



## Engineering Standards Deviation Form

Deviation #: \_\_\_\_\_  
Development Project: \_\_\_\_\_  
Capital Project Number: \_\_\_\_\_  
\_\_\_\_\_

### TO BE COMPLETED BY APPLICANT

To: Director of Engineering  
5 St. Anne Street  
St. Albert, AB T8N 3Z9  
City of St. Albert

Applicant Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Municipal Engineering Standards Article No: \_\_\_\_\_ Page No: \_\_\_\_\_

Deviation Request Description:

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

Reviewed By:	Reviewed	Not Applicable	Signature
<b>Development Engineering</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Public Works</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Transit</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Transportation</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Utilities &amp; Environment</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Growth Engineering</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Recreation &amp; Parks</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments:	_____ _____		
<b>Note: Please note any impact of this deviation to maintenance and operation of assets</b>			
Deviation Request:			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected			
Reason for rejection (attach more pages if necessary): _____			
_____			
_____			
_____			
Director of Engineering Services Signature:			Date:

**Revision Request Process:**

- 1) All deviation requests are to be submitted to the concerned manager's office. The manager will initiate review of the deviation request by concerned departments and inform the applicant of tentative period of approval. Two (2) weeks will be provided to the concerned departments for review.
- 2) Incomplete submissions (Drawings and Letter of explanation) of deviation request with insufficient supporting documentation will be returned to the applicant without review. COSA shall not be responsible for conducting industry research or conducting other work to support an incomplete deviation request. The onus is on the applicant to provide a complete submission, which fully supports the deviation request.
- 3) COSA will provide a response within 4 weeks of receipt. Depending on the nature of the deviation request, COSA's response may require additional review time; in such situation, COSA will advise the applicant of the extended review period if necessary.
- 4) Concerned manager with the help of concerned staff will review the deviation requests and advise the director for approval or refusal.
- 5) If the deviation request is accepted, the applicant will be advised with instructions on how the change may be applied to an ongoing or pending project.
- 6) If the deviation request is denied, the applicant will be advised by the COSA reasons for rejection. The applicant may elect to resubmit the deviation request, provided the COSA's reasons for initial rejection are fully addressed in the subsequent submission.

*For more information:*

General Inquiries: Engineering Department at **780-459-1642**