

PROJECT REQUEST FORM

PART 1 – GENERAL INFORMATION FOR CONCEPT REVIEW

Project Name: _____ **Project Filing Date:** _____

Project Location: _____

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: _____

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.