

## Structures: Conceptual Review Checklist

Project Name:

Submission Date:

**Please provide one copy of each item.**

☐ **Application** signed by the Commissioner or designated City agency representative

☐ **Statement of Project Scope**

- Design intent, including any OneNYC objectives and Agency initiatives
- Community and neighborhood context
- Funding sources and any scheduling constraints

☐ **Presentation, 11" x 17" color** (PowerPoint or PDF, no larger than 30 MB, use binder clip)

- Location plans or aerials, borough and neighborhood level (400' radius from site)
- Eight (8) site photographs with key plans, two photographs per page maximum
- Existing and proposed plans
- Existing and proposed sections and elevations
- Renderings, in context, from a pedestrian viewpoint
- Other drawings and materials as needed to completely and concisely present the proposal, such as massing and zoning diagrams, precedent images, material palettes, and landscape plans

☐ **Pre-Schematic Drawings, 11" x 17" or 18" x 24" (half-size) legible drawings**

- All drawings must indicate scale, north arrow or orientation, and title
- Existing and proposed site plans
- Existing (if applicable) and proposed plans, sections, and elevations

☐ **Massing or study Model** (encouraged for particularly large-scale or complex projects)

☐ **Model Photographs**

- Minimum of eight (8) views
- Printed in color on non-glossy (matte) photo paper at 8 1/2" x 11", labeled

☐ **Disc** with all of the above as PDF