

Parks, Open Spaces, and Streetscapes: 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 City agency representative
- List of all changes to the design** since the last review and a thorough explanation of why the changes were necessary
- Presentation** outlining any changes to the design since the last review (if applicable)
 - Format (digital and print):
 - 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
 - Previous and updated renderings that depict the design in its context from a 5'-0" viewpoint
 - Critical drawings, including plans, and section-elevations
 - Material and planting palettes
- Construction Drawings** at 90% completion
 - Two (2) complete sets, collated and stapled
 - 24" x 36" drawings are 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.
- Materials List**, including:
 - Name of the manufacturer, color and finish
 - Indications of where each material will be used
 - Images/catalogue cuts of proposed equipment, lighting, fencing, paving and furnishings
- Material Samples** (for non-standard materials)
- Material Sample Photographs** (if applicable)
 - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
 - Labeled on the back

- Updated Model** (if applicable)
- Model Photographs** (if applicable)
 - Minimum of eight (8) views
 - 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 of any design revisions made since preliminary approval, as needed