

Installation of Artworks: Preliminary Review Checklist

Please provide one copy of each item, unless otherwise noted, and one disk with digital files of each item.

Project: Submission Date:

Application signed by the Commissioner or designated City agency representative

Project Description

- Location
- Dimensions
- Materials
- Budget
- Fabricator's name (if applicable)
- Installation specifications and schedule
- Maintenance requirements
- Maintenance endowment fund plan (if applicable)

List of all design revisions since conceptual approval or the last committee review

Presentation

Format:

- PowerPoint or PDF, no larger than 30 MB
- Two (2) 11" x 17 color printouts
- Do not use spiral or plastic bindings, plastic covers, or black/colored backgrounds.

Content:

- Location plans (borough and neighborhood)
- Site photographs with map indicating views
- The artist's conceptually approved proposal
- Critical drawings, including existing and proposed site plans
- Renderings of the proposal that clearly depict the artwork in its context, including from a 5'-0" viewpoint

Fabrication Drawings

Format:

- Complete sets, collated and stapled
- 24" x 36" or 11" x 17" preferable, but must be legible
- All drawings must indicate scale, with reduced drawings including a graphic scale.
- Plans must include a north arrow and elevation titles must indicate façade orientation.
- For all projects that require a permit from the DOB, drawings must conform to the DOB's requirements.

Content:

- Existing and proposed site plans (scale: 1" = 40'), indicating the proposed location of the artwork
- Elevations, sections and details of the proposed work in situ (scale: 1/16"= 1'-0")

Model Photographs for three-dimensional artwork

- Minimum of eight (8), showing the model from different viewpoints
- Printed in color on non-glossy (matte) photo paper
- Clearly labeled on the back

Materials List, with the name of the manufacturer, color, and finish

Material Samples (for non-standard materials and paint colors)

Material Sample Photographs

- Printed on non-glossy (matte) photo paper at 8.5" x 11"
- Labeled on the back

Community Board resolution or written confirmation of the Community Board review of any design revisions made since conceptual approval, as needed