
From: MacClellan, Lee
Sent: Tuesday, June 23, 2009 12:59 PM
To: Hudson, Joe
Subject: RE: City Deviations and other Design Documentation

Joe,

I called Mike and left a message regarding this.

From: Hudson, Joe
Sent: Tuesday, June 23, 2009 9:59 AM
To: MacClellan, Lee
Subject: City Deviations and other Design Documentation

Lee,

Below in red is what I found in the design manual that I wanted to talk to you about. This seems like a lot of information.

1. **Initial contact** : An applicant will contact SDOT Street Use staff to request a deviation for a street right-of-way improvement.
2. **Optional design guidance meeting** : The applicant has the option to participate in a Design Guidance meeting with SDOT staff to share contact information and discuss information relative to proposed street right-of-way improvements, including potential deviations and the necessary information that SDOT will required to evaluate the deviation request prior to permit submittal. The deviation review is completed by SDOT staff and an hourly fee is charged to the applicant. Refer to the Street Use fee schedule. The total cost of the deviation review will depend upon the complexity of the request.
3. **Deviation request submittal:** If the applicant chooses to apply for a deviation, he or she must submit the following:
 - A completed Deviation Request Form.
 - Site Plan including:
 - Site Address, property lines, street right-of-way and existing easement dimensions.
 - Topographic survey of existing site including underground and overhead utilities.
 - Proposed improvements at a conceptual design level illustrating proposed building footprint, modifications to roadways, modifications to traffic signals, driveways, utility connections, stormwater facilities, pedestrian facilities, retaining structures, and landscape features.
 - Description of how proposed work is consistent with the Comprehensive Plan, Transportation Strategic Plan, as well as any subarea transportation plans or neighborhood plans relevant to the area.
 - Engineering justification for the deviation proposal. The justification should describe the impacts of meeting the standard and why the deviation is the preferred alternative.
 - Proposed project schedule.
 - Information on existing and predicted vehicular and pedestrian traffic volumes, when changes are expected as a result of the project.
 - If any addition or modification of traffic signals is part of the deviation request, the applicant can access information from the signal files in Traffic Operations and other as-built records.

- o Any additional information defined in the optional Design Guidance meeting that SDOT determine necessary to evaluate the deviation request.

The permit reviewer will do a quick review of the deviation request to determine if it meets the minimum submittal requirements.

4. **Deviation request coordination and review** : When a deviation request is submitted, SDOT's Street Use staff will consult with appropriate staff within SDOT and other departments that will be impacted by the deviation. If no further information is needed to process the deviation request, SDOT will typically process the request and notify the applicant if the request has been accepted or rejected within one week of the submittal. If City staff require additional information to process the request, the SDOT reviewer will alert the applicant to the expected timeframe for review of the deviation submittal (typically not more than 30 days).
5. **Permit submittal** : Depending on the nature of the improvement, SDOT may require the deviation request to be signed and sealed by a professional engineer and approved by SDOT before the issuance of a Street Right-of-Way Improvement Permit. Following acceptance or rejection of the deviation request, the applicant will submit finalized plans for the street right-of-way improvement to SDOT's Street Use Division.

Do you know if Mike Johnson will require this for every deviation, all at once with all the deviations, or not at all? It seemed like Mike Johnson was willing to adjust the requirements for the Channelization Plans and maybe he is willing to adjust the required information for the city deviations since they are very involved in our project. Please let me know when you get the chance. Thanks

Also, will you need help finishing the PDA, Proprietary Items Memo, or any other design documentation stuff in the next two weeks. I am trying to plan out everything that I might need to do so that I can focus my efforts on reviewing the 100% plans and specs when that time comes. Jose said he will need help compiling some things next week.

Joe