

# DRC Submittal Forms and Checklists

*The following submittal form must be included with all submittals to the DRC.*

## Centerra Design Review Committee DRC Submittal Cover Sheet

This submittal form is to be completed, attached to the front of the items being submitted for review and submitted eight (8) working days prior to the DRC meeting at which the Applicant wishes to have the project formally considered. The designated submittal to which this form relates should be marked in the appropriate space below.

Project Name:

\_\_\_\_\_

Date Submitted:

\_\_\_\_\_

Site Owner/Developer:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Property Address:

\_\_\_\_\_

Type of Submittal: (Check which applies)

\_\_\_\_\_ Preliminary Sketch Concept Conference

\_\_\_\_\_ Schematic Design

\_\_\_\_\_ Design Development

\_\_\_\_\_ Construction Documents

\_\_\_\_\_ Certificate of Compliance

\_\_\_\_\_ Signage

\_\_\_\_\_ Tenant Improvement

\_\_\_\_\_ Other

By my signature below as an authorized agent of the Owner/Developer, I hereby authorize the Contact Person noted above to submit this application for review:

\_\_\_\_\_  
Signature of DRC Applicant

\_\_\_\_\_  
Printed Name of DRC Applicant

\_\_\_\_\_  
Title

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## Centerra Design Review Committee DRC Submittal Contact Information

### Developer:

Address

Telephone #

Contact:

Email Address

### Contractor:

Address

Telephone #

Contact:

Email Address

### Owner:

Address

Telephone #

Contact:

Email Address

### Civil Engineer:

Address

Telephone #

Contact:

Email Address

### Architect:

Address

Telephone #

Contact:

Email Address

### Construction Superintendent:

Address

Telephone #

Contact:

Email Address

### Landscape Architect:

Address

Telephone #

Contact:

Email Address

### Other:

Address

Telephone #

Contact:

Email Address