

## Structures: Preliminary Review Checklist

Project Name:

Submission Date:

Please provide one copy of each item.

- 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
  - For bridges: traffic and construction planning and protective guard rail and fencing systems
- 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
- 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
  - Landscape plan
  - Lighting plan
  - Renderings, in context, from pedestrian viewpoint
  - Plant palette images and plant list
  - Material images, including furnishings and fixtures
  - Illustrate major revisions
  - No black backgrounds!

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, 18" x 24" (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
  - For buildings: floor plans, including ground floor, typical floor(s), and roof plan
  - For bridges: plans, including approaches and main span, and lighting design

**Project Name:**

**Submission Date:**

**Materials List and Catalog Cut Sheets:**

- Name of the manufacturer, color and finish
- Indication of where each material will be used
- Catalog cuts of equipment, lighting, fencing, paving and furnishings

**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

**Community Board Resolution** or written confirmation of 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