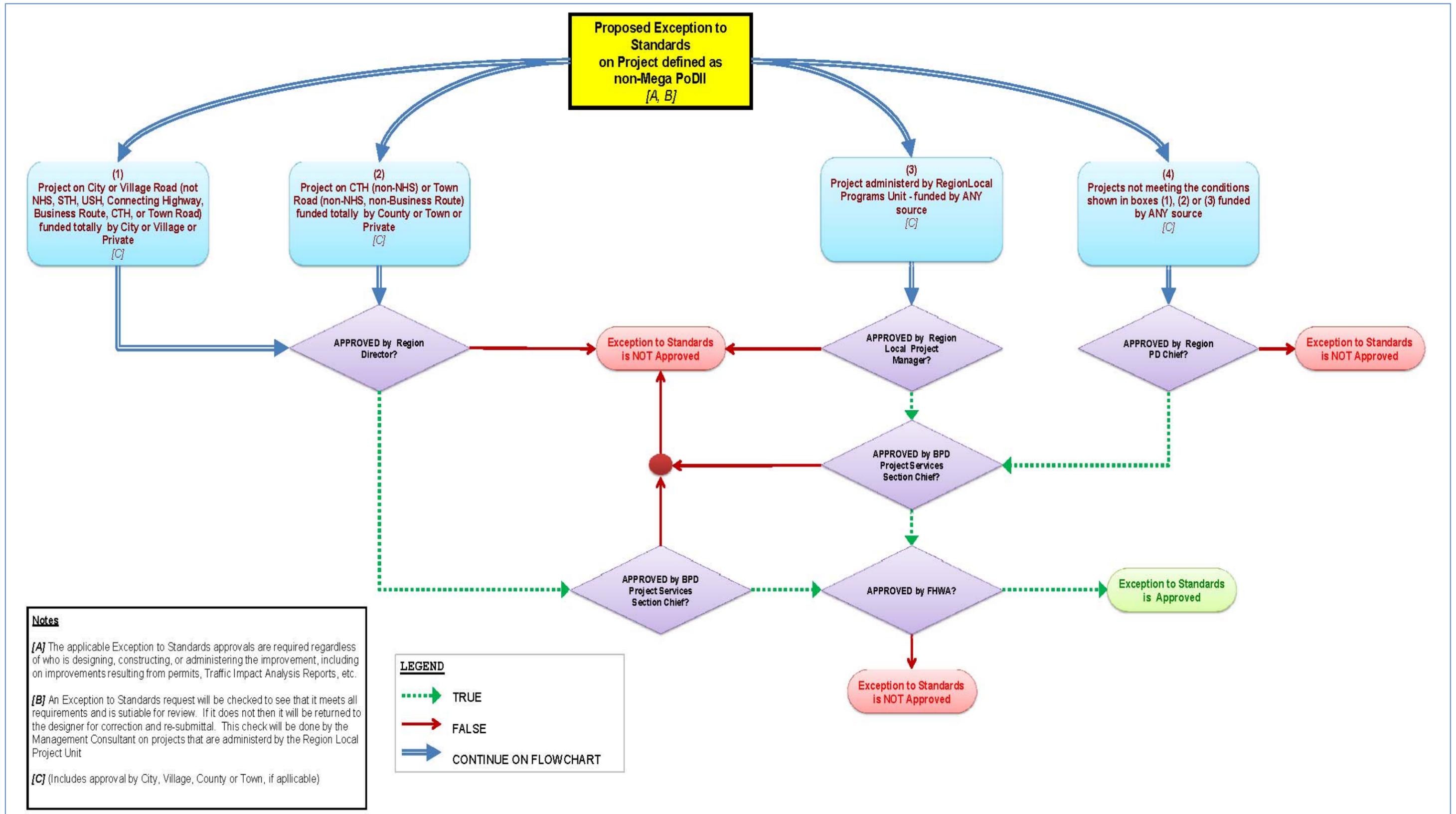


Figure A1.1 Flowchart - Proposed Exception to Standards on Project defined as Delegated Project



**Notes**

**[A]** The applicable Exception to Standards approvals are required regardless of who is designing, constructing, or administering the improvement, including on improvements resulting from permits, Traffic Impact Analysis Reports, etc.

**[B]** An Exception to Standards request will be checked to see that it meets all requirements and is suitable for review. If it does not then it will be returned to the designer for correction and re-submittal. This check will be done by the Management Consultant on projects that are administered by the Region Local Project Unit

**[C]** (Includes approval by City, Village, County or Town, if applicable)

**LEGEND**

---> TRUE

—> FALSE

==> CONTINUE ON FLOWCHART

Figure A1.2 Flowchart - Proposed Exception to Standards on Project defined as non-Mega PoDI

