OREGON DEPARTMENT OF TRANSPORTATION

DESIGN EXCEPTION REQUEST – USER GUIDE

For Roadway Section Office use only	
Control No:	

Section:						**Route No.:**	
Highway Name:						**Highway No.:**	1
County:		**Region:**		**Key No.:** 2		**EA No.:** 3	

PROJECT DATA

Functional Classification:	4				
Current ADT (Year):				**Design ADT (Year):**	
% Trucks:		**Freight Route:**	☐ Yes ☐ No 5		
Posted Speed:		**Design Speed:**	6	**Bid Date:**	
Funding:					
Current Estimate:			**Additional Cost to Meet Standard:**		
Cost over $5 M : **Cost over $1 M :**	**Yes** ☐ **Yes** ☐	**SIP Category:** 7		**Design Standard:**	**3R** ☐ **4R** ☐
NHS: **Non NHS:**	☐ ☐	**Federal Highway Approval Required:**		**Yes** ☐ **No** ☐ 8	

Design Exceptions		
☐ Design Speed 9	☐ Pavement Cross Slope	☐ Design Life and V/C Ratio
☐ Lane Width	☐ Superelevation	☐ Bike Lane/Multi-Use Path Width
☐ Shoulder Width/Shy Distance	☐ Clear Zone	☐ Sidewalk Width
☐ Bridge Width	☐ Structural Capacity	☐ Median Width
☐ Horizontal Alignment	☐ ADA Standards 9	☐ Parking Width
☐ Vertical Alignment	☐ Spiral Length	☐ Diagonal Parking
☐ Grade	☐ Superelevation Runoff	☐ Bridge Rail 9
☐ Stopping Sight Distance	☐ Pavement Design Life	☐ Vertical Clearance
☐ (Other)		

Description of Exception:
10

Description of Project (From Prospectus):

Location of Design Feature:

Crash History & Potential: (Specifically as it applies to requested exception)
11

Reasons For Not Attaining Standard: (Such As Cost/Benefit, Crash History, Environmental, Etc.)

Effect on Other Standards:

Form Updated: 22MAY2007

Compatibility with Adjacent Sections:

Probable Time before Reconstruction of Section:

Mitigation For Exception Included In Design:
12

Supporting Documentation (Include the appropriate Plan Section, Cross Section, Alignments Sheets & Plan Details): **13**

Signatures

Prepared By: _____ **Date:** _____
(Engineer of Record)

Print Name:		**Phone:**			
Company Name:					
Company Address:					
City:		**ST:**		**Zip:**	

Concurred By: _____ **Date:** _____
(ODOT Program Manager: Area Manager, District Manager, BDU, Private Public Partnerships, Local Government)

_____
(Print Name)

Concurred By: _____ **Date:** _____
(ODOT Region Tech Center Manager or Region Roadway Manager)

_____
(Print Name)

Approved By: _____ **Date:** _____
(State Roadway Engineer)

_____
(Print Name)

PREPARED BY:

ENGINEER OF RECORD PROFESSIONAL ENGINEER STAMP

APPROVED BY:

STATE ROADWAY ENGINEER PROFESSIONAL ENGINEER STAMP

1 **State Highway Number**: The ODOT unique, up to 3 digits, number given to each state highway for identification purposes. Generally this is not the same as the route number. If the project is off the State Highway System, use "Local" for the highway number.

2 **Key Number**: The ODOT unique 5 digit number given to each project.

3 **EA Number and Sub-Job**: The ODOT internal account number for the project including the sub-job number.

4 **Functional Classification**: The functional classification for State Highways can be found in ODOT's *Highway Design Manual* (HDM) in Appendix A

5 **Freight Route**: Freight routes are listed at http://www.oregon.gov/ODOT/TD/TP/ohpAmend.shtml

6 **Design Speed**: The design speed is a critical design component that defines multiple design standards. It is not necessarily the same as posted speed. The HDM in Chapter 5 and AASHTO's *A Policy on Geometric Design of Highways and Streets* (Green Book) in chapter titled Design Controls and Criteria, discuss the design speed at great length. Review of these documents is strongly recommended to ensure proper selection of design speed.

7 **SIP Category**: The Safety Investment Program (SIP) rates the safety of segments of state highways based on the number of fatal and serious injury crashes within the last 3 years. The rating is updated annually and the segments are 5 miles in length. The categories are 1-5. This information is available from the ODOT Traffic Management Section.

8 **Federal Highway Approval Required**: FHWA and ODOT have an agreement document known as the *Stewardship Agreement*. In the agreement, FHWA must approve exceptions to standards on National Highway System (NHS) facilities for 3R projects that have construction costs over $ 5 Million and 4R projects that have construction costs over $1 Million.

9 **Design Speed, ADA Standards, and Bridge Rail:** These are items that are the most difficult to justify. These will only be considered in extreme situations with mitigation measures included. The Bridge Rail exception refers to the NCHRP Report 350 crash test level requirement. Variations from the Bridge Standard Drawings are considered Deviations granted by the State Bridge Engineer.

10 Description of Exception: Limit the number of exceptions to 3 types per form. The use of multiple forms helps to segregate the issues.

When multiple exceptions are being requested, grouping like items on the same form is encouraged. For example, horizontal alignment, vertical alignment, and super elevation share closely related issues.

When multiple exceptions are contained on one form, number the exceptions beginning in this section and keep consistent numbering through the document's remaining sections.

11 Crash History & Potential: Evaluation of the Safety Priority Index System (SPIS) for specific locations within the project limits that are in the top 10% of the index. SPIS sites include funding from the Safety Investment Program. This information is available from the Traffic Management Section. Compare crash rates to average crash rates for similar highways in this section. Discuss the potential for increase or decrease in crash rates. Include the types of crashes and the relationship to the design exception.

12 Mitigation: Include the items that are included in the project to mitigate the specific design exception. There are suggested items to use in the HDM in Chapter 8.

13 Supporting Documentation: The Design Exception submittal must include appropriate plan section, cross section, alignment sheet and plan details. Digital pictures may also be included.

Additional Information

Clear Zone – The Engineer of Record is responsible for determining the clear zone issues. For 4R projects the clear zone design exception will follow the same procedure as all other design exceptions with approval being granted by the State Roadway Engineer. This will be shown on the Design Exception Request form where "Clear Zone" is specifically listed next to the check box.

For 3R projects, clear zone design exception will be the responsibility of the Region Technical Center. Contact the Region Roadway Manager for exact procedures to be followed.

Design Exception Reviews – The review of the Design Exception is accomplished by Roadway Engineering staff. A formal recommendation is made to the State Roadway Engineer for approval or rejection. Early informal consultation with Roadway Engineering staff is encouraged. Draft Design Exceptions are accepted and formal reviews are conducted. When submitting final Design Exceptions, please include the names of Roadway Engineering staff that was involved in preliminary discussions or draft reviews.