



## ANNAPOLIS

### RETAIL CRITERIA MANUAL **LITE**

NOTE: This is an abridged version of the Tenant Criteria Manual to be used as a quick guideline and not to be used for construction. The full Tenant Criteria Manual is found on [WestfieldTenantCoordination.com](http://WestfieldTenantCoordination.com)

**INLINE RETAIL CENTER:**

Annapolis Mall  
 2002 Annapolis Mall  
 Annapolis, MD 21401  
 t. 301.942.3200  
 f. 301.942.3201  
 General Manager: Matt Barry  
 Marketing Manager: Christiann Swanson

Westfield Tenant Coordination  
 Bertha Ballew- Director of Tenant Coordinator  
 t. 240.222.2309  
 bballew@us.westfield.com

Vanessa Carpenter- Director of Design  
 t. 240.669.0346  
 vcarpenter@us.westfield.com

Project location



**BASE BUILDING INFORMATION**

The following is provided as a general guide only and does not release the Tenant from complying with all applicable codes and regulations, as required by jurisdictional authorities. It shall be the Tenant's responsibility to determine the edition of the above code or codes which are applicable (including supplements and state amendments) as codes are frequently revised and updated.

Construction Type:	
Existing Mall Building:	TYPE 2-B Fully Sprinklered
Primary Occupancy:	Group M (Mercantile)
Sprinklered:	Yes
Total Area:	(Per A2)
Occupancy Load:	Persons
Required Exits:	Required/Provided

**CODE INFORMATION**

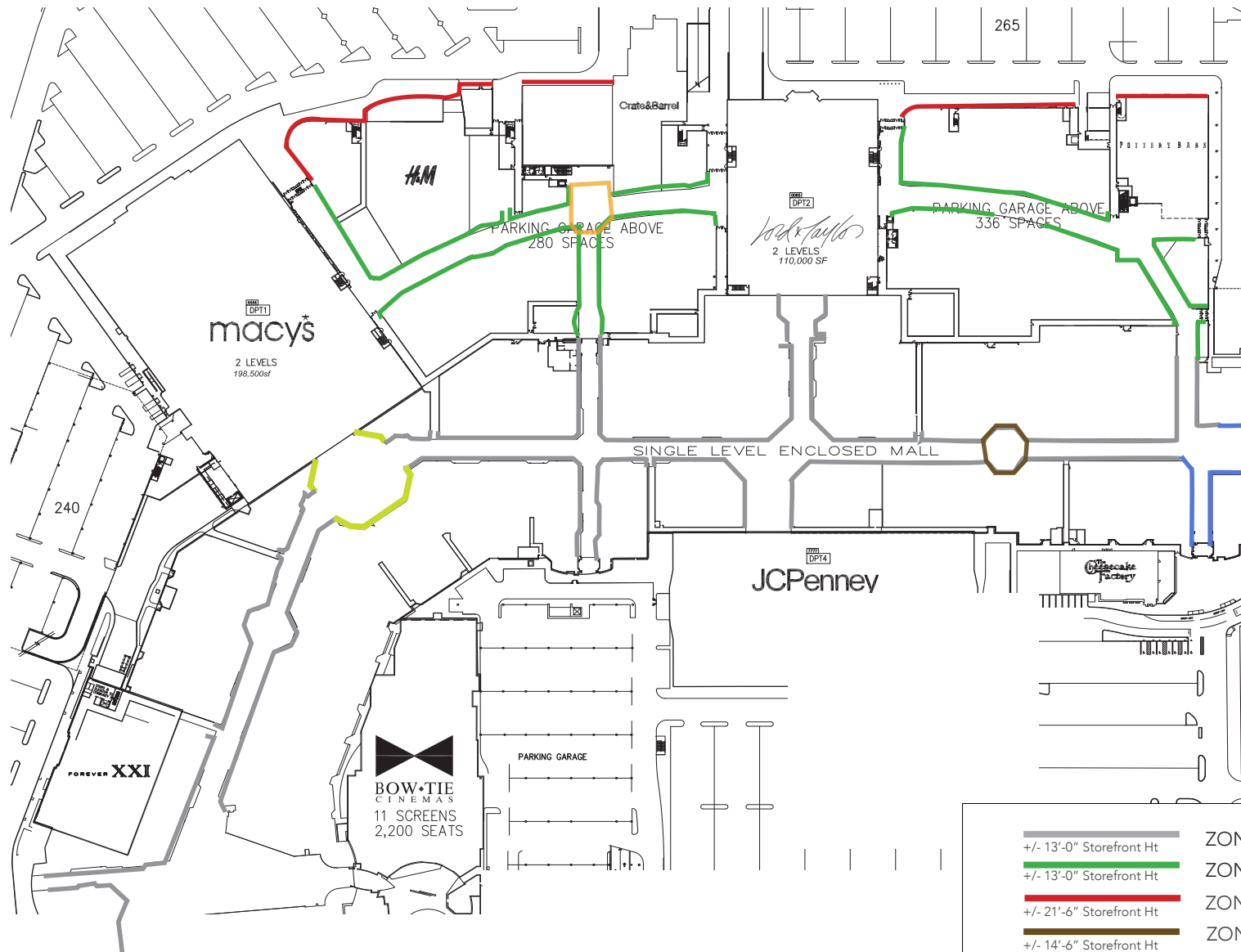
<b>Building:</b>	Most recent applicable code
<b>Mechanical:</b>	Most recent applicable code
<b>Plumbing:</b>	Most recent applicable code
<b>Electrical:</b>	Most recent applicable code
<b>Fire:</b>	Most recent applicable code
<b>Accessibility:</b>	Most recent applicable code
<b>Energy:</b>	Most recent applicable code

All Local Ordinances Having Jurisdiction.

