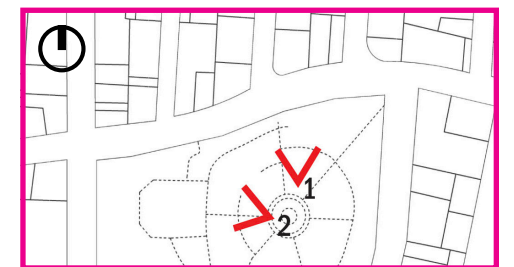


③ SITE PHOTO - VIEW OF THE SITE FROM THE WEST



④ SITE PHOTO - VIEW OF THE SITE FROM THE NORTH

KEY PLAN



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NYC CITY AGENCY

FIRM A

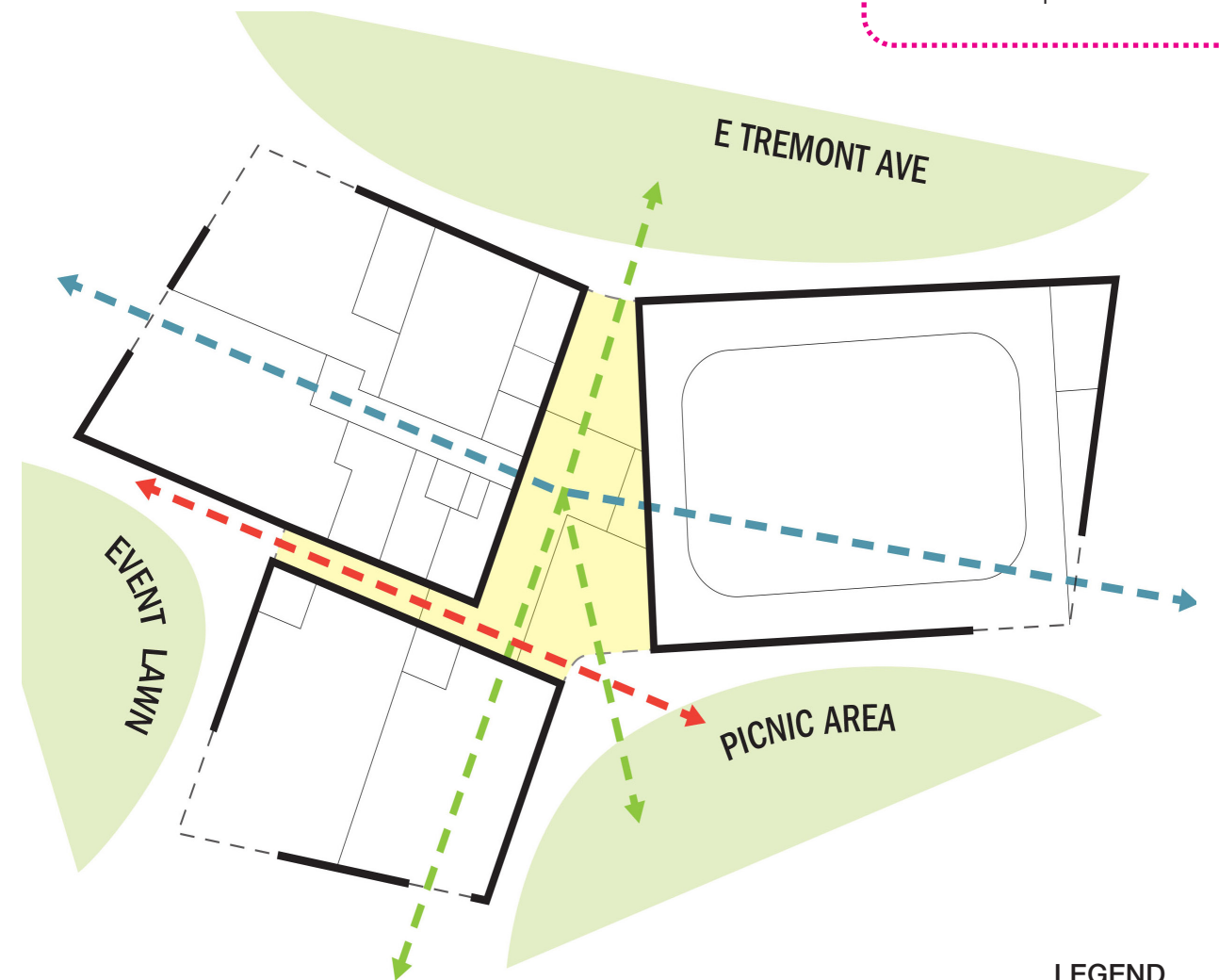
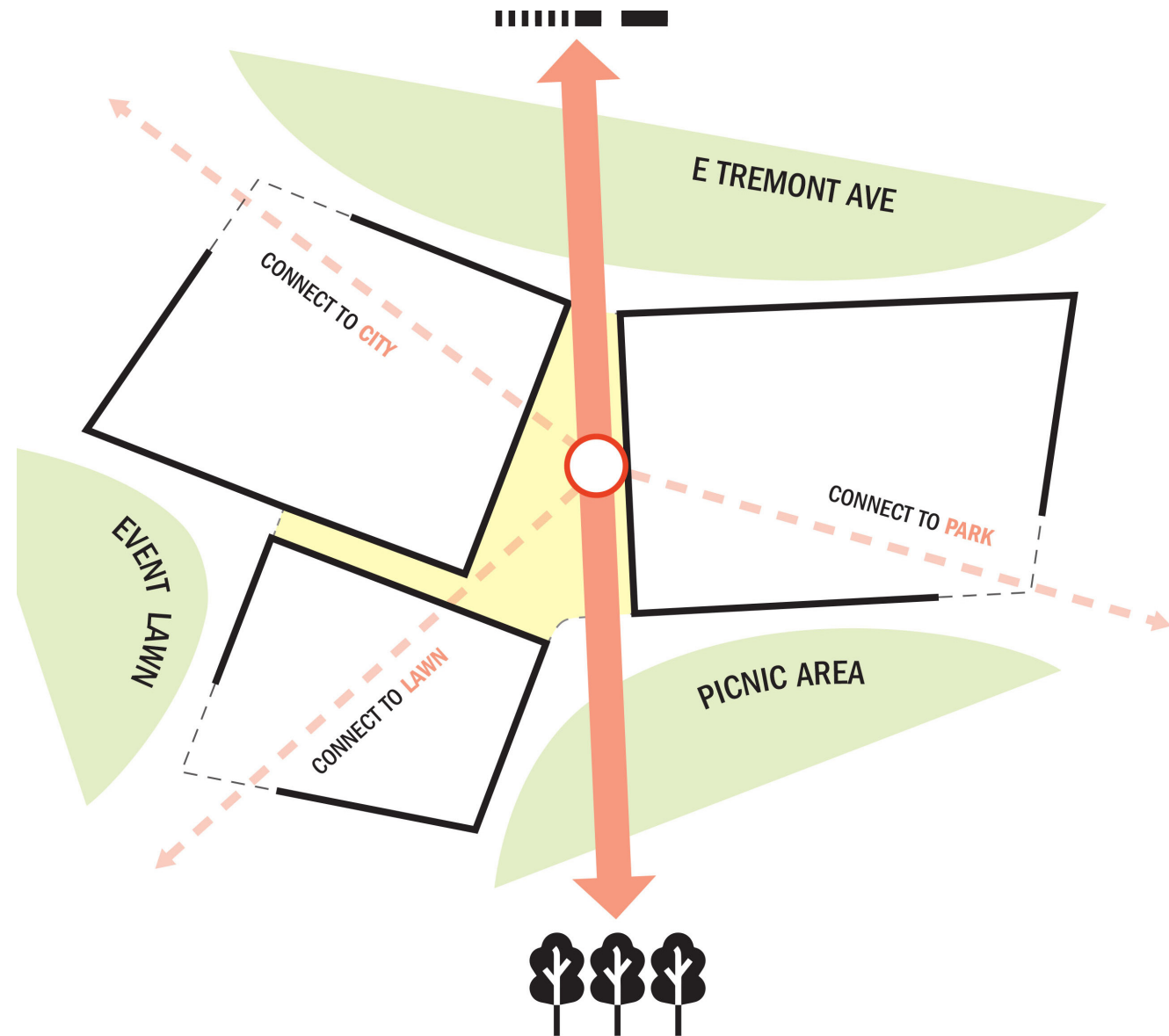
FIRM B

