

## APPLICANT INFORMATION

### Infrastructure Design Manual (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 on a case-by-case basis by the Office of the City Engineer's engineering staff.
- 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, site plans, and applicable **legible** drawings shall be submitted with the application. Provide pictures of the right-of-way (ROW) area conditions if applicable. Only provide the relevant sheets and clearly highlight the areas of concern related to the variance request.
- All incomplete variance request forms or requests that do not provide sufficient technical support documentation will be rejected.
- Email completed form to: [ocevariances@houstontx.gov](mailto:ocevariances@houstontx.gov)
- Allow **10 business days for the review** of an IDM variance.
- All state and federal regulations must be verified. This form is intended solely for local standard specifications.

### 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: (If TIA has been submitted, provide TIA Name/Title)

**IDM DESIGN CRITERIA FOR WHICH VARIANCE IS REQUESTED:**

Chapter No.: \_\_\_\_\_ Section Title: \_\_\_\_\_ Figure: \_\_\_\_\_

Enter Current Criteria as Stated in IDM: \_\_\_\_\_

**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/provided on a separate Word document and attached as needed.

**SUBMITTED BY (PROJECT TEAM):**

_____	_____	_____
Project Engineer (Required)	Signature	Date
_____	_____	_____
Project Manager	Signature	Date

**CITY OF HOUSTON REVIEW**

**OFFICE OF THE CITY ENGINEER REVIEWER:**

Recommendation:

Approved as Submitted    Approved as Noted    Not Approved for Reason(s) Stated    Not Applicable

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Managing Engineer: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**CITY ENGINEER OR CITY ENGINEER'S DESIGNEE:**

Approved  Not Approved

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.