



## Submission Procedures

### Construction Drawings and Specifications

The Tenant shall commission an architect registered in the state where the project is located for preparing Construction Drawings and Specifications for the Tenant's leased premises. Construction Drawings shall be prepared to comply with lease data sheet and Landlord's construction criteria.

### Where to Submit

Visit the tenant coordination website <http://tenantcoordination.taubman.com/>  
Pick the Center and scroll down to bottom of page and complete the required fields, then click submit file button.

### Submit Drawings for Review

CENTER NAME*	SPACE NUMBER*	TENANT NAME*
<input type="text" value="Charleston Place"/>	<input type="text"/>	<input type="text"/>
FIRST NAME*	LAST NAME*	POSITION
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL*	PHONE NUMBER*	ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>
COMPANY NAME*	CITY	STATE / POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* REQUIRED FIELDS

File upload

\*FILE SIZE LIMIT IS 50MB

### When to Submit

Construction Drawings and Specifications are to be submitted to the Landlord no later than 30 days after execution of lease.



## **What to Submit**

Tenant shall submit to the Landlord for review and approval one set of complete Construction Drawings and Specifications, either in paper or electronic format. The following information is required:

- Key Plan Showing Location of Leased Premises
- Floor Plan
- Reflected Ceiling Plan with Lighting Layout
- Storefront Elevation, Section, and Details
- Typical Interior Transverse and Longitudinal Sections
- Interior Elevations
- Details of Special Conditions and Architectural Features
- Door Schedule and Related Details
- Hardware Specifications or Schedule for All Hardware
- Finish Schedule, materials sample board
- Fixture Plans and Details (Photographs, catalog cut sheets, drawings, etc.)
- Storefront Sign Shop Drawings
- HVAC Plans
- Special Details
- Completed Mechanical Load Tabulation Form (Appendix A)
- Electrical Plans
- Special Details
- Riser Diagram
- Lighting Schedule (Submit Fixture Cut Sheets)
- Completed Electrical Data Tabulation Form (Appendix A)
- Plumbing Plans
- Fire Protection Plans
- Specifications
- Letter of certification (sample at the end of this section).

## **Presentation Format**

Drawing format to be 24" x 36".

## **Landlord Review Comments and Tenant's Response**

After review of Tenant's Construction Drawings and Specifications, Landlord shall return to the Tenant one set of drawings in either paper or electronic format with comments indicating approval or disapproval. If Construction Drawings are returned to the Tenant without Landlord's approval, Tenant shall revise and resubmit Construction Drawings to the Landlord for approval within ten days of their receipt by Tenant. Any revisions to the approved Construction Drawings must be approved in writing by the Landlord before commencing work.



# Architect's Letter of Certification

Store Name: \_\_\_\_\_

Center: \_\_\_\_\_

Space Number: \_\_\_\_\_

This letter is to serve as certification that the enclosed working drawings for the above-referenced space comply with the Lease Data Sheet and Landlord's Construction Criteria as outlined in Exhibit "B" of the Lease Agreement.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_