

Project Submission Checklist

Built Environment

This checklist should be used for all architecture and structures, landscape architecture, and master plan 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	Preliminary	Amended Preliminary	Preliminary & Final	Final	Amended Final	Extension of Approval	Final Sign-Off
Required Materials								
Application	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Project Scope	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	—	—	—	—
Material List and Catalog Cut Sheets	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Documentation of Community Board Engagement	—	<input type="checkbox"/>	—	—	—	—	—	—
Revision List (since previously reviewed design, if applicable)	—	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	—	—	—
Presentation, 11" x 17" (include items below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Location plans or aerials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	—
Site photographs with location key plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	—
Plans, sections, and elevations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	—
Renderings or photomontages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	—
Material images	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	—
Schematic Drawing Set, 11" x 17" or 18" x 24"	<input type="checkbox"/>	—	—	—	—	—	—	—
Design Development Drawing Set, 11" x 17" or 18" x 24"	—	<input type="checkbox"/>	<input type="checkbox"/>	—	—	—	—	—
Construction Drawing Set, 18" x 24" or larger	—	—	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—
Memo of Project Status	—	—	—	—	—	—	<input type="checkbox"/>	—
Photographs of the As-Built Project	—	—	—	—	—	—	—	<input type="checkbox"/>
DOB and/or SBS Job Numbers (if applicable)	—	—	—	—	—	—	—	<input type="checkbox"/>
PDC Final Certificate Number	—	—	—	—	—	—	—	<input type="checkbox"/>
Supplemental Materials (if applicable)								
Study Model and/or Photographs (for large-scale projects)	<input type="checkbox"/>	<input type="checkbox"/>	—	—	—	—	—	—
Material Samples and Photographs (for non-standard materials)	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Landmarks Preservation Commission Advisory Report	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	—	—	—	—

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

Project Submission Instructions

Built Environment

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 proper 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	Preliminary	Amended Preliminary	Preliminary & Final	Final	Amended Final	Extension of Approval	Final Sign-Off
-c-	-p-	-ap-	-pf-	-f-	-af-	-ex-	-so-

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.

Project Scope: A written narrative describing the project design concept, intent, and scope of work. Please note any relevant agency initiatives, community and neighborhood context, funding sources, scheduling or design constraints, and any other context that may be helpful to fully understand the proposal.

Material List and Catalog Cut Sheets: A complete list of proposed materials, including the name of the manufacturer, color, and finish, and indication of where each material will be used. Include catalog cut sheets of mechanical equipment, lighting, fencing, paving, and furnishings.

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 Preliminary** review, submit an update **only if** there have been significant design revisions.

Revision List (only applicable for projects that have been previously reviewed by the PDC): 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 by the PDC): 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 design 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:

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.

Renderings or photomontages: 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.

Refer to the next page for **Additional Suggested Presentation Materials** according to project type and 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	Final
General	<ul style="list-style-type: none"> • program adjacency diagrams • circulation and sightline diagrams • shade studies • community feedback • precedent images • material and/or plant palettes • landscape plan (if applicable) 	<ul style="list-style-type: none"> • highlight any changes or developments since conceptual review • material and/or plant images (keyed in on plans and elevations) • lighting plans • dimensioned drawings 	<ul style="list-style-type: none"> • highlight any changes or developments since preliminary review • key construction details and sections
Buildings	<ul style="list-style-type: none"> • massing and zoning envelope diagrams • concept diagram • floor plans, including ground floor, typical floor(s), and roof 	<ul style="list-style-type: none"> • facade and section details • building identification signage 	<ul style="list-style-type: none"> • key construction details, including facade details and wall sections • dimensioned building signage, including font and material selection
Bridges	<ul style="list-style-type: none"> • traffic and construction planning constraints • dimensioned clearances 	<ul style="list-style-type: none"> • plans and sections, including approaches and main span and lighting • protective guardrail and fencing systems 	<ul style="list-style-type: none"> • key construction details and sections showing guardrails/fences, lighting, and plantings
Landscape	<ul style="list-style-type: none"> • stormwater flow and drainage diagram • permeability diagram • critical root zone diagram • planting design concept • site furnishings • fence diagram 	<ul style="list-style-type: none"> • site topography and grading plan • stormwater flow and drainage plan • plant images • phenology chart • site furnishings • fence plan • indicate RPZ locations (if applicable) 	<ul style="list-style-type: none"> • drainage plans including stormwater management details • site furnishings
Master Plans	<ul style="list-style-type: none"> • phasing plan • Uniform Land Use Review Procedure (ULURP) timeline (if applicable) 	<ul style="list-style-type: none"> • refer to Buildings and Landscape rows above 	<ul style="list-style-type: none"> • refer to Buildings and Landscape rows above

Drawing Sets: Provide Schematic Design, Design Development, and Construction Drawing sets 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. **Do not** include interior structural, mechanical, electrical, plumbing, or sprinkler drawings, interior elevations or interior details, unless included on the drawings specified below. Digital drawings and hard copies of drawing sets should be black-and-white and may be the same dimensions. Hard copy drawing sets should not be stapled or bound with anything but removable binder clips.

The drawing sets should include the following sheets:

Schematic Drawing Set, 11" x 17" or 18" x 24", in black-and-white: Include existing and proposed site and landscape plans, architectural floor plans, and exterior elevations and sections.

Design Development Drawing Set, 11" x 17" or 18" x 24", in black-and-white: Include existing and proposed site and landscape plans, architectural floor plans, exterior elevations and sections, rooftop plans, reflected ceiling plans, mechanical plans (of rooftop or exterior), and exterior details.

Construction Drawing Set (at least 90% completion), 18" x 24" or larger, in black-and-white: Set should be half-size or larger if necessary. Include site and landscape plans, architectural floor plans, exterior elevations and sections, rooftop plans, reflected ceiling plans, mechanical plans (of rooftop or exterior), and exterior details. For an **Extension of Approval**, if there are no design changes since the Final approval, only a digital submission of the Construction Drawing set previously approved is required (a hard copy of the Construction Drawing set is not required). If there are design changes, please refer to requirements for an Amended Final submission.

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

Photographs of the As-Built Project: Photographs of the as-built project, taken from different viewpoints and including details. 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 with the project title, view, and Department of Buildings job number (if DOB sign-off is required).

DOB and/or SBS Job Number(s): If Department of Buildings (DOB) or Small Business Services (SBS) sign-off is required, include their corresponding job numbers within the agency transmittal and/or a memo.

PDC Final Certificate Number: Include the PDC Final Certificate number within the agency transmittal and/or a memo. This is the five-digit number that is listed at the top of the project Certificate of Approval. Please consult your agency liaison with any questions.

Instructions for Supplemental Materials

Study Model and/or Photographs: A physical massing or study model is suggested for large-scale or complex projects. 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.

Material Samples and Photographs: Material samples and photographs of material samples are required for non-standard materials. 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", 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. **Subsequent to Preliminary** review, submit material samples and photographs of material samples **only if** there have been changes to the proposed materials.

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.