



DEPARTMENT OF CONSUMER  
AFFAIRS (DCA) LICENSING CENTER  
42 Broadway, Lobby  
New York, NY 10004  
nyc.gov/dca | @NYCDCA

NYC SMALL BUSINESS  
SUPPORT CENTER  
90-27 Sutphin Blvd, 4th Floor  
Jamaica, NY 11435

## DESIGN COMMISSION REQUIREMENTS

After a DCA representative has contacted you, please submit the materials listed below to DCA. DCA will forward the materials along with relevant documents to the Design Commission for their review of your proposed newsstand.

- A minimum of eight (8) loose 8" x 10" color photographs of the site and surrounding area for the proposed newsstand taken during daylight hours. These photographs must show the general streetscape; views from across the street indicating the facades of the buildings in front of the proposed newsstand site; and views up and down the block to show the visual corridors.

*All photos must be clearly labeled on the back. Polaroids or color photocopies will not be accepted. If you use a digital camera, the photographs must be printed on photo-quality paper.*

- A minimum of three (3) photomontages showing the proposed newsstand in the context of the existing site, including from across the street and from up and down the block.\*
- A location plan (minimum scale: neighborhood and borough), indicating where the newsstand is within the surrounding neighborhood and within the borough.\*
- A proposed site plan (minimum scale: 1" = 40') that extends at least one block beyond the project site in each direction, showing both sides of the street as well as all trees and existing street furniture/fixtures, including existing newsstands.\*
- Detailed existing and proposed site plans (minimum scale: 1" = 5'). The plans must include all critical dimensions and indicate the location and nature of adjacent buildings, including details of setbacks from major entrances.\*

*\*You must submit drawings in the following formats:*

- *Two complete sets of unmounted drawings, properly collated and stapled. All drawings must indicate scale. Plans must include a north arrow, and elevations must indicate façade orientation. Drawings should not exceed 36" as the longest dimension to comply with Department of Buildings requirements. Half-size drawings are preferable as long as they are legible. Any reduced drawings must include a graphic scale.*
- *Critical drawings, including renderings, must be mounted on one (1) or more 30" x 40" boards for presentation (see Presentation Guidelines) and/or included in a PowerPoint presentation. All PowerPoint presentations must use .jpg images only that have been resized before being inserted in the presentation, so the completed presentation is limited to 30 MB. Additionally, PowerPoint presentations must be formatted for Windows XP or an earlier version with no automatic slide advances and submitted on a CD and as duplicate printouts at a legible size, properly collated and stapled.*