

Central Highway Approach/Maintenance Permit System (CHAMPS)

User Guide

Version 2.12



Oregon Department of Transportation

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The information presented in the *Guide* and the Central Highway Approach/Maintenance Permit System are subject to change without notice.

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Table of Contents

Section 1. Introduction	1
Overview of CHAMPS.....	2
About This Guide.....	3
Conventions.....	4
Section 2. CHAMPS Basics	5
Accessing CHAMPS.....	6
The Main CHAMPS Window.....	9
The File Menu.....	11
The Edit Menu.....	12
The Permit Menu.....	13
The Reports Menu.....	14
The Miscellaneous Menu.....	16
The Launch Menu.....	20
The Window Menu.....	22
The Help Menu.....	23
Exiting CHAMPS.....	24
Section 3. Online Search and Reporting	25
Background.....	26
Accessing CHAMPS Online Search & Reporting.....	26
Using the Online Search and Reporting Tool.....	28
CHAMPS Search Window.....	30
How to Use the Online Search Function.....	31
CHAMPS Reports Window.....	35
How to Use the Online Report Function.....	35
Display Graphical Reports.....	42
How to Display Graphical Reports.....	42
Section 4. CHAMPS Search Function	47
Searching for CHAMPS Records.....	48
Background.....	48
How to Search for Existing CHAMPS Applications/Permits.....	52
Searching for UPERMIT Records.....	53
Background.....	53
How to Search for UPERMIT Permit Records.....	55
Section 5. The Application/Permit Window	57
Background.....	58
The Application Tab.....	61
How to Enter/Update Application Information.....	62
The Property Tab.....	66
How to Enter/Update Property Information.....	67
The General Tab.....	70
How to Enter/Update General Information.....	77
How to Update Application/Permit Status.....	81

The Supplemental Item Tab	93
How to Select/Update Supplemental Item Requirements	94
How to Delete Supplemental Item Requirements	95
The Insurance/Bond Tab	97
How to Enter/Update Insurance or Bond Information	99
The Specification Tab	102
How to Enter/Update Specifications	103
The Provision Tab	107
How to Select/Change Standard Permit Provisions	109
How to Add/Change Custom Permit Provisions	110
The Inspection Tab	113
How to Enter Inspection Information	115
How to Update Inspection Information	116
The Notes Tab	118
How to Enter/Update Notes	119
The Alerts Tab	121
How to Create/Update Alert Messages	122
The Findings Tab	124
How to Enter/Update Findings Information	125
Section 6. Application and Permit Processing	131
Background	132
Creating a New Permit Application	134
Background	134
How to Create a New Permit Application	134
Updating Existing Applications/Permits	136
Grandfathered Recognition	137
Issuing Conditional Approvals	138
Issuing New Permits	139
Background	139
How to Issue Permits	140
Cloning an Existing Application/Permit	142
Background	142
How to Clone an Existing Application/Permit	143
Amending an Issued Permit	146
Background	146
How to Amend an Issued Permit	146
Voiding Applications	148
Background	148
How to Void an Application	148
Denying Applications	149
Background	149
How to Deny an Application	150
Expiring Applications	152
Background	152
How to Expire an Application	152
Canceling Permits	154
Background	154
How to Cancel a Permit	155
Printing Application/Permit Data	157
Background	157
How to Print Application/Permit Data	158

Section 7. CHAMPS Alert Function	163
Background.....	164
Viewing Alerts	165
Creating Alerts on the Alerts Window	167
Updating Alerts on the Alerts Window.....	168
Closing Alerts from the Alerts Window.....	170
Creating Right of Way Alerts.....	171
Background.....	171
How to Create Right of Way Alert.....	171
How to Generate Right of Way E-mail.....	173
How to Print Right of Way Fax Cover or Worksheet.....	176
Section 8. CHAMPS Letter Function	177
Background.....	178
Generating Letters from Existing Documents	181
Generating Letters from Templates	184
Generating Letters for Signature.....	186
Generating Attachments to Letters	188
Importing Documents.....	190
Section 9. CHAMPS Report Function.....	192
Background.....	193
Generating Reports	196
Generating CHAMPS Permits by Owner Report.....	197
Generating UPERMIT Adopt-A-Highway Report	199
Appendices	203
Appendix A. Application for State Highway Approach	205
Appendix B. Permit for Construction	206
Appendix C. Permit for Use	207
Appendix D. Construction Placard.....	208
Appendix E. Preliminary Construction Specifications for a State Highway Approach	209
Appendix F. Worksheet for State Highway Approach	210
Appendix G. Liability Release Form.....	211
Appendix H. Pavement Layer Examples.....	212
Appendix I. Applicability of Findings and Deviation Subsections	215
Appendix J. Right of Way Fax Cover	216
Appendix K. Right of Way Worksheet.....	217
Appendix L. Type A Standard Drawing - Ditch Section Approach Road.....	218
Appendix M. Type B Standard Drawing - Curbed Highway with/without Sidewalk Approach	219
Appendix N. Type C Standard Drawing - Curbed Highway Radius Approach Road	220
Index	221

Table of Figures

Figure 1. Accessing CHAMPS from Desktop.....	6
Figure 2. CHAMPS Splash Window.....	7
Figure 3. Alerts Window from Main CHAMPS Window	8
Figure 4. Application/Permit Window from Main CHAMPS Window.....	9
Figure 5. File Menu	11
Figure 6. Edit Menu.....	12
Figure 7. Permit Menu.....	13
Figure 8. Reports CHAMPS Menu	14
Figure 9. Reports UPERMIT Menu	14
Figure 10. Miscellaneous Menu	16
Figure 11. Print Forms Window	17
Figure 12. Miscellaneous Menu—Start MS Word.....	18
Figure 13. Miscellaneous Menu—Land Use ADT Fee Estimator	19
Figure 14. Launch Menu	20
Figure 15. Window Menu	22
Figure 16. Help Menu.....	23
Figure 17. About CHAMPS Window	23
Figure 18. Exiting CHAMPS.....	24
Figure 19. CHAMPS Online Search & Reporting Page	27
Figure 20. Online Search & Reporting Help Page	28
Figure 21. CHAMPS Search Window	30
Figure 22. CHAMPS Search Results Display Window	33
Figure 23. CHAMPS Application Detail Report Window.....	34
Figure 24. CHAMPS Reports Window	35
Figure 25. Sample CHAMPS Report	40
Figure 26. CHAMPS Application Detail Report Window.....	41
Figure 27. Display Graphical Reports with Region Level Data.....	43
Figure 28. Display Graphical Reports with District Level Data	44
Figure 29. Sample Graphical Report	45
Figure 30. CHAMPS Search Tab.....	48
Figure 31. Application/Permit Application Tab.....	50
Figure 32. Sort Window.....	51
Figure 33. UPERMIT Search Tab	53
Figure 34. UPERMIT General Tab.....	54
Figure 35. Application/Permit Window	58
Figure 36. Application/Permit Window—Application Tab	61
Figure 37. Lower Portion of the Application Tab.....	62
Figure 38. Application/Permit Window—Property Tab	66
Figure 39. Application/Permit Window—General Tab	70
Figure 40. General Tab—Status History Window	71
Figure 41. Status Timeline Window	71
Figure 42. General Tab—Status Sequence Error Alert	79
Figure 43. LRS Selection Window	80
Figure 44. Application/Permit Window—Supplemental Item Tab.....	93
Figure 45. Application/Permit Window—Insurance/Bond Tab.....	97

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Figure 46. Other Application/Permits Using This Number Window	98
Figure 47. Application/Permit Window—Specification Tab.....	102
Figure 48. Application/Permit Window—Provision Tab	107
Figure 49. Standard Provision Window.....	108
Figure 50. Spelling Window	112
Figure 51. Application/Permit Window—Inspection Tab.....	113
Figure 52. Application/Permit Window—Notes Tab.....	118
Figure 53. Application/Permit Window—Alerts Tab	121
Figure 54. Application/Permit Window—Findings Tab.....	124
Figure 55. Application/Permit Window	132
Figure 56. Issue Permit Window	139
Figure 57. Clone Application Window	145
Figure 58. Cancel Permit Window.....	154
Figure 59. Print Menu Window.....	157
Figure 60. Print Window	161
Figure 61. Alerts Window	164
Figure 62. Alert Right of Way Window	173
Figure 63. Miscellaneous Menu—Start MS Word.....	178
Figure 64. Select Document to Open Window.....	182
Figure 65. Refresh Data Window	182
Figure 66. Document Name Window	183
Figure 67. Create a Document or Preview a Template Window.....	185
Figure 68. Import File Window	190
Figure 69. File to be Imported Window	191
Figure 70. Permits Issued for Year Window.....	193
Figure 71. Permits by Owner Window.....	194
Figure 72. Current Adopt-A-Highway Permits Window.....	195
Figure 73. Application for State Highway Approach	205
Figure 74. Permit to Construct a State Highway Approach	206
Figure 75. Permit to Operate, Maintain and Use a State Highway Approach.....	207
Figure 76. Construction Placard.....	208
Figure 77. Preliminary Construction Specifications for a State Highway Approach	209
Figure 78. Worksheet for State Highway Approach.....	210
Figure 79. Sample Liability Release Form	211
Figure 80. Pavement Layers on Specification Tab	212
Figure 81. New Construction with Asphaltic Concrete.....	213
Figure 82. New Construction with Portland Cement Concrete	213
Figure 83. New Construction with Gravel.....	213
Figure 84. Widening or Improvement Over Existing Surface.....	214
Figure 85. Right of Way Fax Data Sheet	216
Figure 86. Right of Way Worksheet	217
Figure 87. Type A Ditch Section Approach Road	218
Figure 88. Type B Curbed Highway with/without Sidewalk Approach	219
Figure 89. Type C Curbed Highway Radius Approach Road	220

List of Tables

Table 1. Icon Toolbar Functions	10
Table 2. File Menu Functions.....	11
Table 3. Edit Menu Functions	12
Table 4. Permit Menu Functions	13
Table 5. Reports Menu Functions.....	15
Table 6. Miscellaneous Menu Functions.....	16
Table 7. Launch Menu Functions.....	21
Table 8. Window Menu Functions.....	22
Table 9. Help Menu Functions	23
Table 10. Online CHAMPS Search Criteria	32
Table 11. Available CHAMPS Online Reports.....	36
Table 12. Online Reports Search Criteria	39
Table 13. Decision Metrics Report Definitions	45
Table 14. Deemed Complete Metrics Report Definitions.....	46
Table 15. Application/Permit Status Definitions	72
Table 16. EA Based On District	80
Table 17. SubJob Based on Average Daily Trips	81
Table 18. District Permit EA – Complexity Code – Activity Code	81
Table 19. Application/Permit Status Update Information, Alphabetical by Status	85
Table 20. Application/Permit Status Update Information, Status by Sequence.....	89
Table 21. Pre-construction Inspection Checklist.....	114
Table 22. Post-construction Inspection Checklist	114
Table 23. Permit Issuance Documents	141
Table 24. System-generated Alert Messages.....	166
Table 25. System-generated E-mail Messages.....	175
Table 26. Available CHAMPS Letters and Attachments.....	179

Section 1. Introduction

This section provides information on the following:

- [Overview of CHAMPS](#)
- [About This Guide](#)

Overview of CHAMPS

The purpose of the Central Highway Approach/Maintenance Permit System (CHAMPS) is to consistently manage the application/permit records and processes used by ODOT permit specialists located across the state.

ODOT issues permits for approach roads and driveways that connect with state highways. Approach roads connecting to the State Highway System may be constructed as part of a private development or ODOT construction project. In addition, some approach roads existed prior to the implementation of the permitting process. In every case, each approach road is tracked and managed by CHAMPS.

Individuals or entities wanting to build access to a state highway, submit an *Application for State Highway Approach*, to an ODOT District Office. The District Office reviews the *Approach* application and notifies the applicant of any additional documents required to continue the application process. Once ODOT approves a completed *Approach* application, including construction drawings and plans, it issues a *Preliminary Construction Specification*. The applicant reviews the *Preliminary Construction Specifications* document, signs and returns it to the District Office with proof of liability insurance and bond or cash deposit. Once ODOT receives these, it issues the *Permit to Construct a State Highway Approach*. After construction of the approach, ODOT inspects it and, if approved, issues a *Permit to Maintain, Operate and Use a State Highway Approach*. Refer to the [Appendices](#) for illustrations of these different forms used in the *Approach* permitting process.

For more information on the rules governing the issuance of construction permits and use permits for approaches onto state highways, see OAR Chapter 734 Division 51 or go to http://arcweb.sos.state.or.us/rules/OARS_700/OAR_734/734_051.html.

NOTE: CHAMPS does *not* manage the application and issuance process for permits issued by other ODOT business areas, such as for commercial signage or over-height or overweight transportation.

About This Guide

The *Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide* has been designed to provide you with a quick introduction to CHAMPS. Its contents include:

- [**Section 1. Introduction**](#) Basic information about the Central Highway Approach/Maintenance Permit System (CHAMPS) and this user guide
- [**Section 2. CHAMPS Basics**](#) Information on accessing CHAMPS, the CHAMPS menu items and toolbar, and exiting from CHAMPS
- [**Section 3. Online Search and Reporting**](#) Information on the search and reporting tool available on the ODOT intranet to view application/permit record information
- [**Section 4. CHAMPS Search Function**](#) Information on how to complete searches of the CHAMPS and UPERMIT databases to locate desired applications and permits
- [**Section 5. The Application/Permit Window**](#) Information on each of the tabs of the *Application/Permit* window, including steps to updating and entering the tab data
- [**Section 6. Application and Permit Processing**](#) Information on how to create and update applications and permits within CHAMPS, including the issuance of permits
- [**Section 7. CHAMPS Alert Function**](#) Information on the *Alerts* window, including how to create, update and close alert messages from the *Alerts* window
- [**Section 8. CHAMPS Letter Function**](#) Information on generating letters from within CHAMPS
- [**Section 9. CHAMPS Report Function**](#) Information on generating reports from within CHAMPS
- [**Appendices**](#) Additional useful information such as copies of the *Application for State Highway Approach, Approach* permits for construction and use, and the application worksheet

Conventions

This *Guide* uses several conventions to present information to make it easier for you to understand and use the *Guide*.

- References to other sections of the *Guide* appear with bold, underlined text, as in “This is the **About This Guide** section.” If you view this manual on-line using Microsoft[†] Word, you may click on a cross-reference to move directly to that section of the *Guide*.
- System commands, buttons, selections, key strokes, and/or field names are presented in bold text with any corresponding mnemonic access character¹ underlined, as in “Select **File | Print** from the menu bar,” or “Click **Cancel** to close the window without saving the changes.”
- The names of windows within CHAMPS are presented in *italicized* text, as the *Application/Permit* window or the *Print* window.
- Each section of the *Guide* presents detailed instructions in chart format with the step, action, and results identified along with other useful comments, as in:

Step	Action	Results/Comments
1.	Description of first action to take.	Results of action taken and other comments.
2.	Description of next action to take.	Results of action taken and other comments.

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¹ The mnemonic access character gives you direct access to the corresponding menu item or field through the keyboard combination of ALT+ the designated character.

Section 2. CHAMPS Basics

This section provides information on the following:

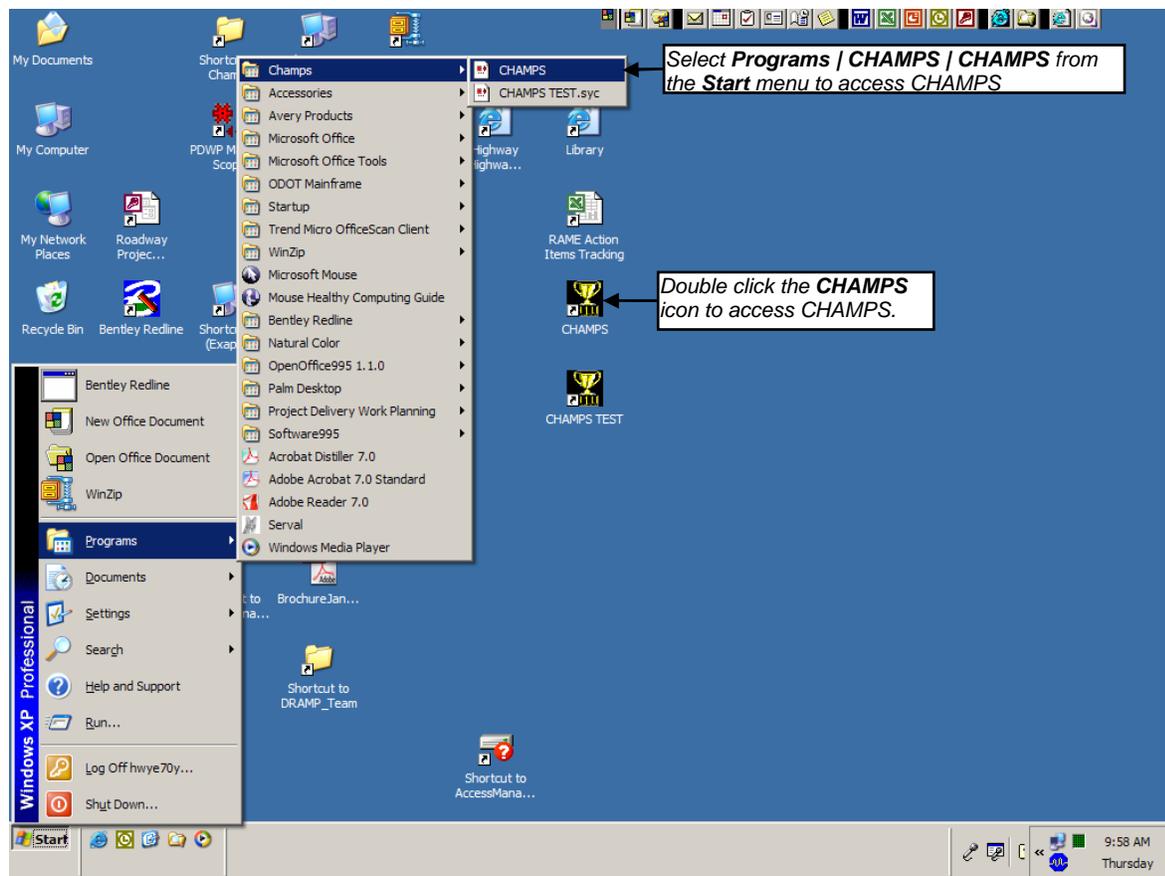
- [Accessing CHAMPS](#)
- [The Main CHAMPS Window](#)
- [Exiting CHAMPS](#)

Accessing CHAMPS

To access CHAMPS, you must install the application on your computer and have your user ID entered within a Database Management System (DBMS) security group within the system. Contact the system administrator for information on installing CHAMPS and gaining access to it.

Once CHAMPS is loaded onto your computer, the CHAMPS icon appears on your desktop and **Programs** menu, as shown in Figure 1 below. Each time you start CHAMPS, a program runs to synchronize your local copy with the master copy of CHAMPS that resides on the central application server. If needed, the program automatically downloads a new copy of the CHAMPS program to your workstation.

Figure 1. Accessing CHAMPS from Desktop



To access CHAMPS, you may either:

- Double click the **CHAMPS** icon on the desktop, or
- Select **Programs | CHAMPS | CHAMPS** from the **Start** menu

When you start CHAMPS (using either of the above methods), the system verifies that you are listed in one of the DBMS security groups and connects you to the production database

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

of CHAMPS. If your user ID is not found in one of the DBMS security groups, then a message appears advising you to contact the CHAMPS system administrator and CHAMPS closes. If the database connection fails, an error message appears and you may try to access CHAMPS again.

After you successfully connect to CHAMPS, the *CHAMPS Splash* window (Figure 2 below) appears briefly followed by the *Alerts* window *if you have any active alerts* and the *Application/Permit* window. Refer to Figure 3 for an illustration of the main CHAMPS window with the *Alerts* window open.