FIRM C

PROJECT TITLE
Preliminary Presentation - DATE

SITE PHOTOGRAPHS

Site Analysis and Planning:
For building proposals, parti and
massing diagrams should be
included to present the concept



- LEGEND**
- Site
 - Building
 - Visual Connections
 - Fenestrations

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FIRM A

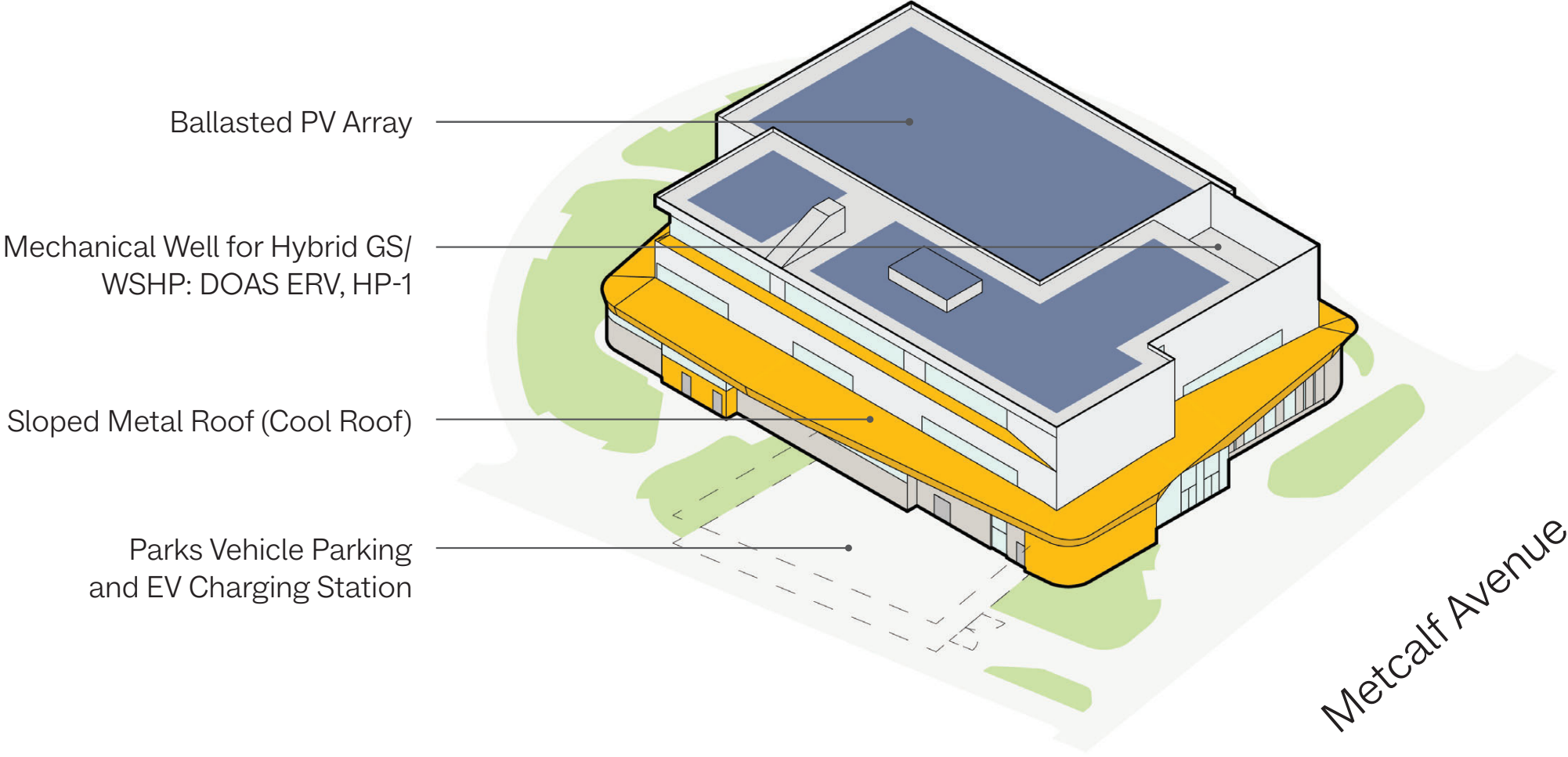
FIRM B

FIRM C

PROJECT TITLE
Preliminary Presentation - DATE

