

PROJECT REQUEST FORM

PART 1 – GENERAL INFORMATION FOR CONCEPT REVIEW

Project Name:
Project Location:
Project Filing Date:
Project Scope and Justification:
Estimated Construction Cost:
Funding Source:
Tenant Lease/Agreement Number:
Project Representative Contact Information:
Utilities Impacts:
Pavement Impacts:
Building Impacts:
Airport Operations Impacts:
Environmental Impacts:
Affected Agencies/Tenants:
Special Equipment Requests:

Special Equipment Requests (cont.):

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.