



Submission Procedures

- The term 'Tenant' may also be used to imply Tenant's Consultants, Contractors, or other Tenant representatives.
- Store Design Drawings may also be referred to as Design Drawings or 'DD's'
- Working Drawings may also be referred to as Construction Drawings or 'CD's'

Store Design AND Working Drawings

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="The Mall at University Town Center"/>	<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

What to Submit:

Store Design Drawings (DD's):

Unless specified otherwise in Tenant's lease, the submission of DD's to Landlord, any resubmissions as may be required by Landlord, and Landlord's written approval of the DD's shall be a precondition to the preparation of Working Drawings and Specifications by Tenant

1. Tenant shall submit to Landlord one (1) set of DD's prepared by a qualified architect specializing in retail design, in electronic format, showing intended design character and finishing of the Leased Premises. The DD's shall comply with the design criteria of the development and shall set forth the requirements of Tenant within the Leased Premises. Said drawings shall include but not be limited to the following:
 - Merchandising layout of the space: merchandise allocations and fixture locations, both permanent and movable.
 - Architectural design of the space, including storefront: floor plans, reflected ceiling plans and elevations including sign(s), sections and complete fixturing information, material selections and finishes, including color and material sample boards.
 - Mechanical system: basic equipment to be used and its position and capacity, duct distribution system and diffuser locations.
 - Electrical system: floor and reflected ceiling plans showing outlets, type of lighting fixtures, other electrical equipment contemplated and location of panelboard(s), switchboard(s) and projected electrical loads.
 - General demolition plan.

What to Submit (cont.)

Construction (Working) Drawings and Specifications (CD's):

Immediately following the date on which DD's bearing Landlord's approval are returned to Tenant, the Tenant shall commission an architect registered in the County where the project is located for preparing CD's and Specifications for the Tenant's leased premises. CD's shall be prepared to comply with lease data sheet and Landlord's construction criteria, and shall adhere to the DD's as approved by Landlord.

1. Tenant shall submit to the Landlord for review and approval one set of complete CD's and Specifications, 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 (see page 4)
 - Fixture Plans and Details (Photographs, catalog cut sheets, drawings, etc.)
 - HVAC Plans
 - Special Details
 - Completed Electrical Data Tabulation Form (Appendix A)
 - Electrical Plans
 - Special Details
 - Riser Diagram
 - Lighting Schedule (Submit Fixture Cut Sheets)
 - Plumbing Plans
 - Fire Protection Plans
 - Specifications



Landlord Review Comments and Tenant's Response

Store Design Drawings (DD's):

After review of DD's, Landlord shall return to Tenant, by uploading to Tenant File Exchange System, one (1) set of prints of DD's with Landlord's modifications and/or approval. If DD's are returned to Tenant with modifications, but not bearing Landlord's approval, said DD's shall be immediately revised by Tenant and resubmitted to Landlord for approval within ten (10) days of their receipt by Tenant. Landlord will endeavor to review and return DD's within seven (7) days of receipt by Landlord.

Construction (Working) Drawings and Specifications:

Unless specified otherwise in Tenant's lease, all CD's and Specifications prepared by Tenant's Architect shall be submitted by Tenant, in the form of one (1) set to Landlord within twenty-one (21) days from receipt by Tenant of Landlord's approved DD's. Any required revisions to such CD's and Specifications shall be prepared and resubmitted by Tenant to Landlord within ten (10) days of receipt of notice from Landlord. Any revisions to the approved CD's must be approved in writing by the Landlord before commencing work. Landlord will endeavor to review and return CD's and Specifications within fourteen (14) days of receipt by Landlord. **Construction is NOT allowed to begin until Tenant's drawings are approved and space has been delivered.**

Material Sample Board

When to Submit

Tenant shall submit its Material Samples Board, for Landlord's approval, upon submitting CD's.

What to Submit

Tenant shall submit an 11" x 17" material finishes board (an actual board, no images). Labels on materials board shall match the proposed materials shown on the Finishes Schedule on Tenant's CD's. In addition, Tenants must provide either photos of finishes from a comparable existing store or renderings of the finishes for the proposed store with their submittal.

How to Submit

Material sample board shall be submitted, by mail, directly to the Tenant Coordinator. See General information for contact information.

