**Project Request Form**

**Part 1 – General Information for concept review**

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| **Project Name:** |
| **Project Location:** |
| **Project Scope and Justification:** |
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| **Estimated Construction Cost:** |
| **Funding Source:** |
| **Tenant Lease/Agreement Number:** |
| **Project Representative Contact Information:** |
| **Utilities Impacts:** |
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| **Pavement Impacts:** |
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| **Building Impacts:** |
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| **Airport Operations Impacts:** |
|  |
| **Environmental Impacts:** |
|  |
| **Affected Agencies/Tenants:** |
|  |
| **Special Equipment Requests:** |
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**Please note that this review stage will take a minimum of 2 weeks from date of submission.**

**Part 2 – project details for notice to proceed**

**Attachments:**

1. **Exhibits:** Drawings, cut sheets, photographs, renderings, signage, traffic, etc. clearly illustrating the scope of work.
2. **Master Lease Exhibit**: Include a drawing clearly detailing the lease boundaries and location of proposed work.
3. **Utility or Area shut-down request(s).**
4. **Copy of Contractor and Sub-Contractor(s) Insurance, Business License, W-9.**
5. **Copies of Permits**: Include any city, county, or environmental permits received.
6. **Copies of Appropriate Badging**.
7. **Schedule**: Include the design and construction start and completion dates.

**Please note that this review stage will take a minimum of 2 weeks from date of submission plus 1 week for site visit coordination.**