

# REQUEST FOR REVIEW FORM

San Francisco Arts Commission  
**Civic Design Review**

## 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

*For requests for Administrative Review, please use the Administrative Review Form.*

## 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 complete and return the Art Enrichment Allocation Report and Civic Art Collection Report, 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 the 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 Richard Sucre of the Historic Preservation Commission to determine whether a certificate of appropriateness is 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

Civic Design Review Base Fee: \$17,900

Projects are charged on a per project basis. Complex projects or projects involving more than one building may be charged a higher fee. The Small Project Review fee is \$8,250 and the Administrative Review fee is \$1,500.

**Interdepartmental Fund Transfer should use the following 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**

**Write checks to: San Francisco Arts Commission**

**Attention: Kevin Quan**