

PAGE 1 – APPLICANT INFORMATION

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:** Angela.Washington@houstontx.gov
- Allow 4 weeks for the review of an IDM variance.

Mark Type of Variance:

- ☐ Water ☐ Wastewater ☐ Storm ☐ Facility ☐ Stormwater Quality ☐ Easement
- ☐ Telecommunications
- ☐ Traffic/Pavement (Has a TIA been submitted for this project? ☐ YES ☐ NO)

Specific Section in IDM that is being requested to vary (Ex: 5.07.A.1.a): _____

Required

Applicant Information:

Name of Requestor: _____ Date: _____

Email: _____ Phone: _____

Company: _____

Project Information:

Project Address: _____ ILMS No. _____

Additional Project Information:

IDM Design Criteria for which variance is requested:

Chapter No.: _____ Section Title: _____ Figure: _____

Enter Current Criteria as stated in IDM:

PAGE 2 – ENGINEERING JUSTIFICATION

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.

Submitted by (Project Team)

*Project Engineer

Signature

Date

Project Manager

Signature

Date

*Required

PAGE 3 – CITY OF HOUSTON REVIEW**OCE Reviewer:**

Recommendation:

☐Approved as
submitted☐

Approved as Noted

☐Not Approved for
Reason(s) Stated☐

Not Applicable

Print Name: _____

Signature: _____ Date: _____

Managing Engineer: _____

Signature: _____ Date: _____

Approved by City Engineer:☐Approved as
submitted☐Approved as
Noted☐Not Approved for
Reason(s) Stated☐

Not Applicable

Print Name: _____

Signature: _____ Date: _____

*Not valid unless approved by City Engineer

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.