Landlord Review Comments and Tenant's Response

After review of Material sample boards, Landlord shall return to Tenant, by email attachment, one (1) photo copy of material sample board with Landlord's modifications and/or approval. If Material Sample Board is returned to Tenant with modifications, but not bearing Landlord's approval, said Material Sample Board shall be immediately revised by Tenant and select materials resubmitted to Landlord for approval within ten (5) days of their receipt by Tenant. Landlord will endeavor to review and return comments regarding Material Sample Board within seven (7) days of receipt by Landlord.

Sign Shop Drawings

When to Submit

Tenant shall submit its sign shop drawings and specifications, for its primary storefront sign, for Landlord's approval, AFTER Landlord approval of Tenants Construction (Working) Drawings, and prior to fabrication of Tenant's sign.

What to Submit

Such drawings shall show location of sign on storefront elevation and section drawings and shall clearly indicate color, materials, attachment devices and methods, dimensions, construction details, illumination details, and electrical power requirements and connections. See sign criteria on Tenant Coordination Website for University Town Center.

How to Submit

Sign shop drawings submitted, by email attachment, directly to the Tenant Coordinator. See General information for contact information.

Landlord Review Comments and Tenant's Response

After review of Sign Shop Drawings, Landlord shall return to Tenant, by email attachment, one (1) set of prints of Sign Shop Drawings with Landlord's modifications and/or approval. If Sign Shop Drawings are returned to Tenant with modifications, but not bearing Landlord's approval, said Sign Shop Drawing shall be immediately revised by Tenant and resubmitted to Landlord for approval within ten (5) days of their receipt by Tenant. Landlord will endeavor to review and return DD's within seven (7) days of receipt by Landlord.

Fire Suppression System Documents

When to Submit

FM Global approval is needed **prior to the Tenant's start of construction.**

What to Submit

Tenant shall cause to be designed and shall submit for review by Landlord's Insurance Underwriter, the Fire Rating Inspection Bureau **FM Global** the following fire suppression documentation for Tenant's sprinkler system ('Fire Suppression Drawings'). The following information is required:

- Shop Drawings
- Specifications
- Hydraulic calculations
- Materials Cut Sheets – Specifications (manufacture, model, size, etc.) for sprinkler heads, sprinkler pipe, and fittings.
- All Components (sprinklers, pipe, fittings, etc.) are to be FM Approved.

Landlord's approval of this shall not constitute the assumption of any responsibilities by Landlord for the accuracy or sufficiency of the sprinkler system. Tenant shall be solely responsible for the system within the leased premises.

How to Submit

Submit all documentation to **FM Global** by email attachment, file type .pdf to the following email address: EngAtlantaPlanReview@FMGlobal.com

Be sure to format your subject line of your email as follows: UTC – [Tenant] – [Space Number] – Fire Suppression drawings submittal

Review Comments and Tenant's Response

After review of Fire Suppression Drawings, FM Global shall return to Tenant's Fire Suppression System Installer, by email attachment, one (1) Plan Review Letter with comments indicating modifications or approval. If modifications are required, said documents shall be immediately revised and resubmitted for approval within ten (5) days. FM Global will endeavor to review and return Fire Suppression Drawings within seven (7) days of receipt by FM Global



Tenant Electrical Data Tabulation Sheet

Tenant Name _____ Space No. _____

Product/Service _____ Retail _____ Block: _____ Level _____

Lease Area _____ SQ. FT. (Square footage from Tenant Design Drawing)

Load Type	Connected KW	w/sf
Space Lighting		
Showcase Lighting		
Sign Lighting		
Receptacles		
Water Heating		
Toilet Exhaust Fan (HP)		
Special Appliances or Equipment 1		
Miscellaneous (No description indicated)		
Space Heating		
Air Conditioning (HP, KW or FLA)		
Fan Coil Unit (HP)		
Exhaust Hood Fan(s) (HP)		
Make-up Air Fan (HP)		
Largest Motor _____, Total Motor (HP)		
TOTAL CONNECTED LOAD (kW)		
TOTAL SIMULTANEOUS LOAD (kW) (Maintained at 3 hours or more)		
Amps at 480V, 3-phase		
Allowed Watts/Square Foot		
Designed Watts/Square Foot		

Footnote 1: Attach separate sheet outlining equipment name, location, KW or HP, etc.

PREPARED & CERTIFIED BY: _____ Date: _____

Do Not Write Below This Line

480/277 volt, 3-phase, 4-wire power to Tenant space	
Source:	TMS-
Circuit Breaker Size:	A Feeder:
Transformer Size for 208V loads in space:	kVA
Telecommunications Source:	"C. No room number on conduit plan