Figure 2. CHAMPS Splash Window

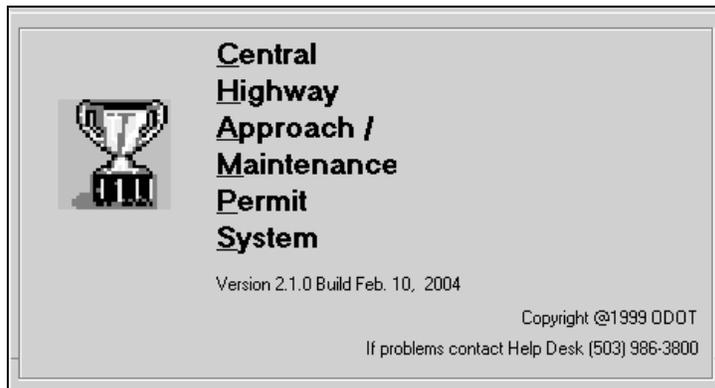


Figure 3. Alerts Window from Main CHAMPS Window

Alert	Date	Stop Rem	Appl Id	Hwy	Applicant Name	Permit Type	Notify	Created By	Created	Update
The specified completion date for this permit is 02/23/2006. Please follow up on bond release and final inspection.	01/24/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4985	072	Bollman Jim	Approach	Berlin, Marcus	Berlin, Marcus	02/22/2006	Berlin, M
The Permitting Decision for this application must be made by 2/17/2006	02/07/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4967	092BT	m berlin	Approach	Berlin, Marcus	Berlin, Marcus	12/19/2005	Berlin, M
The Permitting Decision for this application must be made by 2/28/2006	02/18/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4967	092BT	m berlin	Approach	Berlin, Marcus	Berlin, Marcus	12/30/2005	Berlin, M
The application must be Deemed Complete or supplemental items requested by 3/1/2006	02/19/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4967	092BT	m berlin	Approach	Berlin, Marcus	Berlin, Marcus	01/20/2006	Berlin, M
Please review this property for access control and update your findings in the Notes tab.	03/10/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4993	123	Jack Spratt	Approach	Berlin, Marcus	Kieffer, Loretta	03/10/2006	Kieffer, L
The application must be Deemed Complete or supplemental items requested by 3/23/2006	03/13/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4985	072	Bollman Jim	Approach	Berlin, Marcus	Berlin, Marcus	02/21/2006	Berlin, M
The application must be Deemed Complete or supplemental items requested by 3/24/2006	03/14/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4985	072	Bollman Jim	Approach	Berlin, Marcus	Berlin, Marcus	02/22/2006	Berlin, M
The Sight Distance Deviation has been approved by the RAME.	03/20/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4995	072	Bollman Jim	Approach	Berlin, Marcus	Berlin, Marcus	03/20/2006	Berlin, M
The application must be Deemed Complete or supplemental items requested by 4/15/2006	04/05/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	5001	072	Bollman Jim	Approach	Berlin, Marcus	Berlin, Marcus	04/14/2006	Berlin, M
This Application has only been Approved With Mitigation.	04/26/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4964	092BT	m b	Approach	Berlin, Marcus	Berlin, Marcus	01/26/2006	Berlin, M
The Spacing Distance Deviation has been approved by the RAME.	05/02/2006	<input type="radio"/> Yes <input checked="" type="radio"/> No	4985	072	Bollman Jim	Approach	Berlin, Marcus	Berlin, Marcus	05/02/2006	Berlin, M

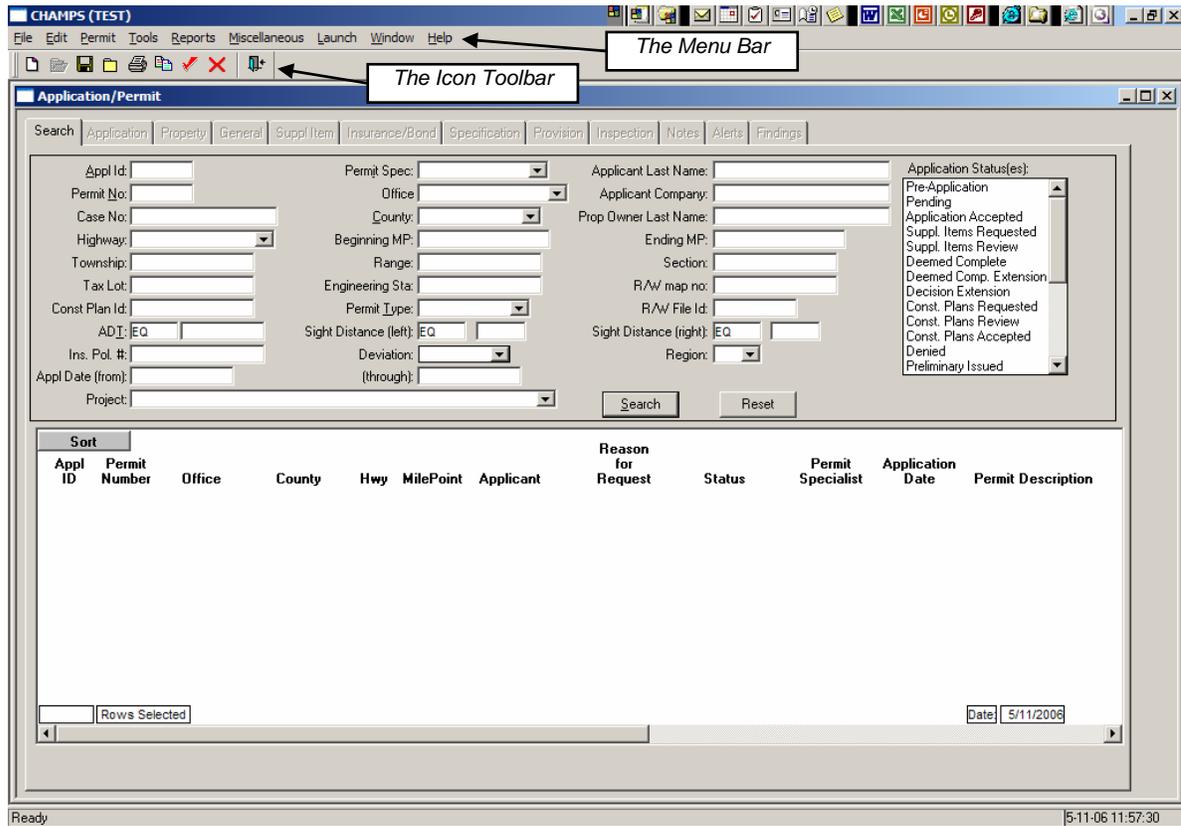
When you access CHAMPS, the Alerts window automatically opens *only* if you have active alert messages. Refer to Figure 3 above. Refer to [Section 7. CHAMPS Alert Function](#) for more information on the Alerts window.

If you do *not* have any active alerts, only the Application/Permit window opens when you access CHAMPS. Refer to [Section 5. The Application/Permit Window](#) for more information on the Application/Permit window.

The Main CHAMPS Window

When you access CHAMPS, the main CHAMPS window appears with the *Alerts* window and/or the *Application/Permit* window open. Refer to Figure 4 for an illustration of the main CHAMPS window with the *Application/Permit* window open.

Figure 4. Application/Permit Window from Main CHAMPS Window

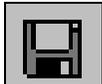


Across the top of the main CHAMPS window appears a menu bar with an icon toolbar beneath it. Both the menu bar and the icon toolbar remain visible no matter which window or tab you select from the main CHAMPS window.

When you select a menu on the menu bar, a drop-down menu appears from which you may make a further selection. Information about each of these drop-down menus appears later in this section. By selecting items from the available menus on the menu bar, you may access most of the functions of CHAMPS. For some menu functions, you may click a corresponding icon on the toolbar. Refer to Table 1 for a description of each toolbar icon.

NOTE: Most items on the drop-down menus and icons on the toolbar, are enabled all of the time. However, some menu items and toolbar icons only become enabled from certain windows.

Table 1. Icon Toolbar Functions

Icon	Function
	Click New Application icon to create a new permit application. (This is the same as if you select File New Application from the menu bar.)
	Click Open Application icon to open the <i>Application/Permit</i> window. (This is the same as if you select Permit Open Application from the menu bar, or select File Open Application Permit from the menu bar.)
	Click Save icon to save the current application/permit data. (This is the same as if you select File Save from the menu bar.)
	Click Close icon to close the currently active window.
	Click Print icon to print the data from the current tab or the application data. (This is the same as if you select File Print from the menu bar.)
	Click Clone icon to clone the current application/permit data to create a new application/permit. (This is the same as if you select Edit Clone Application from the menu bar.)
	Click Issue Permit icon to open the <i>Issue Permit</i> window in order to issue a permit. (This is the same as if you select Permit Issue Permit from the menu bar.)
	Click Cancel Permit icon to open the <i>Cancel Permit</i> window in order to cancel a permit. (This is the same as if you select Permit Cancel Permit from the menu bar.)
	Click Exit icon to exit from CHAMPS. (This is the same as if you select File Exit from the menu bar.)

The File Menu

The **File** menu contains all of the commands you need to open, create and save applications and permits on CHAMPS, to print data from the current window or application, import files and to exit CHAMPS. Refer to Figure 5 below.

Figure 5. File Menu

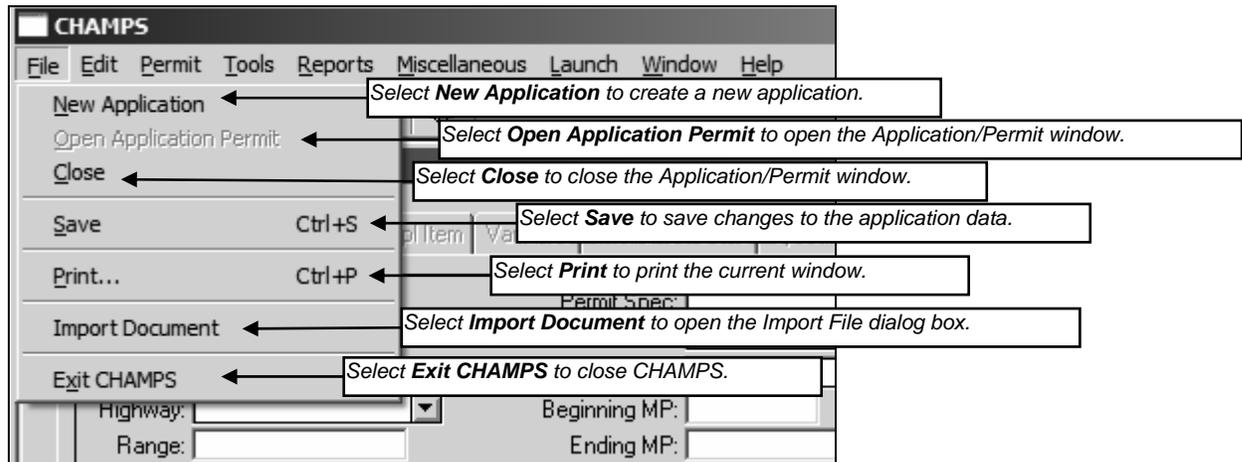


Table 2. File Menu Functions

File Menu Item	Function/Description
New Application	Select File New Application to create a new application. NOTE: You may also click the Create New Application icon on the toolbar.
Open Application Permit	Select File Open Application Permit to open the <i>Application/Permit</i> window. NOTE: You may also click the Open Application icon on the toolbar.
Close	Select File Close to close the <i>Application/Permit</i> window. NOTE: You may also click the Close icon on the toolbar.
Save	Select File Save (or press CTRL+S) to save the data displayed in the active window. NOTE: You may also click the Save icon on the toolbar.
Print	Select File Print (or press CTRL+P) to print the application or data from the current window on the designated printer. NOTE: You may also click the Print icon on the toolbar. Refer to Printing Application/Permit Data for more information about CHAMPS print function.
Import Document	Select File Import Document to open the <i>Import File</i> window in order to copy a document file into the CHAMPS correspondence folder. NOTE: Refer to Importing Documents (Section 8) for more information on importing documents for use within CHAMPS.
Exit CHAMPS	Select File Exit CHAMPS to close all open windows and exit CHAMPS. NOTE: You may also click the Exit icon on the toolbar.

The Edit Menu

The **Edit** menu allows you to easily cut or copy existing data from an application/permit and paste that data to another area of the application/permit or to another application/permit. Refer to Figure 6 below. You may also clone the data from an existing application/permit to create a new one.

Figure 6. Edit Menu

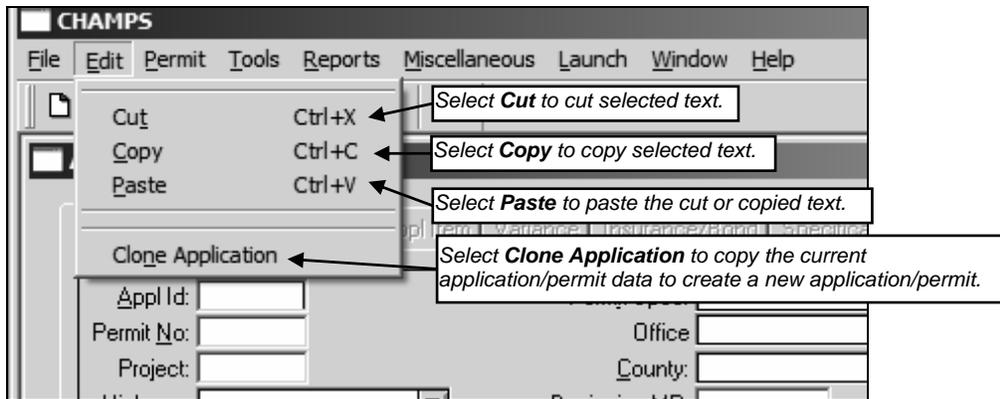


Table 3. Edit Menu Functions

<u>E</u> dit Menu Item	F <u>u</u> ncion/Description
Cu t	Select E dit Cu t (or press CTRL+X) to delete selected data from the current field and transfer to the clipboard.
C opy	Select E dit C opy (or press CTRL+C) to copy selected data from the current field to the clipboard.
P aste	Select E dit P aste (or press CTRL+V) to paste the cut or copied data from the clipboard to the currently selected field.
C lone Application	Select E dit C lone Application to copy the current application/permit data to create a new application/permit. NOTE: You may also click the Clone icon on the toolbar.

The Permit Menu

From the **Permit** menu, you may open the *Application/Permit* window, the *Issue Permit* window, the *Cancel Permit* window or the *UPERMIT* window. Refer to Figure 7 below.

Figure 7. Permit Menu

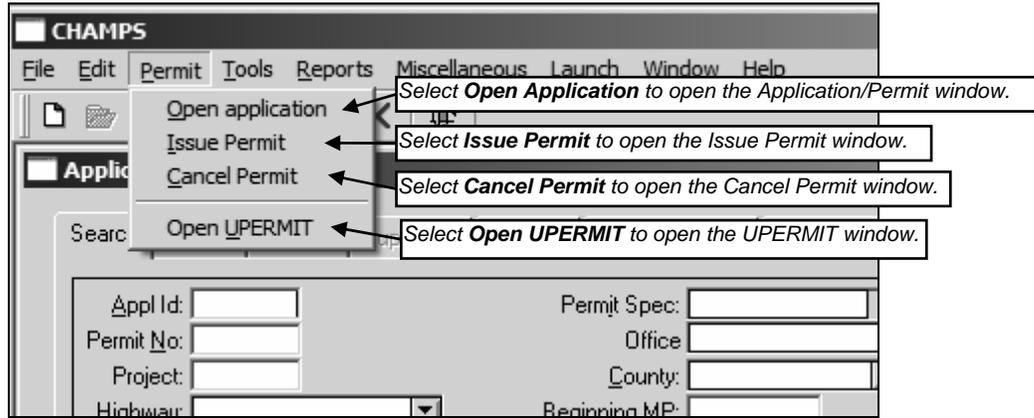


Table 4. Permit Menu Functions

Permit Menu Item	Function/Description
Open Application	Select Permit Open Application to open the <i>Application/Permit</i> window in order to search for a specific application/permit. NOTE: You may also click the Open Application icon on the toolbar.
Issue Permit	Select Permit Issue Permit to open the <i>Issue Permit</i> window in order to issue a permit. NOTE: You may also click the Issue Permit icon on the toolbar.
Cancel Permit	Select Permit Cancel Permit to open the <i>Cancel Permit</i> window in order to cancel a permit. NOTE: You may also click the Cancel Permit icon on the toolbar.
Open UPERMIT	Select Permit Open UPERMIT to open the <i>UPERMIT</i> window in order to search for a permit record from the historical UPERMIT system.

The Reports Menu

Use the **Reports** menu to generate the currently available CHAMPS and UPERMIT reports. Refer to Figure 8 and Figure 9 below. When you select one of the reports, the corresponding report window opens for you to enter report criteria and generate the report.

Refer to [Section 9. CHAMPS Report Function](#) for more information on generating the CHAMPS and UPERMIT reports. Also refer to [Section 3. Online Search and Reporting](#) for information on viewing reports from the *Online Search & Reporting* page on the ODOT intranet.

Figure 8. Reports CHAMPS Menu

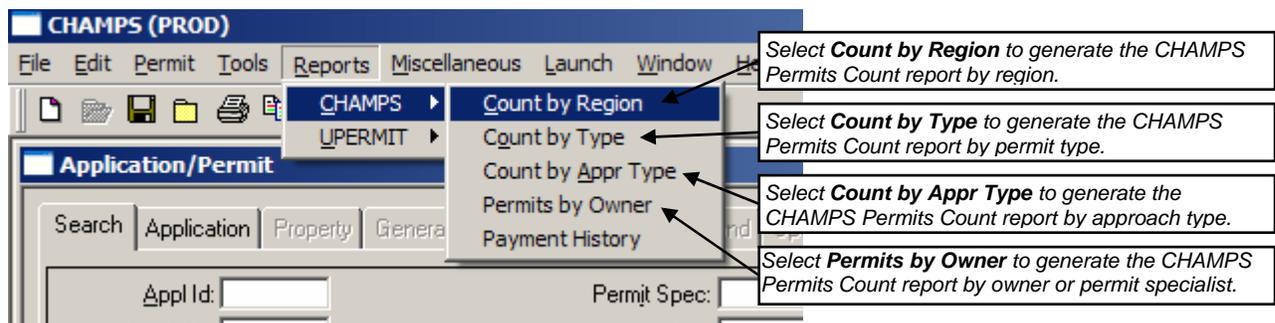


Figure 9. Reports UPERMIT Menu

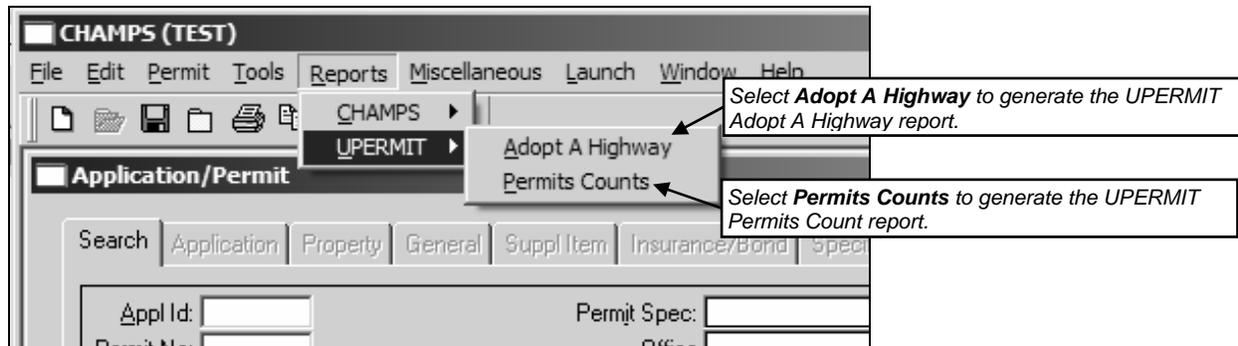


Table 5. Reports Menu Functions

Reports Menu Item	Function/Description
CHAMPS	
C ount by Region	Select R eports C HAMPS C ount by Region to generate the CHAMPS Permits Count report by region.
C ount by Type	Select R eports C HAMPS C ount by Type to generate the CHAMPS Permits Count report by permit type.
C ount by A ppr Type	Select R eports C HAMPS C ount by A ppr Type to generate the CHAMPS Permits Count report by approach type.
P ermits by Owner	Select R eports C HAMPS P ermits by Owner to generate the CHAMPS Permits Count report by owner or permit specialist.
UPERMIT	
A dopt A Highway	Select R eports U PERMIT A dopt A Highway to generate the UPERMIT Adopt A Highway report.
P ermits Counts	Select R eports U PERMIT P ermits Counts to generate the UPERMIT Permits Count report.

The Miscellaneous Menu

The **Miscellaneous** menu allows you to open the *All Alerts* and *Active Alerts* windows; open the *Print Forms* window to print a blank application form or approach drawing; start Microsoft Word to create a letter; print an envelope; or create and send an e-mail message to Right of Way. Refer to Figure 10 below.