SITE PLANNING:
PARTI DIAGRAMS (NOT TO SCALE)

Design Concept:
For building proposals, drawings that show how massing strategy translates into a building design should be included



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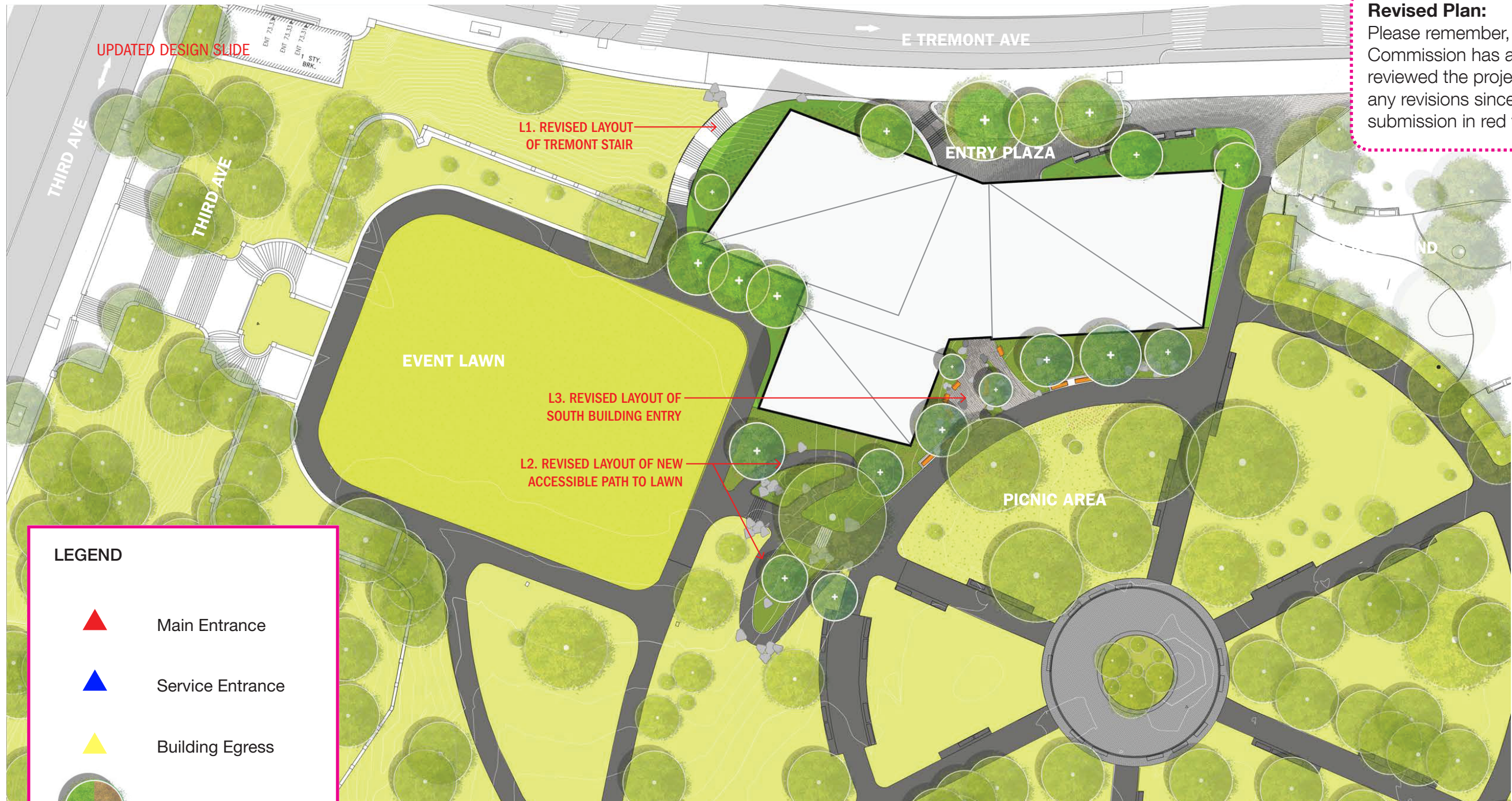
Schematic Plan:
Clearly show what is being proposed and what is remaining from the existing, especially if they are part of the design

