



**Public Works Department
Curb Ramp Matrix
Variance Request Form**

Application for Variance to the City of Tacoma Curb Ramp Installation Matrix

Purpose: The COT Curb Ramp Installation Matrix was developed in an effort to ensure a consistent method for assessing and providing curb ramps throughout the City. The City of Tacoma is committed to equal access and removing barriers that may prevent people for navigating our rights-of-way. Due to the varying nature of projects and their impact on the right-of-way, a set of principles was developed that could be equally applied. However, there may be circumstances that may require an exception to the Curb Ramp Matrix. For example, an intersection with curb and gutter is being overlaid and there is no existing or proposed sidewalk for a few blocks in any direction. For situations such as this, a process has been established to review construction projects on a case by case basis.

Process: In order for a project to be considered for an exception to the Curb Ramp Installation Matrix, the applicant must conduct a thorough analysis of the possible impact to pedestrians. Please submit a Curb Ramp Matrix variance request form to the Street Operations Division Manager and ADA Coordinator. They will meet with applicant to review the application. **If approved, a note will be added to the design plans that will include the reason for the request and the considerations that led to an approval.**

Submit a Request:

- 1) Scope of work
- 2) Specific proposal for work. What are you requesting?
- 3) The site specific factors or reasons supporting the request:
 - a. Are there indications of pedestrian traffic such as goat paths?
 - b. Proximity to nearest bus stops
 - c. Proximity to businesses, social service agencies, government facilities
 - d. Proximity to nearest sidewalks (a map/plan shall be included to support request)

Please submit your request by sending an email or hard copy to:

Rae Bailey, Street Operations Division Manager at rbailey@cityoftacoma.org, phone 253-591-5488

Gail Himes, ADA Coordinator, at ghimes@cityoftacoma.org phone 253-591-5785



**Public Works Department
Curb Ramp Matrix
Variance Request Form**

The undersigned requests a variance from the requirements set forth in the Curb Ramp Matrix

Submit to: City of Tacoma
Attn: Street Operations Division Manager
Public Works Department
Street Operations Division
2324 South C Street
Tacoma, WA 98402

Permit Number: _____

Location or Address of Variance Request: _____

Variance Requested for Policy Section(s): _____

Name of Permittee: _____ Phone: _____

Address of Permittee: _____

City: _____ State: _____ Zip: _____

Signature of Permittee: _____ Date: _____

Please state below the reason for the request of variance. Include additional pages and supporting documentation, if necessary.

Approved <input type="checkbox"/> Denied <input type="checkbox"/> _____ ADA Coordinator/Street Operations Division Manager Date
--