

## Installation of Artworks: Conceptual 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
- Artist's Statement and Project Scope**
  - Concept and physical description of artwork
  - Community/neighborhood context
  - Funding sources and any scheduling constraints
  - Confirmation of a maintenance plan and/or partner
- Artist's Curriculum Vitae**
- Presentation, 11" x 17" color (Use binder clip)**
  - Examples of the artist's prior work
  - Artist's Percent for Art panel proposal
  - Location plans (borough and neighborhood)
  - Eight (8) site photographs with key plans, two photographs per page maximum
  - Existing and proposed site plans, indicating the proposed location of the artwork
  - Sections and elevations
  - Drawings/renderings of the proposed work in situ
  - Other drawings and materials as needed to completely and concisely present the proposal, such as diagrams, precedent images, material and plant palettes, and model photos
- Community Board Resolution** or written confirmation of the Community Board review
- Digital Submission**, including each of the documents noted above, saved as separate .pdf files, and sent to PDC through the agency liaison
  - Please use the following naming format for both .pdfs and project folders, and keep names as short as possible: Agency Acronym-level of review-Project Name-document
  - For example: DPR-p-Morton Playground-app.pdf
  - Please do not include dates, Job numbers, or "PDC Submission" in the title