LEGEND

-  Main Entrance
-  Service Entrance
-  Building Egress
-  Proposed Trees
-  Existing Trees

Remember:
Always include a north arrow and scale

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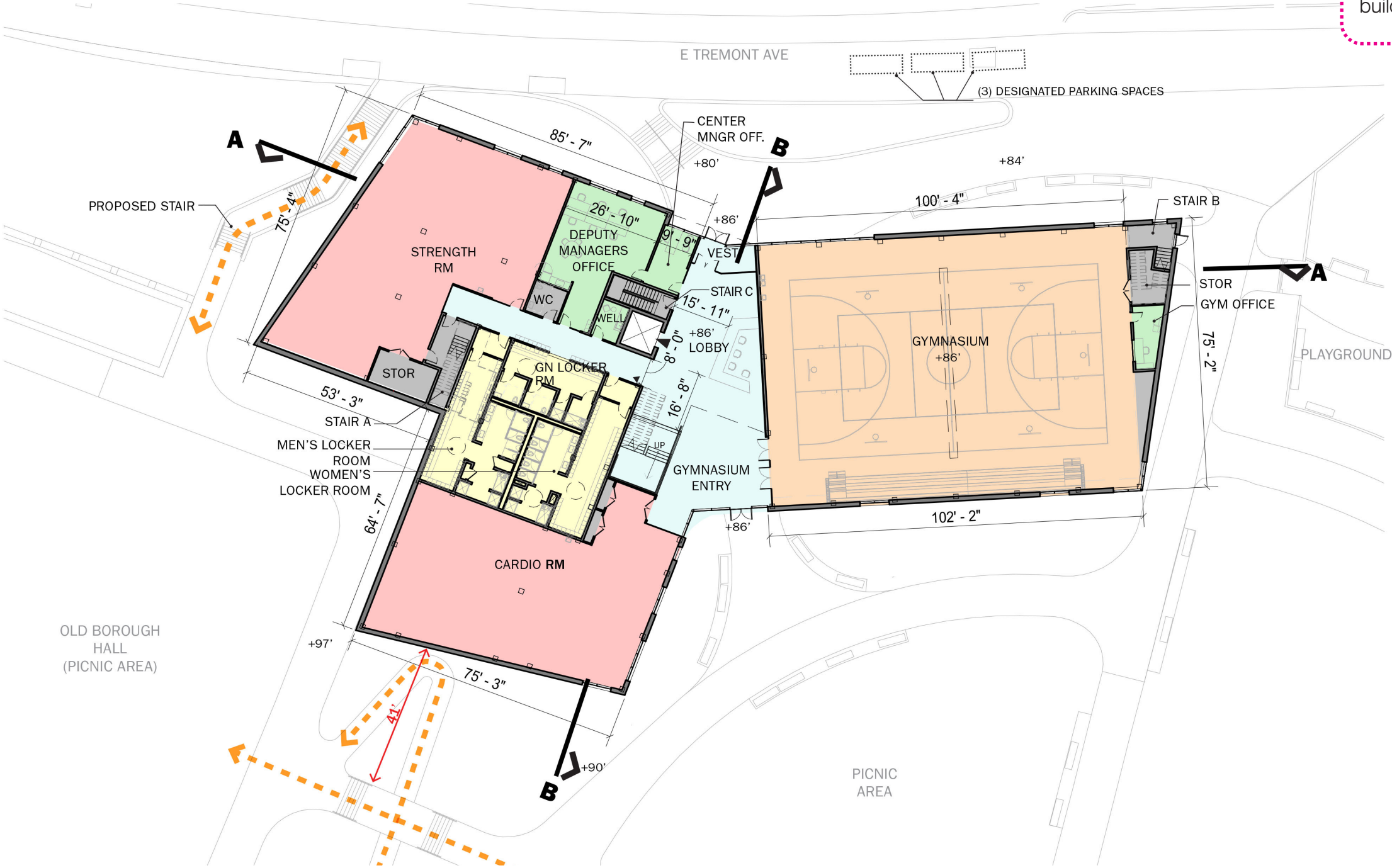


