

# 5% Concept Review Checklist

In order to initiate a new project with LAWA, a Tenant must submit a Concept Submittal Package. The Concept Submittal should include the following:

## 1. Concept Request Form

- The Concept Request Form can be downloaded from the [the Tenant Project Approval Website](#).
- Includes
  - Tenant Contact Information – indicate the information of the **Master** Tenant and not that of the requesting entity, if the requesting entity is not the Master Tenant.
  - Designated Representative Contact Information – include the information of the requesting entity and/or that of the Master Tenant’s designated representation for the proposed project.
  - Estimated Milestones: estimated start and completion dates for design and construction.
  - Estimated Project Cost: estimated costs associated with the project.
  - Project Scope – filled out in as much detail as possible to clearly describe the scope of the proposed improvements.
- Please note: It is important that these forms are filled out as completely as possible and the attachments are provided so that LAWA can efficiently and effectively review the proposed project.

## 2. Master Lease Exhibit (MLE)

- The MLE is a drawing that specifies the Tenant’s leased area. The area affected by the project must be clearly indicated on this drawing.

## 3. Scope Exhibits

- Sketches, drawings, photographs, and/or cut sheets that illustrate and define the scope of work.
- Please note: While there are no minimum submittal requirements for these exhibits, the more inclusive the initial submittal is, the better review LAWA will be able to perform.