

## Signage: 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
- Final signage text**, double-spaced, copy edited and proofread
- Construction Drawings** at 90% completion, including the text and any images
  - 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.
- 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
    - Critical drawings, including plans, elevations and sections
    - Material palettes
- Materials List**, including:
  - Name of the manufacturer, color and finish
  - Indications of where each material will be used
  - Images/catalogue cuts of proposed equipment

- Material Samples** (for non-standard materials)
- Material Sample Photographs** (if applicable)
  - Printed in color on non-glossy (matte) photo paper
  - Labeled on the back
- An updated model and/or mock-up** (if applicable)
- For historic markers:** if any text or image changes were made since preliminary review, an updated written statement by the professional historian(s) with relevant expertise clarifying the revisions, confirming that (s)he vetted the content and it is historically accurate, and including additional research undertaken since preliminary review