

## Parks, Open Space, and Streetscape: Conceptual Review Checklist

Project Name:

Submission Date:

**Please provide one copy of each item.**

- Application** signed by the Commissioner or designated City agency representative
- Statement of Project Scope**
  - Design intent, including any OneNYC objectives and Agency initiatives
  - Community and neighborhood context
  - Funding sources and any scheduling constraints
- Presentation, 11" x 17" color** (PowerPoint or PDF, no larger than 30 MB, use binder clip)
  - Location plans or aerials, borough and neighborhood level (400' radius from site)
  - Eight (8) site photographs with key plans, two photographs per page maximum
  - Existing and proposed plans
  - Sections and elevations
  - Renderings, in context, from a pedestrian viewpoint
  - Other drawings and materials as needed to completely and concisely present the proposal, such as massing and zoning diagrams, renderings, precedent images, material and plant palettes, and model photos
- Pre-Schematic Drawings, 11" x 17" or 18" x 24" (half-size) legible drawings**
  - All drawings must indicate scale, north arrow or orientation, and title
  - Existing and proposed site plans
  - Sections and elevations
- Massing or study Model** (encouraged for particularly large-scale or complex projects)
- Model Photographs**
  - Minimum of eight (8) views
  - Printed in color on non-glossy (matte) photo paper at 8 1/2" x 11", labeled
- Disc** with all of the above as PDF