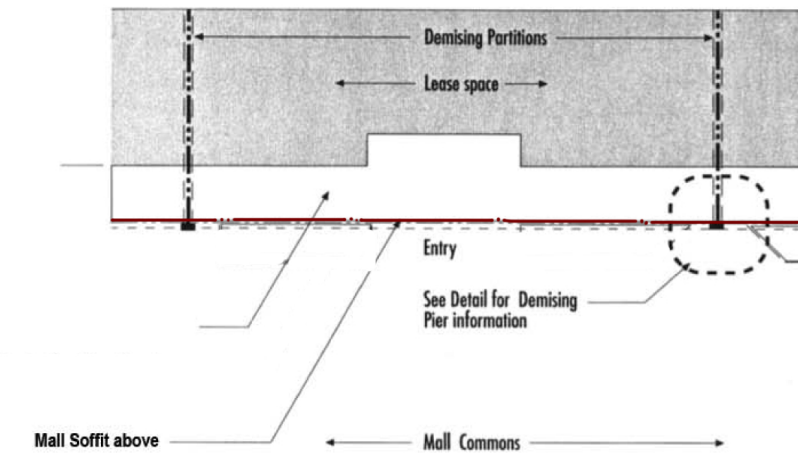
It shall be the Tenant's responsibility to determine that edition of the above codes which are applicable (including supplements and state amendments) as codes are frequently revised and updated.

The most stringent requirement of the above-mentioned applicable codes shall govern each increment of the work.

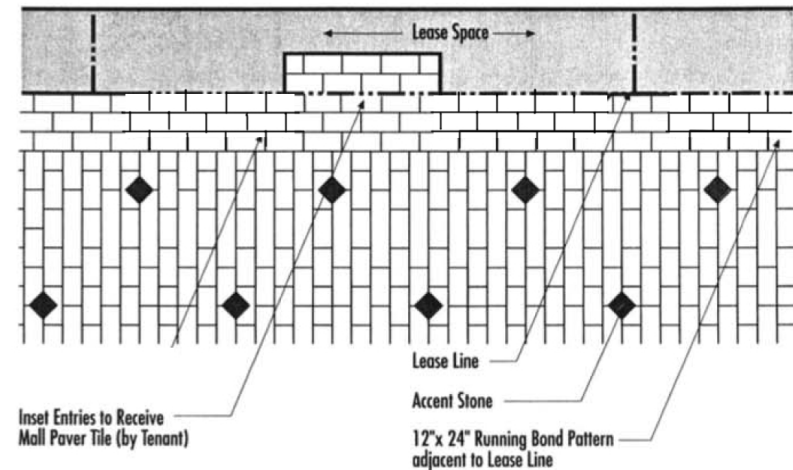
# ZONING PLAN: LEVEL ONE



# STOREFRONT: ZONE A DETAILS



LEASE PLAN at Typical Transparent Storefront



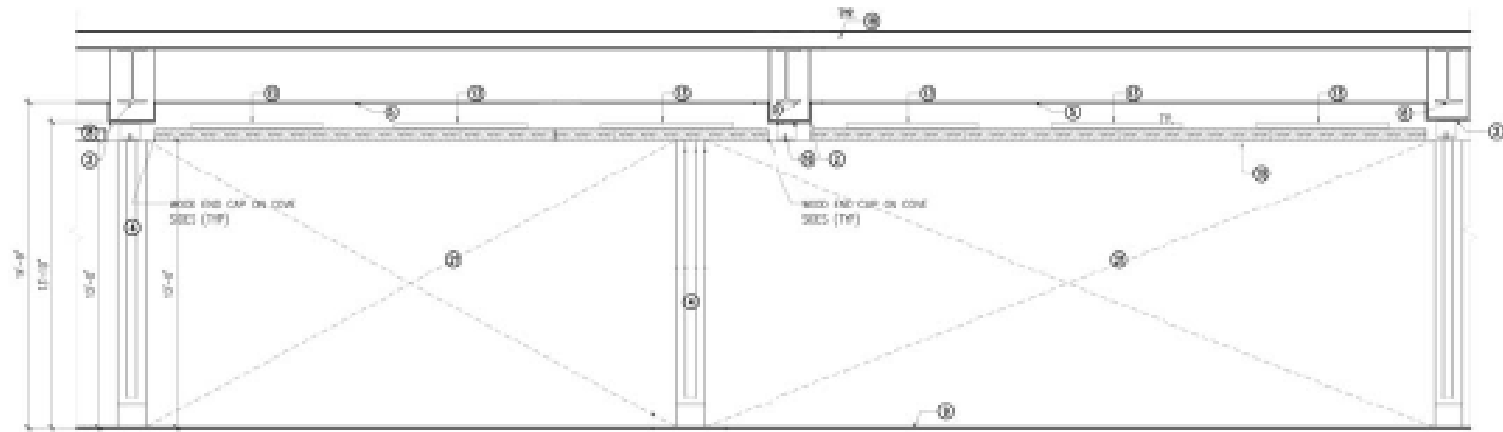
FLOOR PATTERN Typical Transparent Storefront

LEASE LINES SHALL BE AS INDICATED IN LEASE EXHIBIT A2.

