Exception to Design Standard Request

This form is intended to be used to request an exception to the design standards to support a planning or development application.

EXTERNAL (The Requestor will fill this part out):

Requestor: *Insert Name, Title, and Company*	**Project**: *Project identifier, servicing agreement number, permit number*

1. **Description of Exception Requested:** *Provide a summary of the proposed exception including existing section, current standard and proposed solution.*
2. **Background:** *Provide the context in which the exception is proposed. Describe the project/agreement/permit/ at a high level.*

3. **Qualitative Impacts:**

Social Impact *Description of benefit*	
Economic Impact *Description of benefit*	
Cultural Impact *Description of benefit*	
Pilot Project *Provide the terms of measurement for the pilot if applicable*	

4. **Quantitative Impacts:** **Capital Costs:** *Current capital cost vs. proposed change capital cost*   **Impacts to Life Cycle of Infrastructure:** *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?*
5. **Alternative Options (if applicable):** *What are the alternatives to the suggested Design Changes and their impacts/Risks.*
Appendix A Supplemental Information: *Attach supporting studies, references or analysis as required.*

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INTERNAL (The City will fill this part out):

Reviewed By: *Name, Title, Branch*

Date Requested: *Enter Date Submitted*	**Date Supporting Information Received:** *Enter Date of Completed Application if different from date requested*

Date Decision Required: *This section is only applicable if a decision is required by a manager, director, executive director or City Manager.*
Current Status: *Describe where in the process this decision is being made and what timeframes or urgency is required.*
Evaluation of Exception Request: *Provide a summary of the City evaluation of the proposal, any issues or additional risks that were not provided as part of the submission. Also include any alternative options or required conditions.*
Alternative Acceptable Options: *Provide any options that may be acceptable if the proposed option is not acceptable due to specific risks.*

Quantitative Impacts
 	
    Operating Costs: *Description of impact on operating costs or quantify the impacts to operating costs if Information is available.*
 	
    Impacts to Rate Payers: *Will the proposed change have an impact on the following: Servicing Agreement Fees, Utility Rates, Municipal Tax Rates.*

Recommendation (if applicable): *Provide a recommendation and rationale if a decision maker is required.*
Decision: *Provide decision on Accept/Decline the proposed exception and Rationale for the decision.*
Decision made by:
Name:
Date: