

## Project Submission Checklist Signage

This checklist should be used for all signage 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
<b>Required Materials</b>								
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"/>	—	—
Memo responding to latest PDC Feedback (if applicable)	—	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	—	—	—
Signage Text	—	<input type="checkbox"/>	<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 of signage	<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"	<input type="checkbox"/>	—	—	—	—	—	—	—
Design Development Drawing Set, 11" x 17" or 18" x 24"	—	<input type="checkbox"/>	<input type="checkbox"/>	—	—	—	—	—
Construction Drawing Set, 11" x 17" or 18" x 24"	—	—	—	<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"/>
<b>Supplemental Materials (if applicable)</b>								
Study Model and/or Photographs (for large-scale projects)	—	<input type="checkbox"/>	—	—	—	—	—	—
Material Samples and Photographs (for non-standard materials)	—	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Landmarks Preservation Commission Advisory Report	<input type="checkbox"/>	<input type="checkbox"/>	—	—	—	—	—	—
Statement from an historian (for Historic Markers)	<input type="checkbox"/>	<input type="checkbox"/>	—	—	—	—	—	—
Historian Curriculum Vitae (for Historic Markers)	<input type="checkbox"/>	—	—	—	—	—	—	—

\*Only Tenant Signage may be submitted for combined Preliminary & Final review, unless otherwise requested.

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

## Project Submission Instructions Signage

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	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
<b>Address to:</b> Public Design Commission City Hall, 3rd Floor NY, NY 10007	<b>Drop off at:</b> Manhattan Municipal Building 1 Centre Street, Mail Room #1
	<b>Address to:</b> 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 lighting and finishings.

**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):** 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.

**Signage Text:** All text that is proposed as part of the signage, double-spaced, copy edited, and proofread.

**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, including any existing signage. Include enough photographs to understand the site and surrounding context. Maximum of two photographs per slide.

**Plans, sections, and elevations of signage:** Existing and proposed plan, section, and elevation drawings demonstrating the proposed signage, with key dimensions annotated. Plans should demonstrate proposed signage locations. Sections and elevations should include typographic details such as dimensions of text, mounting details, and key construction details.

**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 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.

<b>Additional Suggested Presentation Materials</b>		
<b>Conceptual</b>	<b>Preliminary</b>	<b>Final</b>
<ul style="list-style-type: none"> <li>• signage siting</li> <li>• type of sign, scale, and graphics</li> <li>• precedent images</li> <li>• circulation diagrams</li> <li>• campus signage strategy or master plan (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• highlight any changes or developments since conceptual review</li> <li>• dimensioned graphics</li> <li>• font selection</li> <li>• materials and mounting details</li> <li>• key construction details</li> </ul>	<ul style="list-style-type: none"> <li>• highlight any changes or developments since preliminary review</li> <li>• dimensioned graphics</li> <li>• font, color, and material selection</li> <li>• final signage text, siting, and context</li> <li>• final construction details</li> </ul>

**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", in black-and-white:** Include existing and proposed plans, elevations, and sections.

**Design Development Drawing Set, 11" x 17" or 18" x 24", in black-and-white:** Include existing and proposed plans, elevations, and sections, including enlarged details and key construction details.

**Construction Drawing Set (at least 90% completion), 11" x 17" or 18" x 24", in black-and-white:** Set should be half-size or larger if necessary. Include existing and proposed plans, elevations, and sections, including enlarged details and key construction details. Include final signage text and dimensioned graphics. 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:** 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

**Study Model and/or Photographs:** A study model or mock-up 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 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.

**Statement from an historian (only applicable for Historic Markers):** A written statement by a professional historian confirming historical accuracy of text and appropriateness for the site. If a marker already exists in the vicinity commemorating the same person, place, or event, please include a map or diagram showing the location of all existing markers and an explanation from the historian of why an additional marker is appropriate. **Subsequent to Preliminary** review, submit an update **only if** additional research has been conducted, there have been any revisions to text or images, or there have been significant design revisions.

**Historian Curriculum Vitae (only applicable for Historic Markers):** A copy of the Curriculum Vitae for the historian consulted.