

School Building Authority of West Virginia  
**PROJECT SUBMISSION FORM – SCHEMATIC DESIGN PHASE**  
**SBA FORM 302-B**

The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**SBA County/Architect** (*Check the applicable boxes*)

- Cover Sheet**
  - List of all drawings included within this submission
  - List of abbreviations and project specific typical notes
  - Map of general project location with north arrow
  - Breakdown of building square footage by floor
  
- Final Program of Spaces**

This document shall include a reconciled Program of Spaces showing the differences in LEA desired square footages from the Educational Specification and Architect's designed square footages. Any changes / updates to Worksheets #1, #2, and #3 shall be provided if program changes occur from the Planning Phase to the Schematic Design Phase.
  
- Schematic Design Drawings, including room square footage (Half-size drawings are preferred. If original drawings are larger than 24"x36"; half-size are required.)**
  - Site Plan with Boundary and Topographic Survey Data, Preliminary Grading Plan, Utility Plan showing anticipated proposed tie-in locations, Floor Plan showing room descriptions and square footages of each space, plumbing fixtures and major fixed equipment and exterior elevation drawings sufficient to describe the general layout and character of the building design. Major construction materials and building square footage per floor shall be indicated on the drawings.
  
  - Designers shall provide a list of optional mechanical systems being considered for the project.
  
- Architect's preliminary estimate of probable square footage construction cost. If a deficit exists in the cost estimate; the grant recipient must include written assurances of how they intend to solidify the deficit, by either reducing the scope of work or committing additional local funding.
  
- (*Where Applicable*) List of Green School components being considered on the project. A separate LEED for schools matrix may be attached.
  
- (*Where Applicable*) Provide the construction analyst or construction manager an electronic copy of the Schematic Design Submission document.

**NOTE:** The School Building Authority and the West Virginia Department of Education reserve the right to request an electronic copy of Schematic Design Phase Submission.

\_\_\_\_\_  
Submitted By Date

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SBA Approval By Date

SBA 302-B

**2 OF 2 (Schematic Phase)**