Figure 10. Miscellaneous Menu

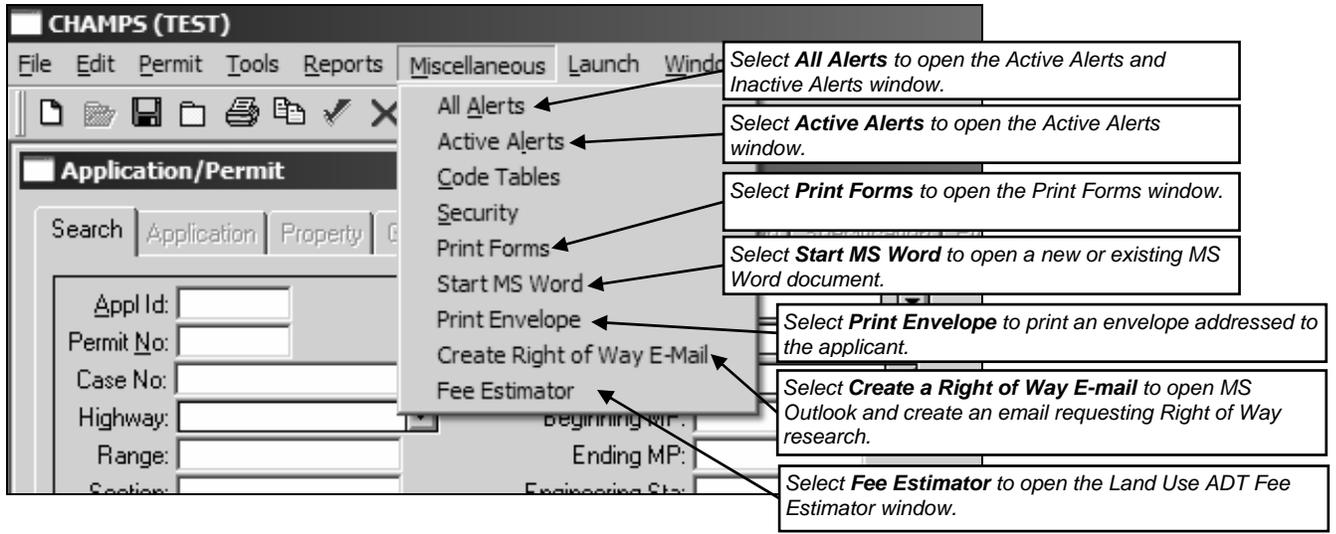
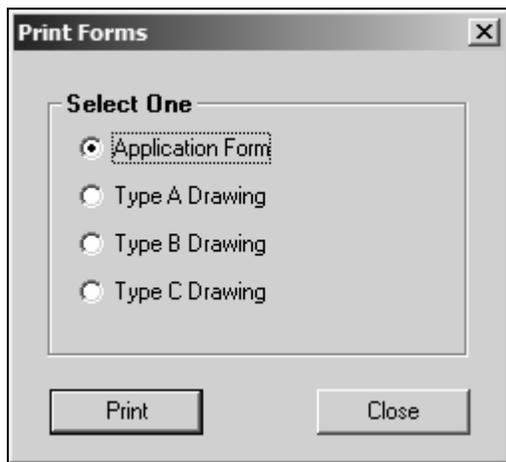


Table 6. Miscellaneous Menu Functions

Miscellaneous Menu Item	Function/Description
All Alerts	Select Miscellaneous All Alerts to open the <i>All Alerts</i> window to view all alerts, both active and inactive, entered by a specific user.
Active Alerts	Select Miscellaneous Active Alerts to open the <i>Active Alerts</i> window to view only the active alerts entered by a specific user.
Code Tables	This menu item is only enabled for System Administrators.
Security	This menu item is only enabled for System Administrators.
Print Forms	Select Miscellaneous Print Forms to open the <i>Print Forms</i> window. Refer to Figure 11. <ul style="list-style-type: none"> • Application Form—Select to view or to print the Application Form • Type A Drawing—Select to view or print Ditch Section Approach Road drawing • Type B Drawing—Select to view or print Curbed Highway with/without Sidewalk Approach drawing • Type C Drawing—Select to view or print Curved Highway Radius Approach Road drawing
	NOTE: Refer to the Appendices for illustrations of all of the above.

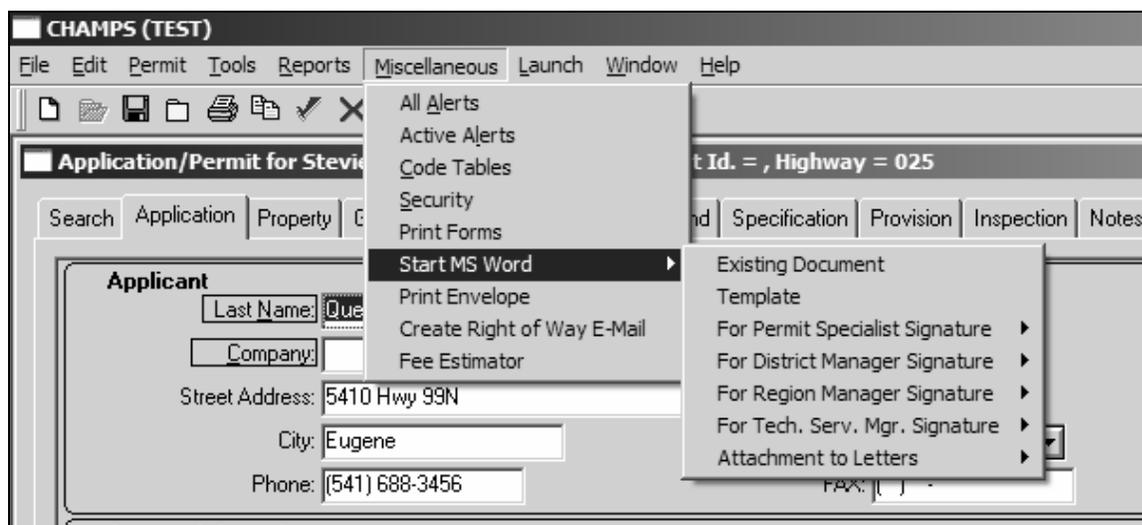
Miscellaneous Menu Item	Function/Description
Start MS Word	<p>Select Miscellaneous Start MS Word to access the letter creation feature of CHAMPS. Refer to Figure 12.</p> <ul style="list-style-type: none"> • Existing Document—Select to open the <i>Select Document to Open</i> window that lists existing letters. • Template—Select to open the <i>Create a Document or Preview a Template</i> window to create a new document or open a template. • For Permit Specialist Signature—Select to display a list of letters to generate for permit specialist signature. • For District Manager Signature—Select to display a list of letters to generate for district manager signature. • For Region Manager Signature—Select to display a list of letters to generate for region manager signature. • For Tech. Serv. Mgr. Signature—Select to display a list of letters to generate for technical services manager signature. • Attachment to Letters—Select to display a list of available attachments to letters. <p>NOTE: Refer to Section 8. CHAMPS Letter Function for more information on generating letters from CHAMPS.</p>
Print Envelope	<p>Select Miscellaneous Print Envelope to print an envelope addressed to the applicant.</p>
Create Right of Way E-mail	<p>Select Miscellaneous Create Right of Way E-mail to launch Microsoft Outlook[†] and automatically create an e-mail request for Right of Way Engineering research.</p> <p>NOTE: Refer to Creating Right of Way Alerts for more information on notifying Right of Way Engineering.</p>
Fee Estimator	<p>Select Miscellaneous Fee Estimator to open the <i>Land Use ADT Fee Estimator</i> window for estimating average daily trips (ADT) and application/permit fees. Refer to Figure 13. See NOTE below about use of the estimator tool.</p>

Figure 11. Print Forms Window



[†] All other company or product names are the trademarks or registered trademarks of their respective owners.

Figure 12. Miscellaneous Menu—Start MS Word



NOTE: You may use the *Land Use ADT Fee Estimator* window to estimate the average daily trips and corresponding fee without creating or accessing an application/permit record. To use the estimator tool:

1. Select **Miscellaneous | Fee Estimator** to open the *Land Use ADT Fee Estimator* window.
2. From the **Land Use** drop-down window, select the proposed land use that will be supported by the access road.
3. Enter the **Number of Units** and tab to the Land Use ADT field. CHAMPS automatically calculates and enters the Land Use ADT.
4. To enter an additional land use, right click and select **Add** or **Insert** from the menu. A new row appears.
5. Repeat steps 2 through 4 until all land uses have been entered.
6. Click **Calculate** to calculate the total land use ADT, the full fee and the reduced fee.
7. Click **Print** to print the fee estimate to your designated printer.
8. Click **Close** to close the *Land Use ADT Fee Estimator* window.

Figure 13. Miscellaneous Menu—Land Use ADT Fee Estimator

CHAMPS X

Land Use ADT Fee Estimator

Land Use	Unit Of Measure	Number Of Units	ADT Rate	Land Use ADT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Land Use ADT: **Full Fee:** **Reduced Fee:**

Enter the land use info and press the calculate button.

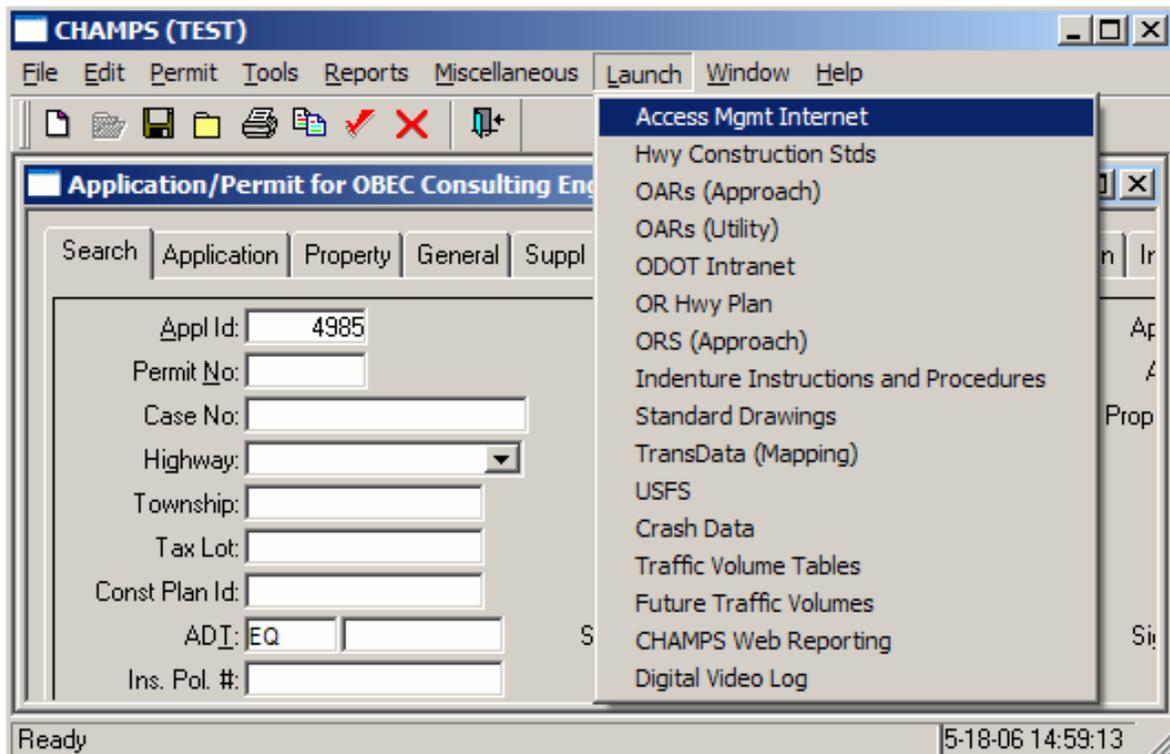
Land Use ADT Fee Schedule

Low ADT	High ADT	Full Fee	Reduced Fee
<input type="text" value="1"/>	<input type="text" value="29"/>	<input type="text" value="200.00"/>	<input type="text" value="80.00"/>
<input type="text" value="30"/>	<input type="text" value="99"/>	<input type="text" value="500.00"/>	<input type="text" value="200.00"/>
<input type="text" value="100"/>	<input type="text" value="599"/>	<input type="text" value="1,000.00"/>	<input type="text" value="400.00"/>
<input type="text" value="600"/>	<input type="text" value="2999"/>	<input type="text" value="2,000.00"/>	<input type="text" value="800.00"/>
<input type="text" value="3000"/>	<input type="text" value="5999"/>	<input type="text" value="3,000.00"/>	<input type="text" value="1,200.00"/>
<input type="text" value="6000"/>	<input type="text" value="9999"/>	<input type="text" value="4,000.00"/>	<input type="text" value="1,600.00"/>
<input type="text" value="10000"/>	<input type="text" value="999999"/>	<input type="text" value="5,000.00"/>	<input type="text" value="2,000.00"/>

The Launch Menu

Some permit applications may require you to access reference data available outside of CHAMPS on the ODOT or State of Oregon intranet, or on other Internet Web sites. Use the **Launch** menu to activate Microsoft Internet Explorer[†] and access these specific Web sites as needed during the permit process. Refer to Figure 14 for an illustration of the **Launch** menu.

Figure 14. Launch Menu



NOTE: You must have Microsoft Internet Explorer installed on your computer to use the **Launch** menu function.

You may use the Microsoft Internet Explorer tools to view the selected or other Web pages. CHAMPS remains active in the background while you use Microsoft Internet Explorer. When finished viewing the selected Web page(s), click the **Close** button in the upper right-hand corner of the window to close Microsoft Internet Explorer and return to CHAMPS.

TIP! If you are unfamiliar with how Microsoft Internet Explorer works, select **Help** on the Microsoft Internet Explorer menu bar in order to access the online help system for it.

[†] All other company or product names are the trademarks or registered trademarks of their respective owners.

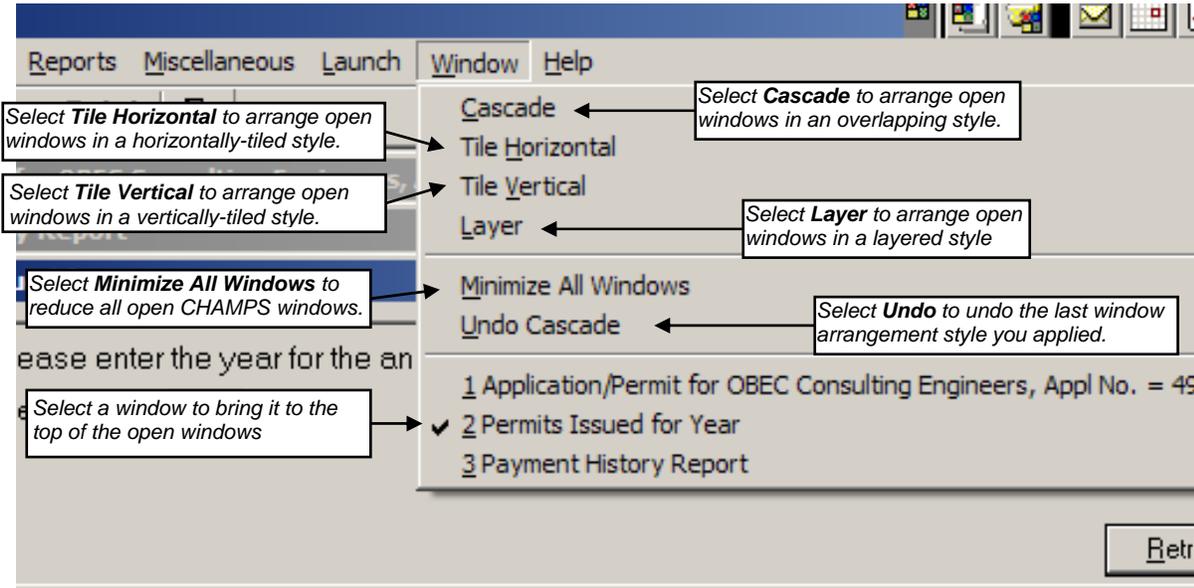
Table 7. Launch Menu Functions

Launch Menu Item	Function/Description
Access Mgmt Intranet	Select Launch Access Mgmt Intranet to access the ODOT Access Management home page.
Hwy Construction Stds	Select Launch Hwy Construction Stds to access the ODOT Specification and Standards Web site.
OARs (Approach)	Select Launch OARs (Approach) to access the Web page for Oregon Administrative Rules, Division 50, Highway Approach Roads, Crossings, Access Control, and Weight Restrictions.
OARS (Utility)	Select Launch OARS (Utility) to access the Web page for Oregon Administrative Rules, Division 55, Pole Lines, Buried Cables, Pipe Lines, Signs, Miscellaneous Facilities and Miscellaneous Operation.
ODOT Intranet	Select Launch ODOT Intranet to access the ODOT home page.
OR Hwy Plan	Select Launch OR Hwy Plan to access the ODOT Oregon Highway Plan home page.
ORS (Approach)	Select Launch ORS (Approach) to access the Web page for Oregon Revised Statutes, Chapter 374, Control of Access to Public Highways.
Indenture Instructions	Select Launch Indenture Instructions and Procedures to access a PDF about Indentures.
Standard Drawings	Select Launch Standard Drawings to access the standard drawing PDF files on the ODOT intranet.
TransData (Mapping)	Select Launch TransData to access the ODOT Transportation Data Section home page.
USFS	Select Launch USFS to access the USDA Forest Service Web page with information on National Forests in Oregon.
Crash Data	Select Launch Crash Data to access ODOT's intranet State Highway Crash Reports Web site.
Traffic Volume Tables	Select Launch Traffic Volume Tables to access the ODOT Transportation Volume Tables Web page.
Future Traffic Volumes	Select Launch Future Traffic Volumes to access the Web site of the ODOT Transportation Planning Analysis Unit.
CHAMPS Web Reporting	Select Launch CHAMPS Web Reporting to access the CHAMPS Online Search & Reporting page on the Access Management intranet site.
Digital Video Log	Select Launch Digital Video Log to access the Digital Video Log home page on the ODOT intranet.

The Window Menu

The **Window** menu allows you to arrange the CHAMPS windows in a manner so that you may easily access or view all open windows, as needed. Refer to Figure 15 below.

Figure 15. Window Menu



At the bottom of the **Window** menu appears a numbered list of open windows to allow you to easily select and activate any window. The currently active window appears with a checkmark before it.

Table 8. Window Menu Functions

Window Menu Item	Function/Description
Cascade	Select Window Cascade to arrange open windows in an overlapping style, like offset note cards.
Tile Horizontal	Select Window Tile Horizontal to arrange open windows in a horizontally-tiled style, with each window displayed in its own space within the main CHAMPS window.
Tile Vertical	Select Window Tile Vertical to arrange open windows in a vertically-tiled style, with each window displayed in its own space within the main CHAMPS window.
Layer	Select Window Layer to arrange open windows in a layered-style, one on top of the other.
Minimize All Windows	Select Window Minimize All Windows to reduce all open CHAMPS windows to their minimum size.
Undo	Select Window Undo to undo the last window arrangement style you applied to the open windows. NOTE: This does <i>not</i> undo changes made to application/permit data.

The Help Menu

Use the **Help** menu to access the on-line help documentation and the *About CHAMPS* window. Refer to Figure 16 below for an illustration of the **Help** menu.

Figure 16. Help Menu

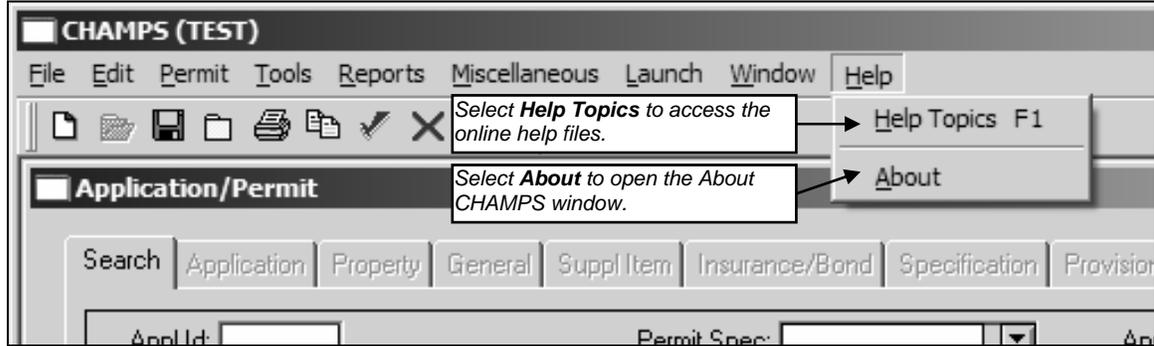
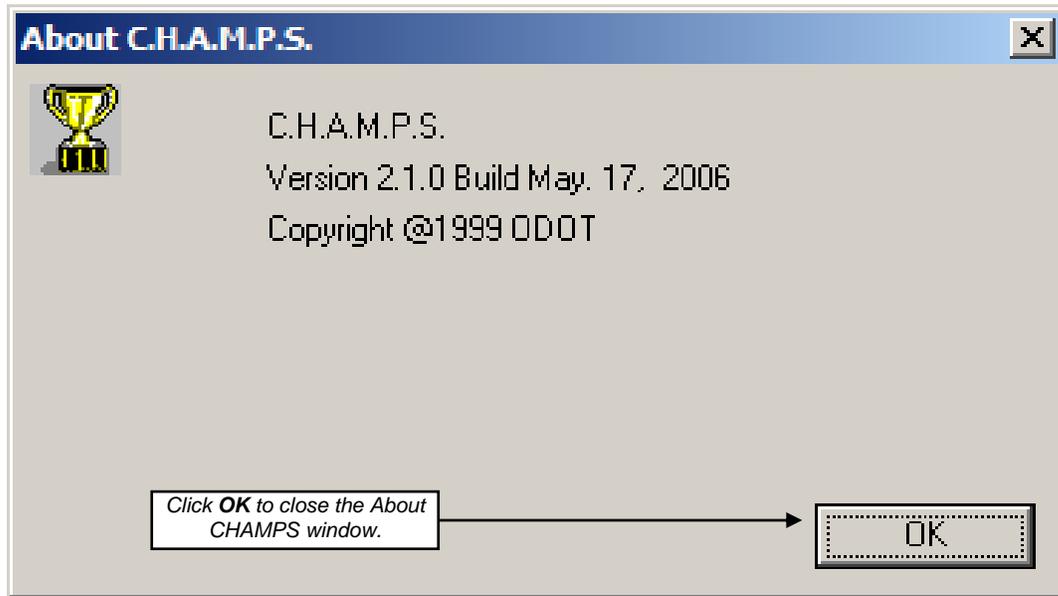


Table 9. Help Menu Functions

Help Menu Item	Function/Description
Help Topics	Select Help Help Topics to access the online help documentation.
About	Select Help About to access the <i>About CHAMPS</i> window. Refer to Figure 17 below. NOTE: Click OK to close the <i>About CHAMPS</i> window.

