Stanford Real Estate Office
3160 Porter Drive, Suite 200, Palo Alto, CA 94304 (650) 724-4715

DESIGN REVIEW SIGNATURE FORM

Date: ______________________

Project Address: ____________________________________________________________

Lessee/Tenant: _______________________________________________________________________
Contact: __________________________  Telephone:____________________FAX:__________________
Email:  _________________________________________________________________________________

Architect/ Landscape Architect: ___________________________________________________________
Contact: ___________________    Telephone:__________________________FAX:__________________
Email:  ________________________________________________________________________________

Project Type:  
☐ MINOR PROJECT:  __Interior Renovation __Signage __Tree Removal ___Other
☐ MAJOR PROJECT: ___new building ___addition to existing building

Project Description: ______________________________________________________________________
___________________________________________________________________________________________

List of Drawings:
____________________________________________________________________________________________
___________________________________________________________________________________

Stanford University approval is subject to the following conditions:

• It is the responsibility of the applicant to obtain authorization from Stanford's Lessee to undertake the subject project.
• All governmental approvals - safety, procedural, and other regulations and standards shall be met.
• One set of record drawings shall be forwarded to this office within thirty days of project completion.
• All reasonable precautions to safeguard existing trees will be taken during construction.
• A Stanford University archaeologist (or suitable representative) may inspect any excavation for the presence of significant archaeological artifacts. In exceptional cases, this inspection condition could take the form of continual monitoring (at a nominal hourly rate to be charged to you) and possible job stoppage.
• Where excavation is necessary and the possibility exists of encountering existing underground utility lines, the Underground Service Alert organization is to be called (800-642-2444) two days prior to commencement of excavation.
• WRITTEN NOTICE TO THIS OFFICE IS REQUIRED TEN WORKING DAYS PRIOR TO COMMENCING CONSTRUCTION SO THAT AN APPROPRIATE NOTICE OF NON-RESPONSIBILITY MAY BE POSTED.

Stanford Real Estate Comments:
___________________________________________________________________________________________
___________________________________________________________________________________________
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_____________________________________________  ______________________________________________

Date returned  Date Reviewed  Stanford Real Estate