

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 Sucré 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**
Department ID: **163649**
Project ID: **10022393**

Fund ID: **11740**
Authority ID: **16577**
Activity ID: **0001**

Write checks to: San Francisco Arts Commission
Attention: Kevin Quan