




Access Management



<b>SUBJECT</b> Deposit in Lieu of a Bond for a Permit to Construct a Road Approach	<b>FINAL NUMBER</b> AM07-01(B)	<b>EFFECTIVE DATE</b> 06/14/2007	<b>VALIDATION DATE</b> 07/15/2009	<b>SUPERSEDES or RESCINDS</b> New
	<b>WEB LINK(S)</b> <a href="http://egov.oregon.gov/ODOT/HWY/TECHSERV/techguidance.shtml">http://egov.oregon.gov/ODOT/HWY/TECHSERV/techguidance.shtml</a>			
<b>TOPIC/PROGRAM</b> Access Management OAR 734-051	<b>APPROVED SIGNATURE</b>  Harold Lasley, P.E. Access Management Program Manager			

**PURPOSE**

This bulletin pertains to a deposit in lieu of a bond received by a District office for a Permit to Construct a road approach. The purpose is to ensure that such deposits are handled in a consistent manner and in accordance with Oregon Department of Transportation (ODOT) financial standards.

**DEFINITIONS**

**Applicant:** A person, firm or corporation, or other legal entity as defined in OAR 734-051-0040(8).

**CHAMPS:** Central Highway Approach Maintenance Permit System

**Department:** Oregon Department of Transportation (ODOT)

**Deposit:** Check, money orders or cashiers check.

**OAR 734-051:** Oregon Administrative Rules Chapter 734, Division 51

**ODOT Financial Standards:** Financial standards contained in ODOT *Administrative and Financial Standards Manual*

**Permit to Construct:** Construction permit for a road approach as defined in OAR 734-051-0040(14).

**BACKGROUND/REFERENCE**

District offices have not been consistent in their processes for handling a deposit in lieu of a bond for a Permit to Construct a road approach. This lack of consistency has resulted in non-compliance with ODOT financial standards and customer service problems. This Bulletin provides the needed clarification to improve consistency and customer service.

**EXPLANATION**

OAR 734-051-0175(4) states as follows: "The applicant must provide the Department with proof of liability insurance and bond or deposit in lieu of bond as required by OAR 734-051-0215 within 60 days from the date of transmittal or the Construction Permit and approval of the application are void."

OAR 734-051-0215(8) states as follows: "The applicant or permittee must furnish, in an amount specified by the Region Manager and for the time period necessary to install the approach, a cash deposit or a bond issued by a surety company licensed to do business in the State of Oregon to ensure that any damage to the highway has been corrected to the Department's satisfaction; and no construction is performed until a deposit or bond is filed with the Department."

## **RESPONSIBILITIES**

### **District Office**

1. Determine the amount of deposit required.
2. Collect deposit from, and issue receipt to applicant. Endorse checks with the following format:  
FOR DEPOST ONLY  
Treasurer, State of Oregon  
ODOT
3. Enter deposit amount in CHAMPS.
4. Forward deposit with original Permit to Construct signed by District Manager to:  
Access and Utilities Permit Specialist  
Office of Maintenance & Operations  
800 Airport Rd. SE  
Salem, OR 97301  
The phone number is 503-986-3031.
5. When construction of approach has been completed and approved by ODOT, email Access and Utilities Permit Specialist to release deposit. Include the number of the Permit to Construct, deposit amount, check number, and applicant name and contact information for reference.
6. If applicant fails to complete or correct construction to ODOT satisfaction and ODOT will incur expense to correct or complete construction:
  - a. Complete an Order to Render Service and send to the Access and Utilities Permit Specialist along with the number of the Permit to Construct, deposit amount, check number, and applicant name and contact information to have an EA set up to charge costs incurred by ODOT. The Order to Render Service is available in either a "fillable" or "printable" format. These documents can be found on the Forms and Publications page of the Access Management website at:  
[http://www.oregon.gov/ODOT/HWY/ACCESSMGT/docs/Master\\_OTRS\\_734-3189.pdf](http://www.oregon.gov/ODOT/HWY/ACCESSMGT/docs/Master_OTRS_734-3189.pdf)
  - b. When District has completed charges to the EA, notify the FHWA/Outside Billing Accountant in Financial Services by email. The phone number is 503-986-3956. Financial Services will bill the applicant for the amount in excess of the deposit or refund the difference if ODOT's expense is less than the deposit.

### **Office of Maintenance & Operations**

1. Receive and process deposit in accordance with ODOT financial standards.

2. Upon Receiving email notification from District Office that construction of the approach has been completed and approved, return deposit to applicant.
3. Upon receiving email notification that ODOT will incur cost to complete or correct construction and an Order to Render Service, coordinate with the FHWA/Outside Billing Accountant in Financial Services to have an EA set up to track ODOT costs.

### **Financial Services**

1. Receive and process deposits from Office of Maintenance & Operations.
2. Upon receiving an Order to Render Service from the District Office, set up EA and notify District office and Office of Maintenance & Operations.
3. Upon receiving email notification that District has completed charges to EA, bill applicant for the amount in excess of the deposit or refund the difference if the expense is less than the deposit.
4. Prepare and email to District offices, Office of Maintenance & Operations, and Access Management Unit a semi-annual report showing status of all deposits received.

### **Access Management Unit**

Update this bulletin as needed to reflect changes in standards and process.

### ***ACTION REQUIRED***

**District Manager** – Ensure that District responsibilities described in this bulletin are communicated and implemented. Ensure that new staff is informed of the process in this bulletin.

**Office of Maintenance & Operations, Maintenance Engineer** – Ensure that Districts are notified when there is a change in contact person assigned to process deposits made in lieu of bonds.

**Financial Services Branch Manager** – Ensure that District offices, Office of Maintenance & Operations, and Access Management Unit are notified when there is a change in contact person in Financial Services for coordinating this bulletin.

### ***SPECIAL INSTRUCTIONS***

Chapter 8.1 of ODOT *Administration and Financial Standards Manual* states as follows: "All Department offices shall deposit funds received at their location no later than the next business day. If a Department office receives funds and the receipt of funds is not normally part of the office's operations (where daily deposits are made at the bank), **the office shall not accept currency.** All receipts shall be forwarded to Financial Services for processing. Department employees shall safeguard receipts at all times and un-deposited receipts shall be secured in a locked cabinet or safe at the end of the business day. A written receipt shall be issued to the customer for all cash received by the office."

**CONTACT INFORMATION**

Title: Access Management Program Manager  
Branch/Section: Technical Services/Access Management Unit  
Phone: Include (503) 986-4216  
E-mail: [harold.lasley@odot.state.or.us](mailto:harold.lasley@odot.state.or.us)