



Please submit application to the following:

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## DESIGN REVIEW PROJECT SUBMITTAL FORM

The mission of the Design Review Committee (DRC) is to ensure that a high level of design quality exists in all Presidio Trust projects, to encourage compatibility and consistency between different designer's work and to assist each project is being sustainable, functional, durable, and cost effective to the greatest extent possible. The Trust Designated Representative must obtain written permission from the Design Review Committee before commencement of work. This form is to be part of the Design Review Packet submittal to initiate project review.

| GENERAL INFORMATION                    |                                  |
|--|----------------------------------|
| Project Title: _____                   | Project Location: _____          |
| Project Start Date: _____              | Estimated Complete Date: _____   |
| Trust Designated Representative: _____ |                                  |
| Department: _____                      | Phone Number: _____ Email: _____ |

### **PURPOSE AND NEED**

*Describe the reason for proposing the project at this time and what the project will accomplish:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **WORK PLAN SPECIFICS**

*Please attach additional information that would facilitate the review of the project, such as project location map, site plans, design and/or construction drawings, photographs, cut sheets, or other graphics.*

*Upon receiving the Design Review Project Description Form, the DRC Administrator will provide Design Review Instructions which will include a checklist and submittal requirements for each required review.*

*The DRC meets every two weeks to review submittals. The DRC Administrator will contact the Trust Designated Representative within 5 business days after the meeting to report the outcome of DRC's review and provide comments, if applicable.*

DATE SUBMITTED: \_\_\_\_\_

| (Official Use)  |             |
|---|-------------|
| COMMENTS: _____<br>_____                                      |             |
| FORM REVIEWED BY: _____<br><small>(DRC Administrator)</small> | DATE: _____ |
| PROJECT REVIEW DATE: _____                                    |             |
| DRC COMMENT SUBMITTED TO: _____                               | DATE: _____ |
| DESIGN REVIEW STATUS: _____                                   |             |