



PRELIMINARY MEETING

1. DISCUSS:
 - a. PROJECT OBJECTIVES
 - b. DESIGN & CONSTRUCTION PROCESS
 - c. TARGET BUDGET
2. CLIENT & DESIGNER SIGN DESIGN AGREEMENT



ZONING REVIEW & SITE ANALYSIS

1. OBTAIN A PROPERTY SURVEY
2. ANALYZE ZONING & SITE CONSTRAINTS
3. OBTAIN, OR PREPARE DRAWINGS OF EXISTING BUILDING



PROGRAMMING & PRELIMINARY DESIGN

1. CLIENT RESPONDS TO PROGRAM QUESTIONNAIRE
2. SPACE PLANNING PER CLIENT REQUIREMENTS
3. DESIGN OPTIONS PREPARED FOR CLIENT REVIEW
4. PRELIMINARY CONSTRUCTION COST ESTIMATE



PLANNING APPLICATION (Where variance required.)

1. VARIANCE APPLICATION - COMMITTEE OF ADJUSTMENT



DESIGN DEVELOPMENT (Iterative cycles.)

1. REFINE BUILDING'S ARCHITECTURAL FUNCTION & FORM
2. SELECT BUILDING SYTSEMS, FINISHES, FIXTURES, ...
3. UPDATE & REVIEW CONSTRUCTION COST ESTIMATE



WORKING DRAWINGS

1. DRAFTING: PLANS, ELEVATIONS, SECTIONS, DETAILS, ...
2. FULL REVIEW OF APPLICABLE CODES & STANDARDS
3. DETAILED CONSTRUCTION COST ESTIMATE & REVIEW
4. PERMIT APPLICATIONS: BUILDING & SEPTIC SYSTEM

