INSTRUCTIONS FOR COMPLETING THIS FORM:

1. All *italicized gray font* should be considered instructional and be deleted from this document prior to submittal.
2. Provide supporting documentation/exhibits for the request. (Exhibits may include typical sections, geometric details, correspondence from other divisions, agencies, etc.)
3. Select the appropriate type of documentation (either Design Exception or Design Variance) in each applicable location. See 7/20/16 design memo “Revised Controlling Criteria” for explanation of the revised controlling criteria and which type of documentation is appropriate.
4. A design exception for design speed should include: (a) the length of the section with reduced speed compared to overall length of project, and (b) measures used in transitions to adjacent sections with higher or lower design or operating speeds. A design exception for design loading structural capacity should include verification of safe load-carrying capacity (load rating) for all State unrestricted legal loads or routine permit loads, and in the case of bridges and tunnels on the Interstate, all Federal loads.
5. Delete this text box prior to submittal.

**Type of Documentation**

[ ]  Design Exception [ ]  Design Variance

**Project Description**

**Project No. (CON. - External):** *Enter project number*

**Project No. (CON. - FMS):** *Enter project number*

**Route:** *Enter* *route number*

 **Termini:** *Enter* *termini*

**County:** *Enter County*

 **Current Letting Date:** *(MM/YYYY)*

**Description of Work:** *Enter project/scope description. Use shift+enter to start a new paragraph*.

**General Information**

**Route and Design Classification: System:**

 [ ]  Freeway [ ]  Urban [ ]  NHS

[ ]  Arterial [ ]  Rural [ ]  Non-NHS

[ ]  Collector

 [ ]  Local

[ ]  Ramp

**Traffic:**

**Posted Speed:** *Speed* mph

**Design Speed:** *Speed* mph

**Current ADT:** *Enter ADT (Year).*

**Design ADT:** *Enter ADT (Year).*

**Work Classification**

**Work Type**

[ ]  New/Reconstruction

[ ]  3R

[ ]  Spot Improvement (Non-Freeways)

[ ]  Preventative Maintenance (1R)

[ ]  Other: *Describe*

1. ***Design Exception/Design Variance for the following criteria. Mark all requested.***

Geometric Design Criteria

 [ ]  Design Speed\* \*

 [ ]  Lane Width\*

 [ ]  Shoulder Width\*

[ ]  Cross Slope\*

[ ]  Auxiliary Lanes\*\*\*

[ ]  Median Width\*\*\*

[ ]  Design Loading Structural Capacity\*\*

 [ ]  Bridge Width\*\*\*

[ ]  Clear Zone\*\*\*

[ ]  Slopes\*\*\*

 [ ]  Stopping Sight Distance (SSD)\*

[ ]  Superelevation Rate\*

 [ ]  Vertical Clearance\*

[ ]  Horizontal Curve Radius\*

[ ]  Maximum Grade\*

[ ]  Other Type Design Variances\*\*\* (Describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Controlling criteria for NHS Routes with design speeds greater than or equal to 50 mph. (<http://sp.mdot.ms.gov/RoadwayDesign/Design%20Memos/2016-07-20.pdf>)

 \*\* Controlling criteria for all NHS Routes regardless of design speed.

 \*\*\* Other various design criteria. Refer to guidance information in the current Roadway Design Manual.

1. ***Discuss purpose of the project.*** *This should be in line with the purpose & need disclosed in the Environmental Document/ENV-160.*

1. ***Discuss the project’s proposed roadway characteristics in comparison to the existing and the adjacent roadway sections.***
2. ***Describe the proposed Design Exception/Design Variance.*** *Provide the proposed and standard values of the design exception criteria of the design criteria for which the design exception/design variance is being requested.*
3. ***Provide justification for not meeting the limiting criteria.*** *Such as scope of the project, proposed design value, constraints, compatibility with adjacent sections of roadway, etc.*
4. ***Discuss alternative designs that were considered for meeting the project purpose and need.***
5. ***Provide a safety review of the project comparing the existing conditions to the conditions proposed in this Design Exception.*** *All Design Exceptions should have a safety review and crash review and the resulting documented findings and recommendations.**This item is only required for Design Exceptions and should be deleted for Design Variances.*
6. ***Discuss the cost of the project and the cost differential between proposed design and a design that would meet guidelines.*** *This item is only required for Design Exceptions and should be deleted for Design Variances.*
7. ***Discuss impacts, other than costs, of bringing the features up to guidelines.*** *(Such as operational performance, impacts to other design features, right-of-way, community, environmental, historical features, usability by all modes of transportation, construction issues, etc. This item is only required for Design Exceptions and should be deleted for Design Variances.)*
8. ***Discuss proposed mitigation to address this Design Exception feature.*** *Some possible countermeasures may include additional signage, pavement markings, lighting, guardrail, etc.*

*See link: FHWA - Mitigation Strategies for Design Exceptions for list of other possible countermeasures. This item is only required for Design Exceptions and should be deleted for Design Variances*

1. ***Discuss probable timing for any future improvements within (or adjacent to) the project limits.***
2. ***Additional comments or information (if applicable).***