**JOB NAME:**   **WSSC JOB NUMBER:**

**DATE OF REQUEST:**

**DESCRIPTION OF REQUESTED VARIANCE**

(INCLUDE APPLICABLE PIPELINE DESIGN MANUAL SECTION AND REFERENCES):

**JUSTIFICATION FOR REQUESTED VARIANCE**

Applicant’s Signature

Print Name

Address

Phone e-mail

Engineer’s Signature

Print Name

Address

Phone e-mail

**JOB NAME:**   **WSSC JOB NUMBER:**

**HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned Applicant agrees to indemnify, defend and save harmless the Washington Suburban Sanitary Commission and its Commissioners, Officers, Agents and Employees from and against any and all claims, suits, actions, losses, damages, expenses, costs, injuries and liabilities of any nature (including but not limited to claims for bodily injury, death, business interruption and/or property damage) relating to, arising out of or resulting from the granting and/or implementation of the Variance requested herein.

Applicant’s Signature

Print Name

Address

Phone e-mail

**JOB NAME:**   **WSSC JOB NUMBER:**

**FOR WSSC USE ONLY**

**DATE RECEIVED:**

**ACTION TAKEN:** Approved Denied

**EXPLANATION OF ACTION / SPECIAL CONDITIONS OF VARIANCE:**

**SIGNATURE:**  **DATE**:

WSSC’s Approving Authority

**INSTRUCTIONS FOR COMPLETING FORM**

**Do not use this form for or in place of the RSD Code Modification Request form.**

1. A separate Variance Request is required for each unrelated variance for each contract or part. In general, a Variance Request will either be approved or denied in its entirety. Talk to the Development Services Division Project Manager before attempting to combine a Variance Request.
2. In the same box with Job Number, list the Permit No. or On-Site Plan No. if applicable.
3. The Description of and Justification for the Variance must be detailed and complete – do not use exhibits or attachments for the write up. Include specific references to section(s) of the Code.
4. Give details such as elevations, lengths, existing conditions, job related limitations, etcetera. Attach supporting documentation, (e.g. letters from County, MNCP+PC) if this supports your request.
5. Attach any applicable documents (e.g. plans, drawings, calculations, product literature etc.).
6. The Applicant must sign the form. The Engineer shall not sign as the Applicant.
7. The Engineer’s signature is required.
8. The Variance form and supporting information must be uploaded into ePlan Review or e-builder as a single PDF into the Documents Folder.
9. Determination of the Variance request will be posted in the approved folder in ePlan review or e-builder.
10. Contact the WSSC’s Project Manager assigned to the project, if you have questions regarding this form.