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# BPC Policy No. 357

**SUBJECT:** POLICY FOR APPROVAL OF TENANT PROJECT PLANS

**PURPOSE:** To Establish a Policy Governing Tenant Project Plan Approvals

**POLICY STATEMENT:**

1. Preliminary plans for proposed new tenant development or alterations to existing facilities shall be presented to the Board of Port Commissioners ("Board") for approval under any of the following circumstances:
  - a. The project is estimated to cost more than \$500,000 (exclusive of soft costs, including but not limited to, architectural costs and permit fees);
  - b. The project will make a significant change in the silhouette or appearance of the area;
  - c. If a material change of use is proposed;
  - d. Any project(s) District staff determines to be reviewed by the Board, regardless of cost, due to its high public profile, its regional impact, baywide security issues or other important matters that require the Board's consideration and/or determination).

For those projects the Board has previously approved, District staff shall then review and administratively approve the project working drawings and technical specifications, if the plans are in substantial conformance with the project approved in concept by the Board. District staff shall disapprove plans that are not in substantial conformance.

2. Plans for new development or alterations estimated to cost \$500,000 or less and that have no impact to the silhouette, appearance or material use of the leasehold area; and plans for proposed new subsurface improvements and demolition projects, regardless of cost, shall only be submitted for review and approval by staff.
3. District approval is not required, regardless of cost, for projects that fall into the following categories:
  - a. Routine maintenance and repairs;
  - b. Interior redecorating with like materials, finishes, and replacement of furniture, fixtures and equipment (FF&E);
  - c. Substantially similar replacements of existing interior or exterior painted or material finishes, roofing material, equipment, landscaping, irrigation lines or low voltage wiring;



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- d. Replacement of subsurface utilities (unless it affects other tideland facilities).
4. District approval is required for projects that fall into the following categories:
  - a. Extraordinary repairs;
  - b. New subsurface utility installations;
  - c. Structural modifications;
  - d. Substantial upgrades and renovations;
  - e. Replacements involving substantially different materials;
  - f. Modifications resulting in a change of use or increased occupancy or seating;
  - g. Reduction in parking space count or size;
  - h. Removal of trees;
  - i. Paving any area greater than 25 square feet.
5. Staff shall review all plan submittals to ensure compliance with BPC Policies, proposals approved by the Board, the Port Master Plan and applicable environmental mitigation requirements.
6. Plan submittals shall be in accordance with the Port's "Guidelines for Tenant Project Plan Submittals", (UPD Form 736).
7. Plans that have material variation from those previously approved by the Board shall be resubmitted for Board approval.
8. Staff shall inspect projects during construction to ensure substantial compliance with approved plans.
9. One set of all approved tenant plans shall be permanently retained by the District.
10. Approval of plans shall be conditioned on applicant providing the District with copies of any application made to any governmental regulatory agency within 5 days of making said application and a copy of any permit, license or other authorization issued by any governmental regulatory agency within 10 days of its receipt.

RESOLUTION NUMBER AND DATE: Resolution 2006-88, 2 May 2006  
(Supercedes 2004-38, 30 March 2004; 91-332, 15 October 1991; 91-258,  
20 August 1991; 74-93, 14 May 1974.)

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