Figure 17. About CHAMPS Window



The *About CHAMPS* window contains the application name, version number, copyright message and CHAMPS icon.

Exiting CHAMPS

You may close and exit the CHAMPS from any window. There are several different methods that you may use to exit the system.

To exit from CHAMPS, you may:

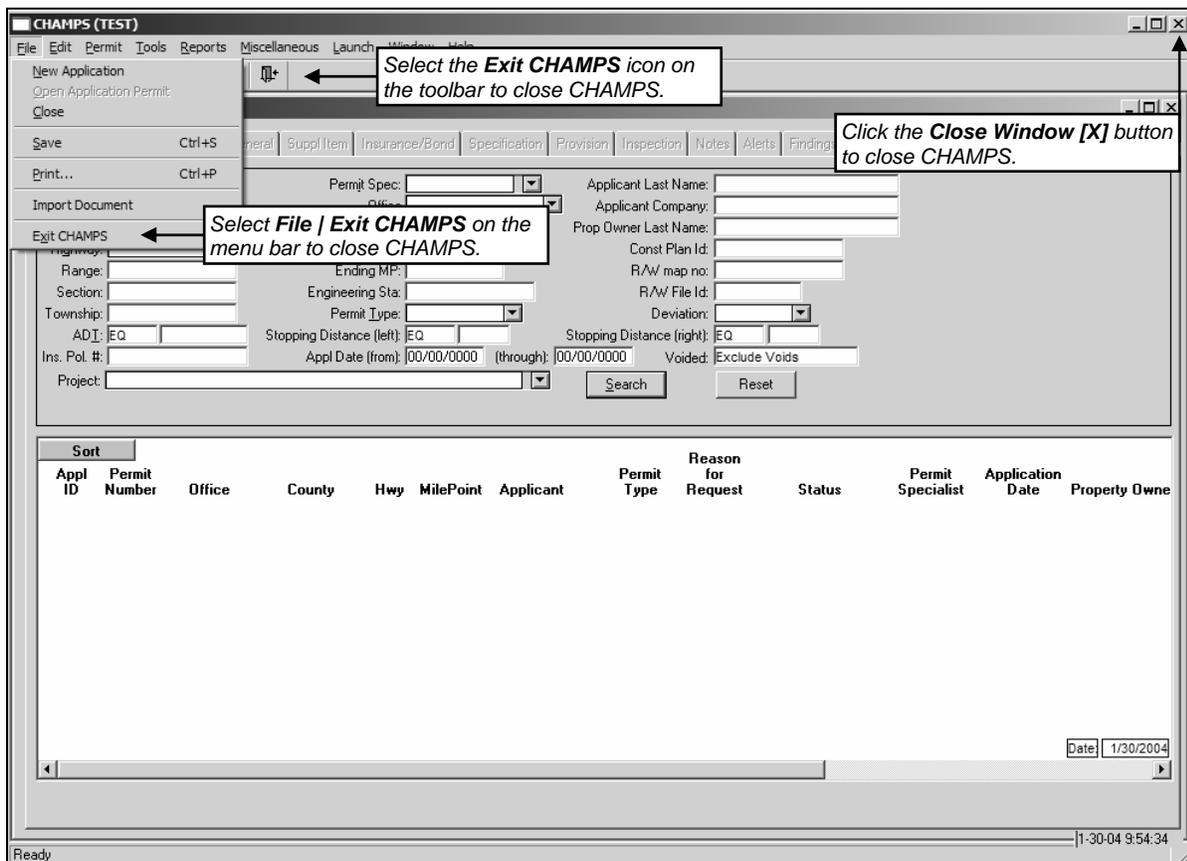
- Select **File | Exit CHAMPS** from the menu bar, or
- Press **ALT+F4**, or
- Click the **Exit CHAMPS** icon on the toolbar, or
- Click the **Close Window [X]** button in the upper right hand corner of the CHAMPS window

All of the above actions result in CHAMPS closing.

If all data has been saved, CHAMPS immediately closes upon using one of the above methods to exit CHAMPS. No warning appears to advise you CHAMPS is closing.

If any unsaved data exists, a warning message appears to allow you to save the data before CHAMPS closes.

Figure 18. Exiting CHAMPS



Section 3. Online Search and Reporting

This section provides information on the following:

- [Background](#)
- [Accessing CHAMPS Online Search & Reporting](#)
- [Using the Online Search and Reporting Tool](#)
- [CHAMPS Search Window](#)
- [CHAMPS Reports Window](#)
- [Display Graphical Reports](#)

Background

The CHAMPS Online Search and Reporting function provides a method for individuals other than permit specialists to access application and permit information from CHAMPS using an intranet-based tool. Anyone with access to the ODOT intranet may access this tool to search for and display data from CHAMPS records, generate specific CHAMPS reports or display graphical reports of application processing performance data.

Accessing CHAMPS Online Search & Reporting

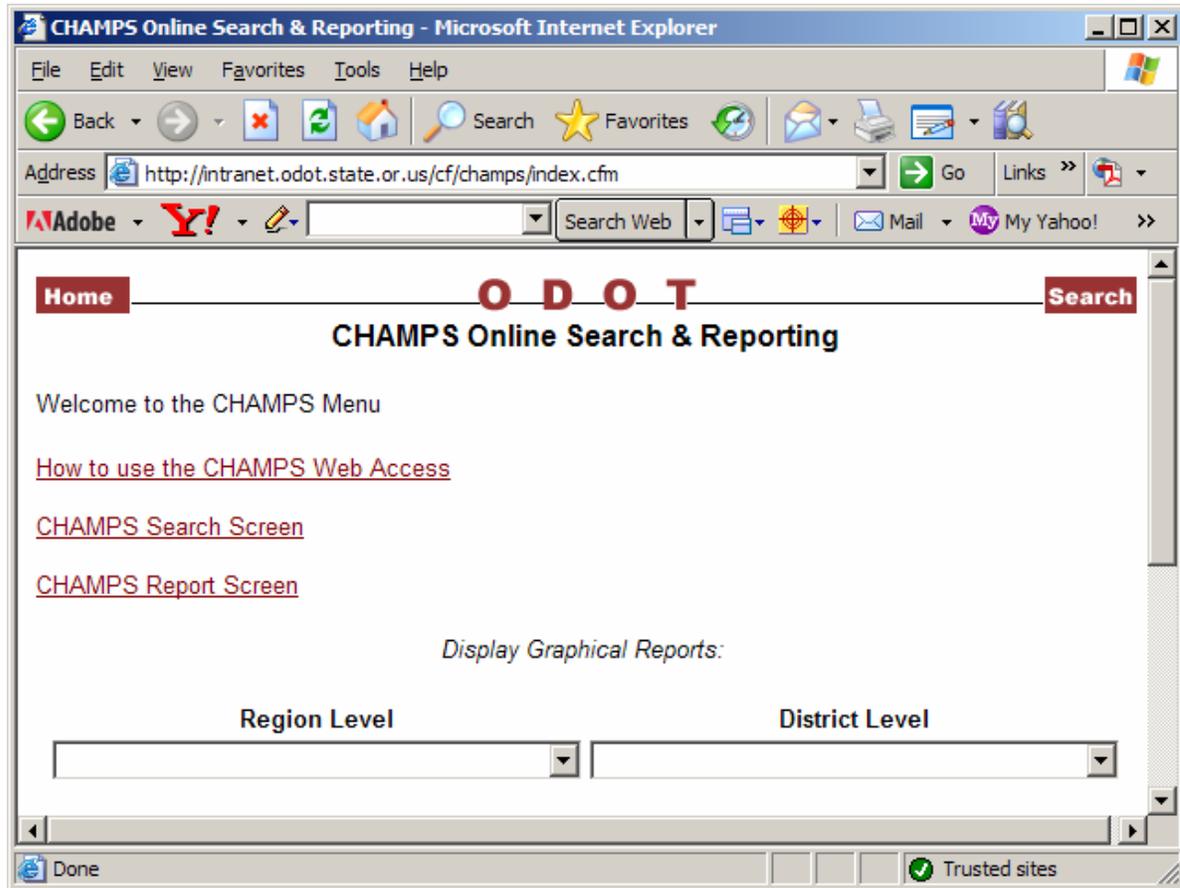
There are two ways to access the CHAMPS Online Search & Reporting (OSR) page on the ODOT intranet. For those individuals with access to CHAMPS, they may access it directly from within the CHAMPS application. For those without CHAMPS access, they may access it from the ODOT intranet.

To access the OSR page from within CHAMPS, select **Launch | Web Reporting Tool**. The CHAMPS OSR page appears. See Figure 19 below.

To access the OSR page from the ODOT intranet:

Step	Action	Results/Comments
1.	Go to the ODOT intranet home page at http://intranet.odot.state.or.us/home .	
2.	From the Topic search field, select Topics A-I then Access Management .	The ODOT Access Management home page appears.
3.	Select Links from the menu. Click Oregon . Look for Websites .	The Links page appears.
4.	Select CHAMPS Online Search and Reporting .	The CHAMPS OSR page appears. See Figure 19 below.

Figure 19. CHAMPS Online Search & Reporting Page



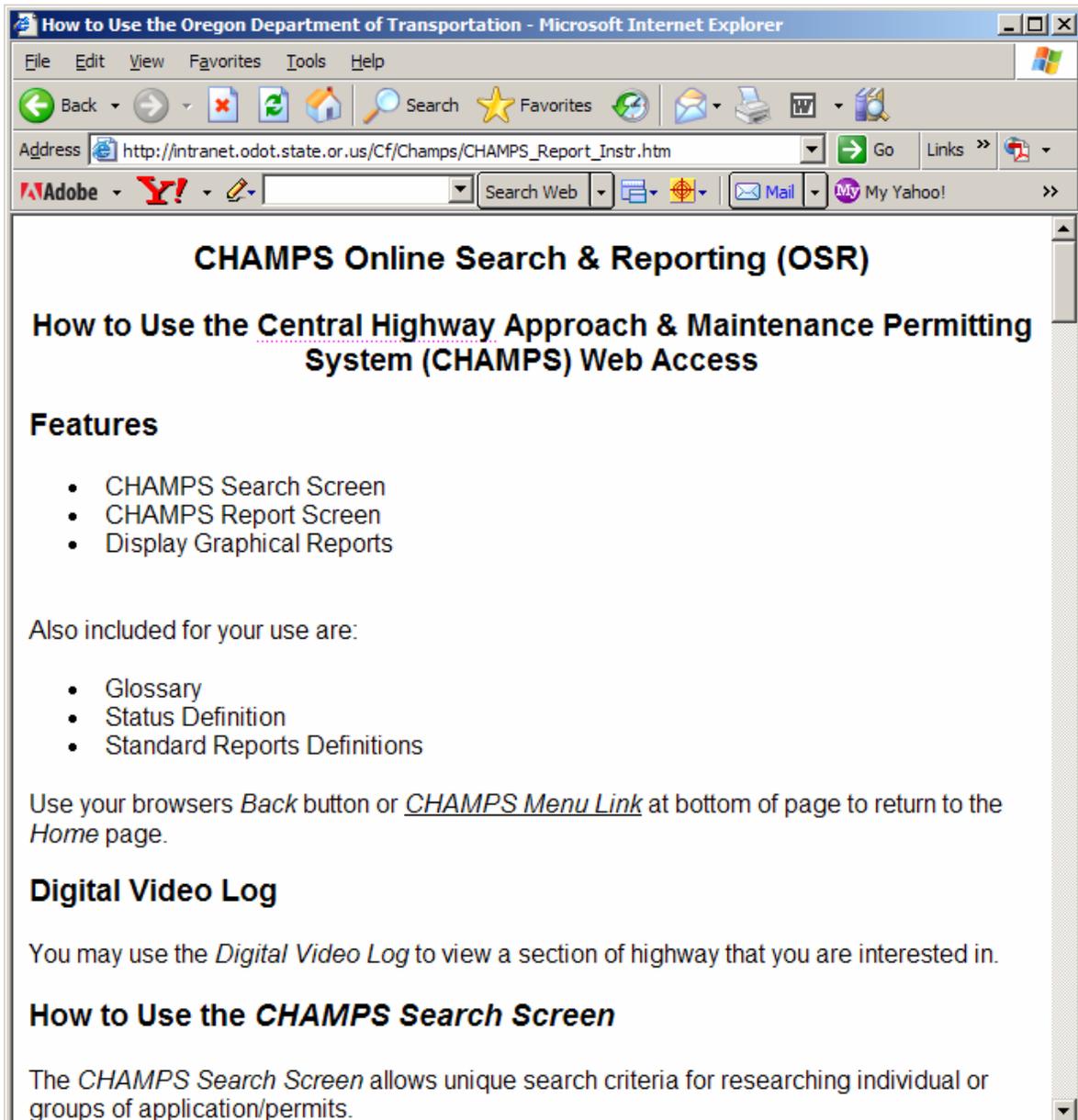
From the CHAMPS OSR page, you may:

- Review how to use the CHAMPS online search and reporting tool
- Access the CHAMPS Search window to search for CHAMPS records
- Access the CHAMPS Report window to generate specific CHAMPS reports
- Display graphical reports of application processing performance data

Using the Online Search and Reporting Tool

For instructions on how to use CHAMPS OSR, select **How to use the CHAMPS Web Access** on the CHAMPS OSR page. The OSR help page appears. Refer to Figure 20 below.

Figure 20. Online Search & Reporting Help Page



On the help page, you will find:

- Information on the CHAMPS Search window
- Information on the CHAMPS Report window
- Information on displaying the graphical reports

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

- A chart with descriptions of the standard CHAMPS reports available on OSR
- A glossary of useful terms
- A chart of the permit/application status definitions

If you still have questions after reviewing the help page, contact the Access Management Program Unit by e-mail at Marcus.A.Berlin@odot.state.or.us or by phone at 503-986-3914.

CHAMPS Search Window

The CHAMPS Search window allows unique search criteria for researching individual or groups of applications/permits. You may select multiple criteria for a search. However, selection of conflicting search criteria will result in no records being found. For example, if you select Region 1 and District 3, no records will be located because this is an invalid combination.

Figure 21. CHAMPS Search Window

Home **Search**

ODOT

CHAMPS Search

Welcome to CHAMPS Search Window
1) Please specify the selection criteria.

Application Id: <input type="text"/>	Region: <input type="text"/>
Applicant Last Name: <input type="text"/>	District: <input type="text"/>
Company Name: <input type="text"/>	Deviation(type): <input type="text"/>
Application Status: <input type="text"/>	Project Related: <input type="text"/>
Highway No.: <input type="text"/>	Highway Name: <input type="text"/>
Begin MP: <input type="text"/> (999.99)	End MP: <input type="text"/> (999.99)
Public/Private: <input type="text"/>	Urban/Rural: <input type="text"/>
HWY Class: <input type="text"/>	HWY SubClass: <input type="text"/>
Reason for Request: <input type="text"/>	ADT: <input type="text"/>
Deviation (with-w/o): <input type="text"/>	Other Reasonable Access (with-w/o): <input type="text"/>
Complete Access Control (with-w/o): <input type="text"/>	Fees Waived (with-w/o): <input type="text"/>
Status Begin Date: <input type="text"/> (mm/dd/yyyy)	Status End Date: <input type="text"/> (mm/dd/yyyy)
Received Begin Date: <input type="text"/> (mm/dd/yyyy)	Received End Date: <input type="text"/> (mm/dd/yyyy)
Created Begin Date: <input type="text"/> (mm/dd/yyyy)	Created End Date: <input type="text"/> (mm/dd/yyyy)

Trusted sites

How to Use the Online Search Function

To search for specific application/permit records using the online search function:

Step	Action	Results/Comments
1.	From the Online Search & Reporting page, select CHAMPS Search Screen .	The CHAMPS Search window appears. See Figure 21 above.
2.	Enter the application/permit selection criteria.	Refer to Table 10 for a description of the available search criteria.
3.	Click Submit .	<p>The CHAMPS Search Results Display window appears if more than one application/permit record meets the search criteria. See Figure 22 below.</p> <p>NOTE: Set your printer to landscape mode before printing this report.</p> <p>If only one application/permit record meets the search criteria, the CHAMPS Application Detail Report window appears. See Figure 23 below.</p>
4.	To view the complete record of an application/permit displayed on the CHAMPS Search Results Display window, double click on its application ID.	The CHAMPS Application Detail Report window appears for the selected record. See Figure 23 below.
5.	Click Back on your browser toolbar to return to the CHAMPS Search window.	
6.	Click Reset to clear all search criteria previously selected on the CHAMPS Search window.	
7.	Click CHAMPS Menu at the bottom of the window to return to the Online Search & Reporting page.	

Table 10. Online CHAMPS Search Criteria

Field	Description
Application Id	Enter the application/permit number.
Region	Select the region from the drop-down menu.
Applicant Last Name	Enter the last name of the applicant.
District	Select the district from the drop-down menu.
Company Name	Enter the company name of the applicant.
Deviation (type)	Select the deviation type from the drop-down menu: None, Major or Minor. Refers to CHAMPS 2.0 release.
Application Status	Select the application/permit status from the drop-down menu.
Project Related	Select whether application/permit is project related or not from the drop-down menu.
Highway No.	Select the state highway number from the drop-down menu.
Highway Name	Select the state highway from the drop-down menu.
Begin MP	Enter the beginning mile point.
End MP	Enter the ending mile point.
Public/Private	Select Public or Private accordingly to reflect ownership of the approach.
Urban/Rural	Select Urban or Rural accordingly to reflect the nature of the population.
HWY Class	Select from the drop down menu: Statewide, Regional or District.
HWY SubClass	Select from the drop down menu: Expressway, Frontage/Service Roads or Other.
Reason for Request	Select the reason for the permit request from the drop-down menu.
ADT	Select the average daily trips from the drop-down menu.
Deviation (with-w/o)	Select accordingly from the drop-down menu whether application/permit is with or without deviation. Refers to CHAMPS 2.1 release.
Other Reasonable Access (with-w/o)	Select accordingly from the drop-down menu to reflect whether there is other reasonable access to the property.
Complete Access Control (with-w/o)	Select accordingly from the drop-down menu whether application/permit is with or without complete access control.
Fees Waived (with-w/o)	Select accordingly from the drop-down menu whether application/permit has fees waived or not.
Status Begin Date	Enter the starting date for the selected status. Format is MM/DD/YYYY.
Status End Date	Enter the ending date for the selected status. Format is MM/DD/YYYY.
Received Begin Date	Enter the starting date ODOT received the new permit application. Format is MM/DD/YYYY.
Received End Date	Enter the ending date ODOT received the new permit application. Format is MM/DD/YYYY.
Created Begin Date	Enter the starting date ODOT created the application/permit record. Format is MM/DD/YYYY.
Created End Date	Enter the ending date ODOT created the application/permit record. Format is MM/DD/YYYY.

