

Stanford Real Estate Office

2755 Sand Hill Road, Suite 100, Menlo Park, CA 94025 (650) 926-0225

Shaded areas are for office use only

DESIGN REVIEW SIGNATURE FORM

Date: _____

Project Address: _____

Lessee/Tenant: _____

Contact: _____ Telephone: _____ FAX: _____

Email: _____

Architect/ Landscape Architect: _____

Contact: _____ Telephone: _____ FAX: _____

Email: _____

Project Type: Interior Renovation Low Impact Sign High Impact

Project Description: _____

Drawings _____

Property Services, Stanford University approval is subject to the following conditions:

- Written notice to this office is required ten working days prior to commencing construction so that an appropriate Notice of Non-responsibility may be posted.

All governmental approvals - safety, procedural, and other regulations and standards shall be met.

- One set of record drawings shall be forwarded to this office within thirty days of project completion.

All reasonable precautions to safeguard existing trees will be taken during construction.

It is your responsibility to obtain authorization from Stanford's lessee to undertake the subject project.

A Stanford University archaeologist (or suitable representative) may inspect any excavation for the presence of significant archaeological artifacts. In exceptional cases, this inspection condition could take the form of continual monitoring (at a nominal hourly rate to be charged to you) and possible job stoppage.

- Where excavation is necessary and the possibility exists of encountering existing underground utility lines, the Underground Service Alert organization is to be called (800-642-2444) two days prior to commencement of excavation.
(TRUCK ROUTE ACCESS TO STANFORD PROPERTIES ATTACHED)

Property Services Comments: <hr/> <hr/> <hr/> <hr/>

Date returned

Date Reviewed

LEONIE F. BATKIN, Director