

Date: _____

This form is to be completed by the church which is planning to build a structure, add to an existing structure, do major remodeling, or construct a site amenity such as a parking lot or recreational area. All applicable parts of this form should be completed and returned to the District Board of Church Properties in compliance with the latest church *Manual* provisions.

STEP ONE - APPROVAL INFORMATION

1. The name of the church requesting permission to build _____

_____ City

_____ State

2. Describe type of construction proposed:

a. Church building _____

b. Educational building _____

c. Combined church and educational building _____

d. Recreational building _____

e. Minister's residence _____

f. Garage _____

g. Shop _____

h. Prefab classroom _____

i. Sitework _____

j. Paving/parking _____

k. Recreational (outdoors) _____

l. Other _____

3. How will this new construction be used? Attach a copy of the planning questionnaire in "First Decisions Section" with all applicable questions answered.

4. a. Have you interviewed and selected a registered architect/engineer or other professional? _____

b. Attach resume and copy of proposed contract. Approval of the contract is required prior to signing the agreement. This contract is considered part of the building program.

c. If you are not employing a professional, please explain. _____

d. What similar projects has the professional successfully completed? Attach list. Are these in your budget range? _____

e. Have you checked with the owners concerning the architect's services? _____

Will your architect/engineer provide plans and specifications for competitive bidding? _____ If not, explain on a separate page.

Will services during construction be furnished? _____

Does your architect carry errors and omissions liability insurance to protect you? \$ _____

5. Where will you build? _____

What is the size of the building lot? _____

Attach a survey of the site including topography and utilities location. How far below the surface is the (a) ground water _____ feet (b) rock _____ feet? Will you have at least two test pits or soil borings made before proceeding with the design? _____ for your architect/engineer to evaluate? _____

6. Have you checked and know that your proposed building is allowed by local zoning? Yes ___ No ___

What are setbacks, parking required, fire zone, code?

7. Will it be necessary to borrow money? _____ If so, how much? _____

At what percent interest? _____ For how long? _____ years (estimate amounts) At what monthly payment? _____ Attach financial study, using forms in Finances Section and "Request for Approval to Borrow Money."

Submit the above information for step one approval.

STEP TWO - SCHEMATIC INFORMATION

1. Supply complete schematic drawings. Describe the project fully with outline specifications. Make sure answers are included to the following:

a. What are the exterior building dimensions? _____

b. How many floors or levels? _____

c. What is the total space in square feet? _____

d. What type of construction? (code requirements) _____

1. Foundation: Attach soil information and tests.

(a) Materials: reinforced concrete _____ concrete block _____ other _____ (describe on separate page)

(b) Type: basement ___ slab on grade ___ crawl space _____

(c) Depth of bottom of footing below new finished grade: feet _____ inches _____

2. Superstructure:

(a) Framework: freestanding _____ wall bearing _____

Materials: structural steel _____ reinforced concrete _____ timber _____

(b) Walls: Exterior:

Type: load-bearing _____ non-load-bearing _____ curtain (panel) wall _____

Materials: frame _____ reinforced concrete _____ masonry _____

Prefab metal and glass _____ other _____

(c) Walls: interior:

Type: load bearing _____ non-load-bearing _____ portable _____

Materials: wood studs _____ steel studs _____ plastered _____ dry wall _____

Paneled _____ other _____

(d) Floor(s):

Materials: reinforced concrete on steel joists _____ wood on timber joists _____

Other _____ (describe on separate page)

STEP THREE - FINAL APPROVAL

A. Approval is hereby given to the _____ Church to build, according to the plans and cost, with the following alterations:

Signed _____ Date _____
Secretary, District Board of Church Properties

B. Final approval for the above is hereby given.

Signed _____ Date _____
District Superintendent