



## TENANT SUBMITTAL PROCESS

## **Tenant Submittal Process**

The Tenant Submission shall include visual information regarding storefront and signage design, merchandising, and interior layout. Tenants are required to retain the services of a professional architect/engineer licensed in the State of California to design their space and prepare the required Tenant Submission for approvals by Landlord and governing agencies. Tenants are also encouraged to retain the services of a professional graphic designer to design their signage and graphics. Compliance with all applicable federal, state and local codes and ordinances shall be the Tenant's sole responsibility.

Tenants submittals that do not follow Tenant Submission Requirements will be returned, without review, for resubmission. Approvals from the Landlord and governing agencies must be obtained prior to the start of construction. Be advised that the city will require Landlord's approval prior to plan check submittal. Early submission is encouraged to avoid any delays.

### **Tenant Package**

Landlord will furnish each Tenant with a Tenant Package. These documents will form the basis for the Tenant storefront, signage, and interior design working drawings and specifications. Tenant Package shall include the following information:

- Lease Outline Drawings (LOD)
- Tenant Design Criteria
- "Shell" Building Construction Documents

Any questions or clarifications with respect to the information provided must be submitted to Landlord's Tenant Coordinator within fifteen (15) days after receipt of the Tenant Package.

### **Lease Outline Drawings (LOD)**

The Lease Outline Drawings (LOD) shall simply document the approximate dimensions and square footage of the leased premises according to the Landlord's architectural drawings. Each Tenant shall receive one (1) print of Lease Outline Drawings per Tenancy to include the following:

- Lease Plan
- Exterior Elevation(s).

Lease Outline Drawings shall be formatted on (8 1/2" x 11") standard letter format. Scale of drawings will be noted.

### **Tenant Design Criteria**

Each tenant shall receive one (1) copy of the Tenant Design and Signage Criteria. This will provide design guidelines, as well as diagrams and examples of appropriate designs. Tenant shall be responsible for furnishing their professional architect/engineer and other consultants with these. Tenants may request

additional copies of the Tenant Design and Signage Criteria through their Tenant Coordinator for a nominal fee.

## **Shell Building Construction Documents**

Unless stated otherwise in the Tenant's lease, the Landlord shall be responsible for the construction of the "Shell" building in which the Tenant's premises is located. Landlord shall provide each Tenant with two (2) set of the "Shell" Building Construction Drawings relevant to the Tenancy. These drawings shall reflect information regarding the general structure, demising partitions and utilities specific to each Tenancy. However, the Tenant shall be responsible for verifying all field dimensions and conditions.

CADD files of the lease outline drawings (Lease Plan and Exterior Elevations(s)) will be available via email or disk. Drawings are prepared in AutoCAD 2002 - other versions may be available.

CADD files of other drawings (e.g. sections, details, etc.) will be available for an additional fee. Requests may be made through the Tenant Coordinator.

## **Preliminary Drawing Submittal**

Within thirty (30) days after the lease Effective Date, the Tenant shall submit to the Tenant Coordinator preliminary design drawings for Landlord's review and approval. The Preliminary Submittal Package shall include the following:

### **Architectural Design:**

Plan drawing scale 1/4" = 1'-0" (Scale may be reduced to accommodate larger leased premises) . All architectural and engineering floor plans must be the same scale.

- Key Plan denoting Location of Tenancy
- Floor Plan indicating interior design and merchandising concept
- Patio Plan (if applicable)
- Storefront elevation(s) and Section(s), including signage/graphics and indicating all materials and finishes
- Typical interior Elevations
- Material and Finish Schedule
- Color rendering of Storefront
- Applicable Imagery or Photographs of similar existing Storefronts and Interiors
- Materials and Finish Sample Board

Signage Design:

- Drawing scale 1/4" = 1'0" for plans & elevations - 3" = 1'-0" for details.
- Floor plan indicating signage location
  - Storefront Elevations and Sections
  - Details describing construction, installation requirements and name of fabricator and/or installer
  - Materials and Finish Schedule
  - Interior Signage

Tenant shall deliver two (2) sets of prints, maximum size of 36" x 42" .

