

## Structures: Preliminary and 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
- Statement of Project Scope**
  - Design intent, including notable 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 site plans
  - Existing and proposed plans and elevations
  - Landscape plan, if applicable
  - Lighting plan, if applicable
  - Renderings, in context, from a pedestrian point of view
  - Materials images, including furnishings and fixtures
  - Plant palette images
- Two (2) sets of Construction Drawings, at least 90% completion**
  - 11" x 17" or 18" x 24" (half-size) legible drawing
  - All drawings must indicate scale, north arrow or orientation, titles, and drawings 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
  - Catalog cuts of mechanical equipment, lighting, fencing, paving and furnishings
- Material Samples** (for non-standard materials)
- Community Board resolution** or written confirmation of the Community Board review
- Disc** with all of the above as PDF