

Project Submission Checklist

Artwork Relocation or Conservation

This checklist should be used for all artwork relocation or conservation 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:

	Preliminary	Amended Preliminary	Extension of Approval	Final
Required Materials				
Application	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>
Curriculum Vitae for conservators, fabricators, and fine art handlers	<input type="checkbox"/>	—	—	—
Photographs of Existing Conditions, at least six (6) views	<input type="checkbox"/>	—	—	—
Proposal (include items below)	<input type="checkbox"/>	<input type="checkbox"/>	—	—
Artwork details	✓	✓	✓	—
Location plans or aerials (borough and neighborhood)	✓	✓	✓	—
History and description of artwork	✓	✓	✓	—
Treatment history	✓	✓	✓	—
Condition report, including photographs with captions	✓	✓	✓	—
Proposed treatment and/or relocation methods and materials	✓	✓	✓	—
Site plan of current and proposed locations (for relocations only)	✓	✓	✓	—
Rendering or mockup of artwork in new location (for relocations only)	✓	✓	✓	—
Memo of Project Status	—	—	<input type="checkbox"/>	—
Photographs of Completed Work, at least six (6) views	—	—	—	<input type="checkbox"/>
Final Report (include items below)	—	—	—	<input type="checkbox"/>
Artwork details	—	—	—	✓
Completed treatment and/or relocation methods and materials	—	—	—	✓
Photographs documenting the work (before and after comparisons with captions)	—	—	—	✓
Maintenance specifications	—	—	—	✓
Supplemental Materials				
Documentation of Community Board Engagement	<input type="checkbox"/>	—	—	—
Presentation (may be required for relocations)	<input type="checkbox"/>	—	—	—
Landmarks Preservation Commission Advisory Report	<input type="checkbox"/>	—	—	—

A project may be submitted for Conceptual review if guidance is needed prior to a conservation team being selected.
Please note that the PDC reserves the right to request additional materials throughout the review process.

Project Submission Instructions

Artwork Relocation or Conservation

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	Amended Preliminary	Extension of Approval	Final
-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 proposals or final reports.

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.

Curriculum Vitae for conservators, fabricators, and fine art handlers: A copy of each team member's curriculum vitae, including examples of similar work experience.

Photographs of Existing Conditions, at least six (6) views: Photographs of the work, demonstrating the existing conditions 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 to indicate view.

Proposal: A PDF document including all materials and information needed to completely and concisely explain the proposal, including treatment history, a conditions assessment, photographic documentation, and the proposed treatment recommendation.

The proposal should include the following items:

Artwork Details: Include title of artwork, artist name, date of completion and installation (if different), media and materials, dimensions, and location.

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

History and description of artwork: A brief history and description of the artwork, including when the work was commissioned and by who, materials, and artist concept.

Treatment history: Description of any documented conservation treatments previously conducted, including technical details, when prior treatments were conducted, the teams involved, what the results were, and how the work has been maintained since then. If available, provide a final report of any relevant prior conservation treatments.

Condition report, including photographs with captions: A condition report from a qualified conservator, including a description of materials and summary of existing conditions.

Proposed treatment and/or relocation methods and materials: Technical description of the work including recommendations for site work and preparation, storage, transportation and handling, installation, and long-term maintenance. For relocations, include a rationale explaining the reason or need for the relocation request.

Site plan of current and proposed locations (minimum scale 1" = 40'): Include if the proposal is for an artwork relocation.

Rendering or mockup of artwork in new location: Include if the proposal is for an artwork relocation.

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

Photographs of Completed Work, at least six (6) views: Photographs of the completed work, 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 to indicate view.

Final Report: A PDF document including all materials and information needed to completely and concisely explain the completed conservation treatment and/or relocation methods and materials, including methods for deinstallation and reinstallation.

The final report should include the following items:

Artwork Details: Include title of artwork, artist name, date of completion and installation (if different), media and materials, dimensions, and location.

Completed treatment and/or relocation methods and materials: Description of the completed treatment including current conditions of materials.

Photographs documenting the work: Photographs of the work taken before, during, and after the treatment, including explanatory captions.

Maintenance specifications: Recommendations for long-term maintenance and conservation, including contact information of those who are responsible for maintaining the artwork.

Instructions for Supplemental Materials

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

Presentation may be required for relocations: If the project is calendared to be presented at a PDC Public Meeting, an 11" x 17" color PDF presentation of the proposal may be required. The presentation will be coordinated between the agency liaison and PDC staff. 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.

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.