NYC DESIGN
PUBLIC DESIGN COMMISSION OF THE CITY OF NEW YORK

Building Systems: Preliminary and Final Review Checklist

Project Name: _____ **Submission Date:** _____

Please provide one of each item, unless otherwise noted.

- ☐ **Email** from PDC staff confirming that the scope of work qualifies as a limited scope project
- ☐ **Application** signed by the Commissioner or designated City agency representative
- ☐ **Description** of scope of work
- ☐ **Location plans or aerial image,** borough level and neighborhood level (400' radius from site)
- ☐ **Six (6) 8 1/2" x 11" site photographs with key plan,** include photograph(s) of building facade, call out location of proposed work
- ☐ **Two (2) sets of Construction Drawings, at least 90% complete**
  - 11" x 17" or 18" x 24" (half-size) legible drawings
  - If scope includes rooftop equipment, drawing set should include the following:
    - ☐ **Section** showing sight lines from the sidewalk to rooftop equipment, to demonstrate level of visibility from the sidewalk
    - ☐ **Roof plan** with surrounding street names and dimensions from the parapet to equipment location
- ☐ **Materials List and Catalog cut sheets**
  - Name of the manufacturer, color, and finish
  - Cut sheets of proposed equipment, acoustical barriers, and louvers
- ☐ **Disc** with all of the above as PDF