



APPLICATION CHECKLIST

- 1. Entry Fee - \$125 per submission (non-refundable) due now. If selected, Participation Fee of \$500 will be due one week after notification of selection.
- 2. Application Form and Architect Agreement in PDF format. Please name the file as "Project_Name_Architect," where Project Name is the name of your project, and Architect is your firm name. That naming structure continues for the documents below.
- 3. Homeowner Agreement in PDF format. Name the file "Project_Name_Homeowner"
- 4. Site Plan in PDF format. Name the file "Project_Name_SitePlan"
- 5. Floor Plan in PDF format. Name the file "Project_Name_FloorPlan"
- 6. Project Narrative. Include 150-word project narrative in PDF or DOC format. Name the file "Project_Name_Narrative"
- 7. Project Photos in JPG, PNG, or SVG format.
 - a. Include a minimum of 8 and a maximum of 20 photos.
 - b. Set the resolution to the default size of 1024 X 768.
 - c. Include images to adequately describe the context of the site, the interior and exterior of the building, as applicable. If the project is a restoration or adaptive reuse project, include at least one "before" image that describes conditions before work began.
 - d. Please name the images "Project_Name_Image#"
- 8. **Vendor/Consultant List** In XLS format. Name the file "Project_Name_Vendors".

Submit Application Forms and Fee by Thursday April 7, 2022 **using the link below:**
<https://aiaaustin.submittable.com/submit/215797/aia-austin-2022-homes-tour-submissions>