

The Arts Commission's responsibility for the approval of the design of structures on City property is identified in Charter Section 5.103. The Charter gives power to the Commission for the review and approval of "the design of all public structures, any private structure which extends over or upon any public property and any yards, courts, setbacks or usable open spaces which are an integral part of any such structures" (San Francisco Charter Section 5.103, 1996 revision).

The Charter thus mandates review by the Arts Commission of the architecture and design of structures as well as landscape design. This responsibility is assigned to the Civic Design Review Committee.

A "structure" has been defined as any new or significantly remodeled building. This definition also incorporates street furnishings, including, but not limited to: streetlights, benches, bollards, railings, water features, newsracks, trash containers and way-finding systems.

The Civic Design Review Committee meets the third Monday of every month at 3:00 p.m. at 25 Van Ness Avenue, Suite 70. If the regularly scheduled meeting falls on a legal holiday, the meeting will be rescheduled to the immediately preceding Monday. Applicants are required to submit:

1. Submission Checklist
2. The Civic Design Review fee
3. An Art Enrichment Allocation Report including the Existing Artwork Report
4. Informational packet

These items must be submitted one week prior to the meeting at which the project is to be reviewed. Detailed information regarding these requirements is outlined in the Submission Checklist. **Applicants who fail to meet all of the submission requirements by the Monday prior to the Civic Design meeting will not be calendared.**

The Civic Design Review process consists of three phases. Each project must be approved at all three phases of review to complete the Civic Design Review requirement. The review phases align with the typical project delivery for architectural services:

- Phase 1: Schematic Design
- Phase 2: Design Development
- Phase 3: Construction Documents

Detailed information regarding what the committee will be looking for at the various phases is outlined in the Submission Checklist. Agenda space is limited, and projects will be scheduled on a first-come, first-served basis with priority given to those submitting the projected Civic Design Fee prior to review.

At the meeting, the Civic Design Committee will either move to approve the project or take no action on the proposal, based on information presented. If there is no action, the applicant will be required to resubmit and present the proposal again at the next regularly scheduled Civic Design meeting for the specified phase of review. For this subsequent meeting, applicants should review and be prepared to address any comments made by the Committee at the prior meeting. If the Committee recommends approval, then the motion will carry to the next regularly scheduled full Commission consent calendar. Applicants are not required to present at the full Commission meeting unless specifically requested by the Civic Design Review Committee.

Any contingencies associated with a project's approval must be met prior to moving on to the next phase review. Final Phase 3 approval will be withheld if there are outstanding contingencies on any phase approval. Any associated reviews (i.e., Environmental Impact Report, Negative Declaration, Certificate of Appropriateness) must be certified or resolved before a final Phase 3 approval can be granted.

Additionally, any changes made to a previously approved design after Phase 3 approval must be reported to the Arts Commission staff. Based on information submitted by the applicant, staff will determine whether additional Commission review is required or if the matter can be administratively reviewed.

# San Francisco Arts Commission Civic Design Review

**REQUEST FOR REVIEW**  
*To be submitted to the Civic Design Review  
Program Manager prior to review.*

## PROJECT INFORMATION

PROJECT TITLE \_\_\_\_\_ DATE \_\_\_\_\_

CLIENT DEPARTMENT & DIVISION: \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

NAME, TITLE AND AFFILIATION OF INDIVIDUALS PRESENTING THE PROJECT:

\_\_\_\_\_  
\_\_\_\_\_

### PROJECTED SCHEDULE

Informational presentation: \_\_\_\_\_

Phase 1: \_\_\_\_\_

Phase 2: \_\_\_\_\_

Phase 3: \_\_\_\_\_

Construction Commencement: \_\_\_\_\_

Construction Completion: \_\_\_\_\_

### PROJECT DELIVERY METHOD:

- Design, Bid Build (traditional)
- Fast Track
- Design-Build
- Bridging
- Other

Total Construction Cost: \_\_\_\_\_

Approximate Structure size: \_\_\_\_\_ sq ft

## REVIEW

TYPE OF REVIEW REQUESTED:

- Informational presentation
- PHASE 1: Conceptual design
- PHASE 2: Design Development
- PHASE 3: Construction Documents

## DESIGN

**CONCEPT:** Please provide a succinct description of the design concept or philosophy and influences that inform the design.

