Design Standard Decision Document

Prepared by:

Name, Project Engineer

Branch/Company

**XX/XX/XX**

**C12345**

**Name**

Submitted by:

Name, Design Senior *Date Telephone*

*(Select all that are applicable)*

[ ]  *Includes exceptions to District-delegated Design Standards (Section 2B)*

[ ]  Concurred by:

[ ]  Approved by:

Name, Office Chief *or Date Telephone*

Name, Deputy District Director for Design

*(Select only one)*

[ ]  *Includes exceptions to Non-delegated Design Standards (Section 2A)*

[ ]  Not Applicable:

Approved by:

Name, Project Delivery Coordinator *Date Telephone*

Headquarters Division of Design

*Instructions for Signature Sheet*

*(Delete from final document)*

Modify the signature blocks as needed to represent the specific district delegation approval authority.

Prepared by:

Typically the project engineer, a Transportation Engineer (Civil), Range D. The design standard decision document must be prepared by a registered civil engineer in responsible charge of the work (as defined by *California Business and Professions Code*, Section 6703), or other licensed professional practicing within the scope of their license. Include the design unit for Caltrans engineers or the company name for consultant engineers.

Submitted by:

Typically the design senior, a Senior Transportation Engineer, Caltrans. The first-line supervisor of the project engineer. For projects-funded-by-others this could be the district oversight engineer or the district permit engineer for encroachment permit projects.

Concurrence by and approved by:

For design standards where the approval authority is the Headquarters Project Delivery Coordinator:

* Concurrence is given by the district office chief, design manager, or deputy District Director for Design. Typically the concurrence is from a Supervising Transportation Engineer, Caltrans (the first-line supervisor of the design senior and second-line supervisor of the project engineer) or could be from a Principal Transportation Engineer, Caltrans.
* Approval is given by the Headquarters Project Delivery Coordinator, a Supervising Transportation Engineer, Caltrans.

For design standards where the approval authority has been delegated to the District Director:

* Use of a concurrence signature block is by district preference.
* Approval is given by the District Director’s approval authority; typically from an office chief, design manager, or deputy District Director for Design that has been delegated the approval authority.

**1. PROPOSED PROJECT**

**A. Project Description:**

*Insert text here*

**B. Existing Highway:**

*Insert text here*

**C. Safety Improvements:**

*Insert text here*

**D. Total Project Cost:**

*Insert text here*

**2. FEATURES REQUIRING DESIGN DECISION DOCUMENTATION**

**A. Design Features with Headquarters Approval Authority**

**1) Design Feature Number 1**

Nonstandard Feature:

*Insert text here*

Design Standard for Which Documentation Is Required:

*Insert text here*

Reason for not Using Design Standard:

*Insert text here*

Added Cost to Make Standard:

*Insert text here*

**2) Design Feature Number 2**

*Add additional sub-headings 1, 2, 3, etcetera to document each design feature under heading A., otherwise delete this sub-heading.*

**B. Design Features with District Delegated Approval Authority**

**1) Design Feature Number 1**

Nonstandard Feature:

*Insert text here*

Design Standard for Which Documentation Is Required:

*Insert text here*

Reason for not Using Design Standard:

*Insert text here*

Added Cost to Make Standard:

*Insert text here*

**2) Design Feature Number 2**

*Add additional sub-headings 1, 2, 3, etcetera to document each design feature under heading B., otherwise delete this sub-heading.*

**3. TRAFFIC DATA**

*Insert text here*

**4. COLLISION ANALYSIS**

*Insert text here*

**5. FUTURE CONSTRUCTION**

*Insert text here*

**6. REVIEWS AND CONCURRENCE**

*Insert text here*

**7. ENVIRONMENTAL DETERMINATION/DOCUMENT**

*Consult with the district environmental unit to determine the appropriate federal environmental determination/document for the project and if the “blanket” categorical exclusion is applicable. Construct an appropriate project attribute statement by choosing and modifying the following:*

The project location (is part/is not part) of the National Highway System.

*And choose one:*

A federal environmental (determination/document) (will be/has been) approved specifically for this project to comply with the *National Environmental Policy Act of 1969* (NEPA).

The project conforms to the conditions for applying the “blanket” categorical exclusion for approval of design exceptions, listed in the memorandum signed by Jay Novell on March 3, 2008.

Compliance with the *National Environmental Policy Act of 1969* (NEPA) is not applicable to this project.

**8. ATTACHMENTS**

*Insert text here*