

Encroachment Project Review Process Change Approval

Form: TR-0417

DIST/CO/RTE/PM: _____

Project Proponent: _____

Project Description:

Instead of reviewing the Project through the (Applicable process by policy):

Encroachment Permits Office Process Short-Form QMA Process Standard QMA Process

The Project is recommended to be reviewed through:

Encroachment Permits Office Process Short-Form QMA Process Standard QMA Process

Note: Projects moved to Encroachment Permits Office Process from the QMA process must be approved within 60 calendar days from date of encroachment permit application acceptance.

For the following reasons (List which criterion/criteria is/are being requested to be exempted):

Requested By:

Date:

Deputy District Director (Traffic Operations/ Design/ Project Management)

Approved By:

Date:

District Director

REMARKS: SEND COPIES OF APPROVED FORM TO OFFICE OF PROJECT SUPPORT, DIVISION OF DESIGN AND OFFICE OF ENCROACHMENT PERMITS, DIVISION OF TRAFFIC OPERATIONS IN HEADQUARTERS (See Instructions for more details).

Encroachment Project Review Process Change Approval

Form: TR-0417

Instructions:

1. Request must be prepared by the Division in the District requesting the exception to policy. Deputy District Directors for the programs being impacted (Design, Project Management and/or Traffic Operations) must be notified of the proposal before requesting District Director's approval.
2. District Director must approve any deviation from the policy.
3. Final determination on the process must be made and if necessary, exception approved by the District Director within 5 calendar days from the receipt date of the project proposal.
4. Encroachment Project Review Process Change Approval must be included in the project file. A copy of the approved form must be sent to **Chief, Office of Project Support, Headquarters Division of Design** and **Chief, Office of Encroachment Permits, Headquarters Division of Traffic Operations**.
5. Projects must comply with all applicable policies, requirements, statutes, laws and regulations irrespective of the process.

Acronym:

QMA: Quality Management Assessment