

Signage: 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
- Statement of Project Scope**, 8.5" x 11" Word document, if the project was not submitted for Conceptual review:
 - Design intent, including notable OneNYC objectives and Agency initiatives
 - Community and neighborhood context
 - Funding sources and any scheduling constraints
- List of Changes**, if project was submitted for Conceptual Review
 - List of all changes from the previously reviewed design with a thorough explanation of why the changes are necessary
- All 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 site photographs per page, maximum
 - Existing and proposed plans
 - Existing and proposed sections and elevations
 - Renderings, in context, from pedestrian viewpoint

If the project was submitted for conceptual review, in addition to the above, include:

- Previously reviewed drawings and renderings
 - Proposed drawings (site plans, elevations, sections, plant palette, material images) with changes since conceptual review called out in red color
[Example slides can be found on the Design Commission website.](#)
- Schematic Design Set, 11" x 17" (half-size, or larger if necessary) legible drawings**
 - All drawings must indicate scale, north arrow or orientation, and title
 - Existing and proposed site plans
 - Elevations and sections, including enlarged details

Materials List and Catalog Cut Sheets

- Name of the manufacturer, color and finish
- Indication of where each material will be used

Material Samples (for non-standard materials)

Model (encouraged for large-scale or complex projects)

Model Photographs

- Minimum of eight (8) views
- Printed in color on non-glossy (matte) photo paper at 8 1/2" x 11", labeled

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, including additional research undertaken since conceptual review
- 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

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