**CORRESPONDENCE/MEMORANDUM State of Wisconsin**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

**To:** (Name)

 BPD Design Oversight Chief

**From:** (Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Local Public Agency

**Subject:** **LRIP Exception to Standards Request**

 Project I.D. (design)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Roadway): \_\_\_\_\_\_\_\_,

 Bridge # (if applicable)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County

Having considered the adequacy of design, cost effectiveness, safety improvement, environmental impact, economic and social effects of this project, and its consistency with the goals of community planning, we recommend your concurrence of the attached Exception to Standards Request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

Local Public Agency (Approval)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, PE Date

WisDOT DTSD XX Region, Local Program Project Designee (Recommends Approval)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, PE Date

WisDOT DTSD BPD, Design Standards and Oversight Chief (Final Approval)

Local Public Agency contact for additional information/questions:

Name:

Phone:

Email:

**Introduction**:

Describe the project setting, location, improvement type, proposed work:

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This project falls under the following standards, Choose an item.

Design Criteria:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Segment | Existing AADT | Design Class | Percent Trucks | Long-Truck Route (Y/N) | NHS (Y/N) | Bike/Ped routes | Design Speed MPH |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Substandard Standards to Remain:**

Discuss each substandard feature to remain in place.

For each feature discuss:

* Crash data (5-year minimum period) related to the substandard feature and project wide.
* Cost to improve feature to minimum standard, including construction, real estate and if known utility costs.
* Environmental impacts avoided by using substandard feature, such as wetland impacts, sensitive resources, social justice, etc.

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**Discuss Any Project Wide Safety Enhancements:**

* Including features such as improved signing and pavement marking, rumble strips, beam guard, etc.
* Discuss any other items being upgraded with the project.

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**Recommendation/Conclusion:**

Write a recommendation/conclusion on why this(these) substandard feature(s) should be left in place. Include a brief summary of safety, cost, environmental impacts compared to improving to desirable standards.

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**Attachments:**

* Project Location
* Any supplemental documentation that would help support leaving substandard feature in place. Such as plan sheets, typical sections, photos, etc.