



FORM 3500 Facilities Improvement Request

Date: _____

From: _____
Principal *Site*

To: Paul Woods, Director of Planning and Construction

Subject: Request for Approval of a Building and / or Site Improvement

Reference: SUHSD Administrative Regulation 7015

1. The purpose of this correspondence is to request approval of a proposal for new construction and / or modification of existing buildings or sites.
2. The following proposal is submitted for your consideration.

Project Description

A detailed drawing of the project is attached.

Estimated Construction Cost:	\$ _____
Estimated Soft Costs (30%)	\$ _____
Total Estimated Costs	\$ _____

The funding source is

Work will be performed by _____
And their contact info is:

Name: _____ **phone number** _____

I request completion of the work by: _____
Date

3. Justification for the above proposal is the following:

This project will benefit the site's instructional program by

The overall benefit to the school and / or district is

4. **The school / department's point of contact for this project is** _____
Name
phone number _____

Sincerely,

Principal

***** **FOR PLANNING USE ONLY** *****

RECEIVED BY PLANNING DEPARTMENT: _____
Date

Reviewed with Maintenance Department _____
Date

Recommend Approval _____
Signature Date

Work Order Required

Requires Planning Review _____
Signature Date

Reviewed by Planning Department _____
Date

Recommend Approval _____
Signature Date

Requires Further Review Sent to: _____

FINAL DECISION

Approved Denied

Signature Date