Revised Plan:
Please remember, if the Commission has already reviewed the project, annotate any revisions since the previous submission in red text

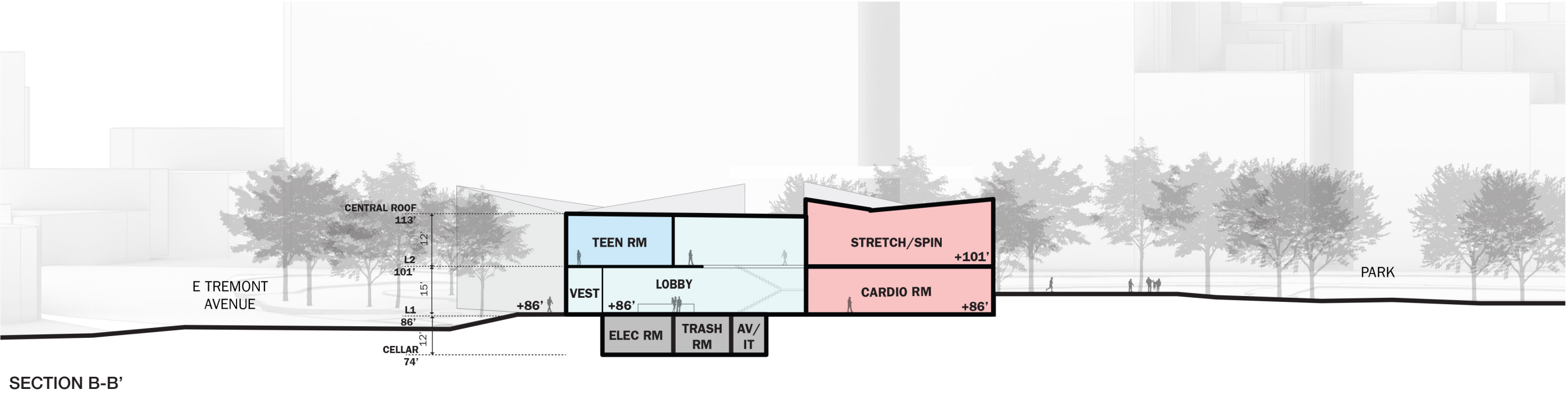
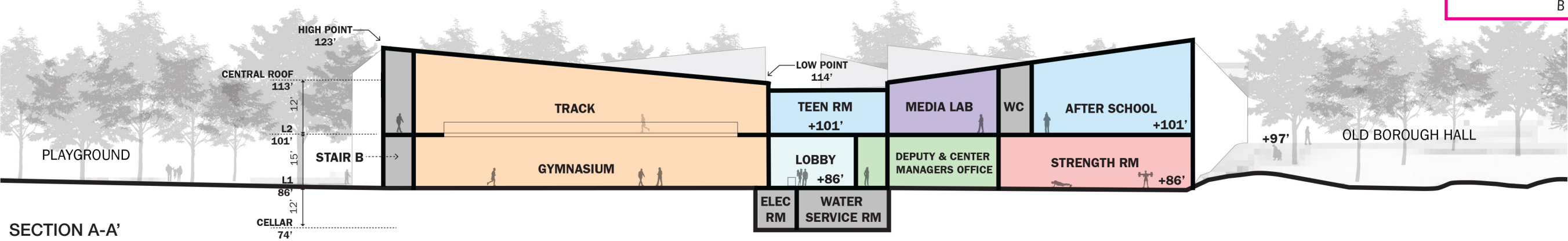
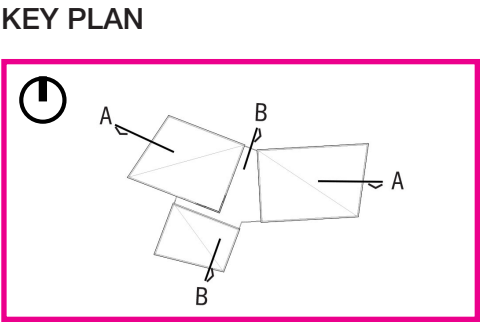
Remember:
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Floor Plan:
For the ground level, a landscape plan should be shown to show the relationship between the building and the site



