




Access Management



SUBJECT Deposit for a Permit to Construct a Temporary Road Approach	FINAL NUMBER AM07-02(B)	EFFECTIVE DATE 06/14/2007	VALIDATION DATE 07/15/2009	SUPERSEDES or RESCINDS New
	WEB LINK(S) http://egov.oregon.gov/ODOT/HWY/TECHSERV/techguidance.shtml			
TOPIC/PROGRAM Access Management OAR 734-051	APPROVED SIGNATURE  Harold Lasley, P.E. Access Management Program Manager			

PURPOSE

This bulletin pertains to a deposit made for a Permit to Construct a temporary road approach. The purpose of this bulletin 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 as defined in OAR 734-051-0040(14).

Temporary Road Approach: A temporary approach as defined in OAR 734-051-0040(63)

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 734-051-0095(2) states as follows: "A deposit of not less than \$1000 per temporary approach is required prior to issuance of a Construction Permit and a Permit to Operate a Temporary Approach to guarantee its removal by the applicant:

- (a) The appropriate District office will determine the amount of the deposit;

- (b) If the Department incurs no expense in the removal of the temporary approach, the entire deposit is refunded to the applicant; and
- (c) If the Department incurs any expenses in the removal of the approach, the applicant will be billed for the amount in excess of the amount deposited or refunded the difference if the expense is less than the amount deposited."

RESPONSIBILITIES

District Office

1. Determine the amount of deposit required. *Minimum* amount is \$1000.
2. Collect deposit from and issue receipt to applicant. Endorse checks with the following format:
 - FOR DEPOSIT ONLY
 - Treasurer, State of Oregon
 - ODOT
3. Enter deposit amount in CHAMPS.
4. Forward deposit with copy of Permit to Construct to:
 - FHWA/Outside Billing Accountant
 - ODOT Financial Services
 - 355 Capitol St. NE, Room 434
 - Salem, OR 97301
5. If the temporary approach is satisfactorily removed without ODOT incurring any expense, send an email to the FHWA/Outside Billing Accountant in Financial Services, requesting that applicant's deposit be refunded. Include a copy or the number of the Permit to Construct for reference.
6. If ODOT will incur expense in removing the approach:
 - a. Email a completed Order to Render Service form to the FHWA/Outside Billing Accountant in Financial Services. 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
 - b. Financial Services will provide an EA to charge costs incurred in removing the approach.
 - c. Email the FHWA/Outside Billing Accountant in Financial Services when District has completed charges to the EA. Financial Services will bill applicant for the amount in excess of the deposit or refund the difference if the expense is less than the deposit.

Financial Services

1. Receive and process deposits.
2. Upon receiving email notification that the temporary approach has been satisfactorily removed without ODOT expense, return deposit to applicant.
3. Upon receiving an *Order to Render Service*, set up EA and notify District office.
4. 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 ODOT's expense if less than the deposit.

5. Prepare and email to District offices 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.

Financial Services Branch Manager – Ensure that Districts are notified when there is a change in contact person assigned to process deposits.

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

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