



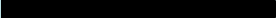


DISTRICT 8 ASHE PRESENTATION
April 1, 2008

Highway Occupancy Permit (HOP)


www.dot.state.pa.us

Presentation Overview

- Section 1** Organization
- Section 2** HOP Process Overview
- Section 3** Regulations
- Section 4** HOP Review Considerations (Technical/Administrative)
- Section 5** Statistics
- Section 6** The Future for HOPs

Section 1 - Organization

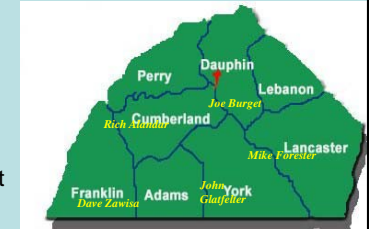


District 8-0 HOP Unit Organization

- **District Staff**
 - Permit Manager
 - Assistant Permit Manager
 - TCIS
 - TCI
 - Two Clerk Typists
 - 2 Review Consultants

District 8-0 HOP Unit Organization

- **County Staff**
 - 5 TCISs
 - 6 TCIs
 - Consultant

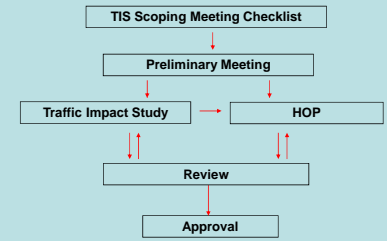


PennDOT Organizational Structure

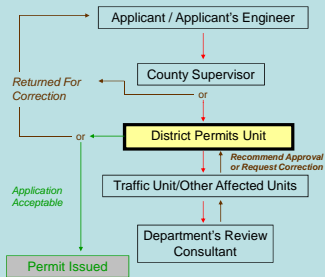
- Units involved in HOP Process
 - **Permits Unit (Primary Contact for Applicant)**
 - HOP Application Review
 - Highway Plan Review
 - Financial Security
 - Right of Way
 - **Traffic Unit**
 - Traffic Impact Study
 - Signal Permitting
 - Traffic Operations
 - **Design/Consultant Review**
 - Highway Plan Review
 - Drainage Review

Section 2 – HOP Process Overview

PennDOT HOP Review Process



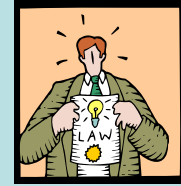
Submission & Review Process



H.O.P. Submission Package

- The submission package must include:
 - 2 Copies of the Approved Traffic Impact Study (if required)
 - 4 Sets of plans no larger than 22" x 34"
 - 2 Copies of the drainage/storm water management report
 - Proof of ownership (i.e. copy of deed or lease agreement)
 - Property owner notifications or approvals (as applicable)
- Resubmissions should include the same amount of documents
- This is a partial list of required documents. Project size and scope will necessitate additional / specific documentation.

Section 3 - Regulations



Regulations

- **Title 67 PA Code**

- **Chapter 441. Access to and Occupancy of Highways by Driveways and Local Roads**

- Assure safe and reasonable access
 - Assure safe and convenient passage of traffic on the State highway
 - Regulate the design, construction, location, maintenance and drainage of the driveway.

- **Chapter 459. Occupancy of Highways by Utilities**

- Regulate the location and construction of utility facilities and other structures within the highway.

Section 4 - HOP Review Considerations

Technical Review Issues

- Traffic Impact Studies
- Sight Distances
- Roadway Improvements
- Drainage Review
- Right-of-Way Review

Administrative Issues

- Permit Recording
- Financial Security

Technical Review Issues



Traffic Impact Study

- TIS Approval prior to Application Submission
- PennDOT's "Traffic Impact Study Guidelines" are available at:
 - www.dot.state.pa.us
 - More Links
 - Highway Occupancy Permits
- New "TIS Guidelines"
 - Currently Under Construction

Sight Distance

- Consideration should be given to access point when developing your site plan
- Engineer the access point to maximize the sight distance
- No waivers granted towards insufficient sight distances

Roadway Improvements

- Roadway improvements are determined through the approved Traffic Impact Study
- **Things to consider:**
 - Proximity to adjacent driveway/local roads. Driveways should be located as far away from roadway intersections as possible. The Department may restrict some turning movements as a matter of public safety.
 - Widening for auxiliary lane (Symmetrical)
 - Shoulder Reconstruction
- **References**
 - Chapter 441
 - Publication 282
 - Publication 70M (Local Road Design)
 - Publication 13M (Design Manual Part 2)