The Tenant shall deliver one (1) sets of Materials and Finish Sample boards. Actual materials and finishes should be represented showing attributes such as pattern, style and color. Samples shall be firmly mounted to foam core boards no larger than 11" x 17" .

Tenants are expected to clearly designate deviations from the Landlord's design criteria to ensure timely and appropriate review by the Landlord.

**Approvals Schedule and Process**

Upon the receipt of the Preliminary Tenant Submission, Landlord shall have ten (10) business days to review the package. Landlord shall deliver one (1) set of prints to Tenant with notations of approvals and/or required modifications. Landlord shall not be permitted to disapprove any items that have been previously approved if and only if they do not change in later submissions.

At this time if Tenant disagrees with required modifications, the Tenants must deliver a written appeal to Landlord within ten (10) days upon receipt. Beyond this time, required modifications shall be deemed approved by the Tenant. A "Revised" Preliminary Tenant Submittal shall be delivered to the Landlord within ten (10) business days upon receipt. At this time two (2) sets of prints are required for modifications.

It is the Tenant's responsibility to review the documents and continue to submit Tenant Design Documents until all elements of the design are approved by Landlord and governing agencies. In the event that Tenant shall be required to revise the Preliminary Tenant Submittal more than two (2) times, Landlord and Tenant shall meet to resolve any discrepancies.

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Approved Preliminary Submission Package shall be considered the "Base Plans" for the Working Drawings Submittal Package.

**Working Drawings Submittal**

Within thirty (30) business days after Landlord's approval of the Preliminary Tenant Submittal, Tenants shall submit a Working Drawings Submittal Package

prepared by an architect licensed in the State of California.

The Working Drawing Submittal package shall include the following:

Architectural Design:

- Drawing scale 1/4" = 1'-0" for plans & elevations (Scale may be reduced to accommodate larger leased premises/scale as necessary for details)
- Key Plan denoting location of tenancy
  - Floor Plan indicating interior design and merchandising concept
  - Patio Plan (if applicable)
  - Reflected Ceiling Plan
  - Storefront Elevation(s) and Section(s), including signage/graphics and indicating all materials and finishes
  - Interior Elevations
  - Interior Partitions, Sections and Details
  - Details of casework, shelving and displays (include weights of any heavy equipment)
  - Complete Material and Finish Schedule

If different from Preliminary Submittal, resubmit the following:

- Color rendering of Storefront
  - Material and Finish Sample Board
  - Applicable Imagery or Photographs of similar existing Storefronts and Interiors
- Mechanical Design:
- Complete HVAC drawings - plans and specifications
  - Details of AC unit ducting
  - Weights of any heavy equipment

- Heat Gain Calculations Schedule
- HVAC Equipment Schedule
- Mechanical portions of M.E.P. Checklist

Electrical Design:

- Complete electrical drawings - plans and specifications
- Lighting layout plan, including any wall elevations
- Detail of electrical service point-of-connection
- Tenant Panel configuration
- On-line riser diagrams and specifications
- Lighting load calculations
- Schedule of Light fixtures and specifications
- Schedule of Electric Equipment and Appliances (Café & Restaurants)
- Weights of any heavy equipment
- Tenant Electrical Data
- Electrical Panel Board schedule
- Electrical portion of M.E.P. Checklist

Plumbing Design:

- Complete plumbing drawings - plans and specifications
- Detail of water service point-of-connection
- Detail of sewer and grease waste point-of-connection
- Number of plumbing fixture units
- Gas piping diagrams
- Detail of gas service point-of-connection
- Schedule of Gas Equipment and Appliances (Café & Restaurants)
- Automatic Fire Sprinkler layout

- Plumbing portion of M.E.P. Checklist

Signage Design:

Drawing scale 1/4" = 1'-0" for plans & elevations - 3" = 1'-0" for details.

