

Distinctive Light Fixtures: Preliminary and Final 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 agency representative of the Department of Transportation, and including the name, address and telephone number of any entity responsible for the maintenance of the distinctive light fixtures, if relevant

Statement of Project Scope

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
- Plan indicating all existing distinctive lighting installations in the surrounding neighborhood
- Existing and proposed site plans
- Critical drawings

Construction Drawings at 90% Completion

Format:

- Two (2) 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 projects that require Department of Buildings permits, drawings must conform to DOB's requirements.

Content:

- Existing and proposed site plans (minimum scale: 1" = 40') that extend at least one block beyond the project site in each direction, showing both sides of the street. The proposed site plan must include any other streetscape elements (paving, trees, benches, etc.) that are proposed as part of the distinctive lighting proposal.

Site Photographs

- Must show the adjacent property lines and general character of the neighborhood
- Minimum of eight (8) views
- Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
- Labeled on the back to indicate view

Cut sheet of proposed distinctive light fixture, indicating colors and finishes

Community Board resolution or written confirmation of the Community Board review