*[INSTRUCTIONS FOR COMPLETING THIS FORM ARE IN RED-COLORED ITALICS AND BRACKETS. COMPLETE EVERY FIELD AND DELETE ALL RED-COLORED TEXT INSTRUCTIONS, INCLUDING THE SHADING & BRACKETS.]*

**DESIGN STANDARDS VARIANCE REQUEST FORM**

*(Please Type or Print)*

|  |  |
| --- | --- |
| Submittal Date: | Project Name: |
| Prepared By *(firm):* | College/University: |
| Address: | Address: |
| Contact: | Project Manager: |
| Telephone: | Telephone: |
| Fax: | Fax: |
| Email: | Email: |

**Design Standards Reference:**

***[Include a reference number, e.g. A1, M1, etc. List specific item(s) section, division and paragraph from the Facilities Design Standards. Limit one issue per Request.]***

**Variance Request:**

**Basis for Variance Request:**

***[Explain rationale, constraints, alternatives and why variance will not compromise the project’s quality. Evaluate the impact on the life of the affected building components. Document and discuss impact on the project’s initial constructability and cost, long-term effects and continuous building operations costs. Attach additional information on separate pages as needed.]***

**Documentation of Need:**

***[Attach supporting information, drawings/sketches to illustrate key issues, background data, photographs or catalog sheets that substantiate the need for this variance.]***

*Submit to: Facilities Program Manager, System Office*