- Floor Plan indicating signage location
- Storefront Elevations and Sections
- Design details (letter style and dimensions)
- Details describing construction, installation requirements (structural and electrical) and name of fabricator and/or installer
- Materials and Finish Schedule
- Materials and Finish Sample Board

Full size mock-up may be required. Mock-ups may be constructed from foam-core or illustration board. The Landlord reserves the right to review the Tenant's mock-up sign in relation to site conditions prior to approvals.

Tenant shall deliver two (2) sets of prints, maximum size of 36" x 42". Specifications not noted on drawings shall be submitted in two (2) sets of 8 1/2" x 11 paper. All drawings shall be certified by architect/engineer licensed in the State of California.

The Tenant shall deliver one (1) set of Materials and Finish Sample boards. Actual materials and finishes should be represented showing attributes such as pattern, style and color. Samples shall be firmly mounted to foam core boards no larger than 11" x 17"

**Approval Schedule and Process**

Upon the receipt of the Working Drawing Submission, Landlord shall have fifteen (15) business days to review the package. Landlord shall deliver one (1)

set of prints to Tenant with notations of approvals and/or required modifications. Landlord shall not be permitted to disapprove any items that have been previously approved if and only if they do not change in later submissions.

At this time if Tenant disagrees with required modifications, the Tenants must deliver a written appeal to Landlord within ten (10) days upon receipt. Beyond this time, required modifications shall be deemed approved by the Tenant. A "Revised" Working Drawing Submittal shall be delivered to the Landlord within ten (10) business days upon receipt. At this time two (2) sets of prints are required for review.

Upon the receipt of the "Revised" Working Drawings Submission, Landlord has fifteen (15) business days to review the package. Landlord shall deliver one (1) set of prints to Tenant with notations of approvals and/or required modifications.

It is the Tenant's responsibility to review documents and continue to submit Tenant Design Documents until all elements of the design are approved by Landlord and governing agencies. In the event that Tenant be required to revise the Working Drawing Submittal more than two (2) times, Landlord and Tenant shall meet to resolve any discrepancies.

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Approved Working Drawing Submission Package shall be considered the "Final Plans" and all construction on the premises must be in conformity to the Final Plans.

No changes, modifications, or alterations to the Final Plans may be made without the written consent of the Landlord, whether required by any government

approvals or otherwise

**Tenant Construction Guidelines**

Tenant/Tenant's contractor may commence construction upon the Landlord's approval of Tenants' Working Drawing Submission Package, turnover of the premises to the Tenant, receipt of the construction permit from the City of Tustin and subsequent to the mandatory pre-construction meeting with Landlord's Field Representative. On or before this meeting, Tenant's contractor shall submit the following:

- Pre-Construction Information Form (Landlord's form - see appendix)
- Detailed Construction Schedule
- Performance and payment bonds (as required by Landlord)
- Itemized estimates of construction costs
- Insurance Certificates
- Copy of building and all other permits
- Payment to Landlord for Landlord supplied dumpsters, toilets and/or temporary power
- Payment of Construction Deposit (as required by Landlord)
- List of subcontractors
- 24-hour emergency telephone list
- Copy of building permit
- Letter of Authorization - Tenant authorizing Tenant Contractor to perform the work as stated in Tenant's Work per the lease.

Tenant shall provide temporary power during construction, or reimburse Landlord if Landlord elects to provide power.

Tenant's Works shall be constructed by a General Contractor licensed and bonded in the State of

California. Tenant's works must be constructed from durable material, and requires a written "Guarantee" of workmanship and material. "Guarantee" of Warranties should ensure both the Tenant and the Landlord, that the workmanship and materials are to be free from defects for one (1) year after Landlord's acceptance. Furthermore, under these conditions, the Tenant's General Contractor, subcontractor and/or their suppliers shall perform the duties necessary for removal, replacement and/or repair of damaged items without additional charges. Tenant covenants are to give Landlord any assistance or assurances necessary to oblige.

