

Project Submission Checklist

Artwork Installation

This checklist should be used for all new artwork installation submissions. Please select the level of review and include all corresponding materials with the submission package, including the completed checklist. All submissions must be coordinated and submitted by the appropriate agency liaison. Please consult your agency liaison with any questions you may have.

Project Name:

Agency:

Submission Date:

Level of Review:

	Conceptual	Amended Conceptual	Preliminary	Amended Preliminary	Extension of Approval	Final
Required Materials						
Application	<input type="checkbox"/>	—	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>
Confirmation of coordination with the Department of Cultural Affairs	<input type="checkbox"/>	—	—	—	—	—
Documentation of Community Board Engagement	<input type="checkbox"/>	—	—	—	—	—
Artist's Curriculum Vitae	<input type="checkbox"/>	—	—	—	—	—
Artist's Statement and Project Scope	<input type="checkbox"/>	—	<input type="checkbox"/>	—	—	—
Maintenance Plan	—	—	<input type="checkbox"/>	—	—	<input type="checkbox"/>
Material List	—	—	<input type="checkbox"/>	—	—	—
Revision List (since previously reviewed design, if applicable)	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Memo responding to latest PDC Feedback (if applicable)	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Presentation, 11" x 17" (include items below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Summary of Artist's Statement and Project Scope	✓	✓	✓	✓	—	—
Examples of the artist's prior work	✓	—	—	—	—	—
Location plans or aerials (borough and neighborhood)	✓	✓	✓	✓	—	—
Site photographs with location key plans	✓	✓	✓	✓	—	—
Plans, sections, and elevations	✓	✓	✓	✓	—	—
Drawings and renderings of the proposed work in situ	✓	✓	✓	✓	—	—
Material images	✓	✓	✓	✓	—	—
Artist proposal from the Artist Selection Panel (within appendix)	✓	—	—	—	—	—
Detailed Drawings, 11" x 17" or larger	—	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memo of Project Status	—	—	—	—	<input type="checkbox"/>	—
Photographs of the Completed Work	—	—	—	—	—	<input type="checkbox"/>
Supplemental Materials (if applicable)						
Material Samples and Photographs (for non-standard materials)	—	—	<input type="checkbox"/>	—	—	—
Model and/or Photographs (for three-dimensional artwork)	—	—	<input type="checkbox"/>	—	—	—
Written Report from an historian (for memorials and monuments)	—	—	<input type="checkbox"/>	—	—	—
Landmarks Preservation Commission Advisory Report	<input type="checkbox"/>	—	—	—	—	—

Please note that the PDC reserves the right to request additional materials throughout the review process.

Project Submission Instructions

Artwork Installation

The checklist includes all required materials that should be submitted digitally and delivered in hard copy on the dates listed on the PDC website. We encourage teams to include the completed project submission checklist with the submission package. All submissions must be coordinated and submitted by the appropriate agency liaison.

Digital submissions: Digital submission deadlines are typically 3-to-4 weeks prior to PDC Meeting dates. Agency liaisons must send the digital submissions to the PDC on the scheduled submission deadline. Submissions sent directly via individual project teams or applicants will not be accepted. Digital submissions should include each of the required materials listed on the checklist, saved as separate PDF files. Unless otherwise noted, each required document should be formatted as an 8.5" x 11" PDF. Use the following naming format for both PDFs and project folders and keep names as short as possible: **Agency Acronym-Level of Review Acronym-Project Name-Document Acronym** (Example: DPR-p-Morton Playground-app.pdf). Please **do not** include dates, job numbers, or "PDC Submission" in the title.

Level of Review Acronyms					
Conceptual	Amended Conceptual	Preliminary	Amended Preliminary	Extension of Approval	Final
-c-	-ac-	-p-	-ap-	-ex-	-f-

Hard copy deliveries: Hard copy delivery deadlines are typically the Thursday following PDC Meeting dates. Hard copies are required for our archive and should reflect what was ultimately reviewed and/or approved by the PDC. For hard copies, please deliver only **one copy**, double-sided print, of each document in the submission package. If necessary, please use a binder clip, but **do not** staple or bind presentations or drawing sets.

