

CURRENT REQUIREMENTS REGARDING
DRAWINGS AND APPLICATION MATERIALS

AS OF AUGUST 20, 2008

The Architectural Committee has approved a change in the Architectural Procedures regarding the number of sets of drawings and the required formats for all architectural approval applications, including preliminary reviews, final reviews, and revisions that are being submitted after a final approval.

Effective immediately, all applications are to include the 3 full-size sets of drawings and other graphic materials that are currently required and, in addition, are to include;

- 1) **one set of the same drawings and graphic material reduced to a maximum size of 11x17 or, at your option, letter / legal size if the materials will still be legible, and**
- 2) **a PDF file of the application, including all drawings, graphic materials, letters and reports, and other printed material being submitted.**

The PDF file may be sent by email to architects@williamlukes.com or included on a CD with the application.

Further, all three full size sets that are submitted are to be collated, bound and stapled when submitted. Smaller graphic sheets such as photos or letters are to be bound into each set submitted, on top of the larger drawings. We have been getting numbers of loose drawings and other materials from multiple consultants on a project, and we ask that the architect or other manager collate all that material into three coherent, bound sets before submitting them to the Consulting Architect.

The purposes of these new requirements are to facilitate a quicker turn-around of architectural approval requests by utilizing electronic communications at times when one or more Committee members are out of town, and to simplify the process of showing copies of drawings to affected neighbors during the review process. Individual project requirements may vary depending on the project circumstances; contact the RMR Consulting Architect, William Lukes AIA, at (970) 963 8025 if you have any project-specific questions.