



Historical Resources Board
Design Assistance Subcommittee

Project Design Assistance Request Form

In order to ensure that projects requesting review by DAS are prepared to present information required for effective review and comment, this form must be completed and submitted to staff, along with the required attachments listed below based upon the project design phase, no later than two weeks prior to the desired meeting date. Staff will review the application and attachments and assign a meeting date as appropriate. Once the item is docketed, you will receive a confirmation letter outlining the meeting procedures and the materials which will be required at the hearing.

HRB Site No. _____ PTS No. _____ Desired Meeting Date: _____

Address: _____

Owner Name: _____

Architect/Designer: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Project Type:

- Rehabilitation
- Restoration
- Preservation
- Reconstruction

Existing Square Feet: _____ Additional Square Feet: _____ Total Square Feet: _____

Detailed Project Description:

Associated with a Code Compliance Case? Yes No Case No. _____

Attachments:

- | | | |
|--|--|--|
| <input type="radio"/> <u>Conceptual Stage</u>
- Reduced 11" x 17" Site Plan
- Reduced 11" x 17" Sketches
- 8.5" x 11" color photos of the resource & site (overall shots & detail, all sides)
- Historic and "transitional photos" | <input type="radio"/> <u>Design Stage</u>
- Reduced 11" x 17" Site Plan
- Reduced 11" x 17" Floor Plan
- Reduced 11" x 17" Elevations
- 8.5" x 11" color photos of the resource & site (overall shots & detail, all sides)
- Historic and "transitional photos" | <input type="radio"/> <u>Construction Documents</u>
- Reduced 11" x 17" Site Plan
- Reduced 11" x 17" Floor Plan
- Reduced 11" x 17" Elevations |
|--|--|--|

PLEASE NOTE: If you submit this request form via email, you will be required to provide all attachments via email as well. Otherwise, please mail request and attachments to 1222 First Avenue, MS 512 San Diego CA 92101