

Project Submission Checklist

Limited Scope

This checklist should be used for all Building Systems, Newsstands, Distinctive Sidewalks, and Distinctive Lighting submissions*. Please select the project type and level of review and include all corresponding materials with the submission package, including the completed checklist. All submission 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:

Project Type:

Level of Review:

Agency:	Building Systems	Newsstands	Distinctive Sidewalks	Distinctive Lighting	Amended Final	Extension of Approval	Final Sign-Off
Submission Date:							
Project Type:	Preliminary & Final						
Level of Review:							
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"/>	—	—
Documentation of Community Board Engagement	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—	—
Photographs of the Existing Site	—	<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"/>	—	—
Location plans or aerials	✓	✓	✓	✓	✓	—	—
Site photographs with location key plans	✓	✓	✓	✓	✓	—	—
Plans, sections, and elevations	—	✓	✓	✓	✓	—	—
Renderings or photomontages	—	✓	✓	✓	✓	—	—
Material images	—	—	✓	✓	✓	—	—
Landscape plan (if applicable)	—	—	✓	✓	✓	—	—
Lighting plan (if applicable)	—	—	✓	✓	✓	—	—
Construction Drawing Set, 11" x 17" or 18" x 24"	<input type="checkbox"/>	—	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—
Memo of Project Status	—	—	—	—	<input type="checkbox"/>	<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)

Newsstands: Copy of Department of Consumer and Worker Protection Track Sheet (including DOT approval); Prior PDC certificates of approval for existing newsstands in the area; Confirmation that the property owner has been notified; Confirmation that the site is not slated for tree planting

Distinctive Sidewalks: Material samples (for non-standard materials)

Landmarks Preservation Commission Advisory Report

*A subset of limited scope projects is eligible for review by the Executive Director in lieu of the Commission.

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

Project Submission Instructions

Limited Scope

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			
Preliminary & Final	Amended Final	Extension of Approval	Final Sign-Off
-pf-	-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.

Newsstands: Application should include the name of the private applicant and the adjacent building address.

Distinctive Sidewalks: Application should include the name of the private applicant.

Project Scope: A brief description of the scope of work.

Building Systems: Include location of exterior scope of work and whether the proposed scope will be visible from public view.
Distinctive Sidewalks & Distinctive Lighting: Include design concept and intent, noting any relevant agency initiatives, community and neighborhood context, funding sources, and scheduling or site constraints.

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.

Photographs of Existing Site: 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).

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.

Presentation, 11" x 17", in color: A flattened PDF presentation including all drawings and materials needed to completely and concisely present the proposal. **Amended Final** submissions should include ‘before and after’ slides of the previously approved 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.

Building Systems: Include building façade and call out location of proposed work.
Newsstands: Include the general streetscape, views from across the street including the façade of the building in front of the proposed site, and views up and down the block to show the visual corridors.
Distinctive Sidewalks: Include color photographs of the existing building or renderings of new buildings under construction

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

Newsstands: Include (1) a proposed site plan (minimum scale: 1" = 40') that extends at least one block beyond the project site in each direction, showing both sides of the street as well as all trees and existing street furniture/fixtures, including any existing newsstands and (2) a detailed proposed site plan (minimum scale: 1" = 5') that includes all critical dimensions and indicating the location and nature of adjacent buildings, including details of setbacks from major entrances.
Distinctive Lighting: Include (1) lighting plans and (2) a plan indicating all existing distinctive lighting installations in the surrounding neighborhood.

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.

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.

Construction Drawing Set (at least 90% completion), 11" x 17" or 18" x 24", in black-and-white: All drawings must have a title and indicate scale, dimensions, and north arrow. Include existing and proposed site plans, and existing and proposed plans, sections, and elevations, and enlarged details. 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.

Building Systems: If scope includes rooftop equipment, the drawing set should include (1) a section showing sight lines from the sidewalk to rooftop equipment, to demonstrate level of visibility from the sidewalk and (2) a roof plan with surrounding street names and dimensions from the parapet to equipment location.
Distinctive Sidewalks: Existing and proposed site plans (minimum scale: 1" = 40') should extend at least one block beyond the project site in each direction, showing both sides of the street, and indicate all existing sidewalk paving materials, trees and street furniture/fixtures. The proposed site plan must also include any other streetscape elements (light fixtures, trees, benches, etc.) that are proposed as part of the distinctive paving treatment.

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: For an **Extension of Approval** with no design changes, provide a memo explaining reason for construction delay and updated construction schedule. For **Amended Final** submissions, provide a memo explaining design revisions, including why they are necessary.

Photographs of the As-Built Project: Photos 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

Newsstands (include the following items with the submission package)

Copy of Department of Consumer and Worker Protection Track Sheet: Indicating that the Department of Transportation approved the newsstand location and size.

Prior PDC certificates of approval for existing newsstands in the area: Copies of prior PDC certificates of approval for any and all existing newsstands in the area, as indicated on the site plan. The agency receives certificates for all approved newsstands and should include them as part of the submission.

Confirmation that the property owner has been notified: The submitting agency is encouraged to submit the applicant's notification letter.

Confirmation that the site is not slated for tree planting: Written confirmation that the site is not slated for tree planting by the Department of Parks & Recreation's Forestry Division.

Distinctive Sidewalks: 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.

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 of 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.