Figure 22. CHAMPS Search Results Display Window

Home **ODOT** Search

CHAMPS Search Results

Welcome to the CHAMPS Search Results Display

The selection criteria for this report are:
District: 13
Created Begin Date: 01/01/2006 Created End Date: 05/18/2006

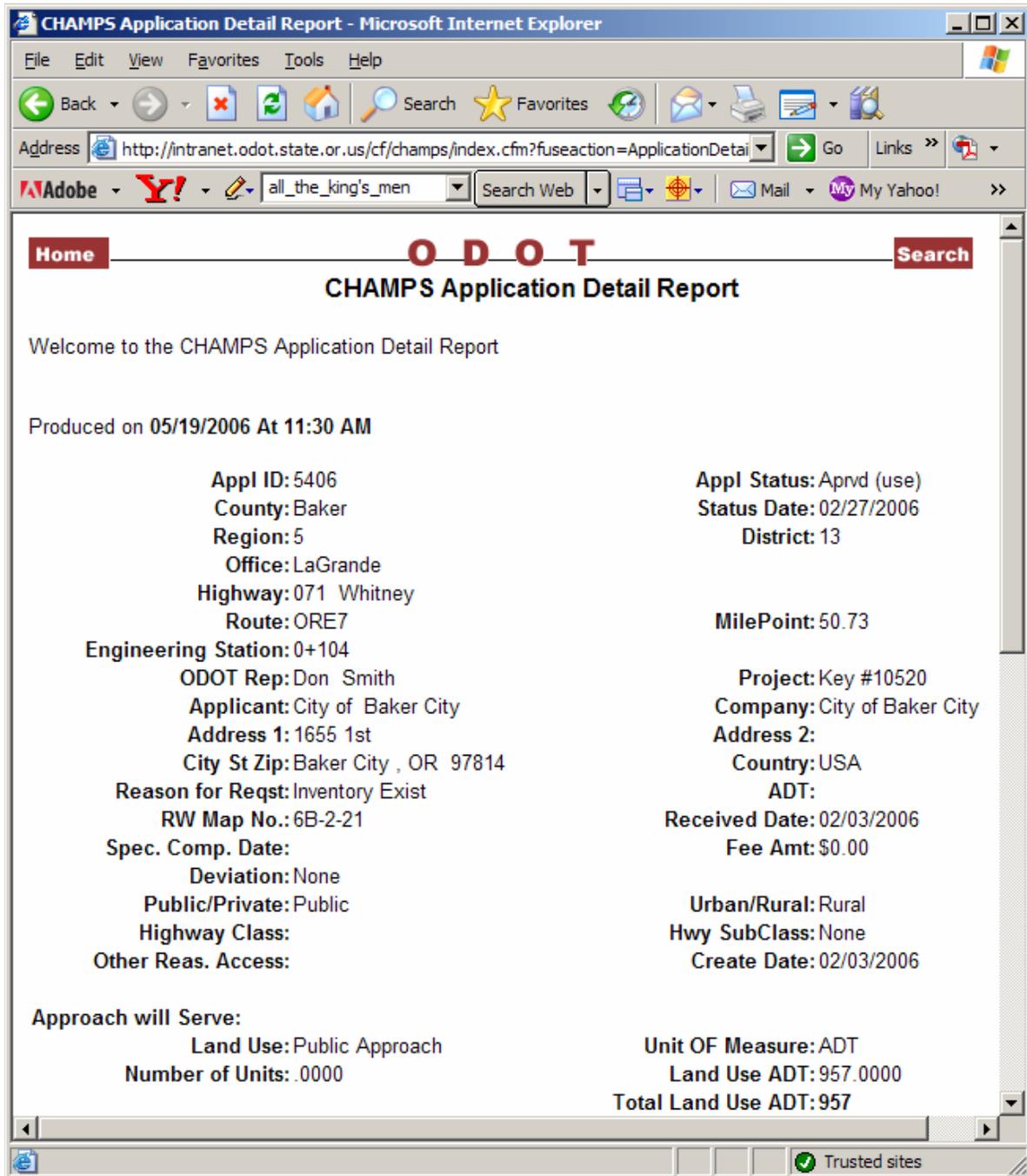
Please set your printer to Landscape mode before printing this report.

Appl ID	Status	Status Date	Highway Number and Name	Mile Point	Applicant Name	Applicant Company	ADT	Deviation	Project
5339	Deemed Complete	02/13/2006	010 Wallowa Lake	46.41	Timothy Barton	Wallowa Assembly of God	236	None	
5341	Deemed Complete	02/13/2006	010 Wallowa Lake	46.45	Timothy Barton	Wallowa Assembly of God	236	None	
5404	Aprvd (use)	02/27/2006	071 Whitney	50.83	City of Baker City		0	None	Key # 10520
5405	Aprvd (use)	02/27/2006	071 Whitney	50.83	City of Baker City		0	None	Key # 10520
5406	Aprvd (use)	02/27/2006	071 Whitney	50.73	City of Baker City	City of Baker City	0	None	Key #10520
5497	Pending	03/06/2006	012 Baker-Copperfield	0.30	James & Debra DeMastus	Parkway Cafe	13	None	
5556	Pre-Application	03/29/2006	066 La Grande-Baker	0.00	John Dollar	Glass Doctor	0	None	
5664	Pre-Application	05/04/2006	012 Baker-Copperfield	0.00	Dave Adams		0	None	

8 Items

Done Trusted sites

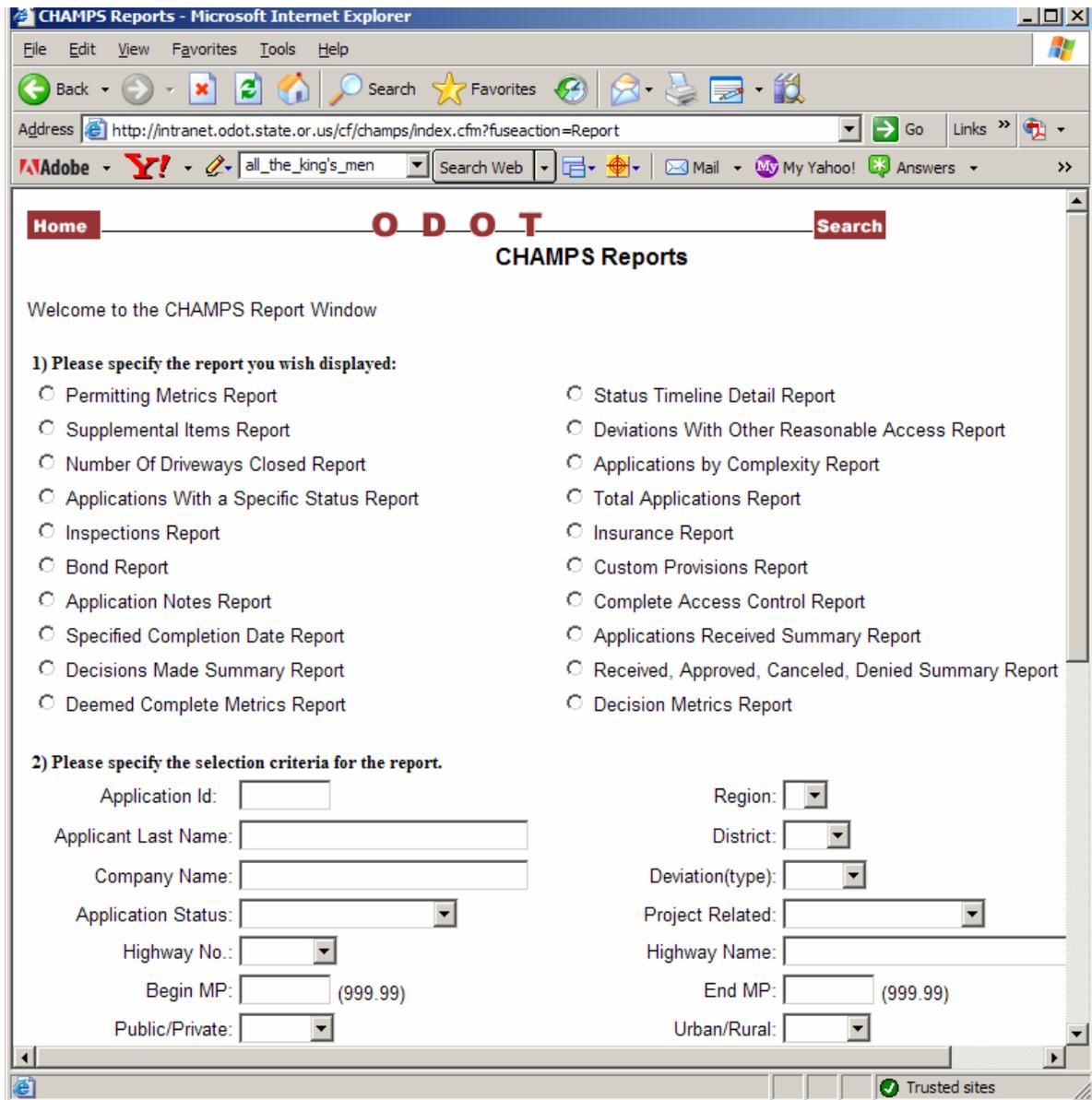
Figure 23. CHAMPS Application Detail Report Window



CHAMPS Reports Window

The CHAMPS Reports window allows for quick generation of specific reports with the option of specifying multiple criteria for a report. However, selection of conflicting report criteria will result in no records being displayed. For example, if you select Region 1 and District 3, no records will be located because this is an invalid combination.

Figure 24. CHAMPS Reports Window



How to Use the Online Report Function

To view an available report:

Step	Action	Results/Comments
------	--------	------------------

Step	Action	Results/Comments
1.	From the Online Search & Reporting page, select CHAMPS Report Screen .	The CHAMPS Report window appears. See Figure 24 above.
2.	On the CHAMPS Report window, select the desired report.	Refer to Table 11 for an alphabetical listing and description of the available reports.
3.	Enter the applicable report criteria.	Non-applicable criteria will be grayed-out and unavailable for selection. Refer to Table 12 for a description of the available report criteria.
4.	Click Submit .	<p>NOTE: If required information is missing, a message appears. Click OK to close the message, enter the additional required information and click Submit again.</p> <p>The report window appears displaying all application/permit records that meet the specified report criteria. See Figure 25 below for an example.</p> <p>NOTE: Set your printer to landscape mode before printing this report.</p>
5.	To view the complete record of an application/permit displayed on the report, double click on its application ID.	The CHAMPS Application Detail Report window appears for the selected record. See Figure 26 below.
6.	Click Back on your browser toolbar to return to the CHAMPS Report window.	
7.	Click Reset to clear all search criteria previously selected on the CHAMPS Report window.	
8.	Click CHAMPS Menu at the bottom of the window to return to the Online Search & Reporting page.	

Table 11. Available CHAMPS Online Reports

Report Title	Description
Application Notes	Lists the notes for the specified application/permit record.
Application with Specific Status	Lists the application/permit records with a specified status within a specified Region or District separated by population types (urban or rural), separated by highway subclass code, and separated by deviations within a specified create date range.
Applications by Complexity	Lists the application/permit records with a specified status within a specified Region or District separated by population types (urban or rural), separated by deviations, political types (public/private), with or without reasonable access within a specified create date range.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Report Title	Description
Applications Received Summary	Summary lists of the numbers of applications received within a specific create date range.
Bond	Lists all of the application/permit records associated with the specified bond number.
Complete Access Control	Lists all of the application/permit records where Right-of-Way Research has determined no access rights currently exist for the subject property within a specified create date range. This report may be further sorted by region or district.
Custom Provisions	Lists the custom provisions for the specified application/permit record.
Decision Metrics	Lists the number of application/permit records with decisions made on within target, outside target and greater than 60 days with no decision.
Decisions Made Summary	Lists the number of applications/permit records reaching a decision within the specified creates date criteria by districts.
Deemed Complete Metrics	<p>Lists the number of application/permit records reaching a deemed complete status within the target and outside of target for the specified create date criteria sorted by districts. Additionally this report lists the number of application/permit records exceeding 30 days without reaching a deemed complete status.</p> <p>NOTE: Double click on the number of records detail exceeding 30 days to view a list of individual application/permit records. Double-click on the Appl Id number to view the detail report for the application record.</p>
Deviations with Other Reasonable Access	Lists the applications with other reasonable access within a specified region or district separated by population types (urban or rural) within a specified create date range.
Inspections	Lists the inspection notes for the specified application/permit record.
Insurance	Lists all of the application/permit records associated with the specified insurance policy number.
Number of Driveways Closed	Lists the application/permit records where driveways have been eliminated within a specified region or district, separated by population types (urban or rural) within a specified create date range.
Permitting Metrics	Lists the number of application/permit records created, the number applications/records received, the number of applications deemed complete with the target and beyond the target dates, the number of decisions made within and beyond the target dates and the percentage of decisions made within the target dates.
Received, Approved, Canceled, Denied Summary	Summary lists of the numbers of applications received, applications approved to construct, applications approved to use, applications denied and applications canceled within a specific create date range.
Specified Completion Date	Lists the specified completion date, status and reason for request for the specified application/permit record.
Status Timeline Detail	<p>Detailed report listing an individual application/permit record by milestone dates.</p> <p>NOTE: The application/permit record must have been Accepted to view with this report. Multiple rows of data are an indication that the application/permit record has been accepted multiple times. Double-click on the Appl Id number to view the detail report for the application record.</p>
Supplemental Items	Lists the application/permit records with a specified supplemental item type within a specified region or district within a specified create date range.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Report Title	Description
Total Applications	Lists the application/permit records within a specified create date range. This report allows further sorting by application status, whether the application/permit records are ODOT construction project related, urban or rural, with or without a deviation, by highway sub-classification and whether or not the fees have been waived.

Table 12. Online Reports Search Criteria

Field	Description
Application Id	Enter the application/permit number.
Region	Select the region from the drop-down menu.
Applicant Last Name	Enter the last name of the applicant.
District	Select the district from the drop-down menu.
Company Name	Enter the company name of the applicant.
Deviation (type)	Select the deviation type from the drop-down menu: None, Major or Minor. Refers to CHAMPS 2.0 release.
Application Status	Select the application/permit status from the drop-down menu.
Project Related	Select whether application/permit is project related or not from the drop-down menu.
Highway No.	Select the state highway number from the drop-down menu.
Highway Name	Select the state highway from the drop-down menu.
Begin MP	Enter the beginning mile point.
End MP	Enter the ending mile point.
Public/Private	Select Public or Private accordingly to reflect ownership of the approach.
Urban/Rural	Select Urban or Rural accordingly to reflect the nature of the population.
HWY Class	Select from the drop down menu: Statewide, Regional or District.
HWY SubClass	Select from the drop down menu: Expressway, Frontage/Service Roads or Other.
Reason for Request	Select the reason for the permit request from the drop-down menu.
ADT	Select the average daily trips from the drop-down menu.
Deviation (with-w/o)	Select accordingly from the drop-down menu whether application/permit is with or without deviation. Refers to CHAMPS 2.1 release.
Other Reasonable Access (with-w/o)	Select accordingly from the drop-down menu to reflect whether there is other reasonable access to the property.
Complete Access Control (with-w/o)	Select accordingly from the drop-down menu whether application/permit is with or without complete access control.
Fees Waived (with-w/o)	Select accordingly from the drop-down menu whether application/permit has fees waived or not.
Status Begin Date	Enter the starting date for the selected status. Format is MM/DD/YYYY.
Status End Date	Enter the ending date for the selected status. Format is MM/DD/YYYY.
Received Begin Date	Enter the starting date ODOT received the new permit application. Format is MM/DD/YYYY.
Received End Date	Enter the ending date ODOT received the new permit application. Format is MM/DD/YYYY.
Created Begin Date	Enter the starting date ODOT created the application/permit record. Format is MM/DD/YYYY.
Created End Date	Enter the ending date ODOT created the application/permit record. Format is MM/DD/YYYY.
Supplemental Item Type	Select the supplemental item type from the drop-down menu.
Insurance Policy No.	Enter the insurance policy number.
Bond Number	Enter the bond number.

Figure 25. Sample CHAMPS Report

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Applications With a Specific Status Report - Microsoft Internet Explorer". The address bar shows the URL "http://intranet.odot.state.or.us/cf/champs/index.cfm". The browser's navigation bar includes buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, and Mail. Below the browser window, the report content is displayed. It features the ODOT logo and the title "Applications With a Specific Status Report". The report text includes a welcome message, the production date (05/19/2006 At 11:41 AM), and selection criteria: From Date: 01/01/2006, To Date: 05/15/2006, Region: District: 05, and With Deviations. A table lists nine applications, all with a status of "Deemed Complete". Below the table, it indicates "Number of Items: 9". The browser's status bar at the bottom shows "Done" and "Trusted sites".

Home **ODOT**
Applications With a Specific Status Report

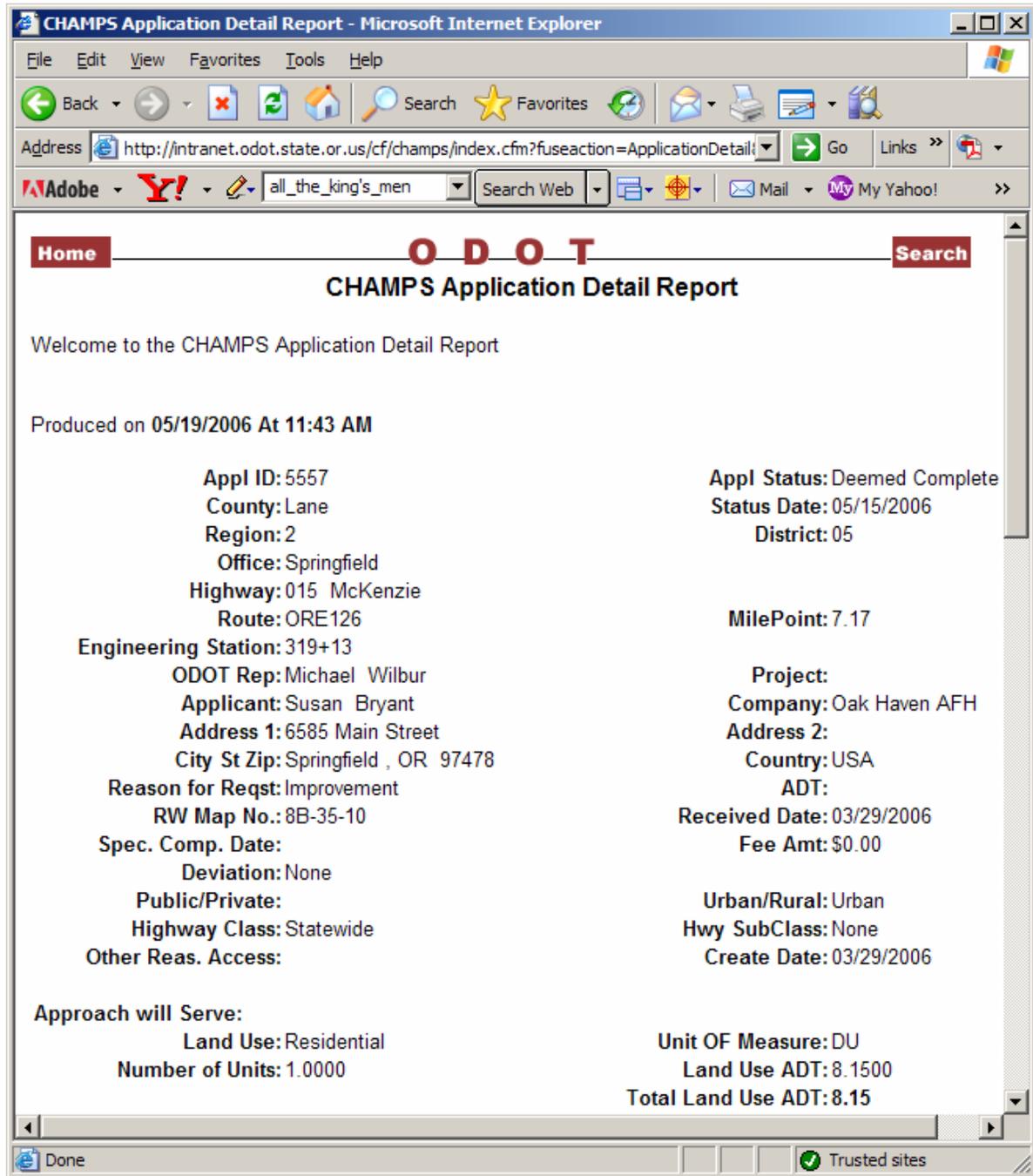
Welcome to the CHAMPS Applications With a Status of Deemed Complete Report.
 Produced on 05/19/2006 At 11:41 AM
 The selection criteria for this report are:
From Date: 01/01/2006
To Date: 05/15/2006
Region:
District: 05
With Deviations:

Region	District	Application ID Number	Application Status
2	05	5411	Deemed Complete
2	05	5430	Deemed Complete
2	05	5449	Deemed Complete
2	05	5485	Deemed Complete
2	05	5504	Deemed Complete
2	05	5506	Deemed Complete
2	05	5513	Deemed Complete
2	05	5551	Deemed Complete
2	05	5557	Deemed Complete

Number of Items: 9

Done Trusted sites

Figure 26. CHAMPS Application Detail Report Window



Display Graphical Reports

You may view the graphical reports on a region or district level for a specific month. The reports provide a snapshot of performance as of a specific date, as noted.

How to Display Graphical Reports

To display the graphical reports:

Step	Action	Results/Comments
1.	From the Online Search & Reporting page, select one of the reports listed under Region Level or District Level . Refer to Figure 27 and Figure 28 below.	The corresponding graphical report appears. See Figure 29 below. Refer to Table 13 and Table 14 for report metric definitions.
2.	Click Back on your browser toolbar or CHAMPS Menu at the bottom of the window to return to the Online Search & Reporting window.	

