REQUEST FOR REVIEW FORM

PROJECT INFORMATION

PROJECT TITLE:_____ DATE: _____

CLIENT DEPARTMENT: _____

PROJECT ADDRESS _____ DISTRICT NUMBER: _____

☐   Is this part of a multi-site project, bond or capital improvement program? If yes, which program?

_____

PROJECT TEAM

PROJECT DESIGNER: _____   Email: _____

PROJECT MANAGER: _____   Email: _____

ARCHITECT: _____   Email: _____

LANDSCAPE ARCHITECT: _____   Email: _____

DATES OF REVIEW

☐   Conceptual/Informational Presentation _____

☐   PHASE 1: Schematic Design _____

☐   PHASE 2: Design Development _____

☐   PHASE 3: Construction Documents _____

☐   Other:

    ☑   Small Project Review

    ☐   Plaque Review

    ☐   Administrative Review

PROJECT DELIVERY METHOD

☑   Design, Bid Build (traditional)

☐   Fast Track

☐   Design-Build

☐   Bridging

☐   Other

☐   Construction Commencement: _____

☐   Construction Completion: _____

Structure Size (SQ FT): _____

BUDGET

Total Construction Cost: _____

Art Enrichment Budget: _____

Please attach the official line item construction budget for the project and provide an explanation if the Art Enrichment budget is less than 2% of the total construction cost including above and below ground construction unless exempt per the Art Enrichment Ordinance.

DESIGN CONCEPT

Please provide a succinct description of the design concept or idea (not functional goals). Attach additional page if needed.

ADDITIONAL INFORMATION

☐   Is this project on a City designated landmark or in a City designated historic district? If yes, please contact Tim Frye of the Historic Preservation Commission to determine whether a certificate of appropriateness or other steps are required.

COMMUNITY OUTREACH

It is your obligation to notify the community (by mail or email) that there is opportunity for public comment at the Civic Design Review Meeting. This is an important part of the public process. What has been done in this regard?

FEES

Full Project Fee: $12,800

Projects are charged on a per project basis. Complex projects or projects involving more than one building may be charged a higher fee. The fee for a Small Project Review is $6,400 and $750 for an Administrative Review.

Write checks to: San Francisco Arts Commission

Interdepartmental Fund Transfer should use the below codes for SFAC's chart fields:

Revenue Account ID: **460127**   Fund ID: **11740**

Department ID: **163649**   Authority ID: **16577**

Project ID: **10022393**   Activity ID: **0001**