

Design Variance Request Form Instructions

Due to the large number of projects currently in design and undergoing design review by the Authority, a process has been established for tenants to request a variance from a specific requirement within the Concession Development Manual. The following Design Variance Request Form (DVR) shall be submitted by the tenant to the Project Coordinator for review and approval by the Tenant Improvement Program Manager.

The DVR 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 TIP Manager will provide written direction on the tenant's request to formally document the Authority's decision.



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

AVIATION & COMMERICAL BUSINESS DEPARTMENT
DESIGN VARIANCE REQUEST FORM (DVR)

TENANT NAME:	SPACE ID:
PROJECT NAME:	DATE REQUESTED:
PROJECT COORDINATOR:	DATE REQUIRED:

DESCRIPTION OF VARIANCE REQUESTED

Please reference the Concession Development Manual (CDM) and provide section & variance type.

Tenant Signature _____

AVCOM USE ONLY

TIP MANAGER:

SIGNATURE:

DATE: ____ / ____ / ____

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APPROVED

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REJECTED

REASON REJECTED