Instructions for submitting a Level One design exception request

1. Design exceptions should be submitted with the Stage 1 milestone submittal. Design exceptions submitted later in the project development process may put the project schedule at risk, should the exception not be approved.

quick tip

**Do you need a design exception?**

Level One criteria were revised in 2020 and delineated as high speed and low speed criteria. Review Design Memo 20-13.

IDM 40-8.03 Design Exception Process

* Applies to 4R, Partial 4R/3R Freeway, and 3R non-freeway projects.
* Specific applications to Partial 3R (Ch 56)
* Not applicable to non-NHS HSIP, signing, pavement marking, traffic signal installation, or a traffic barrier project that has little or no roadway work.
* Not applicable to Preventive Maintenance
1. A single design exception request can be submitted for multiple elements within the same project.
	* A separate cover sheet (see next page) should be provided for each design element that requires an exception.
	* The designer should sign and date the request and include the name of their consulting firm or INDOT district as appropriate.
	* A template is available for 3R design exception documentation. See the [Editable Documents webpage](https://www.in.gov/dot/div/contracts/design/dmforms/index.html), under Design Submittal.
2. Typically district signatures on the cover sheet are coordinated prior to uploading the design exception to ERMS. Coordinate with the INDOT project manager for district preference to sign after the project reviewer.
	* Use the appropriate file description abbreviation. See ERMS File Naming Convention document. [Editable Documents webpage](https://www.in.gov/dot/div/contracts/design/dmforms/index.html), under Design Submittal.

**LEVEL ONE DESIGN EXCEPTION REQUEST**

Click or tap to enter a date.

MEMORANDUM

TO: Click or tap here to enter text.

 Director, Highway Engineering [ ]  Bridge Engineering Design [ ]

THRU: Click or tap here to enter text.

 Project Reviewer

THRU: Click or tap here to enter text.

 Director, Click or tap here to enter text. District Capital Program Management

THRU: Click or tap here to enter text.

 Project Manager

FROM: Click or tap here to enter text.

 Designer

 Contact email: Click or tap here to enter text.

SUBJECT: Design Exception Request for Click or tap here to enter text.

 Des. No.: Click or tap here to enter text.

 Route No. or Road Name: Click or tap here to enter text.

National Highway System [ ]  Yes [ ]  No

National Truck Network [ ]  Yes [ ]  No

 Structure No. (bridge only): Click or tap here to enter text.

Transmitted, herewith, is a Design Exception request for the above referenced project. The documentation has been reviewed for compliance with the Design Exception requirements included in *Indiana Design Manual* Section 40-8.0. Based on the analysis of the substandard Level One design features, we believe that the design exception is justified.

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

 Director, Highway Engineering [ ]

Director, Bridge Engineering [ ]

FHWA oversight required: Yes [ ]  No [ ]

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

 Division Administrator

cc: file