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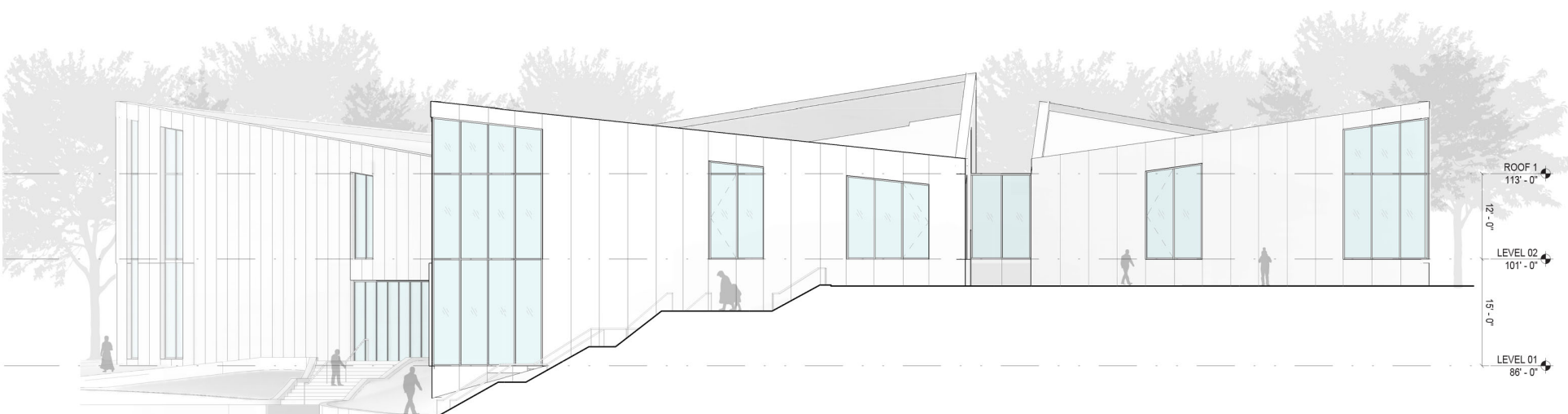


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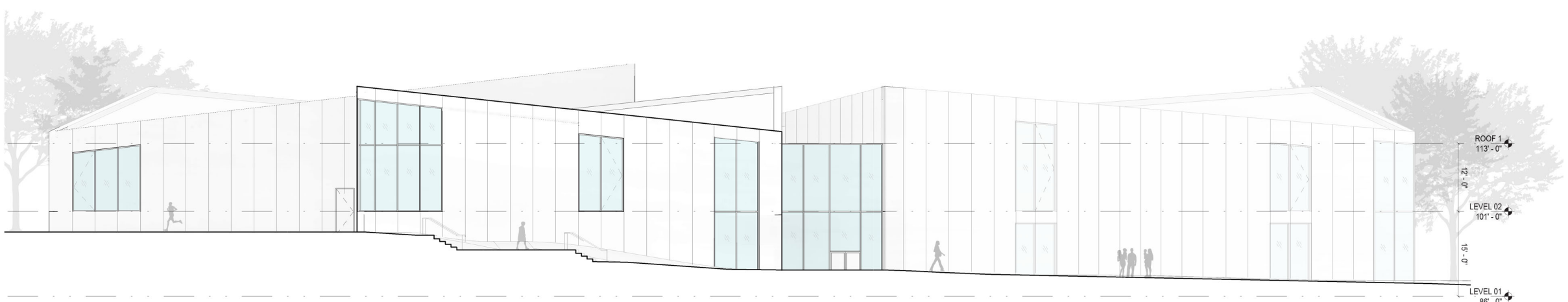


PROJECT TITLE
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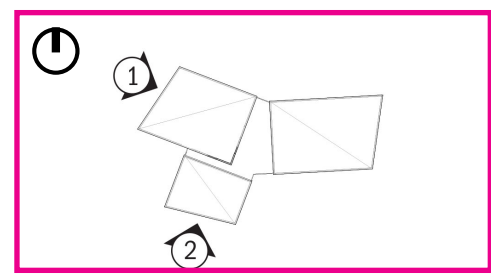
1 - WEST ELEVATION