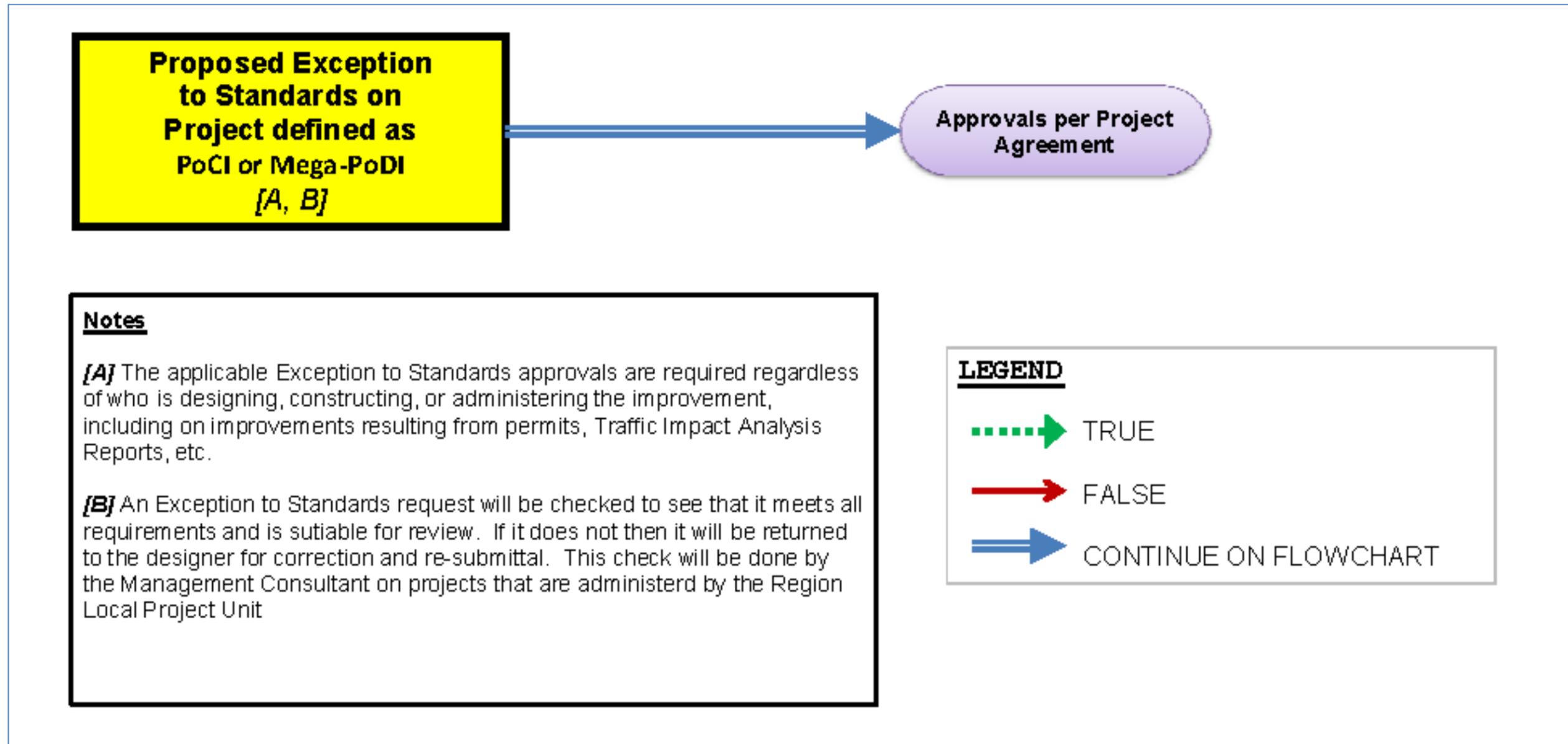


Figure A1.3 Flowchart - Proposed Exception to Standards on Project defined as PoCI or Mega-PoDI

Sample Transmittal Letters (working copies: [FDM 11-1-2, A2 doc1](#))

Sample Transmittal Letter

DEPARTMENT approval authority is the BPD Project Services Chief (STH)

**CORRESPONDENCE/MEMORANDUM** \_\_\_\_\_ **State of Wisconsin**

**Date:** \_\_\_\_\_

**To:** <Name>  
Project Services Chief  
Bureau of Project Development  
  
ATTN: <Name>  
Project Services Engineer for \_\_\_\_ Region  
Bureau of Project Development

<Name>  
Field Operations Engineer  
FHWA Wisconsin Division  
  
{Include only if Exception is for NHS route}

**From:** <Name>  
Project Development Chief  
\_\_\_\_ Region

**Subject:** **EXCEPTIONS TO STANDARDS REPORT**  
WisDOT Project I.D. {if applicable} \_\_\_\_\_  
Local Project I.D. {if applicable} \_\_\_\_\_  
Highway \_\_\_\_\_  
Bridge # {if applicable} \_\_\_\_\_  
County \_\_\_\_\_

**Report Prepared By:** <Name>  
<Title>  
<Organization>

Your approval is requested for exception to standards as shown in the attached report for the subject project.

