

Installation of Artworks: Preliminary 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**
 - Location
 - Dimensions
 - Materials
 - Timeline/Schedule
 - Budget, including project management, architectural and engineering services, permitting, insurance, fabrication, installation, artist fees, and a maintenance endowment
 - Fabricator's name (if applicable)
 - Installation specifications
 - Maintenance requirements, as recommended by a qualified conservator or fabricator, and maintenance plan that specifies which people/job titles are responsible for ensuring the artwork is maintained.
 - If non-Percent for Art, confirmation of a maintenance endowment fund and fund manager
- For Memorials and Monuments, Written Report From an Historian** establishing the significance of the subject and appropriateness of the memorial/monument at the proposed site.
- List of All Design Revisions** since conceptual approval or the last committee review
- Presentation, 11" x 17" color (Use binder clip)**
 - Location plans (borough and neighborhood)
 - Site photographs with map indicating views
 - The artist's conceptually approved proposal
 - Critical drawings, including existing and proposed site plans
 - Renderings of the proposal that clearly depict the artwork in its context, including from a 5'-0" viewpoint
- Drawings**

Format:

 - Two (2) complete sets, collated and stapled
 - 11" x 17" (half-size, or larger if necessary) legible drawings illustrating the dimensions, form and materials of the proposed artwork and related plaque in situ, including the base and/or hanging hardware.
 - All drawings must indicate scale, with reduced drawings including a graphic scale.
 - Plans must include a north arrow and elevation titles must indicate orientation.
 - For all projects that require a permit from the DOB, drawings must conform to the DOB's requirements.

- Model** (for three-dimensional artwork)
- Model Photographs**
 - Minimum of eight (8), showing the model from different viewpoints
 - Printed in color on non-glossy (matte) photo paper
 - Clearly labeled on the back
- Materials List**, with the name of the manufacturer, color, and finish
- Material Samples** (for non-standard materials and paint colors)
- Material Sample Photographs**
 - Printed on non-glossy (matte) photo paper at 8.5" x 11"
 - Labeled on the back
- Percent for Art Catalog and Maintenance Form draft** (the final form will be submitted at Final)
- Community Board Resolution** or written confirmation of the Community Board review of any design revisions made since conceptual approval, as needed
- 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