



Right-of-Way Variance Request

Deviations from city standards may be granted on a case-by-case basis. Applicants must submit a request for a project's design or construction to vary from these standards using the form below. The request should be made as soon as a conflict becomes evident to the project team and with sufficient design completed to present an alternative. Submit completed forms with initial ROW permit applications, permit resubmittal, field revision, or Preapplication Review Request.

Direct questions to: Permits@Tacoma.gov.

The undersigned requests a variance from the Right-of-Way element selected below. If the project requires more than one type of variance, a separate form shall be submitted for each variance requested.

Permit Number: _____

Project Site Address: _____

Variance Requested from:

- | | |
|--|--|
| ☐ Standard Plans | ☐ ROW Design Manual |
| ☐ ROW Restoration Policy | ☐ TMC Title 9, Public Ways or |
| ☐ Offsite Improvement
Requirements, TMC 2.22 | Title 10, Public Works |

Contact Person: _____ Phone: _____

Signature of Requestor: _____ Date: _____

Describe in the box below the reason for the variance request; attach additional sheets as needed. Discuss in detail the design or construction conflict that is preventing the project from meeting the stated requirements. Include civil plans to demonstrate the conflict and the proposed alternative(s). Provide supporting documentation to substantiate the request. Reference all requirements, policies, codes and/or standards applicable to this variance request.

Capital / Review Engineer Recommendation (to be completed by City Staff)

_____	_____	_____	_____
Capital / Review Engineer	Department	Workgroup	Date

Approved ☐			
Denied ☐	_____	_____	_____
	Approving Authority	Title	Date

Approving Authorities:

- ☐ Offsite Improvement Requirements – *Site & Building Division Manager, or designee*
- ☐ ROW Design Manual & Standard Plan – *City Engineer, or designee*
- ☐ ROW Restoration Policy – *City Engineer, or designee*

Review of this Variance Request shall be documented above and final determination will be provided to the requestor via email and added to the electronic permit record.

Appeals to Variance Request determinations shall be managed through the *Resolve a Permit Disagreement* process: <https://www.tacomapermits.org/tip-sheet-index/resolve-a-permit-disagreement>