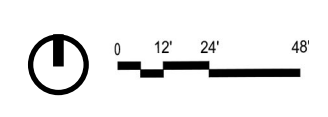
2 - SOUTH ELEVATION

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KEY PLAN



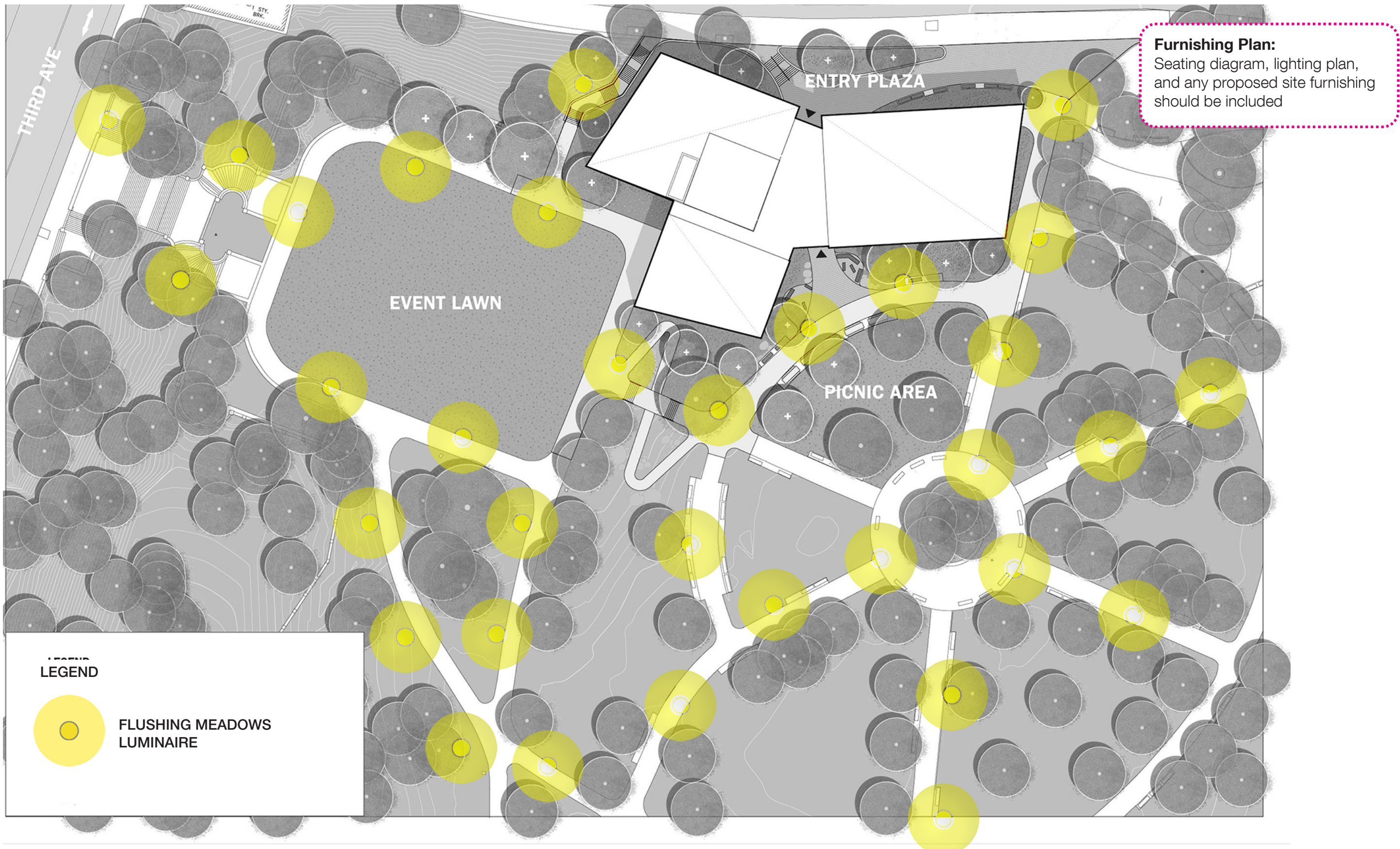
PROJECT TITLE
Preliminary Presentation - DATE



PROPOSED
ELEVATIONS




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Furnishing Plan:
Seating diagram, lighting plan,
and any proposed site furnishing
should be included

LEGEND

**FLUSHING MEADOWS LUMINAIRE**

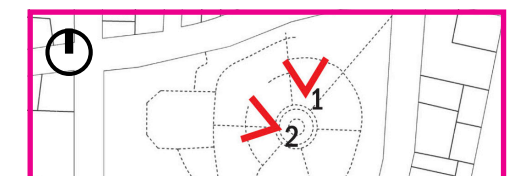
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Perspective Renderings:
Renderings should help the Design Commission to understand the context from a pedestrian's point of view and should be taken from eye height



① VIEW FROM THE STREET

KEY PLAN



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FIRM A

FIRM B

FIRM C

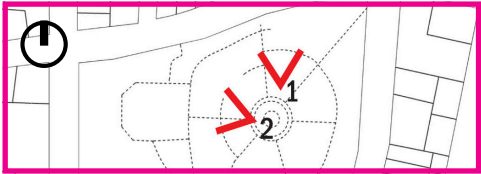
PROJECT TITLE
Preliminary Presentation - DATE