Mailing via USPS, FedEx, UPS	Hand Delivering
Address to: Public Design Commission City Hall, 3rd Floor NY, NY 10007	Drop off at: Manhattan Municipal Building 1 Centre Street, Mail Room #1
	Address to: Public Design Commission City Hall, 3rd Floor NY, NY 10007

Instructions for Required Materials

Application: The formal record of the project submission from the City agency applicant. The application form must be completed in full and include the signature of the City agency Commissioner (or designated representative) holding jurisdiction over and/or collaborating on the project. For interagency projects, each agency should submit a separate application.

Confirmation of coordination with the Department of Cultural Affairs: Written confirmation in the form of a letter or email, noting that the project has been coordinated with the New York City Department of Cultural Affairs (DCLA) Percent for Art team, when the coordination took place, and whether the art commissioning process will be managed by the Percent for Art team or by an outside group. Please note that the City commissions permanent artworks on or over City-owned property through DCLA's Percent for Art Program. If a City agency or group outside of the Percent for Art program proposes to commission an artwork for City property, then the project must be coordinated with DCLA's Percent for Art team and the artist selection the process must mimic the City's Percent for Art program. Coordination is encouraged during the capital project kick-off, or otherwise as early as possible.

Documentation of Community Board Engagement: A copy of a document showing the date of engagement with the Community Board. This may include a resolution, meeting minutes or agenda, or a written memo on the status of community engagement. Subsequent to **Conceptual** review, submit an update **only if** there have been significant design revisions.

Artist's Curriculum Vitae: A copy of the artist's curriculum vitae, including relevant work experience.

Artist's Statement and Project Scope: A written statement describing the artist's work, intent, and creative process, including a description of the artwork proposal for the site. Please provide all information and context necessary to fully understand the proposal.

The Artist's Statement and Project Scope should include the following:	
Conceptual	Preliminary
<ul style="list-style-type: none">• concept and physical description of artwork• community and neighborhood context• funding sources• scheduling or site constraints• confirmation of the maintenance plan and/or partner• if applicable, details on the artistic process, including the plan and timeline for community engagement	<ul style="list-style-type: none">• artwork location, dimensions, materials, timeline/schedule• budget, including project management, architectural and engineering services, permitting, insurance, fabrication, installation, artist fees, and a maintenance endowment• if applicable, fabricator's name• installation specifications• summary of maintenance requirements

Maintenance Plan: A written plan for maintenance, including artist contact information and technical maintenance information. The plan should include a confirmation of funding for a maintenance endowment, maintenance requirements as recommended by a qualified conservator or fabricator, a description of how maintenance will be provided for the entire lifespan of the artwork, and specification of who is responsible for ensuring the artwork is maintained. Please include details regarding the protocol, staff, methods for maintenance and conservation, expected lifespan of the artwork, and artist intent at end of lifespan. If **Percent for Art**, a copy of the 'Percent for Art Program Artwork Catalogue and Maintenance Form' may be submitted in place of this requirement. If **Non-Percent for Art**, outside groups must establish a maintenance endowment and identify an independent entity to administer the endowment and provide this information within the maintenance plan.

Material List: A complete list of proposed materials, including the name of the manufacturer, color, and finish, and indication of where each material will be used.

Revision List (only applicable for projects that have been previously reviewed): A complete list of revisions since the previously reviewed design, including a thorough explanation of why each change was necessary. Note and explain if any changes were made in response to community engagement.

Memo responding to latest PDC Feedback (only applicable for projects that have been previously reviewed): A memo of written responses to each point of feedback. For projects that were previously approved with conditions, provide a memo of written responses to each condition of approval.

Presentation, 11" x 17", in color: A flattened PDF presentation including all drawings and materials needed to completely and concisely present the proposal. For previously reviewed projects, include ‘before and after’ slides of the previously reviewed proposal and current proposal, and call out any and all revisions in **red** within the presentation. Digital and hard copies of the presentations should both be 11" x 17" and in color. Please avoid black backgrounds and reduce file size as much as possible.

The presentation should include the following items in the order listed below:

Summary of Artist’s Statement and Project Scope: A brief summary describing the artist’s work, intent, and creative process, including a description of the artwork proposal for the site.

Examples of the artist’s prior work: Photographs of relevant prior work by the artist. Maximum of two photographs per slide.

Location plans or aerials: Plans or aerial photos including borough/neighborhood context with a 400’ radius from site.

