

Instructions: Concept Request

The Concept Request Form is to be completed by the Applicant / Tenant and emailed to CDGConstructionApproval@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



Concept Request Form

Project Name:		Tenant Lease / Agreement Number:	
Project Address:		Project Location:	Is This Request for a:
Address _____ City _____ State _____ Zip Code _____		<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
Tenant Contact Information:		Project Element: (Check all that apply.)	
Company _____ Authorized Agent _____ Title _____ Address _____ City _____ State _____ Zip Code _____ Email _____ Phone Number _____		<input type="checkbox"/> Airside: <input type="checkbox"/> Runway: _____ <input type="checkbox"/> Taxiway: _____ <input type="checkbox"/> Taxilanes: _____ <input type="checkbox"/> Apron: _____ <input type="checkbox"/> Cargo Facility: _____ <input type="checkbox"/> Landside <input type="checkbox"/> Roadway: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Terminals <input type="checkbox"/> Concessions <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 <input type="checkbox"/> TBIT/Bradley West <input type="checkbox"/> Infrastructure/CUP <input type="checkbox"/> Other _____ Estimated Construction Cost: _____	
Designated Representative Contact Information:		LADBS Information (if known):	
Company _____ Primary Contact _____ Address _____ City _____ State _____ Zip Code _____ Email _____ Phone Number _____		Permit #: _____ Permit Type: _____ Permit Valuation: _____ LAGBC Conformance: Mandatory Tier 1 Tier 2	
Estimated Milestones:			
Design Start Date: _____ Completion Date: _____ Construction Start Date: _____ Completion Date: _____		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).	
Date Received by FPD:	Date Response Due to Tenant:	Project Tracking Number:	
Project Summary Description (To be completed by LAWA):			

Project Scope:

Impacts: (Please check all that apply.)

Utilities:

- ☐ Electrical
- ☐ HVAC
- ☐ Telecommunication / IT
 - ☐ Tenant ☐ LAWA
- ☐ Life Safety System
- ☐ Water
- ☐ Sewer
- ☐ Gas
- ☐ Other _____

Special Equipment:

- ☐ Baggage Handling
- ☐ 400 Hz
- ☐ GSE Power
- ☐ Boarding Bridge
- ☐ Preconditioned Air
- ☐ FIDS/ GIDS/ BIDS/ Etc.
- ☐ Crane - FAA 7460
- ☐ Commercial Kitchen
- ☐ Other _____

Pavement:

- ☐ Service Roads
- ☐ Taxi Lanes
- ☐ Aircraft Apron
- ☐ Curb and Gutter
- ☐ Sidewalk
- ☐ Hydrant Fueling
- ☐ Other _____

Building:

- ☐ New Construction
- ☐ Temporary Facility
- ☐ Elevator/Escalator
- ☐ Roof
- ☐ Walls
- ☐ Windows
- ☐ Exterior Doors
- ☐ AOA Doors
- ☐ Structural
- ☐ Other _____

Environmental:

- ☐ Fuel Tanks
- ☐ Diesel/Propane/Natural Gas/Gas-fueled equipment
- ☐ Refrigerants
- ☐ Fugitive Dust
- ☐ Asbestos
- ☐ Soil Contamination
- ☐ Noise
- ☐ Other _____

Interiors:

- ☐ Interior Remodel
- ☐ Fit & Finishes
- ☐ Furniture, Fixtures, and Equipment
- ☐ Other _____

Exteriors:

- ☐ Exterior Remodel
- ☐ Other _____

Signage:

- ☐ Static
- ☐ Dynamic
- ☐ Interior
- ☐ Exterior
- ☐ Other _____

Traffic:

- ☐ Traffic Impact
- ☐ Other _____

Affected Agencies/Tenants:

- ☐ TSA
- ☐ CBP
- ☐ FAA
- ☐ Airlines: _____
- ☐ Concessions: _____
- ☐ 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.