

## Design Standards & Guidelines Request Form

Please complete the first section form to request a new SPU Design Standard or Guideline, or a change to one that already exists or is currently under development.

<b>Design Standard or Guideline</b> <i>Current name, or proposed name if new</i>				
<b>Request Type</b>		<input type="checkbox"/> Request for new Standard or Guideline <input type="checkbox"/> Request to change existing Standard or Guideline <input type="checkbox"/> Change request for project underway		
<b>Request Description</b> <i>Briefly describe proposed new standards or guidelines, or proposed changes.</i>				
<b>Reason for Request</b> <i>New: What are benefits of this standard or guideline? (E.g: reduced design time, reduced error) Change: Why is this change needed at this time?</i>				
<b>Name</b>	<i>Organization</i>	<i>Title</i>	<i>Phone #</i>	<i>E-Mail</i>

Please send this form to \_\_\_\_\_.

### To be completed by PDEB (DSG Program Administrator)

<b>Estimated Impact (on Projects in Progress)</b>	
a. Estimated additional internal hours	Cost
b. Estimated additional consultant hours	Cost
c. Estimated impact on project schedule	
d. Estimated additional benefit(s) to SPU, City	Total \$ benefit
e. Additional impacts on project	
<b>Cost Benefit Analysis Summary (New or Revised DS&amp;G)</b>	
a. Estimated internal staff hours	Cost
b. Estimated consultant hours	Cost
c. Estimated duration to complete	
d. Estimated benefit(s) to SPU, City	Total \$ benefit
e. Additional notes on work required	

<b>Approval and Signatures</b>	
_____ <b>PDEB Program Manager</b>	

For additional information, please Contact:  
Dean Huber (206) 233-7805