

Signage: Conceptual 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

Statement of Project Scope

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

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)
- Other drawings and materials as needed to completely and concisely present the proposal, such as renderings, precedent images, material palettes and model photos

Site Photographs

- 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

Drawings

Format:

- Two (2) complete sets, collated and stapled
- 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:

- Site plan including all existing signage (scale: 1" = 40')
- Plans, elevations and sections (scale: 1/16" = 1'-0")

For historic markers:

- **A written statement by the professional historian(s)** with relevant expertise confirming that (s)he vetted the content and it is historically accurate
- **Curriculum vitae** for each historian consulted
- If a marker(s) already exist(s) in the vicinity commemorating the same person, place or event:
 - **A map or diagram** showing the location of all such existing markers
 - **An explanation from the consulted historian** of why an additional marker is appropriate