

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:** Tariashanna.Covington@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:

<p>Recommendation:</p> <p>Print Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Managing Engineer: _____</p> <p>Signature: _____ Date: _____</p>	<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
--	---

Approved by City Engineer:

<p>Print Name: _____</p> <p>Signature: _____ Date: _____</p> <p>*Not valid unless approved by City Engineer</p>	<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
---	---

<p>Reason if not approved.</p>

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.