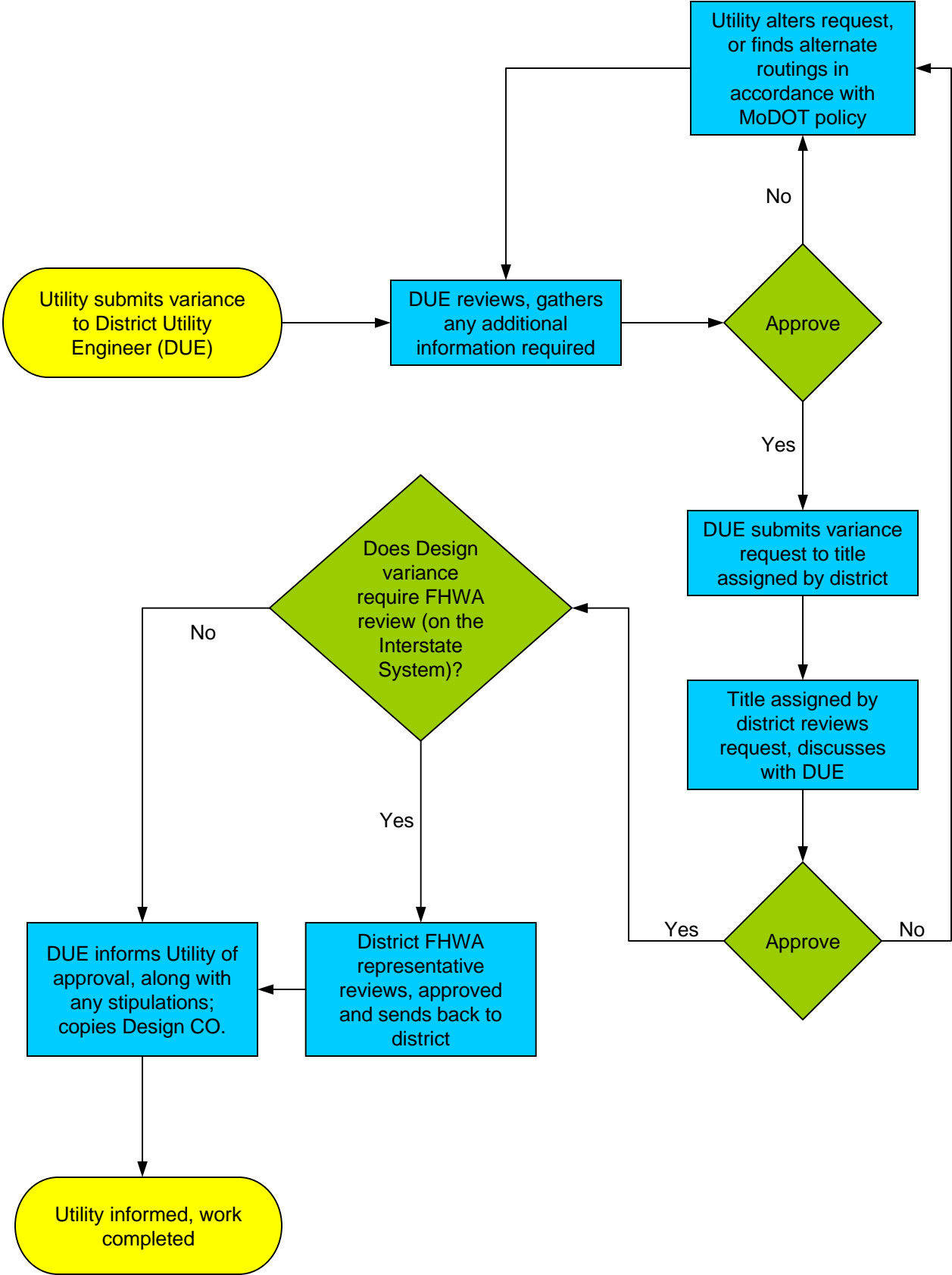


# Utility Variance Approval Process



## Variance Request Check List

1. **Route, County**
2. **Project number** (if applicable)
3. **Project Scope** (if applicable)
4. **Is a permit being requested?**
5. **Location of variance** – direction and distance to nearest intersection, town, etc.
6. **Description of Variance** – What is the actual variance, what is not in accordance with the PDM? (Utility is requesting to install 300' of 8" water main 3' outside the utility corridor...)
7. **Justification for allowing the variance** – What steps has the utility taken to adhere to our policy. What physical features prevent policy adherence. What benefits are realized by MoDOT or the utility? Why should we allow the variance?
8. **What is MoDOT's risk to maintenance and operation of the highway facility,** ie mowing around/over manholes, lane closures during utility maintenance of the facility, erosion, etc.
9. **What is the DUE's recommendation.** Variances can be denied at the DUE level. You should be satisfied the utility has done everything in their power and explored all possibilities to adhere to the PDM prior to asking for a variance. If you submit a variance that you recommend be denied, include all reasons you think the variance should be denied.
10. **What is the cost of the adjustment to adhere to the PDM.** What is the cost if we allow the variance? (Although cost is not a basis for approval it provides additional information)
11. **What is the Commission's responsibility (percent) for the adjustment?**
12. **In the submittal, include any information that will help describe the variance.** Plan sheets, cross sections, letter from utility, pictures, etc. Please make sure the variance is visibly marked on the submittals, where applicable.

Most of this information should be provided by the utility requesting the variance.