Figure 27. Display Graphical Reports with Region Level Data

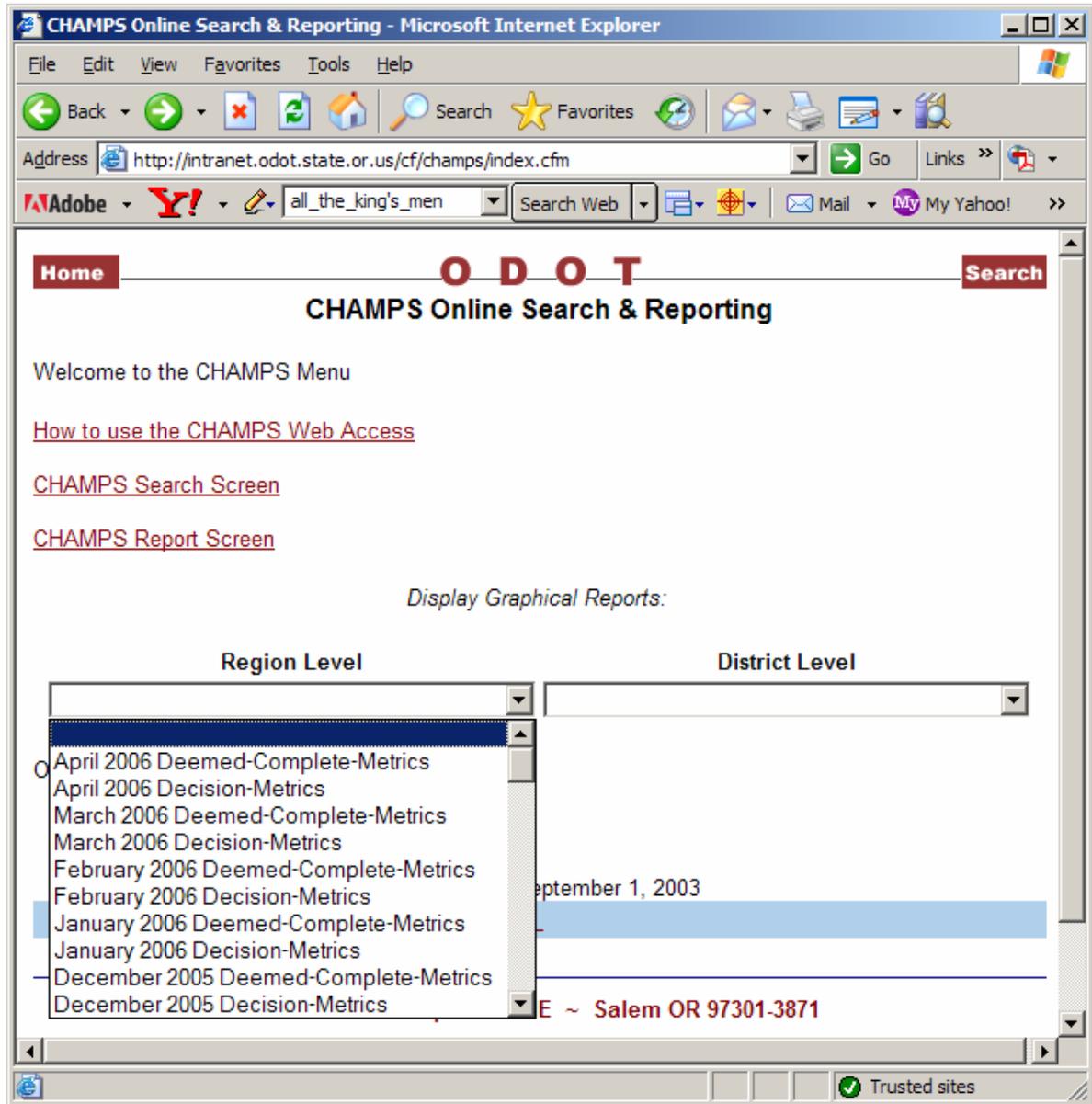


Figure 28. Display Graphical Reports with District Level Data

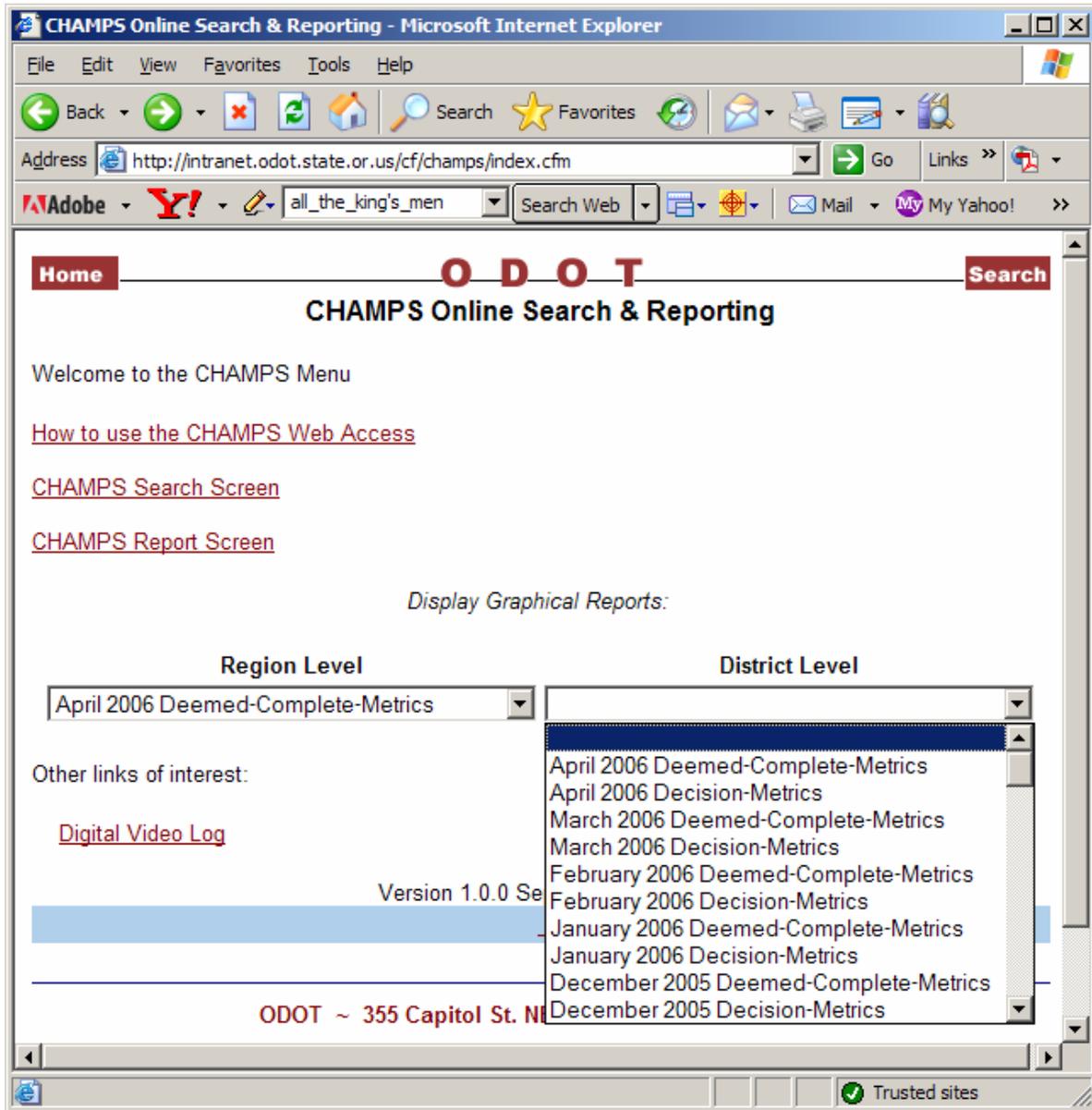


Figure 29. Sample Graphical Report

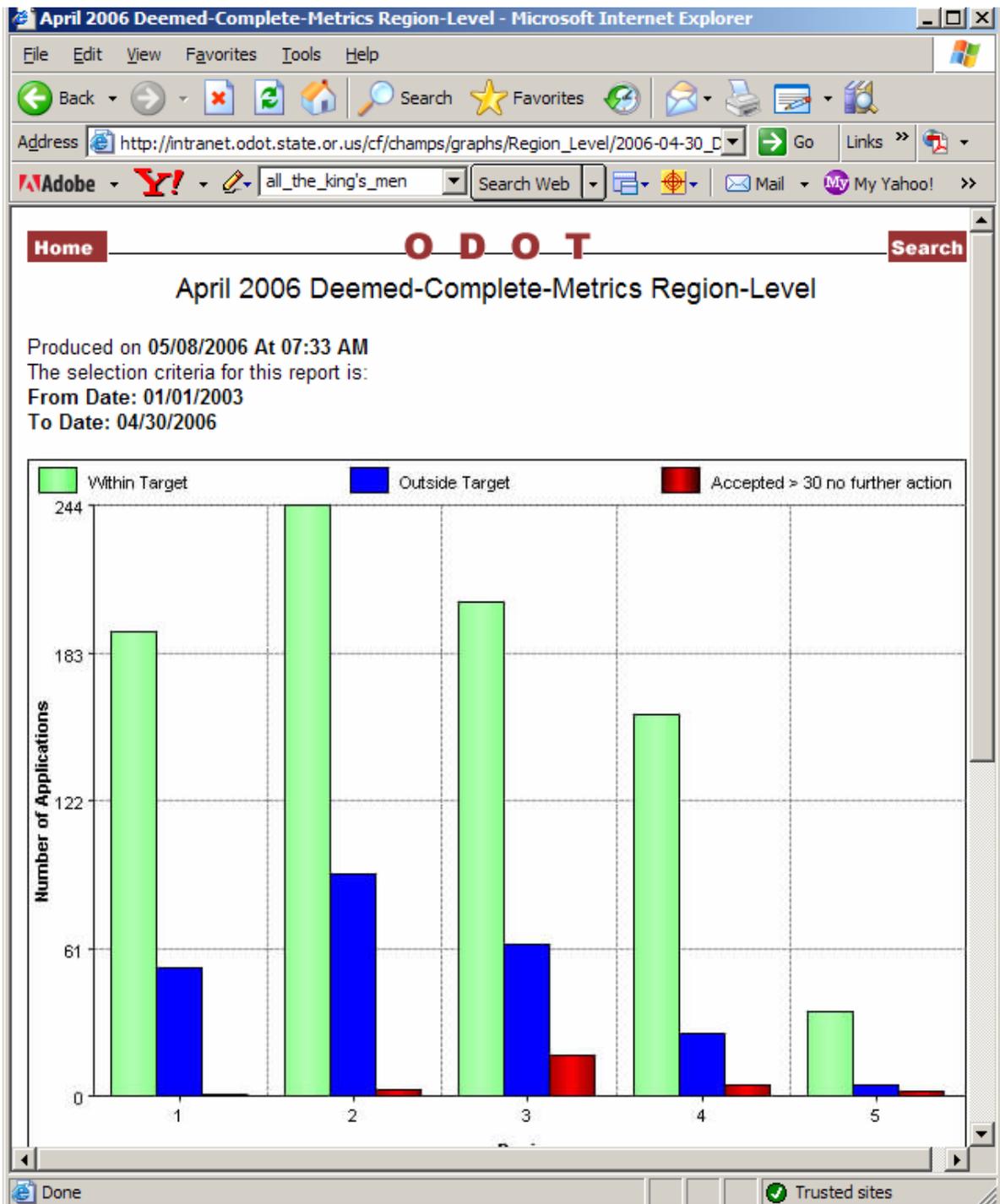


Table 13. Decision Metrics Report Definitions

Decision Metric	Description
Within Target	A decision was made within 60 days of the accepted date or deemed complete date (whichever is greater).
Outside Target	The decision was made more than 60 days after being

Decision Metric	Description
> 60 no further action	accepted or deemed complete (whichever is greater). The last action (accepted or deemed complete) was more than 60 days ago, but no further action (deemed complete or decision) has been taken.

Table 14. Deemed Complete Metrics Report Definitions

Deemed Complete Metric	Description
Within Target	The next action (deemed complete or decision) was taken within 30 days from application accepted.
Outside Target	The next action (deemed complete or decision) was taken more than 30 days from application accepted.
Accepted > 30 no further action	The application was accepted more than 30 days before the reporting period, but further action (deemed complete or decision) has been taken.

Section 4. CHAMPS Search Function

This section provides information on the following:

- [Searching for CHAMPS Records](#)
- [Searching for UPERMIT Records](#)

Searching for CHAMPS Records

Background

Using the search function within CHAMPS, you may search for an existing application/permit within CHAMPS or for an existing permit within the legacy UPERMIT system. You use similar processes to search for an application or permit whether it resides in CHAMPS or UPERMIT.

NOTE: Refer to [Section 3. Online Search and Reporting](#) for information about the online search capability that provides a method for individuals other than permit specialists to access application and permit information from CHAMPS using an intranet-based tool. Anyone with access to the ODOT intranet may access this tool to search for and display data from CHAMPS records.

To search for an application or permit record within CHAMPS, you use the Search tab on the *Application/Permit* window. Refer to Figure 30 below.

Figure 30. CHAMPS Search Tab

The screenshot shows the CHAMPS (TEST) application window with the Search tab selected. The search criteria are as follows:

- Appl No.: 5003, Dist Id.: 10, Highway: 001AZ
- Search criteria fields: Appl Id., Permit No., Case No., Highway, Township, Tax Lot, Const Plan Id., ADJ, Ins. Pol. #, Appl Date (from: 04/03/2006, through: 05/19/2006), Project, Permit Spec., Office, County, Beginning MP, Range, Engineering Sta., Permit Type, Sight Distance (left), Deviation, Applicant Last Name, Applicant Company, Prop Owner Last Name, Ending MP, Section, R/W map no., R/W File Id., Sight Distance (right), Region.
- Application Status(es) dropdown: Pending (selected)

The results table below shows 3 rows selected:

Appl ID	Permit Number	Office	County	Hwy	MilePoint	Applicant	Reason for Request	Status	Permit Specialist	Application Date	Permit Descript
5001		Dist. 10 Bend	Marion	072	7.14	Bollman Jim	Improvement	Pending	Berlin, Marcus	04/13/2006	
5002		Dist. 10 Bend	Marion	072	7.14	Bollman Jim		Pending	Berlin, Marcus	04/14/2006	
5003		Dist. 03 Salem	Coos	001AZ	12.50	Joe Applicant	New approach	Pending	Underhill, Larry	05/11/2006	

3 Rows Selected | Date: 5/19/2006

To complete a search, you may enter the application ID or permit number if known. If you enter the application ID number or the permit number, the system attempts to retrieve that record. If it is not found, a message appears to advise you of this. If found, the Application

tab of the *Application/Permit* window appears displaying the selected record. Refer to Figure 31 below.

On the Search tab, you may also search using other specified criteria that is pertinent to the desired application/permit. You may enter one or more search criteria. If you enter multiple criteria, the selected applications/permits must meet *all* criteria. The criteria you may use in your search include:

- Project
- Highway (drop-down menu available to choose from)
- Range
- Section
- Township
- Average daily trips (ADT)
- Insurance policy number
- Permit specialist (drop-down menu available to choose from)
- Office (drop-down menu available to choose from)
- County (drop-down menu available to choose from)
- Beginning or ending mile point
- Engineering station
- Permit type (drop-down menu available to choose from)
- Sight distance, right and/or left (drop-down menu available to choose greater than [GT], less than [LT] or equal to [EQ] the specified distance)
- Application from/through date(s) (format is MM/DD/YYYY)
- Applicant last name
- Applicant company
- Property owner last name
- Construction plan ID
- Right of Way map number or file ID
- Deviation (drop-down menu available to choose from)
- Voided permit applications (drop-down menu available to choose from)

If only one application/permit meets the entered criteria, then that application/permit appears on the Application tab of the *Application/Permit* window. Refer to Figure 31 below.

Figure 31. Application/Permit Application Tab

Applicant

Last Name: Applicant First Name: Joe
 Company: Some Co. Address Letter To: Applicant
 Street Address: 1101 Main Mailing Address: p. o. box 10
 City: somecity State: Oregon Copy Address City: someothercity State: Oregon
 Zip: 12345- Country: USA Zip: 12345- Country:
 Phone: () - FAX: () - eMail:

Approach Location

Highway: 001AZ Phoenix Siphon Frontage Rd. Route: County: Coos
 MP: 12.50 Hwy Side: L National Forest?: Yes No
 Reason For Request: New approach Existing Approach?: Yes No Restricted Use
 Interest in Adj. Property?: Yes No

Designated Agent

Last Name: Agent First Name: Designated
 Company: Have Agency will Travel Mailing Address:
 City: State: Oregon Zip: Country:

Local Government

Approach Will Serve

Land Use	Unit of Measure	Number of Units	ADT Rate	Land Use ADT	Appl Id	Land Use ID
Lodging (Rooms)	Rooms	5.00	6.2333	31.1700	5003	3634
Retail (Sq. Ft.)	Sq. Ft.	1,000.00	0.0471	47.1000	5003	3635
Recreational (Acres)	Acres	5.00	10.5467	52.7300	5003	3636

Turning Movements

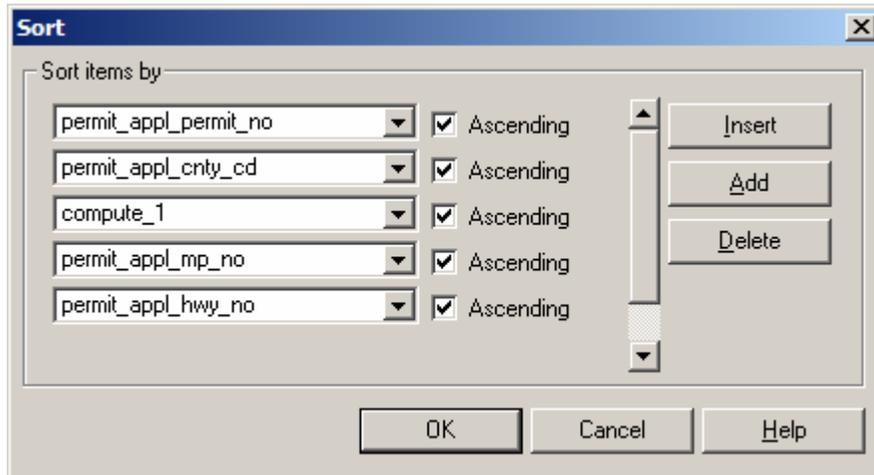
All Movements Right In Right Out Left In Left Out Spec_id: 3954 Appl Id: 5003

If more than one application/permit meets the entered criteria, then a list of these appears in the lower portion of the Search tab with the following data displayed for each application/permit:

- Application ID number
- Permit number
- Office
- County
- Highway
- Mile point
- Applicant name
- Permit type
- Reason for request
- Status
- Permit specialist
- Application date
- Property owner
- Applicant company
- Project

To sort the selected records in ascending or descending order within the column, either click on a column heading or click **Sort**. If you click Sort, the *Sort* window appears. Refer to Figure 32 below.

Figure 32. Sort Window



To view the details of a selected record, double-click on a selected row and the Application tab of the *Application/Permit* window appears for that record. Refer to Figure 31 above.

Refer to [Section 5. The Application/Permit Window](#) to find more information on the *Application/Permit* window, the Application tab and entering/updating data on an existing application/permit.

Refer to [Section 6. Application and Permit Processing](#) to find more information on how to create a new application, clone an existing application or permit, amend an issued permit or issue a permit.

NOTE: The Application tab of the *Application/Permit* window provides general information about the applicant and permit application. The data it captures closely follows the *Application for State Highway Approach* completed by the applicant. Refer to [Appendix A. Application for State Highway Approach](#) for an illustration of this form.

How to Search for Existing CHAMPS Applications/Permits

To search for an existing application or permit within CHAMPS:

Step	Action	Results/Comments
1.	Select P ermit O pen Application from the menu bar.	The <i>Application/Permit</i> window appears with the Search tab on top.
2.	Enter your search criteria.	If you enter two or more search criteria, the system searches for applications/permits that meet <i>all</i> of the entered search criteria.
3.	Click S earch to initiate the search.	The system searches for all records that meet all of the entered search criteria, and displays the selected records on the lower portion of the Search tab. If only one record meets the entered search criteria, the Application tab (of the <i>Application/Permit</i> window) automatically appears displaying the selected application/permit. NOTE: The maximum number of files the system will return is 1000. If your search results in more than 1000 files being selected, a message appears advising you to refine your search to select fewer than 1000 files.
4.	<i>To sort the search results:</i> <ul style="list-style-type: none"> • Click Sort. The <i>Sort</i> window appears. Refer to Figure 32. • Select one or more fields by which to sort the report. • Click OK. The <i>Sort</i> window closes and the search results appear in the revised sort order. 	Use the sort function to refine your search results, displaying fields in order of preference and in ascending or descending order. Refine your search by adding, deleting or inserting additional sort criteria.
5.	<i>To initiate another search on the Search tab</i> , click R eset, and repeat steps 2 and 3.	When you click R eset, the system clears all of the fields on the Search tab to prepare for a new search.
6.	<i>To select a record from the list on the Search tab</i> , double-click on the desired application/permit.	The Application tab (of the <i>Application/Permit</i> window) appears displaying the selected application or permit.