Drainage

- Drainage Control Plan and Impact Report for Low, Medium and High Volume Driveways – required if there will be an increase in flow onto the highway or a third party's land as a result of the permit work
- Must provide remedy if additional flow on third party's property, otherwise release is required
- Utilize the design storm (frequency) specified in Design Manual, Part 2
- Gutter Flow and Encroachment Calculations to utilize the 10-year frequency storm per PennDOT Publication 13M
- If proposed site or roadway improvements are creating a need for a storm water drainage system, either redesign to eliminate or the municipality applies for permit
- Do not connect to existing storm water pipe

Right-of-Way Policy Basics

- Regulation requires the permittee to convey additional ROW required to mitigate impacts by the development
 - Fee simple policy
 - Transportation Easement authorized by exception
- Two Methods Authorized
 1. Deed Plan – After approval of ROW plan, Amicable conveyance by assemblage deed from permittee to PennDOT
 2. Condemnation Plan – Executed by municipal entity empowered by R/W plan signed by Secretary to condemn on PennDOT's behalf (Local Public Brochure Pub 98)
- Plans Presentation
 - Design Manual, Part 3
 - Simple Project, use DM Part 3, Section 3.3.06
 - Large Projects, use DM Part 3, Section 3.3.01

Amicable Conveyance of Right of Way

- Permittee acquires property
- PennDOT will not accept a deed without an approved and executed R/W plan
- Negotiations must be 'arms length' and Fair Market Value based Acquisition based on approved R/W plan – exhibit with plot plan attached
- Property is re-conveyed to PennDOT by the Permittee in single 'assemblage deed'
- **Draft Deed** and plot plan accompanied by a **Record Owner/Liens Certification** for review
- Warranty of title remains in chain of conveyance
- Final deed delivered to Department for acceptance and review as to form and legality by Office of Chief Counsel
- Permittee responsible for recording

Administrative Issues



Permit Recording

- Permits will be required to be recorded if:
 - Permit authorizes one or more high volume driveways
 - Permit authorizes drainage from a property owner to connect to existing State Drainage facilities of any type
 - Permit contains an Access Covenant, Form M-946
 - Permit contains a Drainage Release, Form M-947

Permit Recording

- Permit restricts access
- Permit contains an Indemnification Agreement
- Permit requires the installation and Maintenance of signs or pavement markings
- Permit grants a modification under Regulation 441 or 459
- Permit involves the alteration or closing of an existing access

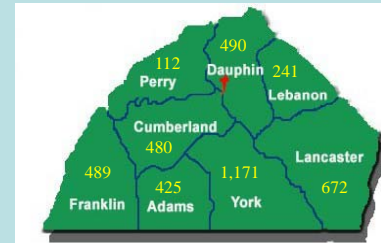
Financial Security – Letter of Credit

- Required when one or more of the following is applicable:
 - Work involves inspection on a more than spot inspection basis
 - Work involves auxiliary lanes or additional thru-lanes
 - Substantial work is being performed requiring an agreement under Regulation 441.5(f)
 - The work requires extreme care as determined by PennDOT.
- Cost Estimate
 - Itemized estimate of all PennDOT improvements within the PennDOT Right-Of-Way
 - Estimate plus fifteen (15%) percent = the amount of the Letter of Credit
 - Estimate submission to the **County Office** and approved by the District Permit Office
- A Letter of Credit can be accepted on Bank Stationary, as long as the wording is the same as that of form M-950L – changes must be approved by Office of Chief Counsel Permit Program Attorney
- Permit will not be issued until security is approved
- Letter of Credit is reduced to 80% upon completion of work

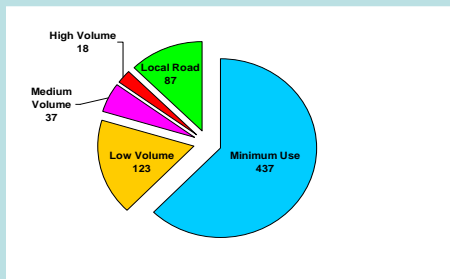
Section 5 - Statistics



Permits Issued in 2007



Driveways Permitted in 2007



Section 6 – The Future for HOPs



The Future for HOPs

- **Changes on the Horizon?**
 - Central Office (BHSTE) Survey (External Cust.)
 - 3 primary HOP Program Guiding Principals will be...
 - Timely Delivery
 - Fair Mitigation that supports safety, congestion & economic development
 - Inclusiveness with Local Planning Partners
- **Participation**
 - BHSTE
 - District Executives
 - Traffic Engineers
 - HOP Managers
 - Traffic and HOP Staff

??? Questions ???
