



CONCEPTUAL DESIGN SUBMITTAL

THE ARCHITECT MUST COMPLETE THIS FORM AND INCLUDE ALL THE MATERIALS REQUIRED IN THE CHECKLIST.

Submittal Date:	Owner:	Architect's Signature:	Date:
Homesite No.:		Address:	
Architect:		Address:	Phone:
Firm:		E-mail:	Fax:
			Cell:
Gross Square Footage of Heated Livable Space:		Amount of Square Footage Change from Previous Submittal [if applicable]:	
<input type="checkbox"/> Conceptual Design		<input type="checkbox"/> Conceptual Design Resubmittal	

GENERAL REQUIREMENTS

- Statement of Intent by Architect
- 1 Set of loose Drawings/Sketches [including the Contextual Site Plan (locating adjacent properties, setbacks, footprints, etc.), Floor Plans, Exterior Elevations]
- Model (optional)