To search for a permit data within the historical UPERMIT system, refer to [Searching for UPERMIT Records](#) for more information.

To create a new permit application within CHAMPS, refer to [Section 6. Application and Permit Processing](#) for more information.

Searching for UPERMIT Records

Background

You may search for existing permit data from the historical UPERMIT system. To search for permit data within UPERMIT, you use the Search tab on the *UPERMIT* window. Refer to Figure 33 below. It operates in a similar manner as the search function for CHAMPS. Remember, however, you may only view the UPERMIT data. You cannot update or copy it.

NOTE: The historical UPERMIT system captured information on *approved* permits only. Therefore, it does *not* contain information on permit applications or denied permits from prior to the implementation of CHAMPS.

Figure 33. UPERMIT Search Tab

CHAMPS (TEST) UPERMIT (Historical Data)

Search General

Permit No: Permit Type: Approach Name Containing:
 District: Special Permit Type: Comment Containing:
 Highway: Beginning MP: Ending MP:
 Facility Type: Beg. Eng. Station: End Eng. Station:
 Approval Date (from): 01/01/1902 Approval Date (through): 01/01/1949 Search Reset

Permit Number	Seq No.	Permit Type	Spec Type	Applicant	Dist.	Cnty	Hwy	Beg MP/End MP	Station	Facility Type	Side	Approved/Completion Date	Cancelled/Expired Date	Cancell By
4017		A	T	SAMUELSON, M M	01	04	102	22.60	112+24	AR	S	04/29/1930	07/31/1953	
3723		A		VOORHEES, A N	02A	03	026	30.80	310+00	AR	N	02/04/1943		
27405		A		NORTHCON IV	02B	26	123	13.50	168+70	AR2	N	11/24/1919	01/07/2002	50952
8857		A		WAVERLY SHOPPING CEN	04	22	001	233.92		AR1	S	01/01/1949	08/21/1958	BY 1098
5		A		POPE & TALBOT, INC	05	20	018	37.09		PRX		12/10/1948		
4		A		HANSON NATURAL	05	20	015	4.14		PRX	X	07/14/1948		
1		A		BOOTH KELLY LUMBER	05	20	222	0.50		PRX		02/02/1948		

CHAMPS - d_search_results_upermit Number of Rows Matching Selection Criteria: 10

Ready | 5-19-06 13:57:44

To complete a search, you may enter the permit number or other search criteria. If you enter the permit number, the system attempts to retrieve the corresponding permit data. If it is not

found, a message appears to advise you of this. If found, the General tab of the *UPERMIT* window appears displaying the selected permit data.

You may also search using other specified criteria that is pertinent to the desired permit(s). You may enter one or more search criteria. If you enter multiple criteria, the selected permits must meet *all* criteria. The criteria you may search upon includes:

- District (drop-down menu available to choose from)
- Highway (drop-down menu available to choose from)
- Facility type (drop-down menu available to choose from)
- Beginning and/or ending mile point
- Approval from/through date(s) (format is MM/DD/YYYY)
- Beginning and ending engineering station
- Permit type (drop-down menu available to choose from)
- Special permit type (drop-down menu available to choose from)
- Applicant name
- Permit comments

If only one permit meets the entered criteria, then the data for that permit appears on the General tab of the *UPERMIT* window. Refer to Figure 34 below.

Figure 34. UPERMIT General Tab

The screenshot shows the CHAMPS (TEST) application window with the UPERMIT (Historical Data) sub-window open. The 'General' tab is selected, displaying the following data fields:

District:	02B	Permit Number:	27405	Sequence Number:	0	Permit Type:	A
Highway:	123	Beginning MilePoint:	13.50	Ending Milepoint:		Side of Highway:	N
Engineering Station:	168+70	Mileage Type:		County:	26	Facility:	AR2
Applicant Name:	NORTHCON IV			Special Type:			
Tax Lot(s):				Right-of-Way Map(s):			
Permit Desc:							
Bond Reqr Ind:	0	Bond Reqr Amt:		Insurance Required:			
Est. Comp. Date:		Approved Date:	11/24/1919	Expiration Date:			
Cancelled Date:	01/07/2002	Cancelled By:	50952				
Comments:							

If more than one permit meets the entered criteria, then a list of these appears in the lower portion of the Search tab, with the following data displayed for each permit:

- Permit number
- Sequence number

- Permit type
- Special permit type
- Applicant name
- District
- County
- Highway
- Beginning and ending mile point
- Engineering station
- Facility type
- Side of road
- Approved/Completion date
- Cancelled/Expired date
- Cancelled by
- Comments

To sort the selected records in ascending or descending order within the column, either click on a column heading or click **Sort**. If you click Sort, the *Sort* window appears. Refer to Figure 32 above.

To view the details of a selected record, double-click on a selected row and the General tab of the *UPERMIT* window appears for that record. Refer to Figure 34 above.

The General tab provides historical approved permit data from the legacy system, but has no other functionality. You may view the *UPERMIT* approved permit data, however, you *cannot* update or copy the permit data or create a new application/permit in *UPERMIT*.

How to Search for UPERMIT Permit Records

To search for an approved permit within *UPERMIT*:

Step	Action	Results/Comments
1.	Select Permit Open UPERMIT from the menu bar.	The <i>UPERMIT</i> window appears with the Search tab on top.
2.	Enter your search criteria.	If you enter two or more search criteria, the system searches for all permits that meet <i>all</i> of the entered search criteria.

Step	Action	Results/Comments
3.	Click S earch to initiate the search.	The system searches for all permits that meet <i>all</i> of the entered search criteria, and displays the selected permit data on the lower portion of the Search tab. If only one permit meets the entered search criteria, its data automatically appears on the General tab of the <i>UPERMIT</i> window. NOTE: The maximum number of permits the system returns is 300. If a search selects more than 300 permits, a message appears advising you to refine your search to select fewer than 300 permits.
4.	<p><i>To sort the search results:</i></p> <ul style="list-style-type: none"> • Click Sort. The <i>Sort</i> window appears. Refer to Figure 32. • Select one or more fields by which to sort the report. • Click OK. The <i>Sort</i> window closes and the search results appear in the revised sort order. 	Use the sort function to refine your search results, displaying fields in order of preference and in ascending or descending order. Refine your search by adding, deleting or inserting additional sort criteria.
5.	<i>To begin another search on the Search tab, click Reset, and repeat steps 2 and 3.</i>	When you click R eset, the system clears all of the fields on the Search tab to prepare for a new search.
6.	<i>To select a record from the list on the Search tab, double-click on the desired permit.</i>	The General tab of the <i>UPERMIT</i> window appears displaying the selected permit data.
7.	<i>To close the window, click the Close [X] button in the upper right hand corner of the <i>UPERMIT</i> window.</i>	The <i>UPERMIT</i> window closes.

NOTE: The historical UPERMIT system captured information on *approved* permits only. It does *not* contain information on permit applications or denied permits that existed prior to the implementation of CHAMPS. You may view the UPERMIT approved permit data, however, you *cannot* update or copy the approved permit data or create a new application/permit in UPERMIT.

To search for a permit or application within CHAMPS, refer to [Searching for CHAMPS Records](#) for more information.

To create a new permit application within CHAMPS, refer to [Section 6. Application and Permit Processing](#) for more information.

Section 5. The Application/Permit Window

This section provides information on the following:

- [Background](#)
- [The Application Tab](#)
- [The Property Tab](#)
- [The General Tab](#)
- [The Supplemental Item Tab](#)
- [The Insurance/Bond Tab](#)
- [The Specification Tab](#)
- [The Provision Tab](#)
- [The Inspection Tab](#)
- [The Notes Tab](#)
- [The Alerts Tab](#)
- [The Findings Tab](#)

Background

The *Application/Permit* window consists of 11 separate tabs (other than the Search tab) that capture distinct information about each applicant, application and permit. Refer to Figure 35 below.

Figure 35. Application/Permit Window

The screenshot shows the CHAMPS (TEST) Application/Permit window. The title bar indicates the application number is 4985 and the highway is 072. The window contains several tabs: Search, Application, Property, General, Suppl Item, Insurance/Bond, Specification, Provision, Inspection, Notes, Alerts, and Findings. The 'Application' tab is active, displaying the following information:

Applicant
 Last Name: Jim, First Name: Bollman
 Company: OBEC Consulting Engineers, Address Letter To: Applicant
 Street Address: 2235 Mission St SE, Mailing Address: PO Box 1922
 City: Salem, State: Oregon, Country: USA
 Zip: 97301, Zip: 97301-1922
 Phone: (503) 589-4100, FAX: () - , eMail:

Approach Location
 Highway: 072 Salem, Route: ORE22, County: Marion
 MP: 7.14, Hwy Side: R, National Forest?: Yes No
 Reason For Request: New approach, Existing Approach?: Yes No
 Interest in Adj. Property?: Yes No, Restricted Use:

Designated Agent
 Last Name: , First Name: , Company: , Mailing Address: , City: , State: , Zip: , Country:

Local Government
 Land Use Review Dept: , Land Use Review System:

Approach Will Serve

Land Use	Unit of Measure	Number of Units	ADT Rate	Land Use ADT	Appl Id	Land Use ID
Office (Sq. Ft.)	Sq. Ft.	2,000.00	0.0117	23.4000	4985	3627

Turning Movements
 All Movements Right In Right Out Left In Left Out
 Spec_id: 3940, Appl Id: 4985

The tabs on the *Application/Permit* window (other than the Search tab) are as follows:

Application—Captures information from the *Application for State Highway Approach*, including applicant, approach location and local government information. Refer to [The Application Tab](#) for more information.

Property—Captures the property owner and tax lot information from the *Application for State Highway Approach*. Refer to [The Property Tab](#) for more information.

General—Captures information for internal use only, including permit specialist, application status, history and timelines, and payment/refund information. Refer to [The General Tab](#) for more information.

Supplemental Item—Captures the status of supplemental items requested from an applicant for certain *Approach* permits. Refer to [The Supplemental Item Tab](#) for more information.

Insurance/Bond—Maintains information about any insurance policy and/or performance bond required of the permit applicant/holder. Refer to [The Insurance/Bond Tab](#) for more information.

Specification—Captures construction specifications and allowed turning movements for *Approach* permits based upon the type of approach to the roadway. Refer to [The Specification Tab](#) for more information. **NOTE:** Allowed turning movements are entered on the Application tab.

Provision—Records the standard and custom provisions attached to the issued permit. Refer to [The Provision Tab](#) for more information.

Inspection—Captures information about completed inspections associated with *Approach* permits. Refer to [The Inspection Tab](#) for more information.

Notes—Records notes and comments about the application/permit not captured on any other tab. Refer to [The Notes Tab](#) for more information.

Alerts—Maintains system- and user-generated reminder notices associated with the application/permit. Refer to [The Alerts Tab](#) for more information.

Findings—Captures land use information and details necessary to calculate deviations and prepare findings. Refer to [The Findings Tab](#) for more information.

NOTE: For information on the Search tab, refer to [Section 4. CHAMPS Search Function](#).

In general, the fields on the Application and Property tabs of the *Application/Permit* window correspond with the fields on the *Application for State Highway Approach*. This allows for easy data entry of the permit application information.

The system does not require you to complete all fields on every tab of the *Application/Permit* window, nor do you have to enter all of the application information at one time. First, however, you must enter and save all required information on the Application tab. Required fields appear with a box around the `field name`. Upon saving this information, the system prompts you to complete the Property tab. After entering the required data on the Application tab, you may complete information on the other tabs as appropriate and required, and as the information becomes available.

Before issuing an *Approach* permit, you need to enter required information on the Application, Property and Findings tabs, provide required approach construction information on the Specification tab and select at least one standard permit provision on the Provision tab.

The use of the Supplemental Item, Insurance/Bond, and Inspection tabs depends upon the scope, nature and requirements of the permit application. The Notes and Alerts tab may be used with any permit application to capture other relevant information and generate reminder messages to facilitate the processing of the application permit.

Once you enter all of the application information as required, you may use CHAMPS to issue a permit. To issue a permit, the system checks the permit application record to verify that all required information and any required approvals have been entered. For information on how to issue a permit, refer to [Issuing Conditional Approvals](#)

To issue a *Conditional Approval*, you use the Issue Permit window. See Figure 56 below. Issue by selecting the “*Issue Conditional Approval*” button.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

For *Conditional Approvals*, all permit requirements, with the exception of the Land Use Approval, must be satisfied. CHAMPS will run an edit check and notify you of any missing information prior to issuance of this approval. If all requirements are not met, you will receive the following error message:



Issuing New Permits.

The Application Tab

The Application tab contains information from the actual permit application. It is the first tab on the *Application/Permit* window that you complete when creating a new permit application record and the first tab displayed by the system when you complete a search for an existing application/permit record. Refer to Figure 36 below.

Figure 36. Application/Permit Window—Application Tab

Applicant

Last Name: Jim First Name: Bollman
 Company: OBEC Consulting Engineers Address Letter To: Applicant
 Street Address: 2235 Mission St SE Mailing Address: PO Box 1922
 City: Salem State: Oregon Copy Address City: Salem State: Oregon
 Zip: 97301 Country: USA Zip: 97301-1922 Country: USA
 Phone: (503) 589-4100 FAX: - eMail: -

Approach Location

Highway: 072 Salem Route: ORE22 County: Marion
 MP: 7.14 Hwy Side: R National Forest?: Yes No
 Reason For Request: New approach Existing Approach?: Yes No
 Interest in Adj. Property?: Yes No Restricted Use

Designated Agent

Last Name: First Name:
 Company: Mailing Address:
 City: State: Zip: Country:

Local Government

Local Government Name: Local Government State:

Approach Will Serve

Land Use	Unit of Measure	Number of Units	ADT Rate	Land Use ADT	Appl Id	Land Use ID
Office (Sq. Ft.)	Sq. Ft.	2,000.00	0.0117	23.4000	4985	3627
Lodging (Rooms)	Rooms	5.00	6.2333	31.1700	4985	
Institutional (Sq. Ft.)	Sq. Ft.	2,000.00	0.0301	60.2000	4985	

Turning Movements

All Movements Right In Right Out Left In Left Out Spec_id: 3940 Appl Id: 4985

NOTE: Use the side scroll bar to view the lower portion of the Application tab. Refer to Figure 37 for a view of the lower portion of the Application tab.

The design and fields of the Application tab closely follow the *Application for State Highway Approach* completed by the permit applicant. Refer to [Appendix A. Application for State Highway Approach](#) for an illustration of this form.

Figure 37. Lower Portion of the Application Tab

How to Enter/Update Application Information

NOTE: When entering a new application, at a minimum, you must enter data into the fields that appear on the Application tab with a box around the field names. These fields must be completed in order to save the application before leaving the Application tab.

To enter or update information on the Application tab for a new or existing application:

Step	Action	Results/Comments
1.	Create a new application record or access an existing application record.	The <i>Application/Permit</i> window appears with the Application tab displayed. Refer to Creating a New Permit Application , for information on how to create a new permit application record; or refer to Section 4. CHAMPS Search Function , for information on how to locate an existing application record.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Step	Action	Results/Comments
2.	<p><i>For new applications</i>, enter information from the <i>Application for State Highway Approach</i> onto the Application tab.</p> <p><i>For existing applications</i>, update the Application tab information as appropriate.</p>	<p>Refer to steps 3 through 10 for information on the fields of the Application tab.</p> <p>NOTE: When you create a new permit application record, only the Application tab is enabled. Upon entering all required data (**see note below) on the Application tab and saving the new record, the other tabs become enabled.</p>
3.	<p>Last Name—Enter the last name of the applicant.</p>	<p>Either the Last Name or the Company must be entered.</p>
4.	<p>Company—Enter the company name of the applicant.</p>	<p>Either the Last Name or the Company must be entered. These 2 fields work together, you must have <u>at least one</u> of them entered.</p>
5.	<p>Phone—Enter the phone number of the applicant.</p>	<p>Phone number field allows entry of extensions up to 5-digits. Use the following format: (area code) 123-1234 x12345</p>
5.	<p>Highway—Select the state highway from the drop-down menu to which the approach road connects.</p>	<p>If you select a highway that is a designated freeway (e.g., 001, 001E or 001W), a message appears advising that construction on a designated freeway is rarely allowed. Click OK to clear the message.</p>
6.	<p>County—Select the county from the drop-down menu for where the permit is to be issued.</p>	
7.	<p>Reason for Request—Select from the drop-down menu the reason for the requested permit.</p>	<p>Options include change of use, improvement, inventory existing, new approach, ODOT Project and temporary.</p> <p>NOTE: Selection of ODOT Project will allow you to enter the EA SubJob for the project. **Also see note below</p>
8.	<p>Local Government—Enter local government information provided on the application.</p>	
9.	<p>Applicant Signature Block—Enter signer’s name and date of application.</p>	
10.	<p>Fee Factor—Select the fee factor to apply to the application. Currently the default setting is “Fee Waived”. No application fee is currently required.</p>	<p>In the Miscellaneous / Fee Factor box, you may select from the drop down menu.</p> <p>NOTE: Selection of ODOT Project (no fee) will allow you to enter the EA SubJob for the project.</p>

Step	Action	Results/Comments
11.	Approach Will Serve —Select the Land Use that the approach will serve and enter the associated Unit of Measure .	For more than one land use, right click and select Insert or Add to insert/add a new row and select an additional land use. Estimate the number of units for each use.
12.	Turning Movements —Select turning movements requested.	Options include all movements, right in, right out, left in and left out.
13.	Click the Save icon on the toolbar.	CHAMPS saves the application data. <i>If required data is missing</i> , a message appears advising you of the missing data. Click OK to clear the message, and complete the missing information. <i>For new applications, if all required data is complete</i> , a message appears prompting you to enter property information on the Property tab. Click OK to clear the message.
14.	Select another tab on the <i>Application/Permit</i> window to enter or update.	

** When entering “project-related” approaches into the CHAMPS system you begin by entering the required boxed fields on the application tab. The following table identifies some specific protocol for projects.

Once you enter all the required fields and the property information, you may go directly to the letter generation process. Although all letters are available, the following are *some* project-specific letters you *might* use:

- 000(27) Removal of Permitted Approach w/ Appeal Options
- 000(28) Removal / Modification of Unpermitted Approach w/in Project Limits
- 000(29) Removal / Modification of Approach w/in Project Limits w/ Appeal Options
- 000(33) Removal of Unpermitted Approach
- 000(50) Grandfathered Recognition

When entering project-related approaches into CHAMPS, you do not need to go through the “application accepted” and “deemed complete” statuses. CHAMPS defaults to PENDING.

All statuses, some of which are listed below, are available to use, but not all are required.

Those listed below as “optional” are not required, but you may use them if needed.

- Pending (ODOT Project)
- Application Accepted (Optional)
- Deemed Complete (Optional)
- Preliminary Issued (Optional)
- Permit to Construct (Optional)
- Permit to Maintain, Use & Operate (Final Product)

“ODOT Project” will now appear on the face of the permit for “reason for request”.

TIP: You may search by “reason for request” = “ODOT Project” in CHAMPS Online Search & Reporting / CHAMPS Search Screen.

