



5% Concept Review Checklist
Los Angeles World Airports

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

1.1 Concept Request Form

- A. The Concept Request Form can be downloaded from the the Tenant Project Approval Website.
- B. Includes:
 - 1. Tenant Contact Information – indicate the information of the Master Tenant and no that of the requesting entity, if the requesting entity is not the Master Tenant.
 - 2. Designated Representative Contact Information – include the information of the requesting entity and/or that of the Master Tenant’s designated representation for the proposed project.
 - 3. Estimated Milestones: estimated start and completion dates for design and construction.
 - 4. Estimated Project Cost: estimated costs associated with the project.
 - 5. Project Scope – filled out in as much detail as possible to clearly describe the scope of the proposed improvements.
- C. 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.

1.2 Master Lease Exhibit (MLE)

- A. The MLE is a drawing that specifies the Tenant’s leased area. The area affected by the project must be clearly indicated on this drawing.

1.3 Scope Exhibits

- A. Sketches, drawings, photographs, and/or cut sheets that illustrate and define the scope of work.
- B. 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.

END OF SECTION