

## FACILITIES DEVELOPMENT DEPARTMENT DESIGN VARIANCE REQUEST FORM (DVR)

TENANT NAME:	DATE REQUESTED:
PROJECT NAME:	DATE REQUIRED:
PROJECT MANAGER:	PROJECT NUMBER:
DESCRIPTION OF VARIANCE REQUESTED	
Please reference the applicable guidelines and provide section & variance type.	
TENANT SIGNATURE	
FDD USE ONLY	
PROJECT MANAGER:	DATE:
APPROVED	REJECTED
REASON REJECTED	

## **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.