 Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Variance Request**

Office of Licensing and Monitoring

311 W. Saratoga Street, 4th. Floor

Baltimore, MD 21201

410-767-7871

Pursuant to Maryland Code of Maryland Regulations (COMAR) 14.31.05 the Office of Licensing and Monitoring may grant variances to regulations that do not affect the health or safety of youth in a licensed program if the following conditions are met: (**Variance means an alternative to a specific licensing regulation.)**

1. The variance must be requested by a licensee on a form and in a manner prescribed by the Office of Licensing and Monitoring.
2. The request for variance must include the reasons that the licensee cannot comply with a requirement as stated in regulation and the alternative equivalent measures that the licensee will follow to comply with the intent of the regulations.
3. For each regulation for which a variance is sought, a separate variance request form is required. Also submit with your request form any supporting documentation.

All incomplete variance requests will be returned to the licensee.

|  |  |  |
| --- | --- | --- |
| **Program Information** | | |
| **Name of Program:** | **COMAR Citation to be varied: (enter complete number)** | |
| **Program Address** | **City/State/Zip code** | |
| **Program Telephone Number:** | **Fax Number:** | |
| **Check the appropriate box:**  New variance request  Renewal of current variance | | |
| **Name/Title of Person Completing Request:** (Please Print) | | |
| **Signature:** | | **Date:** |

If this request is person-specific complete the following:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Date of Birth:** | **Sex:**  Male  Female |

Reason(s) why the variance is required:

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Alternate measures that will be taken to comply with the intent of the regulation:

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Requested time period of variance (enter both effective and end dates or check continuous):

|  |  |  |
| --- | --- | --- |
| Effective Date of Variance | Expiration Date of Variance | Continuous |

**CHANGES OR MODIFICATIONS IN THE CONDITIONS OF A CONTINUOUS VARIANCE:**

Any licensee must inform the Office of Licensing and Monitoring of any changes or modifications that have occurred in the conditions that warranted the variance. Failure to advise the Office of Licensing and Monitoring shall result in revocation of the variance and may be cause for other sanctions under 14.31.05, 14.31.06.

**Attach applicable supplemental documentation as necessary**