

## Distinctive Sidewalks: 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 a representative from the Department of Transportation's sidewalk division or the Department of Buildings, whichever is applicable, and including the name, address and telephone number of the private entity proposing the distinctive sidewalk.
- A copy of the receipt for the Builder's Pavement Application** submitted to the Department of Transportation for the installation of roadway pavements, curbs and sidewalks
- A copy of Forestry's Tree Permit**, if applicable
- 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
    - Existing and proposed site plans (see scales above)
    - Renderings that clearly depict the design in its context
    - 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, 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.

**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

**Color photographs of the building (for existing buildings) or renderings of the building (for new buildings under construction)**

**Materials List**, including:

- Name of the manufacturer, color and finish
- Indications of where each material will be used
- Images/catalogue cuts of any proposed equipment, lighting, fencing, paving and furnishings

**Material Samples** (for non-standard materials)

**Material Sample Photographs**

- Printed in color 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