Site photographs with location key plans: Photos of the existing site and surrounding conditions. Include enough photographs to understand the site and surrounding context. Maximum of two photographs per slide.

Plans, sections, and elevations: Existing and proposed plan, section, and elevation drawings, with key dimensions annotated.

Drawings and renderings of the proposed work in situ: Visual representations of the proposal taken from a pedestrian vantage point and including surrounding context. Include a location key plan.

Material Images: Images of all proposed materials, including furnishings and fixtures and indicating where each will be used.

Artist proposal from the Artist Selection Panel: Include a copy of the artist’s proposal from the artist selection panel within an appendix at the end of the presentation.

Refer to the table below for **Additional Suggested Presentation Materials** according to level of review. These are intended to help guide the content of your presentation. For additional presentation resources including a collection of previously reviewed and approved project presentations and a presentation style guide, refer to the PDC website under the **Resources** tab.

Additional Suggested Presentation Materials	
Conceptual	Preliminary
<ul style="list-style-type: none">• diagrams• precedent images• material and plant palettes• model photos	<ul style="list-style-type: none">• accompanying artwork plaque/signage• artwork lighting• details on coordination with architectural systems (reflected ceiling plan(s), lighting, HVAC)• key fabrication drawings

Detailed Drawings, 11" x 17", in black-and-white: Provide detailed and technical drawings as the project is developed and submitted at the different levels of PDC review. All drawings must have a title and indicate scale, dimensions, and north arrow. For projects that require Department of Buildings (DOB) permits, drawings must conform to DOB's requirements. Digital drawings and hard copies of drawing should be black-and-white and may be the same dimensions. Hard copies of drawings should not be stapled or bound with anything but removable binder clips.

The drawings should illustrate key dimensions, form, and materials of the proposed artwork and related plaque or other accompanying signage in situ, including the base and/or hanging hardware. For an **Extension of Approval**, if there are no design changes since the Preliminary approval, only a digital submission of the detailed drawings previously approved is required (a hard copy of the drawings is not required). If there are design changes, please refer to requirements for an Amended Preliminary submission. For **Final** review, provide detailed fabrication drawings of the as-built artwork.

Memo of Project Status: Memo explaining reason for fabrication delay and updated fabrication schedule, including confirmation that there have been no design changes since the Preliminary approval. If there are design changes, refer to instructions for an Amended Preliminary submission.

Photographs of the Completed Work: Photos of the completed work, taken from different viewpoints and including details. Digital photographs should be 8.5" x 11", in color, and in PDF format with a maximum one photograph per page. Hard copy photographs should be printed in color on non-glossy (matte) photo paper at 8.5" x 11" and labeled on the back to indicate view.

Instructions for Supplemental Materials

Material Samples and Photographs: Material samples and photographs of material samples are required for non-standard materials or paint colors. Delivery of physical material samples should be coordinated with the agency liaison and PDC staff as close to the date of the digital submission as possible. Digital photographs should be 8.5" x 11", in color, and in PDF format with a maximum of one photograph per page. Hard copy photographs should be printed in color on non-glossy (matte) photo paper at 8.5" x 11" and labeled on the back. For **Amended Preliminary** submissions, submit material samples **only if** there have been changes to the proposed materials.

Model and/or Model Photographs: A physical model or mock-up is suggested for three-dimensional work. Delivery should be coordinated with the agency liaison and PDC staff. If a physical model exists, but cannot be delivered, digital photographs may be submitted and should be 8.5" x 11", in color, and in PDF format with a maximum of one photograph per page. Hard copy photographs should be printed in color on non-glossy (matte) photo paper at 8.5" x 11" and labeled on the back.

Written Report from an historian (for memorials and monuments): A written statement by a professional historian who has expertise in the subject of the monument or memorial confirming the significance of the subject and thoroughly vetting any proposed text and images.

Landmarks Preservation Commission Advisory Report: Per Local Law 77 (1995), the New York City Charter was revised to outline the shared jurisdictions of the Landmarks Preservation Commission (LPC) and the PDC with regard to Individual Landmarks, Historic Districts, and Scenic Landmarks depending on project type. In general, the PDC has binding jurisdiction over the following elements within Scenic Landmarks: installation or conservation or art, construction of new structures, and works of landscape architecture. Where the PDC is binding, LPC has advisory review. A written report from LPC must accompany the PDC submission. Please submit at the earliest possible level of review.