

APPENDIX 1.1 WAIVER REQUEST TEMPLATE

Request for Waiver of Time and Page limits under S.O. 3355

To: Office of the Deputy Secretary

Through: [Bureau Director]

From: [SES Supervisor Responsible for the Project]

Date:

1. Bureau or Office Name:

2. Title of Document: *Document Title*

3. Description of Action: *Description of the action or project that the NEPA document is analyzing, including the name of the project proponent and cooperating agencies, if applicable.*

4. Time waiver: 150 Page waiver: (check all that apply)

5. Was a waiver or extension previously granted, and if so, how much time or many pages were previously approved?

6. Description of Reason for Request:

For Example:

At this time, the project schedule cannot be expedited to meet the new time frames due... Therefore, we are requesting a waiver of the schedule requirements and instead propose a Final EIS date of...

We are requesting a waiver of the 150 page limit, and seek an exception allowing for 300 pages. The project is unusually complex because... Therefore, we seek approval for a 300 page EIS.

This is a Fixing America's Surface Transportation Act project where cooperators are allowed a two (2) year EIS schedule.

7. Need and deadline (if any) for issuance of waiver(s) decision:

8. Positions of affected stakeholders: *Who is affected by not meeting the timeframe?*

9. Other relevant considerations: *For Example: Schedule delays and paper length due to project complexity, budget, analysis needs arising from....*

10. Attachments: *If the request is for a waiver of the time requirement, attach a copy of the original and the new proposed project timeline with the waiver request.*

Granted: _____ Date: _____

Denied: _____ Date: _____