

# TENANT DOCUMENT SUBMISSION & APPROVAL PROCEDURES

Updated: April 2009



## TIME TABLE FOR SUBMITTAL AND APPROVALS

Step	Action	Time Period
1	Tenant submits electronic DWF files of the Preliminary Documents to the Tenant Coordination Department:  <a href="mailto:tcrochester@macerich.com">tcrochester@macerich.com</a>	20 days following Tenant's receipt of a fully executed counterpart of the Lease and a copy of the Tenant Package (or 10 days following the date of disapproval under Step #2).
2	Tenant Coordinator approves, approves with conditions, or disapproves the Preliminary Documents.	15 days after confirmed completion of Step #1.
3	Tenant submits electronic DWF files of the Construction Documents to The Tenant Coordination Department:  <a href="mailto:tcrochester@macerich.com">tcrochester@macerich.com</a>	20 days after Tenant Coordinator approval at Step #2.
4	Tenant Coordinator approves, approves with conditions, or disapproves the Construction Documents.	15 days after confirmed completion of Step #3.

**Drawing Submittal Format:** All Drawing Submittals must be submitted to [tcrochester@macerich.com](mailto:tcrochester@macerich.com) 1) as an Electronic DWF (Design Web Format) file; and 2) Published to scale. For instruction on publishing DWF, visit <http://usa.autodesk.com>.

**Note:** Tenant must contact Tenant Coordinator regarding requirements for Landlord approval prior to document submission to governmental authority for building permit.

*All Tenant designs are subject to review. Tenants are encouraged to review the entire Tenant Package with the Landlord prior to beginning development of their store design.*

## PRELIMINARY DOCUMENT SUBMITTAL

The Preliminary Document review process will evaluate all the criteria discussed in this manual, including overall three-dimensional form, degree of design uniqueness and identity, use and detailing of materials, colors and lighting, and integration of signage and graphics. Submittals are to provide the reviewer with a clear understanding of proposed design concepts. The submission must be complete in order to fairly evaluate the proposal and prevent continuation of work on an unacceptable design. Landlord will review and comment on preliminary documents within fifteen (15) days of receipt. If Preliminary Documents are returned to the Tenant with comments and do not bear the conditional approval of the Landlord, Tenant shall see that the drawings are revised to satisfy any comments by Landlord and resubmitted to the Landlord for approval within ten (10) days of their receipt by Tenant.

Tenant shall submit to Landlord electronic DWF (Design Web Format) files of items 3-7 to [tcrochester@macerich.com](mailto:tcrochester@macerich.com), one (1) sample board, one (1) perspective or photo image for Landlord review.

**1. Color and Material Sample Board**

Include actual samples of all Tenant colors and materials visible to the public, mounted on foam core or card stock.  
Clearly label all materials and reference to floor plan elevations.

**2. Perspective and/or Photo Image(s)**

Colored perspective rendering and/or prototypical photo images of the proposed storefront, including graphics and signage.

**3. Key Plan - On Cover Sheet**

- a. Name of Tenant, name of Mall or Center, space number
- b. Applicable Codes, Building Type and Occupancy Type
- c. Leased square footage

**4. Floor Plan - ¼" Scale Minimum - showing:**

- a. Entire lease dimensioned space with room names
- b. Floor finishes, casework and fixture locations

**5. Reflected Ceiling Plan - ¼" Scale Minimum - showing:**

- a. Lighting design, including fixture types and locations, signage, access panels
- b. Overhead projections such as light coves and fascia systems
- c. Entry

**6. Sections - 1" Scale Minimum - showing:**

- a. Entry
- b. Display windows and fascia
- c. Sign integration into storefront design

**7. Storefront Elevations - ½ Scale Minimum - showing:**

- a. Exterior views - front and sides
- b. Signs, graphics, logos

## FINAL DOCUMENT SUBMITTAL / CONSTRUCTION DOCUMENTS

Within twenty (20) days after receipt of Landlord's approval of the Preliminary Documents, Tenant shall submit to Tenant Coordinator electronic DWF (Design Web Format) files of Construction Documents to [tcrochester@macerich.com](mailto:tcrochester@macerich.com), including specifications, which shall adhere to the approved Preliminary Documents per the following.

