



Tenant Drawing Submission Requirements

Preliminary / Final / Signage Drawing Submission

Drawing Submission Requirements:

As required by the lease and outlined below the tenant shall submit plans to the Landlord for review. These submissions shall meet all requirements and include all drawings, specification, and material samples as outlined in the Landlords Design Criteria. All submissions shall be submitted in a **NON-PROTECTED** digital PDF (Portable Document Format) file. Submissions shall note whether it is a Preliminary, Final, or Signage submission in the subject line of the e-mail. **Each** drawing sheet shall include a blank area in the lower right hand corner, adjacent to the drawings title block, for Landlord comments. Refer to the example below. Drawings files shall be e-mailed either via a FTP link or directly as an attachment (not larger than 35 megabytes) to the e-mail address below. Please note that we do not accept files via Dropbox.

Where to submit:

E-mail Address: SimonTCTenantPlans@simon.com

Subject Line Examples:

- **PRELIMINARY TENANT DESIGN REVIEW:** The Forum Shop / **Tenant Name** / TC: John Q. Smith (if known)
- **FINAL TENANT DESIGN REVIEW:** The Forum Shop / **Tenant Name** / TC: John Q. Smith (if known)
- **SIGNAGE REVIEW:** The Forum Shop / **Tenant Name** / TC: John Q. Smith (if known)

Drawing Sheet Example:

