

**SBA Project Submission Form  
SCHEMATIC DESIGN PHASE  
SBA FORM 176b**

The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, and 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**

- 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 revised Conrad Formula Space Calculation (MS, HS), SBA 142, SBA 141 and SBA 156 if program changes occur from the planning phase to the schematic design phase.
  
- Preliminary Educational Specification refer to SBA Policy and Procedures Manual, Attachment I
  
- Written assurance from the design professional that the building square footage depicted on the drawings is consistent with that shown in the program of spaces. If there is a discrepancy between these documents, an explanation of the discrepancy shall be provided.
  
- Schematic Design Drawings, including room square footage (If original drawings are larger than 24"x36"; half size drawings must be submitted)
  - 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.

**1 OF 2 (Schematic Phase)**

**SBA County/Architect**

- 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.
  
- List of Green School components being considered on the project (where applicable). A separate LEED for schools matrix may be attached.
  
- Provide the construction analyst or construction manager an electronic copy of the Schematic Design Submission document.

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Submitted By

\_\_\_\_\_  
Date

\_\_\_\_\_  
SBA Approval By

\_\_\_\_\_  
Date

SBA 176b  
Revised 9/2015