

DESIGN VARIANCE REQUEST FORM INSTRUCTIONS

Due to the number of applicable guidelines and standards the tenant is required to comply on the tenant improvement projects, a process has been established for tenants to request a variance from a specific requirement.

The following Design Variance Request Form (DVR) shall be submitted by the tenant to the Project Manager for review and approval by the Tenant Improvement Project Manager in consultation with the applicable Authority internal stakeholders.

The DVR form must fully explain the variance requested and the reasoning behind the tenant's request. Additionally, the DVR shall include all drawings, sketches, materials, specifications and equipment information necessary for the Authority to fully evaluate the tenant's request. The project manager will provide written direction on the tenant's request to formally document the Authority's decision.