

LVIP Building Committee Submission Guidelines

Submission/Review Process

- The LVIP office must receive submissions and re-submissions no later than the **10th** of the month. We make every attempt to adhere to this deadline and give the Committee members a minimum of 8-10 business days to review the plans.
- Once the submission comes in, the Business Development Manager is responsible for distributing the plans to the Committee members chosen to review the project.
- Committee members are selected to do reviews as needed– an architect, an engineer and a landscape architect. Each member should receive a full set of the plans and a copy of the Building Committee checklist. The architect should review the samples & rendering; the engineer should review the E & S Narrative and Storm water Management Report.

Contents of Submission

- **4** complete sets of architectural plans including one colored rendering, all of which must have a **registered PA Architect's seal**
- **4** complete sets of site engineering plans with a **registered PA Engineer's seal**, including cut sheets for site lighting
- **4** complete sets of landscaping plans with a **registered PA Landscape Architect's seal**
- **1** set of material samples with locations clearly delineated on the elevations
- **4** copies of a completed Building Committee checklist
- **1** E & S Narrative and Storm Water Management Report
- **1** set of drawings and material & color samples for any signage to be constructed on the site or the building

Clients should be made aware that we do **not** distribute plans to consultants for review until we have received all of the above mentioned items.

Once the reviews have been discussed at the meeting, the Committee will proceed by doing one of the following:

- Approve the plans, then have the Chairman bring the submission before the LVIP Board for approval
- Approve the plans, contingent upon a re-submission addressing whatever issues the Committee wants addressed
- Not approve the plans and require an extensive re-submission

A letter will be drafted based on the consultant's review letters and will send it to the client advising them of the Building Committee's action; an additional letter will also be drafted once the LVIP Board has approved the plans.

** Clients should not assume that plans have LVIP approval until they have received a letter stating that the Building Committee has approved them.

In addition, LVIP approval does not supersede local municipal approval.