

To Request a Change or Exception

To Request a Change to the Scope, Phasing, or Schedule of Your Project

Once you have received a Concept Approval for your project, should you find it necessary at any time during the planning, design and construction process to make a change in scope, phasing, and/or scheduling of your project, please use the attached form – Revision to Approved Scope (use for Phasing or Schedule as well).

Please include all indicated information in as much detail as possible including a reason for the proposed change, and provide any support documentation applicable to explain the proposed change. Provide this form to the LAWA Planning or Project Manager for evaluation and determination. Again, we encourage you to submit any know changes as early as possible to facilitate an expedient review. Once a determination has been made, you will receive a written response.

To Request an Exception to the Design and Construction Handbook Standards

While all projects must follow the requirements of this Design & Construction Handbook, we recognize there may be circumstances where the tenant wishes to deviate from these standards and want to request a one-time exception for a specific project. In these instances, you **must** bring this request to our attention without delay so that we can work together to reach an acceptable solution.

The written Request for Variance should be submitted to either your LAWA Planning or Project Manager for evaluation and determination. Once a determination has been made, you will receive a written response. Should you choose to proceed on the change without prior approval, you do so **at your own risk** and may be required to redesign if an approval is not granted.

To be valid, all changes must be requested and approved in writing.