

**IDM Variance**

- The IDM shall be followed.
- In the instances when an applicant believes that the design criteria as stated in the IDM cannot be followed an IDM variance can be submitted for review.
- Each submittal will be evaluated by OCE's engineering staff on a case by case basis.
- Each variance request will be approved or denied.
- Submittal of an IDM variance **does not** in any way guarantee an approval of the variance.
- All engineering support documentation and applicable **legible** drawings shall be submitted with the application. Provide pictures of the right-of-way (ROW) area conditions if applicable.
- All incomplete variance request forms or requests that do not provide sufficient technical support documentation will be rejected.
- **Email completed form to:** [Tariashanna.Covington@houstontx.gov](mailto:Tariashanna.Covington@houstontx.gov)
- Allow 4 weeks for the review of an IDM variance.

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ COH PM: \_\_\_\_\_

## Project Information:

Project/Corridor Name:

WBS No.:

**IDM Design Criteria for which variance is requested:**

Chapter No.:

Section Title:

Specific Section in IDM: (Ex: 5.07.A.1.a):

Figure:

Enter Current Criteria as stated in IDM:

**Proposed Variance from IDM Design Criteria (specify details and locations):**

Topic:
Describe Proposed Variance:
Locations:

**Engineering Reason for Variance Request (specify details and locations):**

Statement of why the criteria should be varied or is not applicable. Justification shall not include cost or reference to cost. If space provided is not adequate continue/provide on a separate document and attach as needed.
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**Submitted by (Project Team)**

Project Manager	Signature	Date
Section Manager	Signature	Date
Delivery Line Assistant Director	Signature	Date
Operations	Signature	Date
<i>(Operations signature is required if this variance will negatively impact service.)</i>		

**OCE Reviewer:**

<b>Recommendation:</b>          	<input type="checkbox"/> Approved as submitted  <input type="checkbox"/> Approved as Noted  <input type="checkbox"/> Not Approved for Reason(s) stated  <input type="checkbox"/> Not Applicable	
_____ Reviewer Name (print)	_____ Signature	_____ Date
_____ Manager Name (print)	_____ Signature	_____ Date

**Approved by City Engineer:**

<b>Variance:</b>   Print Name: _____  Signature: _____ Date: _____	<input type="checkbox"/> Approved as submitted  <input type="checkbox"/> Approved as noted  <input type="checkbox"/> Not Approved for Reason(s) Stated  <input type="checkbox"/> Not Applicable
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Reason if not approved.

**Attention:**

The approval of this variance in no way affects the responsibilities and liability of the design professional who is responsible for the associated plan sheet and design. No warranty of any kind is made by the City of Houston for any purposes whatsoever.