The Construction Documents must include a responsibility schedule. Any work, which is the Landlord's responsibility, must be listed clearly on a responsibility schedule on the cover sheet. If any questions arise from the Tenant's interpretation of the design and criteria information, the Tenant shall assume all responsibility for clarification by written request to the Tenant Coordinator. The Landlord plan review and approval process is independent of local permitting for construction. The Tenant is responsible for procurement and compliance with local, state and federal codes and requirements.

1. **Key Plan - On Cover Sheet**
  - a. Name of Tenant, name of Mall or Center, space number and location leased premises within Mall or Center
  - b. Applicable codes, building type and occupancy type
  - c. Leased square footage
  - d. Responsibility schedule
  - e. Drawing index
2. **Floor Plans - 1/4" Scale Minimum - showing:**
  - a. Entire lease space with room names
  - b. Floor finishes, casework and fixture locations
  - c. Demolition plan
3. **Reflected Ceiling Plan - 1/4" Scale Minimum - showing:**
  - a. Complete lighting design, including fixture types and locations, signage, access panels
  - b. Overhead projections such as light coves and fascia systems
  - c. Entry
  - d. Connection to Landlord's work. Tenant's framing and/or additional structure showing freestanding from Landlord's structure.
4. **Sections - 1" Scale Minimum - showing:**
  - a. Entry
  - b. Display windows and fascia
  - c. Sign integration into storefront design
  - d. Connection to Landlord's work. Tenant's framing and/or additional structure showing freestanding from Landlord's structure.
5. **Interior Elevations - 1/4" Scale Minimum - showing:**
  - a. All sales floor interior views
  - b. Built-in casework, signage, display systems
6. **Storefront Elevations - 1/2" Scale Minimum - showing:**
  - a. Exterior views - front and sides
  - b. Signs, graphics, logos
  - c. Landlord neutral piers
  - d. Storefront finishes (to be referenced to finish schedule)
7. **Architectural Details - 1 1/2" Scale Minimum**

## FINAL DOCUMENT SUBMITTAL / CONSTRUCTION DOCUMENTS (CONT'D)

8. **Door Schedule w/ Details** - Include floor transition details and anti-theft security system details
9. **Details, Catalogue Cut Sheets, and Fixture Finishes**
10. **Finish & Color Schedule**
11. **Mechanical Documents**
  - a. Reflected ceiling plan, depicting diffusers and return air grilles drawn on a scale of  $\frac{1}{4}''=1'0''$
  - b. Roof plan showing the location of proposed rooftop equipment drawn on a scale of  $\frac{1}{4}''=1'0''$
  - c. Details of all equipment and methods of installations drawn on a scale of  $\frac{1}{2}''=1'0''$
  - d. Unit & equipment schedule, load calculations, outside air requirements and Title 24 Energy Calculations (for CA)
12. **Plumbing Documents**
  - a. Floor plan depicting all water piping, sanitary facilities, plumbing vent piping, water heater, drinking fountains (if any), water closet, lavatory and floor drain
  - b. Plumbing single line diagram
  - c. Plumbing fixture schedule
  - d. Water heater detail and cut sheet
  - e. Grease trap cut sheets and information for all food preparation areas having pot sinks and/or any grease-producing appliances that will discharge into the waste system
13. **Fire Protection / Smoke Evacuation Documents**
  - a. Engineered sprinkler documents shall consist of a reflected ceiling plan depicting sprinkler head locations drawn on a scale of  $\frac{1}{4}''=1'0''$ . Sprinkler documents must be City approved prior to construction commencement
  - b. Smoke evacuation requirements can be found in the Tenant Design Criteria.
14. **Electrical Documents**
  - a. Electrical load summary and Title 24 Energy Calculations (for State of California)
  - b. Floor plan depicting branch circuiting and equipment locations
  - c. Reflected ceiling plan depicting the layout of light fixtures
  - d. System one-line diagram
  - e. Panel board schedules
  - f. Lighting fixture schedule
  - g. Legend
15. **Structural Documents**
  - a. Design elements affecting the structure of the base building
  - b. Alterations, additions, modifications and reinforcements to the base building which shall be required to accommodate Tenant's Work
  - c. All calculations & details (Include ICBO numbers on all framing details, Seismic bracing details for State of California.)
  - d. All forms required by governmental agencies and Governmental Regulations, fully and properly completed and executed by Tenant
  - e. Partial structural framing plan showing existing conditions for new and existing rooftop installations and proposed reinforcement, which shall be accompanied by structural engineers' calculations, drawn on a scale of  $\frac{1}{2}''=1'0''$ .
  - f. Ceiling, soffits, storefront attachment details to existing base building
  - g. A letter from a state-registered structural engineer certifying that all new equipment and design elements serving the Premises are adequately supported to carry the new load.

