

Design Standard Change Request

This form is intended to be used to request a change to the design standards. The change can be an addition/modification to an existing standard, a deletion, or a new standard.

EXTERNAL (The Requestor will fill this part out):

Requestor: <i>Insert Name, Title, Branch or Company</i>		Date: <i>Insert Date</i>	
1. Background: <i>Provide a summary of rationale for the proposed change.</i>			
2. Current Standard: <i>Provide the verbatim standard or reference the section(s) where that would be impacted from the requested action.</i>			
3. Proposed Standard: <i>Present the new language proposed for the Standard.</i>			
4. Qualitative Impacts:			
Social Impact		<i>Description of benefit</i>	
Economic Impact		<i>Description of benefit</i>	
Cultural Impact		<i>Description of benefit</i>	
Pilot Project			
<i>Provide the terms of measurement for the pilot if applicable</i>			
5. Quantitative Impacts:			
Capital Costs: <i>Current capital cost vs. proposed change capital cost</i>			
Impacts to Life Cycle of Infrastructure: <i>Describe the impacts that the proposed change has on life cycle of the infrastructure or asset. Does it add or reduce the life of the infrastructure or components of the infrastructure?</i>			
Appendix A Supplemental Information: <i>Attach supporting studies, references or analysis as required.</i>			

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INTERNAL (The City will fill this part out):

Reviewed By: <i>Name, Title, Branch</i>			
Date Supporting Information Received: <i>Enter Date of Completed Application if different from date requested</i>		Target Date of Completion: <i>Date that the supporting Information was received + 90 days.</i>	
<p>1. Type of Request: <i>Review the definitions provided and select the type of change request.</i></p> <p>Minor Change: A change that typically has three or less Qualitative impacts or a cumulative Quantitative Impact of less than 10% change. A minor change should not generate concerns from affected stakeholders.</p> <p>Major Change: A change that has more than four Qualitative impacts or a cumulative Quantitative Impact of more than 10% change. Affected stakeholders have an interest in the changes as it may require significant change management within their organisations. Adds thirty (30) days to the review cycle.</p> <p>Regulatory Change: Modification/Deletion/Addition(s) that are directed from a federal, provincial or municipal governing body or document.</p> <p>House Keeping: Grammatical, spelling, numerical or reference errors.</p>			
<input type="checkbox"/> House Keeping	<input type="checkbox"/> Regulatory	<input type="checkbox"/> Minor	<input type="checkbox"/> Major
<p>Quantitative Impacts</p> <p>Operating Costs: <i>Description of impact on operating costs or quantify the impacts to operating costs if Information is available.</i></p> <p>Impacts to Rate Payers: <i>Will the proposed change have an impact on the following: Servicing Agreement Fees, Utility Rates, Municipal Tax Rates.</i></p>			
<p>Evaluation of Change Request: <i>Provide a summary of the City evaluation of the changes and identify any issues or additional risks that were not provided as part of the submission.</i></p>			
Decision: <i>Provide decision on accepting of declining the proposed changes.</i>			Date: