

## Instructions: Concept Request

The Concept Request Form is to be completed by the Applicant / Tenant and mailed to [ProjectApprovals@lawa.org](mailto:ProjectApprovals@lawa.org) in order to initiate a Concept Review. **If assistance is needed completing the form or providing supporting documents, please contact your designated [Business Relations Manager \(BRM\)](#) in the Commercial Development Group (CDG).** In order to ensure timely processing, please ensure that all fields are completed and the required documents are attached.

### Concept Request Form, Page 1:

**Project Name:** Enter a concise name for the project including the Tenant's name, project location, and project scope. For example: ABC Airlines - LAX Terminal 1 - Office Relocation

**Tenant Lease/Agreement Number:** Enter the number associated with your lease or agreement with LAWA.

**Project Address:** Enter the address of the structure where the project will take place.

**Project Location:** Check the appropriate box to indicate the airport location.

**Is This Request for a:** Please indicate if the Concept Request is for a Project, Program, and/or Phased Construction.

**Tenant Contact Information:** This field should indicate the Authorized Agent from the Tenant Company, to be copied on all correspondence related to this project.

**Designated Representative Contact Information:** This field should indicate a Project Representative, if different from the Tenant Contact above, to be copied on all correspondence related to this project.

**Project Element:** Check all boxes that apply to the project. If other, please specify/explain.

**Estimated Milestones:** *These estimates will be used to coordinate other construction and operations at the airport. Thus, any deviation from these estimates may be subject to further review and/or coordination. Note that each review stage will take 2-3 weeks, and all tenant projects require a minimum of 2 review stages (Concept Review & 100% Review).*

**Estimated Construction Cost:** Include all estimated costs associated with project construction.

**LADBS Information:** *Note that as of November, 2012, all building projects at LAWA with an LADBS permit-valuation over \$200,000 shall achieve LAGBC Tier-1 conformance.*

### Concept Request Form, Page 2:

**Project Scope:** Please include a thorough description of the project, which clearly communicates the project scope. This narrative should describe existing conditions; identify what is being changed, and why the change is taking place. Provide explanation as necessary regarding the project impacts and any unique attributes (variances, waivers, etc).

**Impacts:** Check any and all boxes indicating possible areas of impact that are applicable to the project.

**New Square Footage:** Indicate if the project includes adding new building square footage. If yes, indicate the previous building area and the new building area after the addition is complete.

**Laydown Area:** Indicate if a laydown area outside of your leasehold will be requested to complete the project. If yes, indicate the approximate area (in square feet) that will be necessary.

**List of Attachments:** List all attachments to the Concept Request Form. Please see Attachments section below for information on required attachments.

### Attachments:

Please submit the following items along with the completed Concept Request Form.

**Note: Each attachment must be ≤ 10 MB. Readable PDF files preferred.**

**Exhibits:** Drawings, cut sheets, photographs, renderings, etc. clearly illustrating the scope of work.

**Master Lease Exhibit:** Include a drawing clearly detailing the lease boundaries and location of proposed work.

For more information regarding tenant projects, please visit our website here:

[http://www.lawa.org/welcome\\_LAWA.aspx?id=4162](http://www.lawa.org/welcome_LAWA.aspx?id=4162)

This form is available electronically at: [http://www.lawa.org/welcome\\_LAWA.aspx?id=4162](http://www.lawa.org/welcome_LAWA.aspx?id=4162)

Revised: March 15, 2013

## Concept Request Form

<b>Project Name:</b>		<b>Tenant Lease / Agreement Number:</b>	
<b>Project Address:</b>		<b>Project Location:</b>	<b>Is This Request for a:</b>
_____ <i>Address</i>		<input type="checkbox"/> LAX <input type="checkbox"/> ONT <input type="checkbox"/> VNY <input type="checkbox"/> PMD	<input type="checkbox"/> Program <input type="checkbox"/> Project <input type="checkbox"/> Phased Construction
_____ <i>City</i> <i>State</i> <i>Zip Code</i>			
<b>Tenant Contact Information:</b>		<b>Project Element:</b> (Check all that apply.)	
_____ <i>Company</i> <i>Authorized Agent</i> <i>Title</i>		<input type="checkbox"/> Airside:	
_____ <i>Address</i>		<input type="checkbox"/> Runway: _____ <input type="checkbox"/> Taxiway: _____ <input type="checkbox"/> Taxilanes: _____ <input type="checkbox"/> Apron: _____ <input type="checkbox"/> Cargo Facility: _____	
_____ <i>City</i> <i>State</i> <i>Zip Code</i>		<input type="checkbox"/> Landside	
_____ <i>Email</i> <i>Phone Number</i>		<input type="checkbox"/> Roadway: _____ <input type="checkbox"/> Other: _____	
<b>Designated Representative Contact Information:</b>		<input type="checkbox"/> Terminals <input type="checkbox"/> Concessions	
_____ <i>Company</i> <i>Primary Contact</i>		<input type="checkbox"/> Terminal 1 <input type="checkbox"/> Terminal 5 <input type="checkbox"/> Terminal 2 <input type="checkbox"/> Terminal 6 <input type="checkbox"/> Terminal 3 <input type="checkbox"/> Terminal 7 <input type="checkbox"/> Terminal 4 <input type="checkbox"/> Terminal 8	
_____ <i>Address</i>		<input type="checkbox"/> TBIT/Bradley West <input type="checkbox"/> Infrastructure/CUP <input type="checkbox"/> Other _____	
_____ <i>City</i> <i>State</i> <i>Zip Code</i>		Estimated Construction Cost:	
_____ <i>Email</i> <i>Phone Number</i>		<b>LADBS Information (if known):</b>	
<b>Estimated Milestones:</b>		Permit #:	
Design Start Date: _____	<b>Note that each review stage will take 2-3 weeks, and all tenant projects require a minimum of 2 review stages (Concept Review &amp; 100% Review).</b>		
Completion Date: _____			
Construction Start Date: _____			
Completion Date: _____			
Permit Type:		<b>LAGBC Conformance:</b>	
Permit Valuation:		Mandatory    Tier 1    Tier 2	
<b>Date Received by FPD:</b>		<b>Project Tracking Number:</b>	
<b>Date Response Due to Tenant:</b>			
<b>Project Summary Description (To be completed by LAWA):</b>			