## PROCEDURE OF REVIEWING PRELIMINARY DOCUMENTS AND CONSTRUCTION DOCUMENTS - DEFINITION OF TERMS

- 1. Approval.** If Tenant Coordinator approves the Preliminary Documents or Construction Documents, as the case may be, Tenant Coordinator shall notify the Document Originator in writing or by endorsing and returning one set of Preliminary Documents or Construction Documents, as the case may be, to the Document Originator.
- 2. Disapproval.** If Tenant Coordinator disapproves the Preliminary Documents or Construction Documents, as the case may be, Tenant Coordinator shall notify the Document Originator of such disapproval, providing written explanation in reasonable detail, for Tenant Coordinator's disapproval and Tenant shall make such adjustments, corrections and modifications as shall be required to overcome Tenant Coordinator's objections and resubmit the revised Preliminary Documents or Construction Documents, as the case may be, to Tenant Coordinator for Landlord's approval. The preceding process shall be continued until (a) the Preliminary Documents or Construction Documents, as the case may be, are either approved or conditionally approved by Tenant Coordinator.
- 3. Conditional Approval.** If Tenant Coordinator approves the Preliminary Documents or Construction Documents, as the case may be, with conditions, Tenant Coordinator shall notify the Document Originator both of the approval and the conditions for such approval or by endorsing and returning to the Document Originator one (1) set of Preliminary Documents or Construction Documents and Tenant shall be obligated to incorporate and otherwise comply with each and every condition. If Tenant reasonably objects to any condition(s), Tenant or the Document Originator shall notify Tenant Coordinator in writing within three (3) days after Tenant Coordinator delivers such conditional approval to the Document Originator specifying (a) all of Tenant's reasonable objection(s) to Tenant Coordinator's condition(s) and (b) proposed alternative resolution(s) that Tenant reasonably believes will remove all of Tenant Coordinator's objections. Promptly following Tenant Coordinator's receipt of Tenant's proposed resolution(s), Tenant Coordinator shall notify the Document Originator in writing that Landlord has either agreed to Tenant's proposed resolution(s) or reaffirms Tenant Coordinator's conditions. Such determination by Tenant Coordinator shall be conclusive and binding on both Landlord and Tenant.
- 4. Government Approval.** Tenant shall promptly submit to the appropriate governmental authority for plan checking and the issuance of a building permit. If the governmental authority requires any changes to the Construction Documents prior to the issuance of a building permit, Tenant shall, at its sole cost and expense, promptly make such required change to the Construction Documents and submit the changed Construction Documents, concurrently, to Landlord for Landlord's approval and the governmental authority in the manner above specified. Landlord shall have ten (10) business day within which to approve, approve with conditions or disapprove such changed plans. Tenant Coordinator's approval or approval with conditions, as the case may be, shall be conclusive and binding on Landlord and Tenant. If Landlord shall disapprove the changed Construction Documents, Landlord shall provide Tenant with written objections and Tenant shall have ten (10) business days within which to amend the Construction Documents and incorporate Landlord's required changes. Upon Landlord's approval of the changed Construction Documents, Tenant shall promptly submit such plans to the appropriate governmental authority for plan checking and the issuance of a building permit.