

**761—11.5(17A) Petition for waiver.**

**11.5(1) *Petitioner.*** Any person may petition the department for a waiver from the requirements of a rule. The petitioner must have a real and direct interest in the matter.

**11.5(2) *Form of petition.*** A petition for a waiver from the requirements of a rule must be in writing and state clearly at the top of the petition that it is a “petition for waiver of a rule.” The petition shall contain the following information where applicable and known to the petitioner:

*a.* The name, address and telephone number of the petitioner, and any license, permit or case number applicable to the requested waiver.

*b.* A description of and citation to the specific rule from which a waiver is requested.

*c.* The specific waiver requested, including its scope and duration.

*d.* The relevant facts and reasons the petitioner believes would justify the requested waiver. The petitioner should address each of the following:

(1) Why applying the rule will result in an undue hardship to the petitioner.

(2) Why waiving the rule will not prejudice the substantial legal rights of any other person.

(3) Whether the provisions of the rule are specifically mandated by statute or another law other than the rule.

(4) How substantially equal protection of the public health, safety, and welfare will be afforded by means other than those prescribed by the rule.

*e.* A history of any prior contacts between the petitioner and the department that are related to the requested waiver.

*f.* Whether the petitioner is currently a party to a rule making, declaratory order, contested case, judicial proceeding, or any other proceeding related to the requested waiver.

*g.* Information regarding the department’s treatment of similar situations.

*h.* The name, address and telephone number of any public agency or political subdivision that also regulates the activity in question or that may be affected if the waiver were granted.

*i.* The name, address and telephone number of any person or entity that may be adversely affected if the waiver were granted.

*j.* The name, address and telephone number of any person who has knowledge of facts relevant to the requested waiver.

*k.* Releases authorizing persons with knowledge of relevant facts to furnish that information to the department.

*l.* The signature of the petitioner and the date signed.

**11.5(3) *Submission of petition.*** A petition for waiver from the requirements of a rule shall be submitted to the rules administrator either by mail to Rules Administrator, Strategic Communications and Policy Bureau, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010; or by email to the rules administrator’s email address listed on the department’s website at [iowadot.gov/administrativerules](http://iowadot.gov/administrativerules).

[ARC 2231C, IAB 11/11/15, effective 12/16/15; ARC 2889C, IAB 1/4/17, effective 2/8/17; ARC 4492C, IAB 6/5/19, effective 7/10/19]