

Structures: 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
- Sustainability objectives
- Funding sources and any scheduling constraints
- For buildings: a description of the structural system and how it affects the building exterior
- For bridges: traffic and construction planning and protective guard rail and fencing systems

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

Presentation

Format (digital and print):

- 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 (1" = 40')
- Existing and proposed plans and elevations (1/16" = 1')
- Renderings that depict the exterior design in its context, from a 5'-0" viewpoint
- Other drawings and materials as needed to completely and concisely present the proposal, such as massing and zoning diagrams, renderings, precedent images, material palettes and model photos

Schematic 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:

- Existing and proposed site plans (1" = 40')
- Elevations and sections (1/16" = 1'-0" or larger)
- For buildings: floor plans, including ground floor, typical floor(s), and roof plan
- For bridges: plans, including approaches and main span, and lighting design (1/8" = 1'-0")

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

Materials List, including:

- Name of the manufacturer, color and finish
- Indication of where each material will be used
- Images/catalogue cuts of proposed equipment, lighting, fencing, paving and furnishings

Material Samples (for non-standard materials)

Material Sample Photographs (if applicable)

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

Model (for large-scale or complex projects)

Model Photographs (if applicable)

- Minimum of eight (8) views
- Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
- Labeled on the back

Community Board resolution or written confirmation of the Community Board review