**Memorandum** ***Making Conservation***

***a California Way of Life***

**To:** STATE PAVEMENT ENGINEER **Date:** Month date, year

Pavement Program

 Division of Maintenance **Project EA:** (XX-XXXXXX)

 **EFIS No.:** (XXXXXXXXXX)

**From:** NAME (ALL CAPS)

Title

Branch (delete line if unused)

Office (delete line if unused)

Subdivision (delete line if unused)

Division/District

**Subject:** **request for non-standard special provision (nssp) approval**

* **nssp (number), “(title)”**

**General Project Information**

Project Name:

County-Route-Post Mile:

RTL Date: (Submit this request 4 weeks before RTL)

Target Construction Date:

Project Personnel Information: (Office Engineer, Design Engineer, Senior Construction Engineer)

**Summary of Revisions to SSP**

Section Number (should reflect original, not NSSP), Paragraph Number and Reason for Change (Describe why the non-standard change is needed in this paragraph and add additional rows for each paragraph with non-standard edits)

Note: Do not include standard edits that are allowed by instructions (hidden text).

Attachments

1. Separately list each attached document as enumerated here. Set left indent at 0.25 inches with 0.31‑inch hanging indent. Keep list together.
2. If only one attachment, remove “(s)” from above, do not enumerate, and list name only if not used in body of memo.