\_\_\_\_\_  
\_\_\_\_\_

IS THIS PROJECT PART OF A BOND OR CAPITAL IMPROVEMENT PROGRAM? YES NO

If yes, when was the bond overview presented to the Committee? \_\_\_\_\_

*If the bond overview has not been previously presented to the Committee, please contact the Program Manager.*

**CHANGES:** Please briefly list the changes to the design since the last review (if applicable).

\_\_\_\_\_  
\_\_\_\_\_

**CONSTRUCTION MATERIALS:** Please list the general materials proposed for construction.

\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY OUTREACH:** Has the community been invited to participate in the Civic Design Review process? Yes No  
**It is your obligation to notify the surrounding community (by mail or email) that there is opportunity for public comment at the meeting so that the Civic Design Committee may have the benefit of their input.**

## FEES

### 2010/2011 Cost Estimates

For each Phase 1, Phase 2, and Phase 3 meeting: \$2,316

*(Informational presentations are exempt)*

Specially arranged consultations with staff and commissioners: \$848

### Journal Entry should be paid to:

Index code: 28ADM516

Project: PAR516

Detail: 60127

**Write checks to:** San Francisco Arts Commission

**INFORMATIONAL PRESENTATION: CONCEPTUAL DESIGN**

The informational presentation allows architects to present conceptual alternatives for projects prior to Schematic Design. **An informational presentation is required for all capital bond projects** to provide an overview of the project goals, schedule, proposed construction sites, and system design concept. The conceptual basis for the design of projects within the bond should also be discussed. To encourage projects to present to the Committee as early as possible, there is no fee for Informational Presentations.

**To submit one week prior to review:**

*Submitted to the Civic Design Program Manager no later than **5:00 pm** on the **Monday** prior to the meeting*

- Request for Review form

**Suggested presentation materials:**

- Photographs of the building site (or sites) and the immediate surrounding area
- Site plan identifying the approximate location and surrounding vicinity of the project and its relationship to the community
- Conceptual sketches and current design progression
- Sketches of conceptual landscape plans
- Images of references or inspiration for the design

**PHASE 1: SCHEMATIC DESIGN**

The Phase 1 presentation is critical in defining the conceptual and schematic form of the project. The introduction should establish the history of the structure, the project sponsor's goals, programming concerns, requirements, functions and services performed within the building. Architectural criteria such as building massing, specific design goals and concerns will be reviewed. The applicant should identify any master plan considerations, environmental reviews, or comments of other reviewing agencies (e.g., Landmarks Preservation Advisory Board, Planning Department etc.) that may affect the design. The Committee may request a separate informational presentation for major projects prior to reviewing Phase 1.

**To submit one week prior to review:**

*Submitted to the Civic Design Program Manager no later than **5:00 pm** on the **Monday** prior to the meeting*

- \$2500 deposit (due prior to Phase 1 review) or prepayment of total Civic Design Fee (projects paying total Civic Design Fees prior to Phase 1 will receive priority scheduling)
- Request for Review form including Art Enrichment Allocation Report and Collection Report
- One electronic copy (PDF) of the informational package submitted via CD, flash drive, or email to the Program Manager.
- One color copy (8 1/2" x 11" minimum to 11"x17" maximum) of the complete informational package.

*Package must include the following:*

- Photographs of the actual building site and the immediate surrounding area
- Schematic design drawings (plans, sections, elevations, perspectives)
- Site plans should include schematic landscape strategy
- Information on community participation: schedule of meetings, number of participants, etc.

**Presentation Requirements**

- Presenters may use boards (not to exceed 30" x 40") or PDF
- Photographs of the actual building site and the immediate surrounding area
- Site plan identifying the exact location and surrounding vicinity of the project and its relationship to the community
- Schematic drawings including building elevations, sections and perspectives
- Sketches of landscape or playground projects
- Sketches illustrating the design progression
- Images of references or inspiration for the design
- Three-dimensional study models for any structure over 5,000 square feet

**PHASE 2: DESIGN DEVELOPMENT**

Phase 2 reviews the project in more detail prior to applicant's commencing with contract documents. This phase is intended to be a continuation of Phase 1, presenting the progress of the design. The presentation should summarize areas of concern discussed at Phase 1, and identify how the issues were addressed during design development.

## **PHASE 2: DESIGN DEVELOPMENT (CONTINUED)**

### **To submit one week prior to review:**

*Submitted to the Civic Design Program Manager no later than **5:00 pm** on the **Monday** prior to the meeting*

- One color copy (8 1/2" x 11" minimum to 11"x17" maximum) of the complete informational package.
- One electronic copy (PDF) of the informational package submitted via CD, flash drive, or email to the Program Manager.

*Package must include the following:*

- Schematic design drawings
- Site plans, building elevations, sections and perspectives
- Detailed site development description including landscape plan with plant materials, size, and species with common name
- Graphics and signage elements
- Completed Request for Review report

### **Presentation Requirements**

- Presenters may use boards (not to exceed 30" x 40") or PDF.
- All materials submitted in Phase 1 review with further design development
- Landscape plan with cut sheets of plant materials including size and species with common name.
- Planting elevations in color
- Examples of exterior graphics and signage
- Description and cut sheets of any site furnishings
- Three-dimensional study models for any structure over 5,000 square feet

## **PHASE 3: CONSTRUCTION DOCUMENTS**

Phase 3 review ensures that the completed project conforms to the previously approved Phase 2 submittal. Should any design changes (such as value engineering) occur after Phase 3 review or as a result of the bid process, it is the applicant's responsibility to inform the Arts Commission staff prior to commencement of construction. The applicant shall work with public art staff to finalize the art enrichment plan **prior to** Phase 3 review.

