

Staff Bridge Branch

{Designer should provide pdf version of finished form for sign off.}

MEMORANDUM

DATE: XXXXX ##, ####

TO: Unit Leader {Put in appropriate unit leader name}

FROM: [Consultant, Local Agency, Project Engineer]

CC: Michael Collins, State Bridge Engineer (Michael.Collins@state.co.us )

Andrew Pott, Senior Bridge and Construction Engineer (Andrew.Pott@state.co.us)

[Regional Staff Bridge Unit Leader]

 Spencer Tucker (Spencer.Tucker@dot.gov)

 [CDOT Regional Local Agency Coordinator] {as applicable}

 [Patrick Holinda, BE Program Manager](Patrick.Holinda@state.co.us) {if BE project}

 [Michael Collins] (Michael.Collins@state.co.us )] {if Unit Leader approved}

SUBJECT: **VARIANCE OF XXXXX**

 **Project# XXXXXXX , SA# 2XXXX**

 **Description – XXXXXX**

Variances Requested: XXXXXXXXX

Reasons for Variance:

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[ ] Accepted

[ ] Accepted with comments

[ ] Rejected

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Unit Leader {Put in appropriate unit leader name} Date