

## Structures: Preliminary 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**, if the project was not submitted for Conceptual review:
  - Design intent, including notable OneNYC objectives and Agency initiatives
  - Community and neighborhood context
  - Funding sources and any scheduling constraints
  - For bridges: traffic and construction planning and protective guard rail and fencing systems
- List of Changes**, if project was submitted for Conceptual Review
  - List of all changes from the previously reviewed design with a thorough explanation of why the changes are 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 site photographs per page, maximum
  - Existing and proposed plans
  - Existing and proposed sections and elevations
  - Landscape plan
  - Lighting plan
  - Renderings, in context, from pedestrian viewpoint
  - Plant palette images and plant list
  - Material images, including furnishings and fixtures

If the project was submitted for conceptual review, in addition to the above, include:

- Previously reviewed drawings and renderings
- Proposed drawings (site plans, elevations, sections, plant palette, material images) with changes since conceptual review called out in red color  
*Example slides can be found on the Design Commission website.*

- Schematic Design Set, 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
  - Elevations and sections
  - For buildings: floor plans, including ground floor, typical floor(s), and roof plan
  - For bridges: plans, including approaches and main span, and lighting design

**Project Name:**

**Submission Date:**

- Materials List and Catalog cut sheets:**
  - Name of the manufacturer, color and finish
  - Indication of where each material will be used
  - Catalog cuts of equipment, lighting, fencing, paving and furnishings
  
- Material Samples** (for non-standard materials)
  
- Model** (encouraged for 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
  
- Community Board resolution** or written confirmation of Community Board review
  
- Disc** with all of the above as PDF