

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 since preliminary review called out in red color. Example slides can be found on the Design Commission website.
 - Renderings, in context, from pedestrian viewpoint
 - Key construction details and sections
- ☐ **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