

TIMETABLE AND INVOICE FOR SERVICES:

Critical Path Sequence Number	Phase of Services and Description of Activity	DUE DATE of payment/target date to finish	Amount of progress payment due to Architect	Expense directly reimburseable to Architect	Fees paid by owner to city or county
C.P.S.N.	PHASE/ACTIVITY	DATE	ARCH.\$	REIMB.\$	GOV.\$
1	Obtain and study copies of all applicable codes, zoning ordinances, parcel and topographic maps and surveys				
2	Conduct feasibility study of project payable by the hour				
3	First conference between Owner and Architect to discuss impact of codes, ordinances and topography				
4	Sign Contract & Pay Architect Retainer Fee				
5A	Hire Land Surveyor to find property corners, locate trees, map topography/contours and existing buildings, streets and sidewalks				
5B	Hire Geotechnical/Soils Engineer to assess feasibility of soil percolation rate for leach lines and assess adequacy of soil bearing capacity				
6	Meet with planning officials to verify possibilities, setbacks, allowable lot coverage, height limits and parking required				
7A	Prepare schematic design and apply for "Concept Review" before the Planning Commission				
7B	Second Conference on Conceptual Design				
8	Pay Planning Comm. Concept Review Fee				
9	Attend Planning Conceptual Review				
10	Ascertain approximate construction budget				
11	Hire Landscape Architect				
12A	Begin more detailed schematic building design + Third Conference				
12B	Prepare Landscaping plan-trees, shrubbery, ground cover and hardscape				
13	Draw Final Plan, Building Façade Views ("Elevations") and landscaping for client review + submittal to Planning Commission				
14A	Fourth Conference--pre P.C. Submittal				
14B	Build presentation/study scale or 3D model				
14C	Fill out forms and get list of property owners within 300 feet of property lines for Planning Commission Public Hearing				
14D	Prepare Color Board and color renderings of Site Plan and Elevations				
15	Make 14 sets of digital prints for P.C. Mtg.				