

# CDR Guidelines – Post Phase 3 Review

## Post Phase 3 Review

Should any design changes that affect the exterior and/or overall look of the approved design occur **prior to construction but after the Phase 3 review** or as a result of the bid process, it is the project applicant's responsibility to inform Arts Commission staff prior to the commencement of construction. This should be done by submitting the changes to staff, who will then determine if the changes are significant enough to **warrant a Post Phase 3 review before the CDR Committee or through a staff review**. Any changes that occur during construction or post-construction must also be documented and conveyed to the Civic Design Review Program Director

Submit the following materials by 5 p.m. ten days prior to review:  
(Hard copies are required for in-person meetings only.)

- One electronic and hard copy Request for Review Form with updated construction budget and final adjusted Art Enrichment budget
- One electronic copy (PDF) of the updated landscape and architectural construction drawings which include building elevations, sections, and perspectives
- One electronic copy (PDF) of the presentation
- Hard copies of colored prints sized 8 1/2" x 11" and 11"x17" of the presentation, two of each size
- If the presentation includes images that should not be published online for security reasons, please provide an additional PDF suitable for online publication

## Presentation Requirements

- **Updated final** construction documents
- Highlighted changes to the Phase 3 approval.
- One half-size set of substantially complete updated project working drawings (architectural and landscape only) for reference during the meeting
- A visual representation, showing modifications if any, of the public art if it is integrated into the exterior building design or placed on the site, outside of the building

**Post Phase 3 Review Project Example**  
**Castro Station Elevator *[include link]***