|  |  |  |
| --- | --- | --- |
| **PROJECT** | | **PROJECT MANAGER** |
| (project #) | (project name) | (project manager) |

|  |  |  |
| --- | --- | --- |
| **VARIANCE REQUESTOR** | | |
| Name |  | Phone |
| Company/  Department |  | (phone) |
| Address |  | Email |
|  |  | (email) |

This variance application is being submitted to present a situation/conditions where a strict compliance of the WUSM Design Standards would result in an unnecessary hardship or cost. Provide below the general reason(s) for the variance, associated costs, benefits, risks, other options that were considered, and any other information that would help explain why this variance is being requested.

Variance requested for: (indicate the specific item for which the variance is requested - ex. Perimeter building standards item 1)

Alternate concept (include all supporting documentation):

(describe the concept proposed that will meet the intent of the design standards)

Planner/Project Manager Signature:

Date

(Please indicate all supporting documentation. Note that follow up documentation may be required to process this variance.)

Committee Reviewers:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signature (required)** | **Approve** | **Disapprove1** |
| Capital Projects |  |  |  |
| Director of Capital Projects |  |  |  |
| Facilities Operations (one of the below) |  |  |  |
| Assistant Director of Maint. & Eng. |  |  |  |
| Assistant Director of Energy & Inf. |  |  |  |
| Manager of Custodial Services |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Variance request is: Approved Denied**

**Authorization signature:**

**Senior Director of Facilities Operations Date**