

**Stanford Real Estate Office/Stanford Research Park**

3160 Porter Drive, Suite 200 | Palo Alto, CA 94304-1212 | T 650.724.4909 | F 650.724.5059

*Shaded areas are for office use only*

**DESIGN REVIEW SIGNATURE FORM**

**Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Lessee/Tenant:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Architect/ Landscape Architect:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Project Type:**

- Interior Renovation
- Minor Project
- Major Project
- Signage
- Tree Removal

**Project Description:**

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**List of Drawings:**

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**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, if applicable.
- All approvals necessary to meet applicable law shall be met.
- One set of electronic 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

Tiffany Griego, Managing Director, Asset Management  
Stanford Research Park