

**761—10.3(17A) Petitions for rule making.**

**10.3(1)** The department shall accept and consider, from any person or agency, petitions for rule making when submitted to the department’s rules administrator by mail or email and prepared in conformance with the following:

a. Format:

IOWA DEPARTMENT OF TRANSPORTATION  
800 Lincoln Way, Ames, Iowa 50010

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PETITION BY (insert petitioner’s name) FOR THE (insert one: adoption, amendment or repeal) OF (insert current rule number, if applicable, and brief description of subject matter)	}	DOCKET NO. _____  PETITION FOR RULE MAKING
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(In separate numbered paragraphs, the petition shall include the following.)

1. The petitioner’s name, address and telephone number.
2. The nature of the petitioner’s interest in the matter.
3. The text or the essential terms and conditions of a proposed new rule, or the rule number and text of a rule proposed for amendment or a repeal. In addition, proposed amendments shall be illustrated to portray the changes in wording requested: Deletions are to be indicated by strike-throughs, and additions by underscoring.
4. The reasons for seeking the requested action, including any facts, views, data or arguments relevant to the request. Copies of statutes, rules or other supporting documents referenced in the petition shall be submitted as appendices to the petition or made available to the department upon request.
- \*5. If desired, a request to meet informally with the department to discuss the petition.

\_\_\_\_\_  
(Signature of petitioner)

b. A petition for amendment or repeal of a rule shall pertain to a rule currently in effect at the time the petition is received by the department.

c. Petitions should be typewritten, although petitions legibly hand-printed in ink shall be accepted.

**10.3(2)** The date of receipt of a petition is the day it reaches the department’s rules administrator. The administrator shall promptly notify the petitioner of the date of receipt and the assigned docket number.

**10.3(3)** If requested in the petition, the department shall schedule an informal meeting with the petitioner to discuss the petition.

**10.3(4)** The department shall notify the petitioner of the director’s or commission’s determination to grant or deny the petition. If the petition is denied, the notification shall include the reasons for denial.

[ARC 2231C, IAB 11/11/15, effective 12/16/15; ARC 4492C, IAB 6/5/19, effective 7/10/19]