

Parks, Open Spaces, and Streetscapes: Preliminary Review

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

Statement of Project Scope

If the project was not submitted for conceptual review:

- Design intent
- Community/neighborhood context
- Sustainability objectives
- Funding sources and any scheduling constraints

If the project was submitted for conceptual review:

- List of all modifications to the original project scope, along with a thorough explanation of why the changes were necessary

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 and section-elevations (see scales below)
- Other drawings and materials as needed to completely and concisely present the proposal, such as massing and zoning diagrams, renderings, precedent images, material palettes and model photos

100% Schematic Design Drawings

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.

Content:

- Existing and proposed site plans with contour lines at one of the scales below:
 - 1" = 10' for projects <1 acre
 - 1" = 20' for 1 to 5 acres
 - 1" = 40' for >5 acres
- Section-elevations
 - Scale: 1" = 10' for projects <1 acre
 - Scale: 1" = 20' for 1 to 5 acres
 - Scale: 1" = 40' for >5 acres
- Plant material layout and preliminary plant list

Site Photographs (unless previously submitted for Conceptual Review)

- 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

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

Model (for projects with complex topography or built features)

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