

Signage: Preliminary 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**
 - If the project was not submitted for conceptual review:
 - Design intent
 - Community/neighborhood context
 - Funding sources and any scheduling constraints
 - If the project was submitted for conceptual review:
 - List of all modifications to the original project scope and design, along with a thorough explanation of why the changes were necessary
- All signage text**, double-spaced, copy edited and proofread
- 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
- One (1) or more renderings** that clearly depict the design in its context
- Building and/or site landscape designs**, if the installation of the signage necessitates changes to the existing (see Structures as well as Parks and Open Spaces Submission Guidelines)
- 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:
 - Site plan, including all existing signage (scale: 1" = 40')
 - Plans, elevations and sections, including the font(s), size(s) and layout of text and any images as well as the mounting (scale: 1/16" = 1'-0")
 - Lighting design and details, if applicable (scale: 1/8" = 1'-0")

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

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

Model and/or Mockup

Model/Mockup Photographs (if applicable)

- Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
- Labeled on the back

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, including additional research undertaken since conceptual review
- **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

Community Board resolution or written confirmation of the Community Board review