**Project Scope:**

**Impacts:** (Please check all that apply.)

- |  |   |   |  |
|--|---|---|--|
| <p><b>Utilities:</b></p> <input type="checkbox"/> Electrical<br><input type="checkbox"/> HVAC<br><input type="checkbox"/> Telecommunication / IT<br><input type="checkbox"/> Tenant <input type="checkbox"/> LAWA<br><input type="checkbox"/> Life Safety System<br><input type="checkbox"/> Water<br><input type="checkbox"/> Sewer<br><input type="checkbox"/> Gas<br><input type="checkbox"/> Other _____ | <p><b>Special Equipment:</b></p> <input type="checkbox"/> Baggage Handling<br><input type="checkbox"/> 400 Hz<br><input type="checkbox"/> GSE Power<br><input type="checkbox"/> Boarding Bridge<br><input type="checkbox"/> Preconditioned Air<br><input type="checkbox"/> FIDS/ GIDS/ BIDS/ Etc.<br><input type="checkbox"/> Crane - FAA 7460<br><input type="checkbox"/> Commercial Kitchen<br><input type="checkbox"/> Other _____ | <p><b>Pavement:</b></p> <input type="checkbox"/> Service Roads<br><input type="checkbox"/> Taxi Lanes<br><input type="checkbox"/> Aircraft Apron<br><input type="checkbox"/> Curb and Gutter<br><input type="checkbox"/> Sidewalk<br><input type="checkbox"/> Hydrant Fueling<br><input type="checkbox"/> Other _____ | <p><b>Building:</b></p> <input type="checkbox"/> New Construction<br><input type="checkbox"/> Temporary Facility<br><input type="checkbox"/> Elevator/Escalator<br><input type="checkbox"/> Roof<br><input type="checkbox"/> Walls<br><input type="checkbox"/> Windows<br><input type="checkbox"/> Exterior Doors<br><input type="checkbox"/> AOA Doors<br><input type="checkbox"/> Structural<br><input type="checkbox"/> Other _____ |
| <p><b>Environmental:</b></p> <input type="checkbox"/> Fuel Tanks<br><input type="checkbox"/> Diesel/Propane/Natural Gas/Gas-fueled equipment<br><input type="checkbox"/> Refrigerants<br><input type="checkbox"/> Fugitive Dust<br><input type="checkbox"/> Asbestos<br><input type="checkbox"/> Soil Contamination<br><input type="checkbox"/> Noise<br><input type="checkbox"/> Other _____                | <p><b>Interiors:</b></p> <input type="checkbox"/> Interior Remodel<br><input type="checkbox"/> Fit & Finishes<br><input type="checkbox"/> Furniture, Fixtures, and Equipment<br><input type="checkbox"/> Other _____  | <p><b>Signage:</b></p> <input type="checkbox"/> Static<br><input type="checkbox"/> Dynamic<br><input type="checkbox"/> Interior<br><input type="checkbox"/> Exterior<br><input type="checkbox"/> Other _____  | <p><b>Affected Agencies/Tenants:</b></p> <input type="checkbox"/> TSA<br><input type="checkbox"/> CBP<br><input type="checkbox"/> FAA<br><input type="checkbox"/> Airlines: _____<br><input type="checkbox"/> Concessions: _____<br><input type="checkbox"/> Other _____   |
| <p><b>Exteriors:</b></p> <input type="checkbox"/> Exterior Remodel<br><input type="checkbox"/> Other _____   | <p><b>Traffic:</b></p> <input type="checkbox"/> Traffic Impact<br><input type="checkbox"/> Other _____  |   |  |

Does the Project include adding new building square footage?

- No     Yes    If Yes, Previous Area: \_\_\_\_\_    New Area: \_\_\_\_\_

**Note: This is NOT a request to add square footage to your leasing area. Projects shall be entirely within the lease limits.**

Will the Project require a laydown area outside of your leasehold?

- No     Yes    If Yes, Approximate Area Required: \_\_\_\_\_

**Note: This is NOT a request for a laydown area. Any laydown areas shall be coordinated by the applicant.**

**List of Attachments:**

**Note: Each attachment must be ≤ 10 MB. Readable PDF files preferred.**