\_\_\_\_\_  
Project Development Chief  
\_\_\_\_ Region  
Date

Approve:

\_\_\_\_\_  
Project Services Chief  
Bureau of Project Development  
Date

Approve:

\_\_\_\_\_  
Field Operations Engineer  
FHWA Wisconsin Division  
{if applicable}  
Date

Sample Transmittal Letter

DEPARTMENT approval authority is the BPD Project Services Chief (Other road)

CORRESPONDENCE/MEMORANDUM \_\_\_\_\_ State of Wisconsin

Date: \_\_\_\_\_

<b>To:</b> <u>&lt;Name&gt;</u> Project Development Chief ___ Region	<u>&lt;Name&gt;</u> Project Services Chief Bureau of Project Development  ATTN: <Name> Project Services Engineer for ___ Region Bureau of Project Development	<u>&lt;Name&gt;</u> Field Operations Engineer FHWA Wisconsin Division <i>{Include only if Exception is for          NHS route}</i>
--	--	---

**From:** <Name>  
<Title>  
<Municipality, County or Town Requesting Exception>

**Subject: EXCEPTIONS TO STANDARDS REPORT**  
 WisDOT Project I.D. *{if applicable}* \_\_\_\_\_  
 Local Project I.D. *{if applicable}* \_\_\_\_\_  
 Road-name or Highway \_\_\_\_\_  
 Bridge # *{if applicable}* \_\_\_\_\_  
 County \_\_\_\_\_

**Report Prepared By:** <Name>  
<Title>  
<Organization>

Your approval is requested for exception to standards as shown in the attached report for the subject project.

<u>&lt;Title&gt;</u>	Date
<u>&lt;Municipality, County or Town Requesting Exception&gt;</u>	

Approve:

Project Development Chief	Date
___ Region	

Approve:

Project Services Chief	Date
Bureau of Project Development	

Approve:

Field Operations Engineer	Date
FHWA Wisconsin Division	
<i>{if applicable}</i>	

Sample Transmittal Letter

DEPARTMENT approval authority is the BPD Project Services Chief (Project administered by Local Program Unit)

**CORRESPONDENCE/MEMORANDUM** \_\_\_\_\_ **State of Wisconsin**

**Date:** \_\_\_\_\_

**To:** <Name>  
Local Project Manager for \_\_\_\_  
Region  
Bureau of Project Development  
ATTN: <Name>  
Management Consultant for  
\_\_\_\_ Region  
<Consultant>

<Name>  
Project Services Chief  
Bureau of Project Development

<Name>  
Field Operations Engineer  
FHWA Wisconsin Division  
{Include only if Exception is for  
NHS route}

**From:** <Name>  
<Title>  
<Municipality, County or Town Requesting Exception>

**Subject:** **EXCEPTIONS TO STANDARDS REPORT**  
WisDOT Project I.D. {if applicable} \_\_\_\_\_  
Local Project I.D. {if applicable} \_\_\_\_\_  
Road-name or Highway \_\_\_\_\_  
Bridge # {if applicable} \_\_\_\_\_  
County \_\_\_\_\_

**Report Prepared By:** <Name>  
<Title>  
<Organization>

Your approval is requested for exception to standards as shown in the attached report for the subject project.

\_\_\_\_\_  
<Title> Date  
<Municipality, County or Town Requesting Exception>

Approve:

\_\_\_\_\_  
Local Project Manager for \_\_\_\_ Region Date  
Bureau of Project Development

Approve:

\_\_\_\_\_  
Project Services Chief Date  
Bureau of Project Development

Approve:

\_\_\_\_\_  
Field Operations Engineer Date  
FHWA Wisconsin Division  
{if applicable}

Sample Transmittal Letter

DEPARTMENT approval authority is the Region Director (not applicable to NHS or Business Routes)

**CORRESPONDENCE/MEMORANDUM** \_\_\_\_\_ **State of Wisconsin**

**Date:** \_\_\_\_\_

**To:** <Name>  
Region Director  
\_\_\_ Region

**From:** <Name>  
<Title>  
<County or Town Requesting Exception>

**Subject: EXCEPTIONS TO STANDARDS REPORT**  
WisDOT Project I.D. {if applicable} \_\_\_\_\_  
Local Project I.D. {if applicable} \_\_\_\_\_  
Road-name or Highway \_\_\_\_\_  
Bridge # {if applicable} \_\_\_\_\_  
County \_\_\_\_\_

**Report** <Name>  
**Prepared** <Title>  
**By:** <Organization>

Your approval is requested for exception to standards as shown in the attached report for the subject project.

\_\_\_\_\_  
<Title> \_\_\_\_\_ Date  
<County or Town Requesting Exception>

Approve:

\_\_\_\_\_  
Region Director \_\_\_\_\_ Date  
\_\_\_ Region

SAMPLE TITLE SHEET for Exception to Standards prepared by consultants and by local governments

**EXCEPTIONS TO STANDARDS REPORT**

Project I.D. (design) \_\_\_\_\_  
<Highway or Road Name> \_\_\_\_\_  
Bridge # {if applicable} \_\_\_\_\_  
\_\_\_\_\_ County

