Design Standard Decision Document

Constructed Nonstandard Features

**XX/XX/XX**

**C12345**

**Name**

Prepared by:

Name, Project Engineer [or Resident Engineer]

Branch/Company

Submitted by:

Name, Design Senior [or Construction Senior or Permit Engineer] *Date*

*(Select all that are applicable)*

[ ] Includes exceptions to District-delegated Design Standards (Section 2B)

[ ]  Concurred by:

[ ]  Accepted by:

Name, Office Chief *or Date Telephone*

Name, Deputy District Director for Design

*(Select only one)*

[ ] Includes exceptions to Non-delegated Design Standards (Section 2A)

[ ]  Not Applicable:

Accepted by:

Name, Project Delivery Coordinator *Date Telephone*

Headquarters Division of Design

*Instructions for Signature Sheet*

*(Delete from final document)*

Modify the signature blocks as needed to represent the specific district delegation approval authority. Consult the District Design Liaison (DDL) to ensure proper format and content.

Prepared by:

The design standard decision document must be prepared by a registered civil engineer in responsible charge of the work (as defined by *California Business and Professions Code*, Section 6703). This could be either the resident engineer or the project engineer, whichever is best qualified to document the facts behind the creation of the nonstandard feature as well as oversee the analysis of the feature’s impacts.

Include the design or construction unit for Caltrans engineers or the company name for consultant engineers.

Submitted by:

Typically, the design senior or the area construction engineer (a Senior Transportation Engineer, Caltrans) as appropriate. For projects-funded-by-others this could be the district oversight engineer or the district permit engineer for encroachment permit projects.

Concurrence by and acceptance by:

For design standards where the approval authority is the Headquarters Project Delivery Coordinator:

* Concurrence is given by the district office chief, design manager, or deputy District Director for Design. Typically, the concurrence is from a Supervising Transportation Engineer, Caltrans (the first-line supervisor of the design senior and second-line supervisor of the project engineer) or could be from a Principal Transportation Engineer, Caltrans.
* Acceptance is made by the Headquarters Project Delivery Coordinator, a Supervising Transportation Engineer, Caltrans.

For design standards where approval authority has been delegated to the District Director:

* Use of a concurrence signature block is by district preference.
* Acceptance is made by the District Director’s approval authority; typically from an office chief, design manager, or deputy District Director for Design that has been delegated the authority.

**1. PROPOSED PROJECT**

**A. Project Description:**

*Insert text here. Similar to a DSDD*

**B. Existing Highway:**

*Insert text here. Should describe the highway as it currently exists at the time of development of this document. Prior to construction and how it is intended or will exist is not applicable to this decision. How it should exist should be described in Project Description above.*

**C. Safety Improvements:**

*Insert text here*

**D. Total Project Cost:**

*Insert text here*

**2. FEATURES REQUIRING DESIGN DECISION DOCUMENTATION**

*Include a description of prior DSDDs applicable to the project and specifically those nonstandard features relevant to the current request.*

**A. Design Features with Headquarters Approval Authority**

**1) Design Feature Number 1**

Nonstandard Feature:

*Insert text here*

Design Standard for Which Documentation Is Required:

*Insert text here. Include the standard (with bold or underline as appropriate) and application (e.g. what table was used and the inputs to arrive at the standard).*

Reason for Retaining the Feature:

*Insert text here. Provide background into what was missed in the original design or what changed to lead to this request. Explain why it is preferable to leave the nonstandard feature in place if it was in error or why achieving standard is not possible if an omission.*

Added Cost to Make Standard:

*Insert text here*

**2) Design Feature Number 2**

*Add additional sub-headings 1, 2, 3, etcetera to document each design feature under heading A., otherwise delete this sub-heading.*

**B. Design Features with District Delegated Approval Authority**

**1) Design Feature Number 1**

Nonstandard Feature:

*Insert text here*

Design Standard for Which Documentation Is Required:

*Insert text here*

Reason for Retaining the Feature:

*Insert text here*

Added Cost to Make Standard:

*Insert text here*

**2) Design Feature Number 2**

*Add additional sub-headings 1, 2, 3, etcetera to document each design feature under heading B., otherwise delete this sub-heading.*

**3. TRAFFIC DATA**

*Insert text here*

**4. COLLISION ANALYSIS**

*Insert text here. Analysis is specific to the nonstandard feature and not the project generally. The data relevant to the analysis of the nonstandard feature should be included as well as a description of how the data and other considerations support the conclusion.*

**5. FUTURE CONSTRUCTION**

*Insert text here*

**6. REVIEWS AND CONCURRENCE**

*Insert text here*

**7. ENVIRONMENTAL DETERMINATION/DOCUMENT**

*Consult with the district environmental unit to determine the appropriate federal environmental determination/document for the project or if the “blanket” categorical exclusion is applicable. Construct an appropriate project attribute statement by choosing and modifying the following:*

The project location (is part/is not part) of the National Highway System.

*And choose one:*

A federal environmental (determination/document) has been approved specifically for this project to comply with the *National Environmental Policy Act of 1969* (NEPA).

The project conforms to the conditions for applying the “blanket” categorical exclusion for approval of design exceptions, listed in the memorandum signed by Jay Novell on March 3, 2008.

Compliance with the *National Environmental Policy Act of 1969* (NEPA) is not applicable to this project.

**8. ATTACHMENTS**

*Insert text here. Include a vicinity map or the project title sheet along with a layout and cross section. Include other attachments as necessary to substantiate the request.*