SITE RENDERING-
SCHEMATIC LEVEL



② VIEW OF THE BUILDING FROM THE SOUTH

KEY PLAN



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 FIRM A

 FIRM B

 FIRM C

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SITE RENDERING

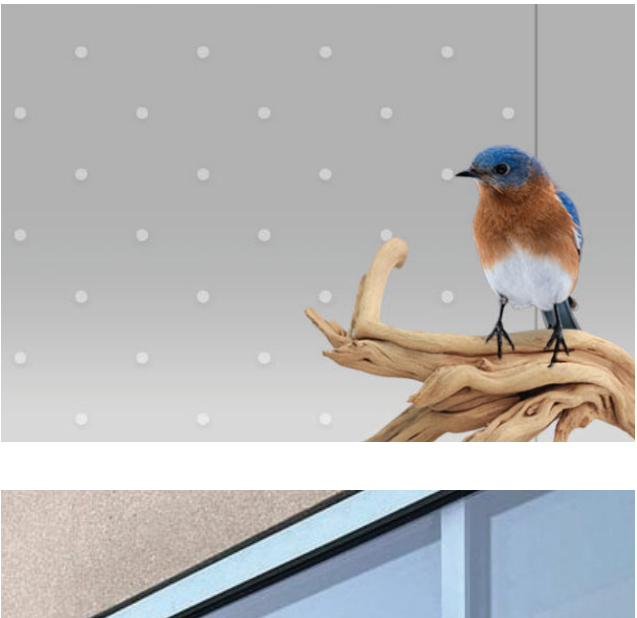
BRICK FACADE



METAL ACCENTS



GLAZING



Material Palette:
Include references and images of the building materials and be as specific with color and finish as much as possible



Roman Maximus Bricks Glen Gery- Columbia



RAL 330-M Painted Aluminum Mullions



Bird Safe Glass with Glazing Protection at Ground Level



CLT with Glulam Post and Beam

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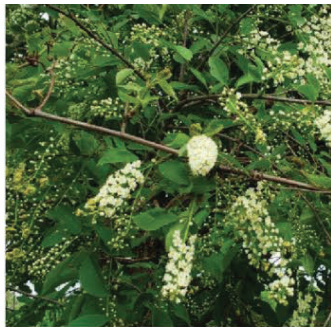
ZONE 1 TREES:



Carya cordiformis
Bitternut hickory



Acer pensylvanicum
Striped Maple



Prunus virginia 'Shubert'
Chokeberry



Oxydendron arboreum
Sourwood

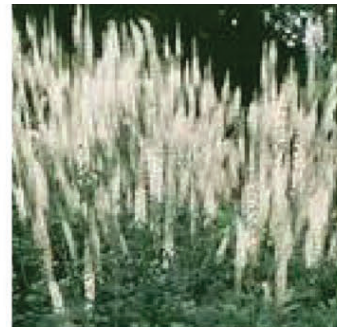
ZONE 2 TREES:



Corylus americana
American hazelnut



Aronia arbutifolia
Red chokeberry



Actea racemosa
Black cohosh



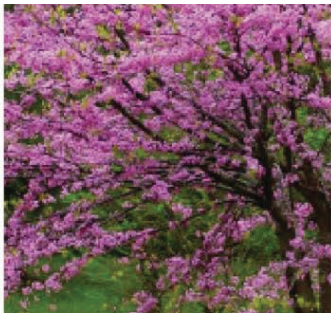
Geranium maculatum
Wild geranium



Acer rubrum 'Armstrong'
Columnar Red Maple



Nyssa sylvatica 'Tower'
Black tupelo



Cercis canadensis
Eastern redbud



Magnolia virginiana
Sweetbay magnolia



Hamamelis virginiana
Common witch hazel



Clethra alnifolia
Sweetpepper bush



Aquilegia canadensis
Wild columbine



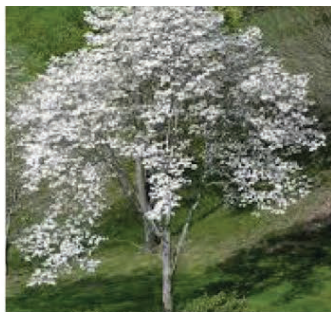
Phlox divaricata
Woodland phlox



Morus rubra
Red mulberry



Aesculus glabra
Ohio buckeye



Cornus florida
Flowering dogwood



Acer pensylvanicum
Striped Maple



Aesculus parviflora
Bottlebrush buckeye



Sambucus canadensis
Elderberry



Aruncus dioicus
Goat's beard



Polygonatum biflorum
Solom's seal

Planting Palette:

Scientific names of the plant should be included, as plants tend to have more than one common name

ZO

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Site Furnishing Palette:
This page should include all
fixtures and furnishings



PICNIC TABLE WITH WEATHERED WOOD RPL



CONCRETE GAME TABLE WITH CHAIRS



TRASH & RECYCLING RECEPTACLES



3'-0" HEIGHT STEEL FENCE



4'-0" HEIGHT STEEL FENCE



7'-0" HEIGHT STEEL FENCE



FLUSHING
MEADOWS
LUMINAIRE

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NYC CITY AGENCY

 FIRM A

 FIRM B

 FIRM C

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SITE FURNISHINGS



1939 WORLD'S FAIR BENCH WITH WEATHERED WOOD RPL



HI-LO DRINKING FOUNTAIN, TYPE E



RPL BOARDWALK

Other Site Materials:
Images of other site material types shown on the plan should be included



COLORLED CONCRETE



COBBLE BLOCK CURB



PEREABLE CONCRETE PAVERS



CONCRETE STEPPING PAVER

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