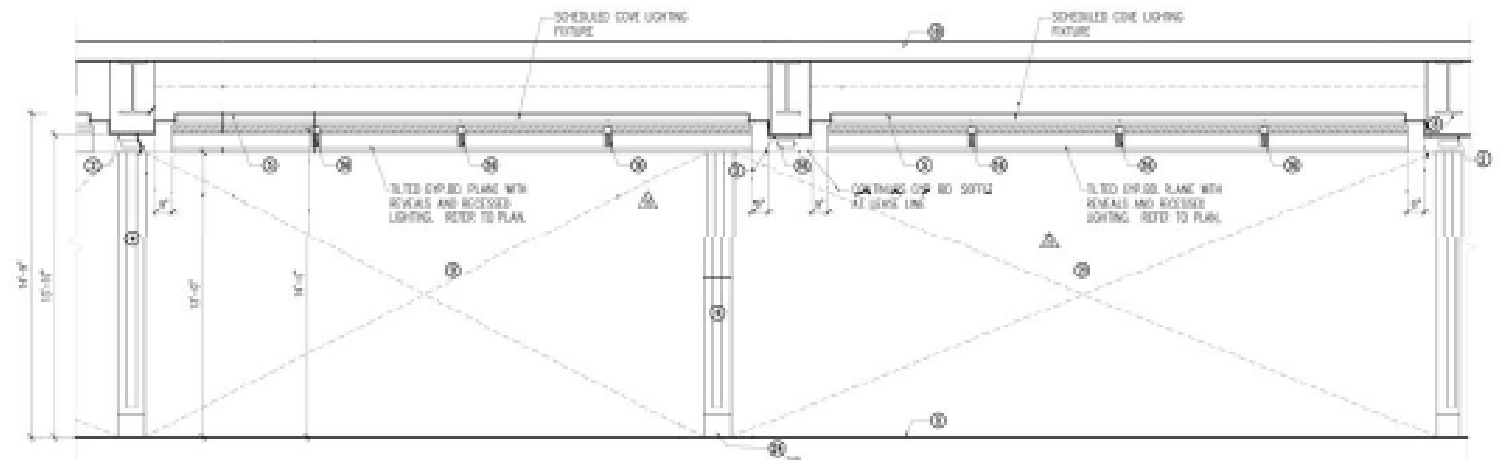
Note: Drawings not to scale



# STOREFRONT: ZONE B DETAILS



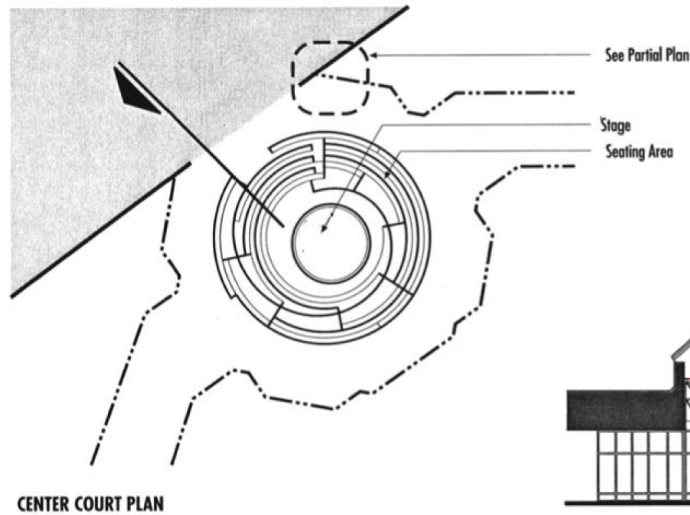
**A** TYPICAL SOUTH SIDE OF MAIN CONCOURSE  
SCALE: 3/8" = 1'-0"



**A** TYPICAL NORTH SIDE OF MAIN CONCOURSE  
SCALE: 3/8" = 1'-0"

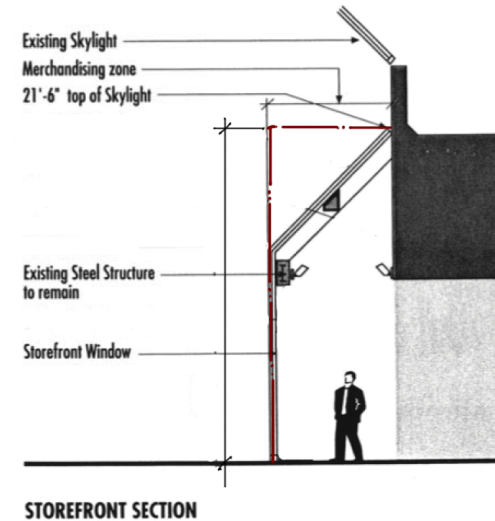
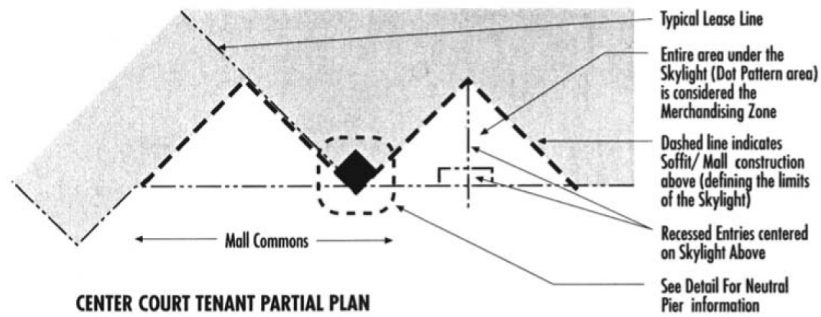
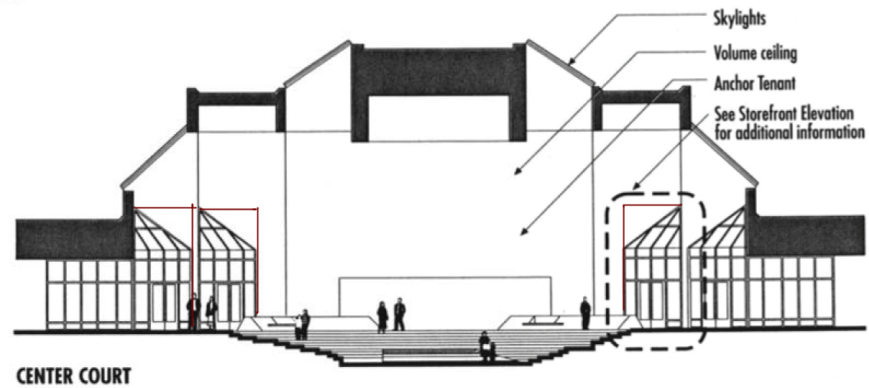
Note: Drawings not to scale

