

Staff Bridge Branch

{Designer should provide pdf version of finished form for sign off. This form may be used for unit leader approved variances by replacing the Bridge Engineer and adding him to the CC list.}

MEMORANDUM

DATE: XXXXX ##, ####

TO: Michael Collins, State Bridge Engineer ([Michael.Collins@state.co.us](mailto:Michael.Collins@state.co.us) )

FROM: [Consultant, Local Agency, Project Engineer]

CC: 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

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Mike Collins, State Bridge Engineer Date