



INDIANA DEPARTMENT OF TRANSPORTATION

Design Memo No. 25-18

August 13, 2025

TO: All Design Personnel and Consultants

FROM: /s/ John D. McGregor
John D. McGregor
Traffic Operations Director
Traffic Management Division

SUBJECT: Template Updates for the Interstate Highways Congestion Policy (IHCP) Cover Letters and Exception Requests

EFFECTIVE: Immediately

All IHCP exception request templates have been updated with minor but important revisions and are now available from the INDOT Work Zone Safety [IHCP webpage](#), under Exception Requests. The new templates are streamlined and vary depending on work type, project status, and the approver.

Timing

The new templates are effective immediately:

- Requests not yet submitted should be revised to use the new templates. Any further requests submitted without using the updated templates will be returned for revision.
- Recently submitted requests that are not yet approved may be returned for revision depending on where the request is in the approval process.

Questions

For questions related to this design memo, please contact the Traffic Management Division, John McGregor, at JMcGregor@indot.IN.gov.