

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

Project Name:

Submission Date:

**Please provide one copy of each item, unless otherwise noted.**

- ☐ **Application** signed by the Commissioner or designated City agency representative
- ☐ **List of all changes to the design since Preliminary review** and a thorough explanation of why the changes are necessary
- ☐ **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
  - Previously approved drawings and renderings (site plans, elevations, sections)
  - Proposed drawings (site plans, elevations, sections, landscape, lighting plans, plant palette, material images) with changes called out in red color  
*Example slide can be found here*
- ☐ **Two (2) sets of Construction Drawings, at least 90% completion**
  - 11" x 17" or 18" x 24" (half-size) legible drawings
  - All drawings must indicate scale, north arrow or orientation, title, and must conform to DOB's requirements
- ☐ **Materials List and Catalog cut sheets:**
  - Name of the manufacturer, color and finish
  - Indication of where each material will be used
  - Images/catalogue cuts of proposed mechanical equipment, lighting, fencing, paving and furnishings, if they have changed since Preliminary
- ☐ **Material Samples**, if they have changed since Preliminary
- ☐ **Updated Model and photographs** (encouraged for large-scale or complex projects)
- ☐ **Disc** with all of the above as PDF