University of Missouri, [Campus Location]

DATE: [Month Day, Year]

TO: Charles D. Bouse, Jr., Executive Director UM FPD

COPY: Greg Neuner, PE. UM System Engineer

 Jody Miller, UM System Architect

FROM: [Name of party requesting waiver]

SUBJECT: [University Project Number – Project Name on Construction Document]

Request for Waiver from UM Design Guidelines [CPDG Section Number & Name] – [description]

Project description: [Project scope, and explanation of why waiver is needed]

CPDG Background: [Describe what is in the design guidelines]

**Summary of Waiver Request:**

[Describe the proposed alternative or additional measures being provided in lieu of waiver item. Include a description of any code, standards, protections that are being exceeded, that help justify the exception.]

[Design Professional’s written opinion] (Optional)

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University of Missouri, Executive Director

Facilities, Planning and Development

DENIED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 University of Missouri, AHJ

Reason for denial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments:

[*If applicable: Design Professional’s written opinion, date {month day year}]*

[*If applicable: Copies of emails pertaining to waiver request*]

[*If applicable: Photographs and/or Test Results*]

[*If applicable: Drawings, Diagrams, ASI, RFI, etc*.]