# STOREFRONT: ZONE C DETAILS



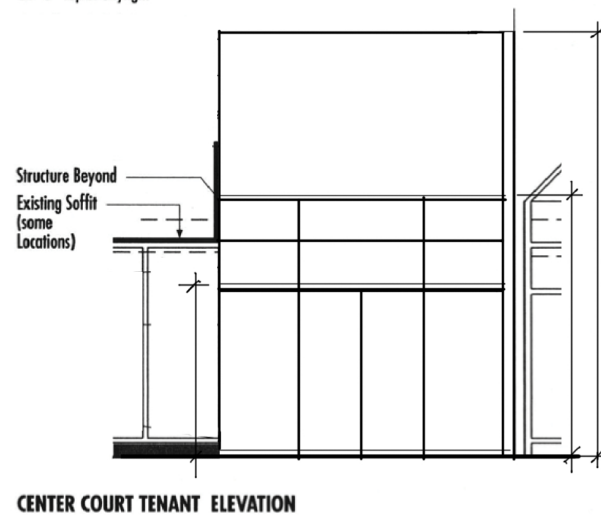
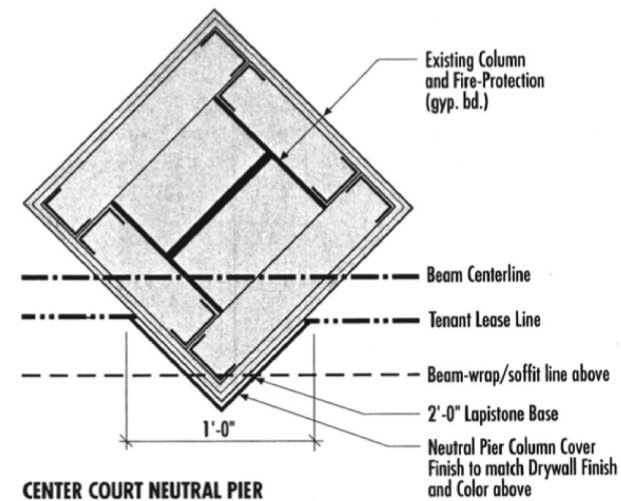
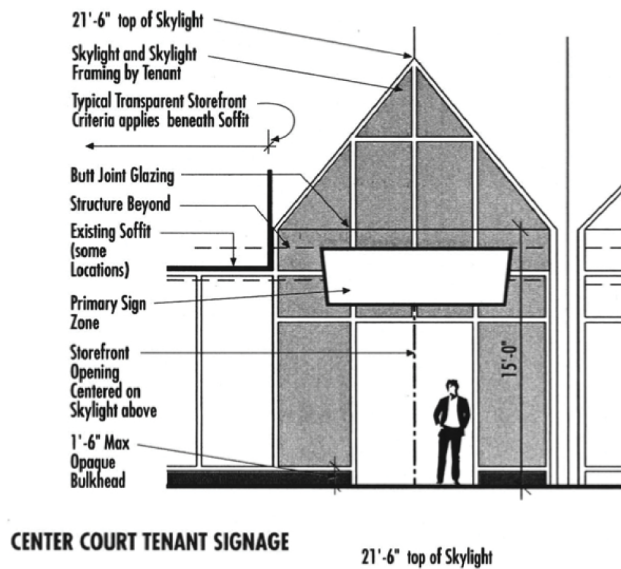
## Projecting storefronts

The present lease line location for Center Court does not allow for additional pop-out storefronts. All Tenant construction must be confined within the existing lease lines.



