



## **APPLICATION FOR CORNELL UNIVERSITY DESIGN STANDARD VARIANCE**

Use this form to apply for a variance from specific requirements within the Cornell University Design and Construction Standards

### **Part 1 – Background for Cornell University Design and Construction Standards**

#### **Introduction**

The Cornell University Design and Construction Standards reflect the planning, design, construction, and maintenance expertise of university personnel. The standards have been compiled and edited by the Department of Facilities Engineering however many experts across the University have developed and contributed to these documents. As standards for the University, this information is to be applied to renovation and new construction from the very first planning and design stages through actual construction and facilities maintenance and management. The information included within each standard section contains procedures to be followed, materials to be used, or design guidelines that we at Cornell have found to be appropriate to assure the quality desired at the University now and through our future maintenance of these facilities. Facilities personnel within the University, as well as outside architects, consultants, and contractors should become familiar with these standards.

#### **Scope of the Standards**

The standards serve as a basis for a code of quality for all campus-wide design, construction, and maintenance procedures. The level of quality deemed by any one standard is determined on the basis of reliability, serviceability, safety, and cost (including design, construction, inventory, operating, and maintenance costs). The information contained in these standards is not specific to any one project, but common to all Cornell University projects. As the University constructs a wide range of facilities, these standards must be adjusted to meet specific project needs. These standards establish a baseline of quality and it is Cornell's expectation that deviations from these standards are only allowed through a formal variance process as outlined below.

#### **Standards versus Specifications**

Standards shall form the basis from which to create specifications or construction drawings. All of the concepts and procedures included are for the use of designers and consultants. The use and inclusion of these standards in bid documents does not relieve the consultant, engineer or architect of the responsibility and legal liability for any bid documents created from these standards.

#### **Design and Construction Standard Variance Process**

The variance application petitioner fills out the application and submits the document to Facilities Engineering using the design review email address at [FEDesignReview@Cornell.edu](mailto:FEDesignReview@Cornell.edu). An ad hoc committee will be selected to review the variance application and make a determination. The ad hoc committee will include the author of the specific standard and campus stakeholders, including

Cornell faculty members and Subject Matter Experts. The committee will respond to the variance request in writing with the determination.

*The following sections shall be filled out by the variance application petitioner:*

**Part 2 – General Project Information**

- Project Name and Location:
- eBuilder Project Number:
- FPAR ID Number:
- Total Project Budget:
- Current Project Phase:
- Project Manager:
- Project Director:
- Project Advocate:
- Unit Representatives:
- Variance Application Petitioner:

**Part 3 – Design and Construction Standard Related to the Variance Request**

- Design and Construction Standard Reference Pertaining to Variance Request. (Provide specific Design and Construction Standard reference path)

**Part 4 – Subject of the Petition**

- Clearly define the variance topic and the relief sought

- Strict compliance with Cornell University Design and Construction Standard above would entail practical difficulties, unnecessary hardship or would otherwise be unwarranted because such (check the statements that apply and provide appropriate documentation):

would create an excessive and unreasonable project cost burden;

would not achieve its intended objective;

would inhibit achievement of some other important Cornell University mission  
(i.e. ; Purpose, Prosperity, Planet, People)

would be physically or legally impracticable

- Describe leading alternatives considered to comply with Cornell University Design and Construction Standards and why each alternative was rejected.

#### Alternative #1

- Explain why alternative was rejected

#### Alternative #2

- Explain why alternative was rejected

#### Alternative #3

- Explain why alternative was rejected

#### Additional Comments

**Part 5 – Supporting Documentation**

- Required Documents: (supplemental to the petition form)

Summary: Describe the project, present conditions, proposed work, details of the variance requests along with support of the grounds for relief you checked above.

Building Plans: Drawings in sufficient quantity and quality to clearly describe the requested variance or modification. Such drawings may include dimensioned floor plans, elevations, sections and construction details. Any drawings submitted should be identical to those submitted to the code enforcement official or be noted otherwise.

- List of Drawings/Building Plans included in application

Supplementary Documents: Submit such materials as photographs, charts, reports, detailed descriptions or any other information that can be used to more fully describe the nature of the request. List any such supplementary materials by Exhibit number and corresponding description.

- List of Supplementary Documents included in application

I am submitting this variance application and I assert that the information provided in support of this application is true and correct to the best of my knowledge.

Variance Application Petitioner

Signature \_\_\_\_\_

Date \_\_\_\_\_