

**Memo****Date:** May 15, 2018**Project No.:** 99900.01**Project Name:** Administration**To:** RHA Staff**Prepared By:** Ashley Javadi**Regarding:** RHA Project Number/Naming Conventions & Stamp and Sign Forms**RHA Project Naming Convention**

Going forward, all RHA active and future projects will have a new number/naming convention depending on the project type. The overall format will stay the same but the last two digits will be as follows.

New RHA Project codes:

- Single Family 18XXX.**01**
- Multi Family 18XXX.**02**
- Rec Facility 18XXX.**03**
- Planning/Yield Study/ Feasibility 18XXX.**04**
- Assisted Living 18XXX.**05**
- Other 18XXX.**09**

If a project has two projects types, for example Single Family and Multifamily, the convention will be a combination of the two codes- 18XXX.**12**.

There are three exceptions to this rule:

- 07053.82- Beverly West L 19 - 22 Penthouse CDs
- 12059.08- The Village at Calabasas DD CD
- 13036.03- SD DD CD Mission Bay New Scope

**Stamp and Sign Form**

Going forward, all Stamp and Sign requests and drawings must be submitted to Department Principal/ Brian McClusky 48 hours before your submittal deadline. This provides the team adequate time to review the drawings and request any necessary changes.

Please let me know if you have any questions.