Tenant's Works shall be coordinated with the Tenant's works that are being performed by the Landlord and general Project construction, such that Tenant's Works shall not interfere or delay Landlord's Works. Tenants shall provide liability and property damage insurance for all work performed by Tenant's contractors, subcontractors and/or their suppliers.

Within thirty (30) days of completion, Tenant shall deliver to the Landlord a release from all liens arising out of the Tenant's Work. Changes made between approved and actual construction will require compliance with approved Tenants Working Drawings at Tenant's expense.

A release letter is required from the Tenant's architect/engineer stating the Tenant's construction, including all mechanical systems, has been installed per approved drawings. All modifications to the Working Drawings that occur during the construction process, must be submitted to the Landlord in the form of \_\_\_\_\_ ( ) reproducible set of "As-Built" drawings within thirty (30) days of completion of Tenant's Work. A close-out package is required to be submitted upon completion of the project. Along with a set of "As-

Built" plans, the package is to include a copy of the signed off building card, copies of all unconditional lien releases, signed off punch list, warranty letters, utility meter #'s and a certified air balance report. Construction deposits will not be refunded until a full close-out package is received, per the construction procedure package.

## **Tenant's Work Checklist**

The Tenant Coordinator will work with the Tenant in order to expedite any or all schedules.

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| <input type="checkbox"/> 1. Execute lease agreement  |  |  |
| <input type="checkbox"/> 2. Receive Tenant Package from Tenant Coordinator.  | <input type="checkbox"/> 9. Within ten (10) business days after receipt of resubmission, Landlord shall review package and provide preliminary approval or disapproval.                            | <input type="checkbox"/> 16. If still not approved, Tenant is to return to the resubmission process until Final Approval obtained. |
| <input type="checkbox"/> 3. Select architect, engineer, and design consultant - forward Tenant Package to architect and/or appropriate consultants.  | <input type="checkbox"/> 10. If still not approved, Tenant is to return to the resubmission process until Preliminary Approval is obtained.  | <input type="checkbox"/> 17. File for Building Permit.   |
| <input type="checkbox"/> 4. Within fifteen (15) days after receipt, submit any questions regarding Tenant Package to the Tenant Coordinator.   | <input type="checkbox"/> 11. Within thirty (30) business days after Preliminary Approval, submit Working Drawing Submittal Package to Landlord.  | <input type="checkbox"/> 18. Delivery of premises in accordance with the Lease Agreement.  |
| <input type="checkbox"/> 5. Within thirty (30) days after the Lease Effective Date, submit Preliminary Submittal Package to Landlord.  | <input type="checkbox"/> 12. Within fifteen (15) business days after receipt of Working Drawings, Landlord shall review package and provide Final Approval and/or note any required modifications. | <input type="checkbox"/> 19. Submit Tenant Contractor information as outlined in Appendix to Landlord's Field Representative.      |
| <input type="checkbox"/> 6. Within ten (10) business days after receipt of the Preliminary Submittal Package, Landlord shall review package and provide Preliminary Approval and/or note any required modifications. | <input type="checkbox"/> 13. Any objections to the modifications by the Tenant shall be submitted in writing within ten (10) days.   | <input type="checkbox"/> 20. Begin Tenant Construction.  |
| <input type="checkbox"/> 7. Any objections by the Tenant of the required modifications shall be submitted, in writing, to the Tenant Coordinator within ten (10) days.   | <input type="checkbox"/> 14. Within thirty (30) business days after the receipt of Landlord modifications, revisions are to be made and resubmitted.   | <input type="checkbox"/> 21. Obtain Certificate of Occupancy   |
| <input type="checkbox"/> 8. Within thirty (30) business days after receipt of the Landlord modifications, revisions are to be made and resubmitted.  | <input type="checkbox"/> 15. Within ten (10) business days after receipt of resubmission, Landlord shall   | <input type="checkbox"/> 22. Submit "As Built" Drawings and close-out package to Landlord.   |
|  |  | <input type="checkbox"/> 23. Obtain Acceptance of Tenant's work by Landlord.   |