### **Submit one week prior to review:**

- Payment of balance of Civic Design Fees. Please check with the Program Manager for final project total.
- Updated budget including final construction costs and impact on Art Enrichment
- Informational package if changes apply to the previously approved Phase 2 submittal.
  - Completed Request for Review report

### **Presentation Requirements**

- One half-size set of bound substantially complete project working drawings (color coding of important drawings and details will speed review)
- Updated drawings address remaining contingencies and changes since Phase 2 approval

Requests for administrative final design approval will be considered, providing that there are no changes to the previously approved Phase 2 submittal. For more information about administrative review, please contact the Civic Design Program Manager.

The Arts Commission requests documentation of structures after construction is complete so we may maintain an archive of Civic Projects. Please send images to the Program Manager.

# San Francisco Arts Commission Civic Design Review

## ART ENRICHMENT ALLOCATION REPORT

To be submitted to the Civic Design Review Program  
Manager prior to Phase 1 review.

### PROJECT DATA

PROJECT TITLE \_\_\_\_\_

PROJECT NUMBER \_\_\_\_\_

CLIENT DEPARTMENT & DIVISION \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROJECT MANAGER \_\_\_\_\_ PHONE \_\_\_\_\_

PROJECT ARCHITECT \_\_\_\_\_ PHONE \_\_\_\_\_

SCOPE OF PROJECT \_\_\_\_\_

CATEGORY OF CONSTRUCTION: *e.g. new building, building addition, seismic upgrade, extension, renovation, below ground structure*

PUBLIC ACCESSIBILITY & SITE CONTEXT: *i.e. is the building open to the public, adjacent to a park or school etc*

### FUNDING

*Tabulations for each funding component must be attached to this report.*

*Project managers are required to provide revised tabulations and an adjusted report at Phase 2 & 3. If there are significant increases to the Phase 1 cost estimate the art enrichment allocation will be subject to adjustment.*

FUNDING SOURCE \_\_\_\_\_

FUNDING RESTRICTIONS \_\_\_\_\_

FUNDING AVAILABILITY \_\_\_\_\_

TOTAL PROJECTED CONSTRUCTION COST \_\_\_\_\_

FUNDS ELIGIBLE FOR ART ENRICHMENT \_\_\_\_\_

ESTIMATED 2 % ART ENRICHMENT ALLOCATION \_\_\_\_\_

### PROJECTED SCHEDULE

Phase 1 Review: Concept Design \_\_\_\_\_

Phase 2 Review: Design Development \_\_\_\_\_

Phase 3 Review: Final Design Approval \_\_\_\_\_

Special or Administrative Review \_\_\_\_\_

Construction Commencement: \_\_\_\_\_

Completion \_\_\_\_\_

OTHER REGULATORY REVIEWS \_\_\_\_\_

**ART ENRICHMENT RECOMMENDATION:**

*Please note that the applicant must meet with the Commission's public art staff to discuss the art enrichment component. If public art staff recommend that the funds be redirected to another project it will be stated below.*

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**OTHER COMMENTS** \_\_\_\_\_

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**SIGNED**

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Tom DeCaigny, Director of Cultural Affairs

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Date

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Susan Pontious, Director, Public Art Program

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Date

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Authorized signatory, Client Department

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Date

San Francisco Arts Commission  
**Civic Design Review**

**CIVIC ART COLLECTION REPORT**

*To be submitted to the Civic Design  
Program Manager prior to Phase 1 review.*

**ALL COSTS ASSOCIATED WITH THE CARE, REMOVAL, AND PUBLIC PROCESS RELATED TO  
ARTWORK ON SITE WILL BE THE RESPONSIBILITY OF THE CLIENT AGENCY.**

**PROJECT DATA**

PROJECT TITLE \_\_\_\_\_

CLIENT DEPARTMENT & DIVISION \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROJECT MANAGER \_\_\_\_\_ PHONE \_\_\_\_\_

PROJECT ARCHITECT \_\_\_\_\_ PHONE \_\_\_\_\_

**STATUS OF EXISTING ARTWORK**

- The project site does not have existing artwork and there is no artwork on adjacent sites that will be affected by construction or demolition. This has been verified by the San Francisco Arts Commission Civic Art Collection Senior Registrar.
  - The project site has existing artwork and we have developed a plan with the Arts Commission for protecting or removing the artwork during the demolition or construction process.
  - The project site has existing artwork that is built into the architecture or landscape of the site and the demolition or construction process will affect the artwork. The project team has enlisted the Arts Commission to address the concerns of stakeholders and develop a plan for the artwork.
  - The project site may or may not have existing artwork and the project team requests Arts Commission assistance to determine appropriate actions.\*
- \*Please contact the Senior Registrar at (415) 252-2559*

**SIGNED**

\_\_\_\_\_  
Susan Pontious, Director, Public Art Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signatory, Client Department

\_\_\_\_\_  
Date