Instructions: Please complete each bolded section below, seek Executive Officer signature, and send to the following email contacts, bundren@illinois.edu; bicknell@illinois.edu, campuscapitalapproval@illinois.edu, and the project manager to place in the project file.

Brian Bundren

Assistant Provost for Capital Planning

University of Illinois Urbana-Champaign

507 E Green Street, Suite 416

Champaign, Illinois 61820

**Date:**

Re: Net Zero Growth Space Policy

**Building Name and Number:**

**Proposed Project Title:**

Dear Assistant Provost Bundren:

Pursuant with the Campus Administrative Manual “Net Zero Growth Space Policy” (Section VIII-23), we are requesting a variance be granted by the Chancellor’s Capital Review Committee (CCRC) to add new square footage to the campus for the purposes described below.

**Project Description (including existing and new GSF and NASF):**

*Please include the following in your project description:*

* *General description of the proposed use of the additional space*
* *Break-down of anticipated new space, separated into these high-level categories:*
	+ *Classroom/instructional spaces*
	+ *Offices/conference/meeting rooms/administrative rooms*
	+ *Libraries*
	+ *Laboratories (wet and dry and specialty)*
	+ *Non-assignable spaces (restrooms, mechanical rooms, hallways)*

**Justification:**

*Please include a summary of the following in your justification:*

* *Describe the need for additional space. Include any relevant information and data on space demands created by additional students, staff, or new programs and initiatives.*
* *Include any proposed space offsets, such as any buildings being razed, leases that will be terminated, or spaces that will be relinquished to meet other needs because of this project,*
* *Note any sustainability and energy related goals for the project.*
* *Describe how the building will be maintained, including any departmental responsibilities. Confirm how these additional operational costs will be supported.*
* *Describe how future capital renewal and deferred capital maintenance will be addressed, such as a maintenance endowment.*

Respectfully Submitted,

**Name/Title:**

**College Unit:**

**Dean/Executive Officer:**

Dean/Executive Officer Date

 Reviewed by:

Brian Bundren, Assistant Provost for Capital Planning Date

Cc: Facilities & Services, campuscapitalapproval@illinois.edu

 Cheryl Bicknell, Interim Director of Planning, F&S, bicknell@illinois.edu

 F&S Project File