**CASCADIA COLLEGE / UNIVERSITY OF WASHINGTON BOTHELL**



**PROPOSED PROJECT FORM - CDRT**

Before a project is sent to the Campus Design Review Team (CDRT), it must be reviewed and approved by Cascadia College or University of Washington Bothell to proceed with the process. Individuals/groups planning on submitting a project are encouraged to visit the [CDRT site](https://www.uwb.edu/planning-administration/planning-space-management/campus-design-review-team) and in particular review the CDRT Intake Form and Campus Master Plan. The CDRT group meets five times during the academic year to review projects. The usual approval process can take up to 4-8 months.

**A. Project Background and Location**

**1. Brief Description:**

Include here a brief description of what the project is and the benefit to the campus.

**2. Application to Campus Design Review:**

Include here all of the potential impacts on the **campus setting,** for this project, including any historic resources:

* campus landscape,
* plantings,
* circulation corridors and gathering places,
* building exteriors,
* public spaces and rights of way,
* accessibility,
* signage, and /or
* shared building interior public spaces.

**3. Location:**

Include here a brief description of the project’s proposed location within campus noting the current context (i.e., “to the south is \_\_\_\_\_and to the east is \_\_\_\_” ).

**4. Area of Project:**

Include the approximate dimensional size and height of the proposed project, as applicable.

**5. Time and Duration:**

Include the approximate timeframe for the design and implementation of the project. Include the expected completion date. Also include if this is a “temporary” display/project or “permanent”.

**6. Funding/Ongoing Maintenance:**

Include how the project will be funded including any time sensitive deadlines (ex: grant money spent by xx/xx). Describe any ongoing maintenance costs associated with the project.

**7. Sponsorship/Approval:**

All proposed projects must be reviewed and pre-approved by a campus “Sponsor” and Leadership. The Sponsor could be the club advisor, faculty advisor, etc. The Leadership person would be the Director, Dean or Vice President for the Sponsor. Please provide their signatures either below or electronically via email with their approval on this project.

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Requestor Signature & Date

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Sponsor Signature & Date

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Leadership Signature & Date