**Curb Ramp Variance Submission Guidance**

Per the updated PD 605.1, any curb ramp (or other Accessibility Feature) that cannot be installed without a deviation from the M & S Standard Plans must be documented using the Design Exemption Variance Request Form #464 and Curb Ramp Variance Support Document. The intent of this bulletin is to offer guidance on preparing and submitting the documents for approval by the Program Engineer. Should an unforeseen situation arise during construction that requires a variance, the process remains the same as it would be during design and is outlined below.

Project Managers/Project Engineers begin the process by completing a Design Exception Variance Request (CDOT form #464). For Curb Ramps, sections E and F can be marked “Not Applicable” or “N/A”. A [Curb Ramp Variance Support Document](https://www.codot.gov/business/civilrights/accessibility/ada/program) must be completed and attached for each curb ramp on the project that cannot meet CDOT’s minimum standards as established in M-608-1 Curb Ramps. The Resident Engineer will provide guidance and consultation to the Project Manager/Project Engineer to ensure enough information and clarity is included to enable the Program Engineer to understand the individual circumstances related to each curb ramp. The Program Engineer is responsible for approving or denying the request. Once the request is signed by the Program Engineer, the documentation must be added to the project files as well as scanned and emailed to Greg Martinez, ADA Title II Specialist, at: greg.martinez@state.co.us.

Sometimes form #464s are submitted to FHWA for approval. Do not submit Curb Ramp Variances to FHWA. CDOT has an approved Transition Plan and curb ramps are being handled internally. Questions related to the Transition Plan and FHWA should be directed to Anna Mariotti, Program Mgt II, Civil Rights and Business Resource Center, at: anna.mariotti@state.co.us or Josh Keith, Standards Engineer, at: josh.keith@state.co.us.

Questions related to completing the Form #464 should be directed to Josh Keith. Questions related to completing the Curb Ramp Variance Support Document can be directed to Greg Martinez or Josh Keith.

**Resources:**

CDOT Form #464:

<https://www.codot.gov/library/forms/cdot0464.pdf/view>

Curb Ramp Variance Support Document:

<https://www.codot.gov/business/civilrights/accessibility/ada/documents>