

APPLICATION FOR A MAJOR CAPITAL PROJECT

(also available at <http://www.afd.calpoly.edu/facilities/forms.asp>)

(Note: You may attach additional sheets if you need more room.)

Contact person:
Phone number:
E-mail:
Description of the intended use(s):

Approximate size of the project (total square footage or use another campus building for size comparison):
Preferred location(s) (you may attach one or more maps):
Best guess as to a preliminary cost:
How do you anticipate funding the project? How much money is on deposit currently for the project? (Note: FPCP provides staff time and expertise, but not cash, for programming or other preliminary planning work.)
Would you like to use your own planner or designer for conceptual planning, or work through FPCP on the programming and preliminary design? Note: if you use your own planner or design professional, the CSU prohibits them from doing the actual design or construction documents.

Approval Signature (<i>Academic Departments Require Dean's Signature. Non-Academic Departments Require Division or Department Head's Signature.</i>)	
Signature	Date

Within four weeks of receipt, we will provide you with:

- A preliminary evaluation of the proposal's conformity with the Master Plan and other relevant campus guidelines.
- A preliminary assessment of likely environmental issues and process for complying with the California Environmental Quality Act.
- A written description of the key steps in the process—from your idea to construction.
- Help with a more refined but still preliminary cost estimate.

We'll be contacting you shortly to go over your proposal. Thank you.

Facilities Planning and Capital Projects: Joel Neel - 6-2193 - jneel@calpoly.edu