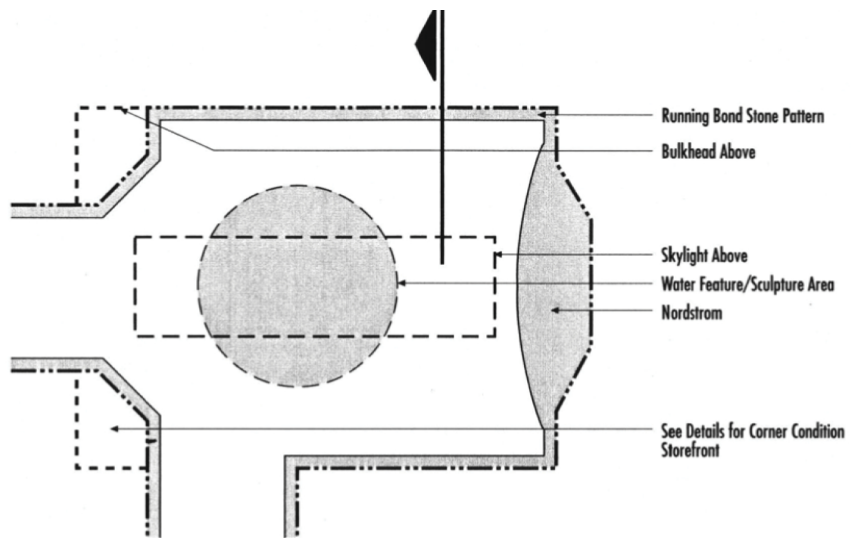
Note: Drawings not to scale

# STOREFRONT: ZONE C DETAILS



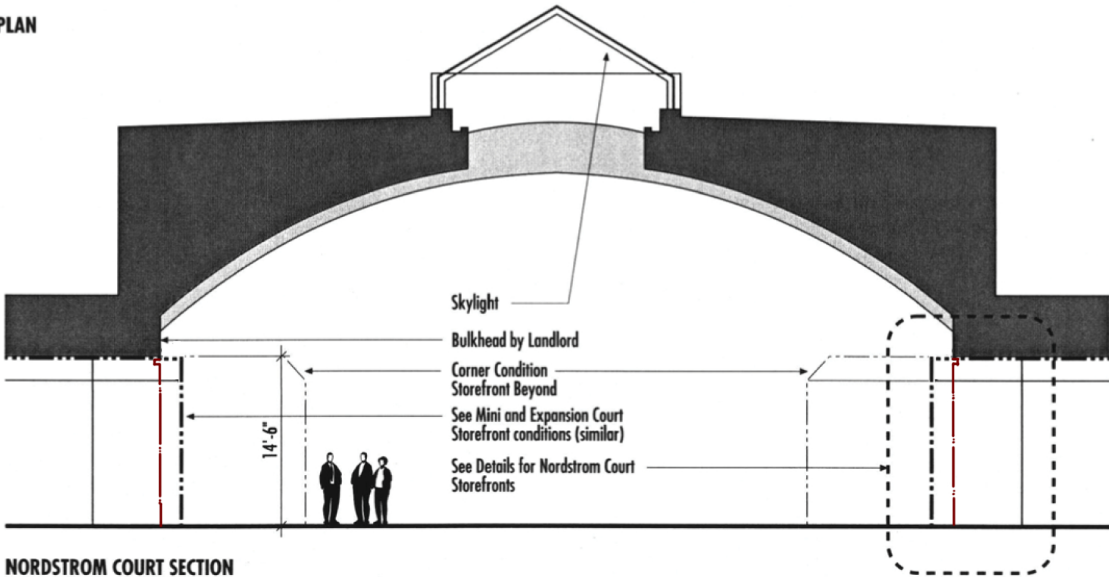
Note: Drawings not to scale

# STOREFRONT: ZONE D DETAILS



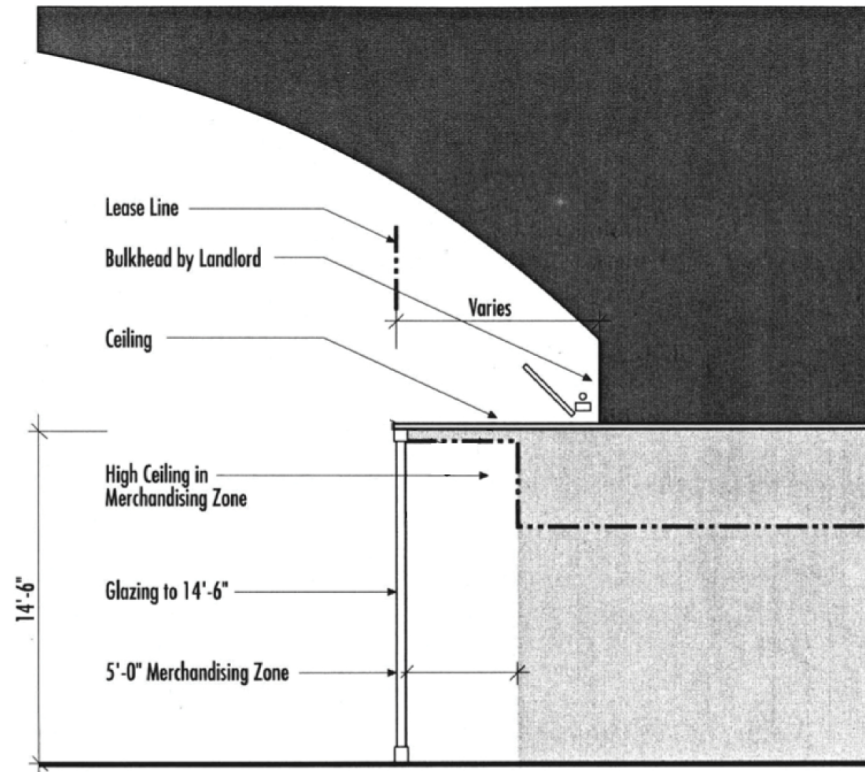
LEASE LINES SHALL BE AS INDICATED  
IN LEASE EXHIBIT A2.

