**Design Certification Letter Example**

*City or County Agency Name*

*Address*

*Date*

*Addressee*

TDOT Design Division Local Program Coordinator

1300 James K. Polk Building

Nashville, TN 37243

Re:

*County*

*Route*

*Project Description*

Design Division Local Program Coordinator:

*Include one of the paragraphs below.*

***No Formal Design Exception Is Required***

This letter certifies all TDOT Roadway Design Policies and Procedures and all federal and state laws and regulations have been followed and the criteria for the thirteen (13) controlling elements of design have been met. Appropriate standards and guidelines used during the development of the project have also been met.

***Formal Design Exception Is Required***

This letter certifies all TDOT Roadway Design Policies and Procedures and all federal and state laws and regulations have been followed and have been met and Formal approval of a Design Exception for (list exception) has been received from the TDOT Design Division Local Program Coordinator on (date). All other elements of the design meet the criteria for the thirteen (13) controlling elements of design. Appropriate standards and guidelines used during the development of the project have also been met.

***For all Locally Managed Projects:***

The following project commitments have been made and are reflected in the plans.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Highest Ranking Local Official

Responsible for the Project)

Enclosures

cc: Manager of Local Program Development Office