

Signage: 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
- List of Changes** since Preliminary review and a thorough explanation of why the changes were necessary
- Final Signage Text**, double-spaced, copy edited and proofread
- Presentation, 11" x 17" color (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
 - Previously approved drawings and renderings
 - Proposed drawings (site plans, elevations, sections, landscape, lighting plans, plant palette, material images) with changes called out in red color
 - Renderings, in context, from pedestrian viewpoint
 - Key construction details and sections
 - Illustrate major revisions
 - **No black backgrounds!**

[Example slides can be found on the Design Commission website.](#)
- Two (2) Sets of Construction Drawings, at least 90% completion, including the text and any images**
 - 11" x 17" (half-size, or larger if necessary) legible drawings
 - All drawings must indicate scale, with reduced drawings including a graphic scale.
 - All drawings must indicate scale, north arrow or orientation, title, and if required, must conform to DOB's requirements
- Materials List**, including:
 - Name of the manufacturer, color and finish
 - Indications of where each material will be used
- Material Samples** (for non-standard materials)
- Material Sample Photographs** (if applicable)
 - Printed in color on non-glossy (matte) photo paper
 - Labeled on the back
- An Updated Model and/or Mock-up** (if applicable)

- For Historic Markers:** if any text or image changes were made since preliminary review, an updated written statement by the professional historian(s) with relevant expertise clarifying the revisions, confirming that (s)he vetted the content and it is historically accurate, and including additional research undertaken since preliminary 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