NORDSTROM COURT PLAN



NORDSTROM COURT SECTION

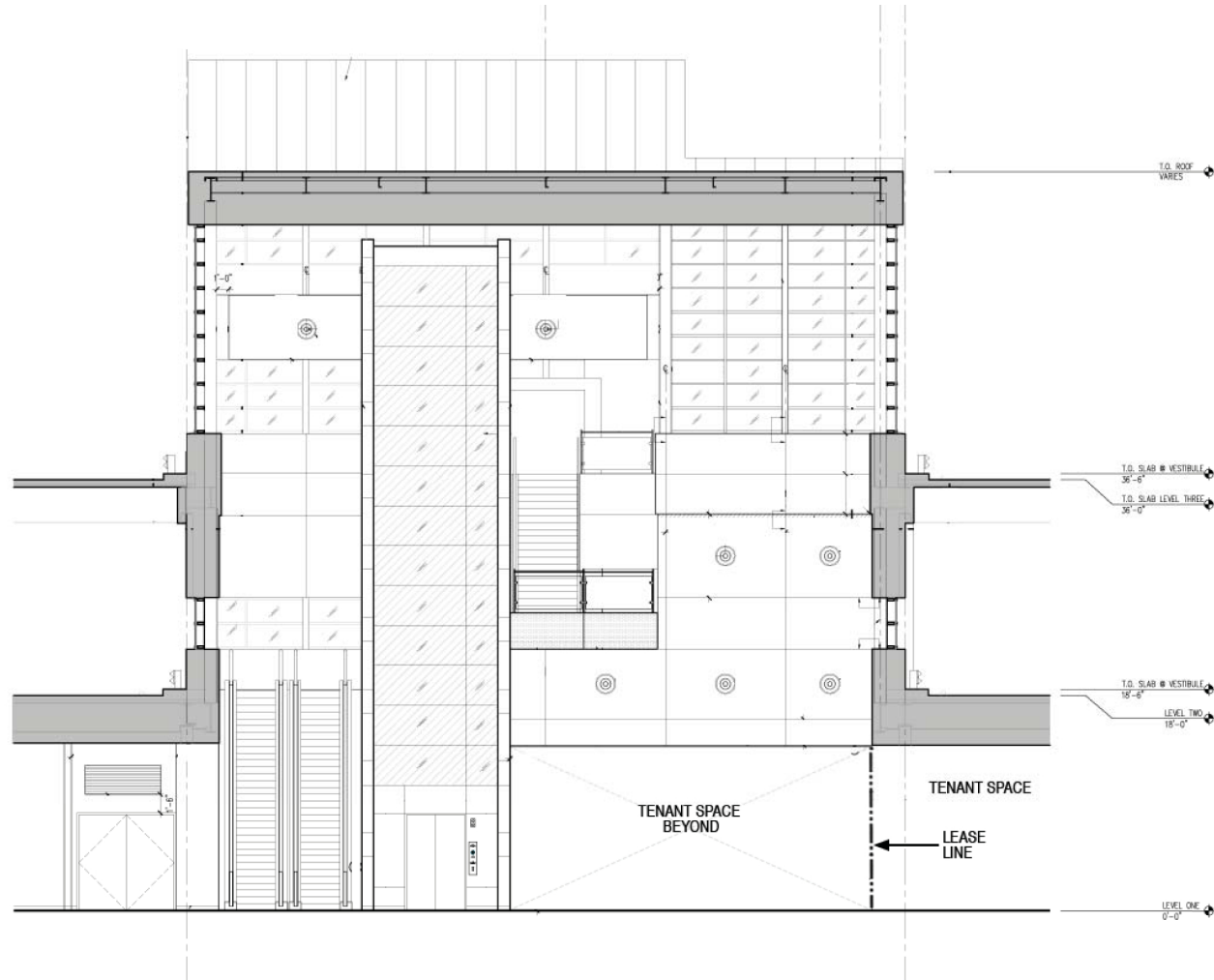
## STOREFRONT: ZONE D DETAILS



**NORDSTROM STOREFRONT CORNER CONDITION SECTION**

This condition occurs in two corners of the court where the lease line does not correspond to the closure of the court volume/bulkhead above.

