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| Subject: | *Project Name*Highway Design Standards  | Date: *Date* |
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| From: | *Lead Designer*Lead Designer | In Reply Refer To:HFPD-16 |
|  |  |
| Through: | *Highway Design Manager*Highway Design Manager |  |
| Through: | James HerlyckProject Development Branch Chief  |  |
| To: | *Project Manager* Project Manager |  |

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| Per the Project Development Design Manual (PDDM), use this memo instead of the Highway Design Standards Form when one of the following conditions apply. All of the text in boxes is for information only, and should be deleted from the final memo. Red text should be replaced with project specific text. |

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| **Option 1: Preventive Maintenance Projects (delete this section if it does not apply)** |

The scope of this projectis limited to preventive maintenance as defined in the [Preventative Maintenance memorandum of February 25, 2016](https://www.fhwa.dot.gov/preservation/memos/160225.cfm). Preventative Maintenance projects typically includes only pavement repair, such as crack sealing, or minor resurfacing, such as chip sealing.

For preventive maintenance projects, no exceptions are needed for the retention of existing substandard features. The project maintains the existing roadway as previously constructed and as defined in the project agreement. No new substandard features will be created, or existing ones made worse. Refer to [23 CFR 625](https://www.ecfr.gov/cgi-bin/text-idx?SID=4f4c8515fcb6873787857e30df84a31b&mc=true&node=pt23.1.625&rgn=div5).

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| **Option 2: Spot Improvement Projects less than 500 feet in length (delete this section if it does not apply)** |

The scope of this projectis limited to one or more spot improvements which contains no geometric or typical section changes (strictly matches existing conditions including alignment, profile, and typical section). The project will maintain consistency in geometric design features and speed between adjacent sections of roadway.

*Insert a few project-specific sentences describing the existing conditions of the roadway.*

*Use specific information about the existing roadway width, clear zone, and hydraulic conditions to describe how the proposed construction maintains consistency in geometric design features and speed between adjacent sections of roadway.*

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| **Option 3: Non-Roadway Work such as embankment repair, bridge repair, trail work, etc. (delete this section if it does not apply)** |

The scope of this projectis limited to non-roadway work. *Add a few project-specific sentences describing the scope of the non-roadway work for this project.*

No exceptions are needed for the retention of existing substandard features within the project limits. The project maintains the existing roadway as previously constructed. No new substandard features will be created, or existing ones made worse.

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| **Include the following statements below for all options.**  If there are known safety problems within the project limits demonstrated by crash reports, field evidence, or other documentation provided by the Partner, then the HDS form should be completed and the substandard safety concerns well documented. The Partner can then choose to accept or address the existing safety concerns through HDS approval process.  |

There are no documented safety issues within the project limits. No indications of undocumented crashes were found within the project limits.

The design approach, including appropriate design and safety considerations, has been discussed and agreed to with the land management agency.