

Pony Express Review Submittal Checklist

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Please complete this checklist as part of the Pony Express Review submittal.				
Proposed work type (<u>only work types listed below can be submitted for a Pony Express Review</u>):				
Alteration/Repair		Interior Completion (1 st Generation Fit Up)		
Proposed Occupancy Type (<u>only occupancies listed below can be submitted for Pony Express review</u>):				
Business	Mercantile	S-1	S-2	
Current Occupancy (<u>projects considered a Change of Use/Occupancy are not eligible for Pony Express review</u>):				
Business	Mercantile	S-1	S-2	Other: _____
Is your Existing Occupancy a Medical Facility classified as a Business Occupancy?				
Yes		No		
If "Yes" to the question above, does the proposed area of work include surgical or ambulatory care?				
Yes (not eligible for Pony Express Review)		No		
Is your Total Proposed Work Area <u>less than 10,000 sf</u> ?				
Yes		No (if no, project cannot be reviewed under Pony Express Review)		
Does your proposed scope of work involve more than 1 suite, or are you adding/removing more than 1 suite as part of your scope? (<u>If yes, please include a suite layout with your submittal package</u>):				
Yes		No Please List Suite Numbers: _____		
Are you proposing any exterior work to the building (i.e., altering, repairing, or modifying the existing façade, balcony and/or signage. Note: Major or Minor encroachments are not eligible for Pony Express)?				
Yes		No		
If yes, please describe in detail:				
Are you proposing any rooftop work (<u>only like-for-like HVAC changeouts can be submitted for a Pony Express review</u>)?				
Yes		No		
If yes, please describe in detail:				
Does the proposed business include any food or drink service (food and/or drink service cannot be reviewed under the Pony Express Review submittal)?				
Yes		No		