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## Exhibit C: 30% Schematic Design (SD) Submittal Check List

The following indicates the minimum required information and attachments to be included in the Schematic Design Submission:

- 1. Project Initiation letter describing the nature and scope of the project
- 2. Proposed project schedule identifying design and construction timeline
- 3. Approximate project cost
- 4. Key lease plan showing the location of premises, identified by column lines, within the terminal
- 5. Existing space Lease Outline Drawing (LOD) plan drawing with corresponding square footage identified
- 6. New space(LOD) plan drawing identifying the new proposed Square Footage
- 7. Verify existing conditions [MEP / FP / Equip. Schedule] along with a min. of 6 photo attachments
- 8. Indicate existing & proposed information technology (IT) upgrades / additions
- 9. Circulation / Queuing plan showing all passenger movements in the immediate vicinity of the premises
- 10. Adjacencies and dimensions to fixed construction in the immediate vicinity
- 11. Preliminary Floor Plan (include storage, back of house and/or broom closet)
- 12. Preliminary Reflected Ceiling Plan
- 13. Proposed merchandising plan, include fixture layout and product displays
- 14. Color perspective or elevation of proposed storefront design with signage
- 15. Sample board of proposed materials, colors, finishes and furnishings
- 16. Indicate Barricade Tier Plan (please refer to CDA Concessions SOP)
- 17. Sam™ Checklist (if applicable)

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### Other Information

- The checklist is to be turned in to CDA's designated representative with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should be used as a cover page to your submittal to CDA. Without proper sign off, this design submittal package will not be reviewed by CDA.

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**CDA designated representative signature of review:**

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Name & Date