

Structures: Final Review Checklist

Project Name:

Submission Date:

Please provide one copy of each item, unless otherwise noted.

- Application** signed by the Commissioner or designated City agency representative
- List of Changes since Preliminary review** and a thorough explanation of why the changes were necessary
- 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
 - Previously approved drawings and renderings
 - Proposed drawings (site plans, elevations, sections, landscape, lighting plans, plant palette, material images) with changes called out in red color
 - Renderings, in context, from pedestrian viewpoint
 - Key construction details and sections

Example slides can be found on the Design Commission website.
- Two (2) sets of Construction Drawings, at least 90% completion**
 - 11" x 17" or 18" x 24" (half-size) legible drawings
 - All drawings must indicate scale, north arrow or orientation, title, and must conform to DOB's requirements
- Materials List and Catalog cut sheets:**
 - Name of the manufacturer, color and finish
 - Indication of where each material will be used
 - Catalogue cuts of mechanical equipment, lighting, fencing, paving and furnishings, if they have changed since Preliminary
- Material Samples, if they have changed since Preliminary**
- Updated Model and photographs** (encouraged for large-scale or complex projects)
- Community Board resolution** or written confirmation of the Community Board review of any design revisions since Preliminary approval
- Disc** with all of the above as PDF