



Purpose of Administrative Infrastructure Design Exception: Process for applicant to request an exception to infrastructure plan, policy, mitigation measure, condition, standard specifications or engineering standard that would not otherwise require a public hearing. An application checklist and fee is collected for each individual design exception request.

Administrative Infrastructure Design Exception

Application Fee: Refer to current Comprehensive Fee Schedule

Project Name and Tract/Parcel Map: _____
Project No.: _____

(Effective: 7-1-23)

In order to receive approval of a design exception the applicant must demonstrate that a physical or policy constraint causes conformance with plan, policy, or standard to be infeasible and propose an alternative design that achieves the same intended objectives to the greatest extent feasible. The need for a plan, policy, or standard has already been vetted thru its adoption and therefore is not a consideration in granting administrative design exceptions.

Applicant / City

- 1. Completed Planning Application Form
- 2. Exception Summary: Short Description: _____

Exception Description

Provide a written explanation of what design element is inconsistent with what plan, policy, mitigation measure, condition, standard specification or engineering standard? Include at a minimum:

- a) *Circumstances or restrictions that render compliance unattainable or impractical.*
- b) *Description of the alternative design and how it achieves the objectives of the adopted design to the maximum extent feasible.*

- 3. **Plans** (must be folded): 4 sets of scaled plans, no smaller than 11"x17" and no larger than 24"x36".

Plans must include the following:

- a) *A schematic plan depicting compliance with adopted policy, plan, or standard with an adequate level of detail to demonstrate what and how constraints cause compliance to be infeasible or unattainable.*
- b) *A schematic plan of the proposed alternative design with an adequate level of detail to demonstrate how it achieves the same objectives of the adopted policy, plan, or standard.*
- c) *Plans must be signed and stamp by a licensed professional.*

I, the undersigned Applicant/Representative, do verify that all the items necessary for this project and as checked above are included in the attached submittal.

Name (Printed)

Signature

Date

PREPARED BY



ENGINEER OF RECORD STAMP

Date: _____

For Office Use Only

Received By: _____ Date: _____

Department Routing:

- CDD Engineering
- PW Transportation
- Utilities Engineer
- Fire Marshal
- Other _____

Approval Recommended:

City Engineer Approval: _____ Date: _____