



# CULLEN ARCHITECTURE & DESIGN

## TIPS FOR THE INITIAL MEETING WITH YOUR ARCHITECT

### KNOW WHAT YOU WANT

#### *What is the Function of Your Building?*

- Commercial or Residential? What is the intended use of your building?  
For example:
  - Commercial: A three story office with reception, a copy room, bathrooms and a conference room.
  - Residential: A two story house with a basement, three bedrooms, a study, a family room and large kitchen.
- Bring sample plans (ideas, sketches or otherwise) for a starting point.

#### *What Style?*

- Character: What inspires you? Bring examples to your architect. These can be magazine clippings, sketches, photos or a local building.
- Building Materials: Brick, stone, siding, stucco or a combination? Today's market provides a lot of choices.

#### *How Big?*

- Do you know the size of your building? If you do, that's great, but if you don't, that's Okay! That's the architect's job to make the appropriate calculations that will feel comfortable and productive.

#### *Time Frame?*

- When do you want to start? When do you want your building done? Your architect will provide a realistic time frame, but remember, *construction season is in the summer.*

#### *Your Budget?*

- What is your financing? Are you relying on public or private funding? Or are you financing it yourself with bank loans?
  - Be realistic. All of us want the "Champaign" product but have a "Beer" budget, so decide on your priorities and stay flexible.
- Expect the architect to request a retainer to begin the project.

### INFORMATION TO BRING (This will save you time & money.)

- Site Location:
  - In the city or somewhere in the county.
  - Survey and/or Legal Description.
- Utilities: Are they present and where? These include electrical, gas, septic and water.

### THINGS TO CONSIDER

- Are you interested in LEED Certification or Green Building?
  - Do you want renewable energy or high energy efficiency?
  - Special attention to site conditions?
  - Atmosphere within the building?
- Are you working with any existing conditions or Historic structures?

**MOST IMPORTANTLY:** Choose the right architect for you. Make sure they work with you to accomplish the best result and fulfill your desires. If you're not satisfied, don't be afraid to dismiss and retain another architect... after all, it is YOUR project.