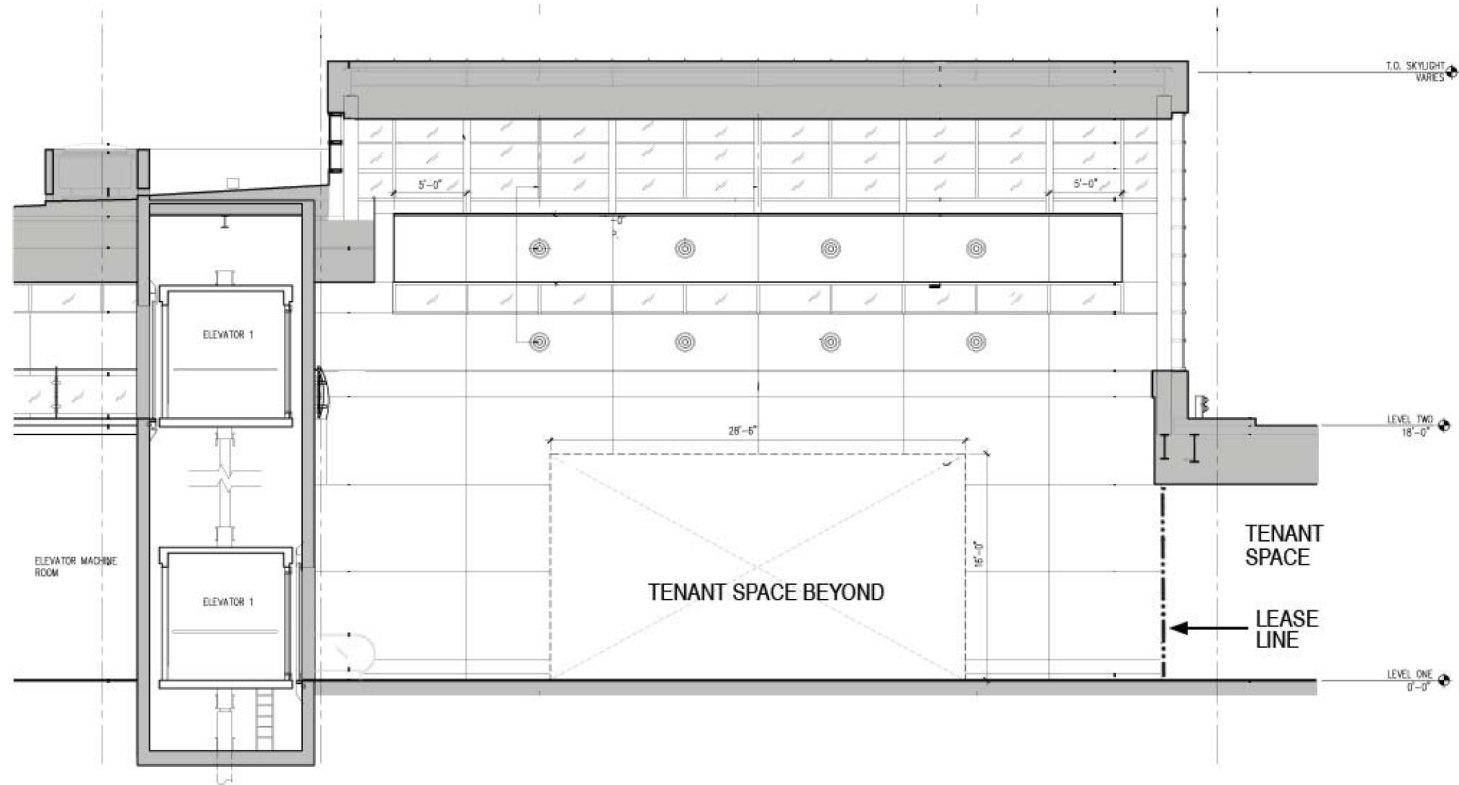
# STOREFRONT: ZONE E DETAILS



**EAST COVERED COURT: BUILDING SECTION AT GRIDLINE BG - NORTH**

Note: Drawings not to scale

# STOREFRONT: ZONE F DETAILS



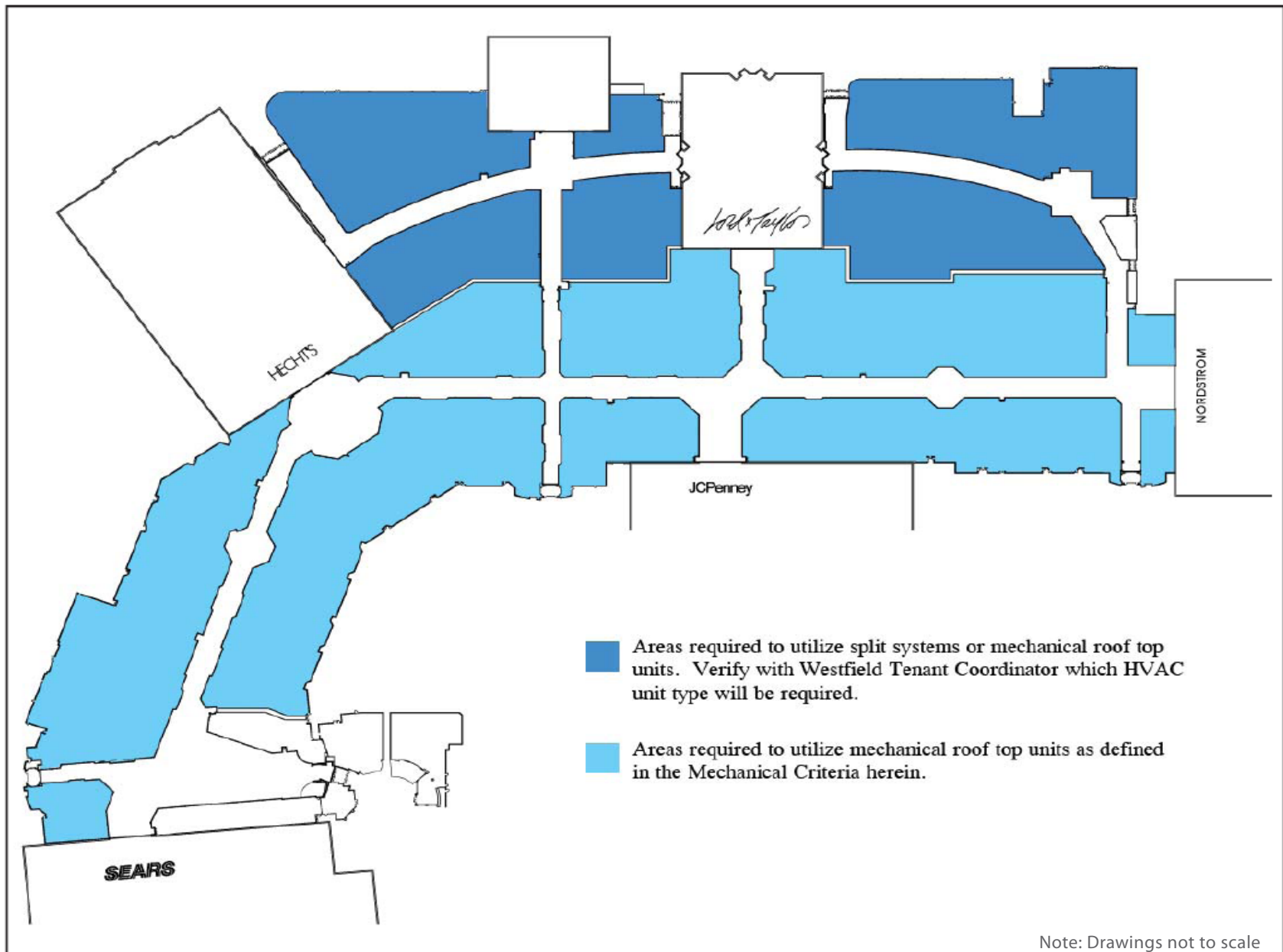
**WEST COVERED COURT: BUILDING SECTION NORTH OF GRIDLINE AD - NORTH**

Tenants, at Landlord's sole discretion, may project their storefront beyond the lease line and above the underside of the bulkhead construction to locations or positions solely determined and/or approved by Landlord. This opportunity, available in this select location, must incorporate the appropriate brand identity and image.

Note: Drawings not to scale



# MEP MAPS





# SUBMITTAL PROCEDURES:

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## HOW TO SUBMIT:

All drawings shall be submitted electronically at [www.westfieldtenantcoordination.com](http://www.westfieldtenantcoordination.com). A welcome letter with password access will be sent to the Tenant Contact (as listed in the lease documentation). If you have any trouble gaining access to the website contact one of the Westfield Tenant Coordination Team.

