

5% Concept Review Checklist

In order to initiate a new project with LAWA, a Tenant should submit a Concept Package. The Concept Submittal should include the following:

- **Concept Request Form**
 - The Concept Request Form can be downloaded from the [the Tenant Project Approval Website](#).
 - Includes CALM Requests for
 - Estimated Milestones: estimated start and completion dates for design and construction.
 - Estimated Project Cost: estimated costs associated with the project.
 - **Schedule**
 - Please note: It is important that these forms are filled out as completely as possible and the attachments are provided so that LAWA can efficiently and effectively review the proposed project.
- **Master Lease Exhibit (MLE)**
 - The MLE is a drawing that specifies the Tenant's leased area. The area affected by the project should be clearly indicated on this drawing.
- **Scope Exhibits**
 - Sketches, drawings, photographs, and/or cut sheets that illustrate and define the scope of work.
 - Please note: While there are no minimum submittal requirements for these exhibits, the more inclusive the initial submittal is the better review LAWA will be able to perform.