

Signage: 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
- Statement of Project Scope**
 - Design intent
 - Community/neighborhood context
 - Funding sources and any scheduling constraints
- Presentation, 11" x 17" color (Use binder clip)**
 - 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 signage
 - 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
- Drawings**
 - 11" x 17" (half-size, or larger if necessary) legible drawings
 - All drawings must indicate scale, north arrow or orientation, title, and must conform to DOB's requirements
- For Historic Markers:**
 - A written statement by the professional historian(s) with relevant expertise confirming that (s)he vetted the content and it is historically accurate
 - Curriculum vitae for each historian consulted
 - If a marker(s) already exist(s) in the vicinity commemorating the same person, place or event:
 - A map or diagram showing the location of all such existing markers
 - An explanation from the consulted historian of why an additional marker is appropriate
- 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