## WHAT TO SUBMIT:

All drawing submittal must be prepared by an architect or engineer registered with the State of New Jersey. It is the Tenant's sole responsibility to comply with all laws, codes, and regulations as may apply.

Drawing sheet format: 24"x36"

Document format: a single Adobe PDF containing all sheets, in order.

Plans must be submitted to Landlord for approval in the following three phases:

1. **PRELIMINARY SUBMITTAL**  
Design Intent Package with minimum:  
Color Rendering of Storefront
  - Material Sample Board
  - Floor Fixture Plan & RCP
  - Section at Storefront
  - Concept Inspirational Images
  - Photos of existing Concept (if available)
2. **FINAL SUBMITTAL**  
100% Set Submittal - Full Construction set as outlined in the following pages.
3. **SIGN SHOP DRAWINGS**  
Shop drawing set including all signs & graphics visible to the public.

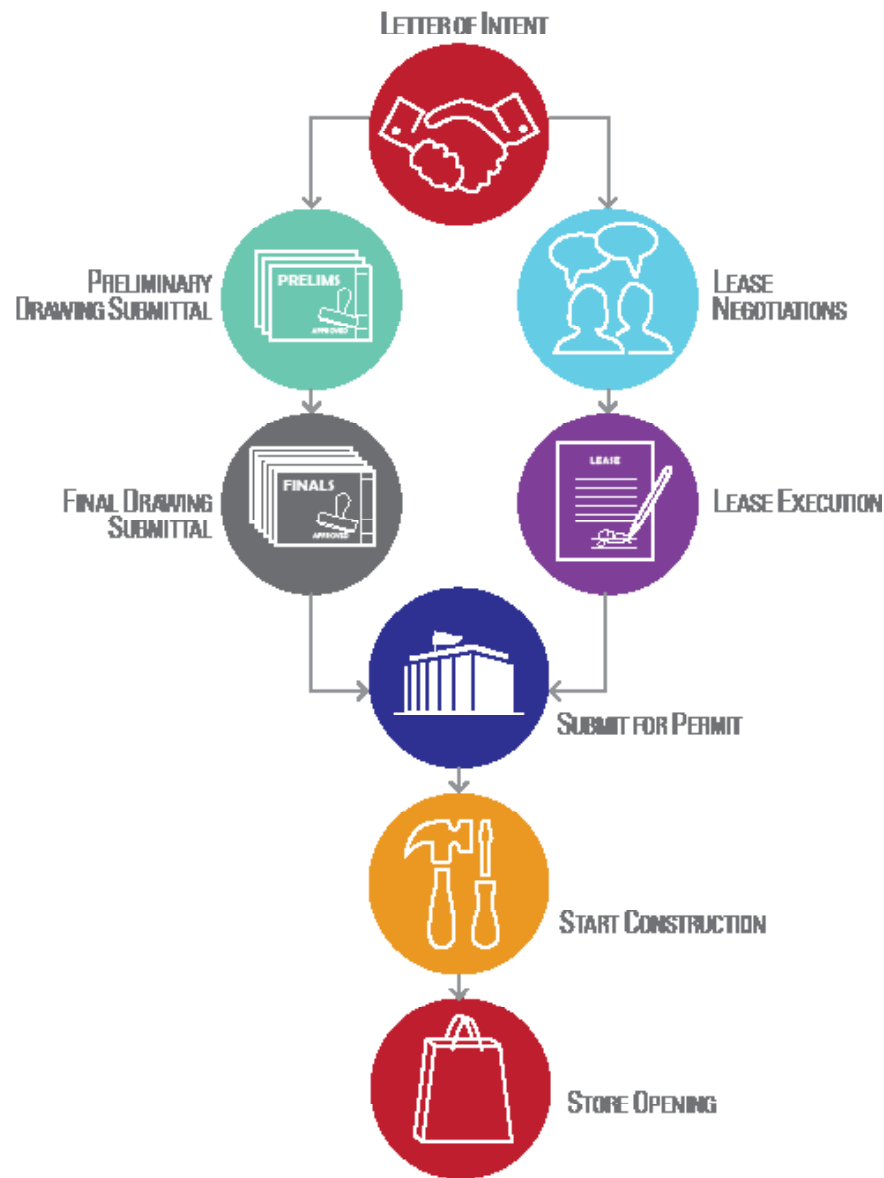
## LANDLORD APPROVAL:

Landlord's approval of the construction documents is for compliance with this criteria. By reviewing these drawings, the Landlord, its agent(s) and consultant(s) assume no responsibility for code compliance (including ADA requirements), dimensional accuracy, engineering accuracy or completeness of these drawings for construction purpose.

Landlord's Design Manager reserves the right to use discretion to assure all stores conform to the criteria and have a strong visual concept, use good design principles, and is harmonious with the surrounding tenants & base building.

Tenant & GC must have the stamped Landlord Approved drawing set onsite at all times during construction.

## PROJECT CRITICAL PATH:



## CONSTRUCTION:

- Tenant's General Contractor is required to contact Westfield's Mall Management Office (Mall Facilities Manager) and arrange a Preconstruction Meeting with him/her and Westfield's On Site Tenant Coordinator to go over all construction and installation requirements when working at the mall.

This meeting will discuss the following items, but not limited to:

- Building Permits
- Contractor's Fees
- All insurance requirements
- All bonds
- Access to Project
- Parking
- All Deliveries Schedules and Designated Locations
- Service Elevators Requirements
- Security Requirements
- Safety Requirements
- Construction Schedules
- Barricade Requirements
- Construction Utilities
- Required Landlord Approved Drawings
- Any Construction Restrictions