

## **Project Description and Drawing Submittal List**

1. Project Description is a robust project narrative that should include a description of on-site work, construction details, and any impacts on the site during and after construction.
  - a. Site Description
    - i. Address/Location
    - ii. Purpose of the signage
    - iii. Dimensions of signage
    - iv. Lighting, new and existing, if applicable
  - b. Construction
    - i. Method of Removal and Installation, as applicable
    - ii. Materials to be used for the signage installation
    - iii. Construction staging areas, if applicable
    - iv. Estimated construction schedule (start date, end date, duration)
  - c. Temporary Impact
    - i. Describe any temporary uses, temporary improvements, and temporary operations during the construction of the proposed project. For example, describe any on- or off-site construction staging areas and temporary trailers or other facilities that would be used to continue operations at the project site.
    - ii. Describe any parking that may be displaced during construction
    - iii. Describe any public access and pedestrian paths that may need to be rerouted.
2. A supplemental visual submittal should be provided typically in a drawing set and visual simulation of the proposed work. The drawing set should include:
  - a. Scope of Work: A brief statement clearly describing the proposed work.
  - b. Site Address: Provide the address of the proposed construction site.
  - c. Tenant Information: Include the name, address, and phone number of the tenant.
  - d. Site Plan: Insert Vicinity Map.
  - e. Signage Dimensions: Include dimensions of the proposed signage.

### **Sample Project Description**

The proposed project would involve the removal and replacement of an existing on-premise sign located near the entrance of Crow's Nest Marine, Inc. in the city of San Diego, California. The existing frontage sign is approximately 15 feet tall with the circular portion of the sign approximately 40 inches in diameter. Crow's Nest Marine, Inc. proposes the replacement of the existing frontage sign with an approximately 40-inch diameter circular sign, 4 millimeters thick and made of di-bond material with a vinyl overlay as shown in Attachment B. The new sign would be in the same location as the existing sign with the existing signpost and lighting remaining in place. Installation of the replacement sign is anticipated to take place over a two-day period.

Due to its nature and limited scope, construction of the proposed project would generate a minor amount of vehicle trips and would require limited use of equipment. Therefore, impacts related to air quality, greenhouse gas emissions, and transportation and traffic are not anticipated to occur. Furthermore, the Tenant would be responsible for complying with all applicable federal, state, and local laws regarding construction demolition debris, hazards and hazardous materials, and stormwater.

**Sample Visual Submittal**

PROJECT TITLE: Signage Replacement  
TENANT: Crow's Nest Marine, Inc.  
LOCATION: 2515 Shelter Island Drive



1/11/2024, 3:42:23 PM  
Port Administrative Boundary  
Leased Property Boundary  
Port Property Boundary

1:4,514  
0 0.05 0.1 0.19 mi  
0 0.07 0.15 0.3 km