CDOT logo

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](mailto:Michael.Collins@state.co.us) )

Andrew Pott, Senior Bridge and Construction Engineer ([Andrew.Pott@state.co.us](mailto:Andrew.Pott@state.co.us))

[Regional Staff Bridge Unit Leader]

Spencer Tucker ([Spencer.Tucker@dot.gov](mailto:Spencer.Tucker@dot.gov))

[CDOT Regional Local Agency Coordinator] {as applicable}

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

[Michael Collins] ([Michael.Collins@state.co.us](mailto: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:



Accepted

Accepted with comments

Rejected

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Leader {Put in appropriate unit leader name} Date