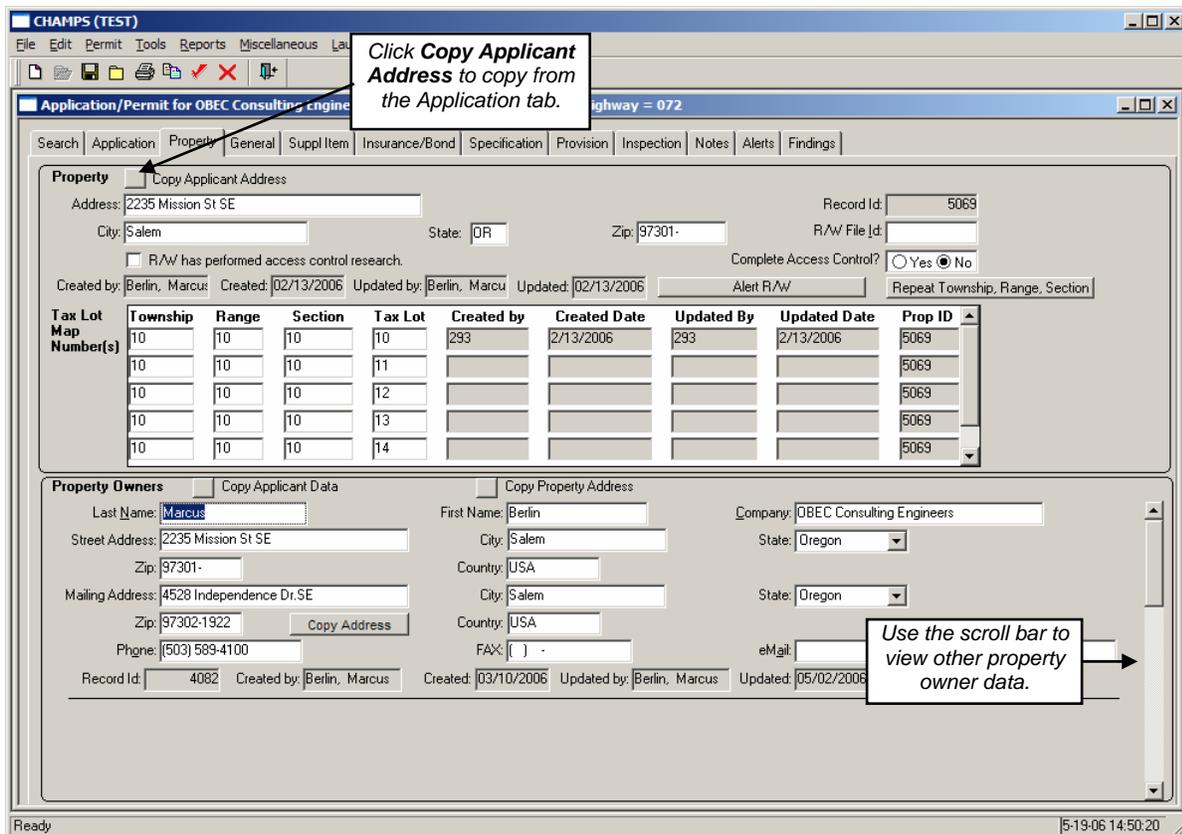
The Property Tab

The Property tab captures and maintains the property, property owner and tax lot data associated with each *Approach* application/permit. Refer to Figure 38 below. This information is used by Right of Way Engineering to complete its access control research for a specific application/permit and is required to issue an *Approach* permit.

Determination of access rights is essential to evaluating the application/permit and should be completed as early as possible in the evaluation process. You may generate an alert to Right of Way, requesting the needed access control research, from the Property tab. When Right of Way completes and approves access rights for a specific application/permit, this information is also captured on the Property tab. For more information about notifying Right of Way Engineering, refer to [Creating Right of Way Alerts](#).

NOTE: If the Right of Way research has already been completed and you change approach location (e.g., mile point), this will automatically re-alert Right of Way. You may want to notify Right of Way to advise of the reason for the change and new alert.

Figure 38. Application/Permit Window—Property Tab



The property owner and tax lot information are subsets of the property information and cannot exist without it. Therefore, you enter the property data before entering tax lot data or property owners.

Since tax lot information and property owner information are subsets of the property information, if you delete the property information, you also automatically delete the tax lot and property owner information for that property. However, you may delete the property owner or tax lot information without deleting the property information.

How to Enter/Update Property Information

To enter, update or delete property information on a new or existing application:

Step	Action	Results/Comments
1.	Access the application record and select the Property tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	<p>Property—Enter or update property information from the permit application.</p> <p>If the property address is the same as the applicant address on the Application tab, click Copy Applicant Address.</p> <p><i>To delete property information:</i></p> <ul style="list-style-type: none"> • Right click and select Delete from the drop-down menu. A message appears asking you to confirm the deletion of the property record. • Click Yes to delete the property information from the application record. 	<p>The system automatically enters the Created By and Created fields when you save a new application record, and the Updated By and Updated fields when you save changes to an existing record.</p> <p>NOTE: If you enter N/A for the Address on the Property record, you do <i>not</i> need to enter the city, state and zip code.</p> <p>When you delete the property record for an application, the system automatically deletes all associated tax lot and property owner records, also.</p>
3.	<p>Tax Lot Map Number(s)—Enter the township, range, section and tax lot(s).</p> <p><i>To enter more than one tax lot:</i></p> <ul style="list-style-type: none"> • Click Repeat Township, Range, Section or right click in the Tax Lot Map Number(s) area and select Add from the drop-down menu. A blank row appears. • Enter the tax lot information from the permit application. • Repeat the above steps to enter additional tax lots. 	<p>The Section field allows for quarter-section information.</p> <p>Format is:</p> <ul style="list-style-type: none"> • Township—##S or ##N without any spaces between characters, for example 36S • Range—##E or ##W without any spaces between characters, for example 17W • Section—##AA without any spaces between characters, for example 24BB

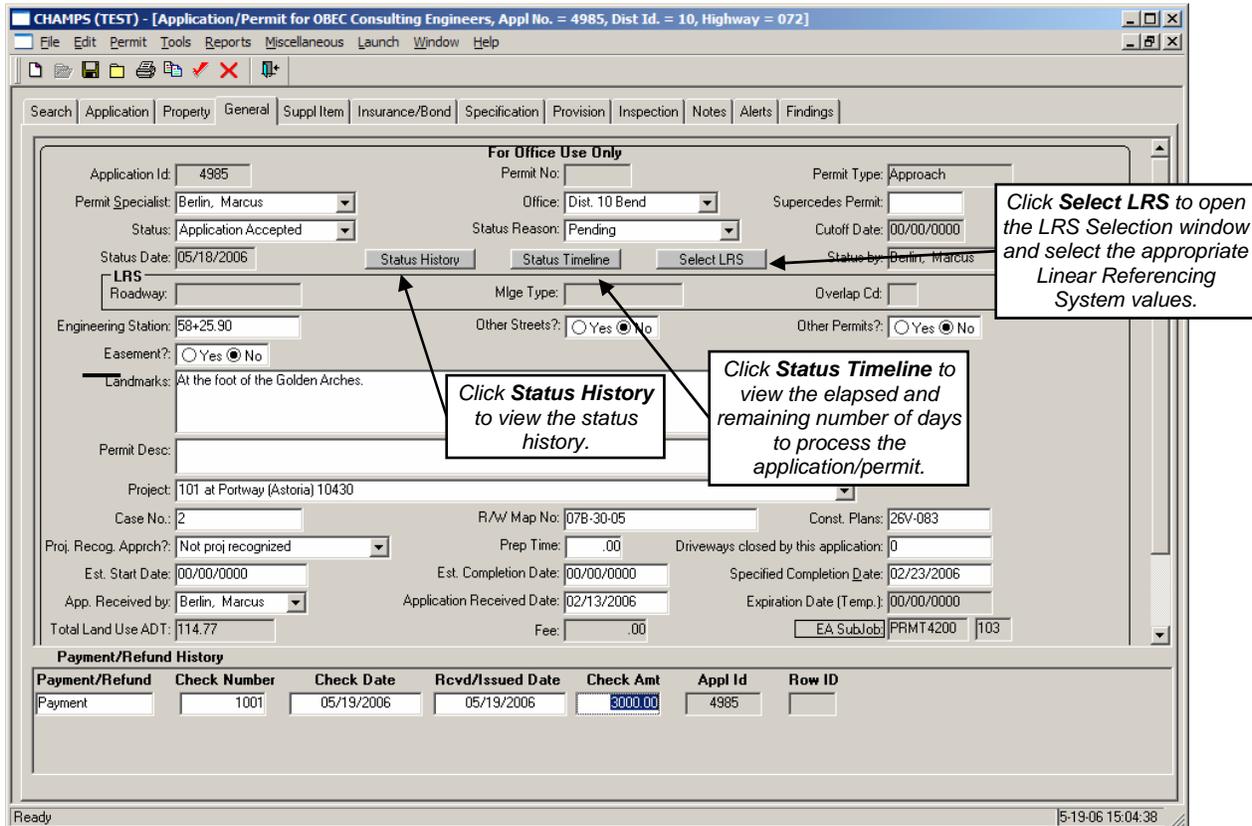
Step	Action	Results/Comments
4.	Alert R/W —Click to generate alert to Right of Way Engineering researchers to initiate access control research.	NOTE: Confirmation of access rights is key to evaluating an <i>Approach</i> application and should be obtained as early in the application/permit process as possible. Refer to Creating Right of Way Alerts for more information on the Right of Way alert notification process.
5.	R/W has performed access control research —Checked by Right of Way Engineering researchers upon completion of access control research.	NOTE: When checked, CHAMPS automatically generates an alert to the permit owner indicating that the research has been completed.
6.	Complete Access Control? —Marked by Right of Way Engineering reviewer to indicate whether there is any restriction of access for this property.	If No , there is no restriction of access for this property. If Yes , an access restriction exists, the permit cannot be issued and CHAMPS prevents issuance of the permit.
7.	<p>Property Owners—Enter or update property owner information by using one of the following methods:</p> <ul style="list-style-type: none"> • Enter the information from the permit application or • Click Copy Applicant Data if the property owner and applicant data are the same or • Click Copy Property Address if the property owner and property addresses are the same. <p><i>To enter more than one property owner:</i></p> <ul style="list-style-type: none"> • Right click in the Property Owners area and select Add from the drop-down menu. A blank record appears. • Enter the property owner information from the permit application or click Copy Applicant Data if the property owner and applicant data are the same or click Copy Property Address if the property owner and property addresses are the same. • Repeat to enter additional property owners for the property. <p><i>To delete property owner information:</i></p> <ul style="list-style-type: none"> • Select/Highlight the property owner 	<p>NOTE: <i>For new applications</i>, initially, the Property Owners portion of the Property tab appears blank (with no fields). Enter the Property fields and click the Property Owners section once to display the fields.</p> <p>When you click Copy Applicant Data, the system copies all of the property owner data from the applicant information entered on the Application tab.</p> <p>When you click Copy Property Address, the system copies the property address entered in step 2 above.</p> <p>When you delete property owner information, it does <i>not</i> delete the property record.</p>

Step	Action	Results/Comments
	<p>record to delete.</p> <ul style="list-style-type: none"> • Right click and select Delete from the drop-down menu. The system deletes the selected property owner data from the Property tab. • Repeat to delete other property owner data from the property. 	
8.	<p>Click the Save icon on the toolbar to save the property information for the application.</p>	<p>CHAMPS saves the property information, and enters the Created By and Created fields for new applications or the Updated By and Updated fields for existing applications. If required data is missing, a message appears prompting you to complete the required fields.</p>
9.	<p>Select another tab on the <i>Application/Permit</i> window to enter/update.</p>	

The General Tab

The General tab captures information for internal use only, including permit specialist, application status, history and timelines, and payment/refund information. Refer to Figure 39 below.

Figure 39. Application/Permit Window—General Tab



In addition, on the General tab, you may view the approval or status history of an existing application/permit and the elapsed and remaining number of days to process the application/permit. Refer to Figure 40 for an illustration of the *Status History* window and to Figure 41 for an illustration of the *Status Timeline* window. Table 15 provides a list of the status definitions for applications/permits.

Figure 40. General Tab—Status History Window

Status	Reason	Date	By	Target Date
Grandfathered		02/23/2006	Berlin, Marcus	
Application Accepted		02/22/2006	Berlin, Marcus	3/24/2006
Pending		02/22/2006	Berlin, Marcus	
Inventory		02/22/2006	Berlin, Marcus	
Pending		02/22/2006	Berlin, Marcus	
Apprvd w/ Mitigation		02/21/2006	Berlin, Marcus	
Application Accepted		02/21/2006	Berlin, Marcus	3/23/2006
Pending		02/21/2006	Berlin, Marcus	

OK

Figure 41. Status Timeline Window

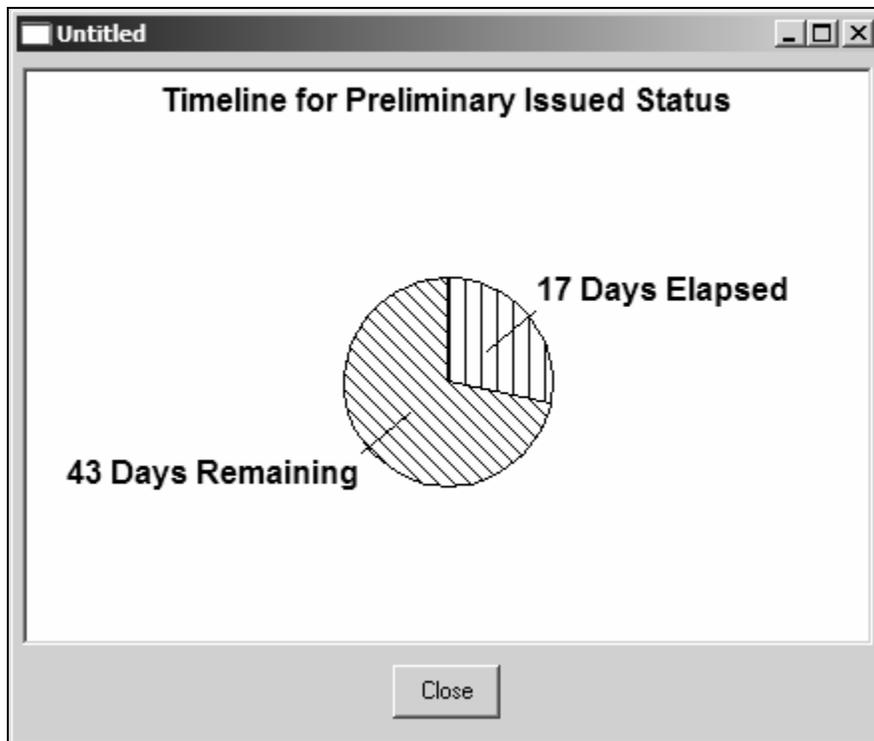


Table 15. Application/Permit Status Definitions

Status	Definition	Comments
Appeal (APL)	ODOT previously denied the permit (or issued the permit with conditions the permit applicant does not accept) and the permit applicant has appealed the decision.	The current appeal activity could include: <ul style="list-style-type: none"> • Collaborative discussion • Hearing • Region review
Application Accepted (ACC)	ODOT has received sufficient application information to accept the application.	<ul style="list-style-type: none"> • Starts the 30-day period for ODOT to respond to the applicant and request any supplemental items • Starts the 90-day period for the applicant to provide all information required to complete the application • Updates the General tab with the 30-day cutoff date • Generates an alert that becomes active 10 days before the end of the 30-day period
Application Not Accepted (NAC)	ODOT cannot accept an application. Reasons can include: Incomplete Application, Across From Ramp, and Across From Exit,	

Status	Definition	Comments
<p>Approved to Construct (AC)</p>	<p>ODOT has approved the application and issued a <i>Permit for Construction</i>.</p>	<p>You cannot select this option. The system automatically updates the Status to Approved (AC) upon application approval and issuance of <i>Permit for Construction</i>. Refer to Issuing Conditional Approvals</p> <p>To issue a <i>Conditional Approval</i>, you use the Issue Permit window. See Figure 56 below. Issue by selecting the “<i>Issue Conditional Approval</i>” button.</p> <p>For <i>Conditional Approvals</i>, all permit requirements, with the exception of the Land Use Approval, must be satisfied. CHAMPS will run an edit check and notify you of any missing information prior to issuance of this approval. If all requirements are not met, you will receive the following error message:</p> <div data-bbox="1013 926 1482 1100" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #4b0082; color: white; padding: 2px;">Cannot issue permit</p> <div style="display: flex; align-items: center;">  <p>The permit cannot be issued until the data issues are resolved.</p> </div> </div> <p>Issuing New Permits for more information on how to issue an approved permit.</p> <p>The system generates the permit number and is put on the preliminary permit to construct. The preliminary permit to construct is signed by ODOT making it the official permit to construct. The construction placard and provisions are printed.</p>

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Status	Definition	Comments
<p>Approved to Use (AU)</p>	<p>ODOT has approved the application and issued a <i>Permit for Use</i>.</p>	<p>You cannot select this option. The system automatically updates the Status to Approved (AU) upon application approval and issuance of <i>Permit for Use</i>. Refer to Issuing Conditional Approvals</p> <p>To issue a <i>Conditional Approval</i>, you use the Issue Permit window. See Figure 56 below. Issue by selecting the “<i>Issue Conditional Approval</i>” button.</p> <p>For <i>Conditional Approvals</i>, all permit requirements, with the exception of the Land Use Approval, must be satisfied. CHAMPS will run an edit check and notify you of any missing information prior to issuance of this approval. If all requirements are not met, you will receive the following error message:</p> <div data-bbox="954 926 1421 1045" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #4b0082; color: white; padding: 2px;">Cannot issue permit</p> <div style="display: flex; align-items: center;">  <p style="font-size: small;">The permit cannot be issued until the data issues are resolved.</p> </div> </div>
<p>Canceled (CAN)</p>	<p>ODOT has canceled the issued permit for specified reasons.</p>	<p>Reasons for <i>canceled</i> a permit may include:</p> <ul style="list-style-type: none"> • Closure • Combined through indenture • Superseded by other permit • Expired • Deficient construction • Other (explained on Notes tab)
<p>Cannot Deem Complete (CDC)</p>	<p>Application Cannot Be Deemed Complete, because there is no access</p>	<p>A Supplemental Items Request can be used to request that the applicant complete the Grant or Indenture process.</p>
<p>Conditional Approval (CAP)</p>	<p>ODOT has conditionally approved the application pending the receipt of the final local land use approval, including approved site plan and project description that demonstrate the locally approved plans and project description are consistent with the plans submitted.</p>	<p>Generally, land use actions relate to zone changes. Construction and/or use permits cannot be issued until ODOT receives final land use approval including the approved site plan and project description.</p>
<p>Construction Plans Accepted (CPA)</p>	<p>ODOT has accepted the construction plans.</p>	<ul style="list-style-type: none"> • Starts the 60-day period for ODOT to issue the Preliminary Permit to Construct • Generates an alert that becomes active 10 days before the end of this 60-day period

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Status	Definition	Comments
Construction Plans Requested (CPR)	ODOT has approved the <i>Approach</i> application and now needs to see the detailed construction plans before a permit to construct can be issued.	<ul style="list-style-type: none"> Starts 60-day period for applicant to provide requested construction drawings Updates cutoff date for this 60-day period on General tab
Construction Plans Review (RCP)	ODOT has received the requested construction drawings from the applicant and is reviewing them to determine if the approach can be permitted for construction.	<ul style="list-style-type: none"> Stops the 60-day period the applicant has to provide construction drawings.
Decision Extension (DEX)	Applicant has agreed to extend the allotted time for submitting required supplemental documentation.	
Deemed Complete (TCP)	ODOT has determined the application is technically complete with required information provided in acceptable form and with appropriate content.	<ul style="list-style-type: none"> Starts 60-day period for ODOT to either approve or deny application Generates alert that becomes active 10 days before end of 60 day period
Deemed Complete Extension (DCX)	ODOT requires additional time to adequately evaluate the application.	
Denied (DEN)	ODOT has denied the application for specified reasons and will <i>not</i> issue a permit.	<p>Reasons for <i>denying</i> an application may include:</p> <ul style="list-style-type: none"> Alternative access Crash history Deviation Geometry Other (explained on Notes tab)
Expired (EXP)	Applicant has not made the application complete (e.g., provided supplemental information or insurance/bond information, requested time extension, etc.) within the specified timelines.	Applications not completed within 60 days of sending applicant notice of incomplete application or 90 days from the date the application was accepted, whichever is longer, should be set to Expired .
Grandfathered (GRD)	Applicant has provided sufficient evidence to prove the existence of the driveway prior to 1949 and ODOT has deemed the approach to be grandfathered.	
Inventory (INV)	Approach exists within an ODOT construction project where no right-of-way research was performed.	Available for ODOT construction project-related approaches only.
Pending (PEN)	ODOT has recorded the initial application data in CHAMPS but the application will not be completely accepted until the applicant has provided additional information.	<p>CHAMPS automatically defaults all new applications to Pending status. Other reasons for <i>pending</i> an application may include:</p> <ul style="list-style-type: none"> Waiting for customer response Waiting for ODOT response Waiting for other response (explained on Notes tab) <p>This status does not start the clock for either ODOT or the applicant.</p>

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Status	Definition	Comments
Pre-application	Customer has requested pre-application conference prior to submitting an application.	<p>CHAMPS automatically defaults all new applications to Pending status, however, you may set the status to Pre-Application to reflect the effort occurring prior to a formal application.</p> <p>This status does not start the clock for either ODOT or the applicant.</p>
Preliminary Construction Specifications Issued (PRI)	ODOT has issued to the applicant the <i>Preliminary Construction Specifications</i> without a permit number or ODOT signature, so that the applicant may get a contractor and the necessary insurance/bond coverage.	<ul style="list-style-type: none"> Starts the 21-day period for the applicant to object to the provisions, mitigation measures, conditions or agreements required as conditions of approval for the Permit for Construction Starts the 60-day period for the applicant to submit proof of liability insurance and bond or deposit in lieu of bond. <p>The insurance/bond data is not required to issue the <i>Preliminary Construction Specifications</i>.</p> <p><i>Preliminary Construction Specifications</i> that have been issued can be canceled when they have a status of Preliminary Issued or Preliminary Returned.</p>
Preliminary Construction Specification (PRR)	ODOT has received the insurance and bond information.	<ul style="list-style-type: none"> Stops the 60-day period the applicant has to submit insurance and bond information <p>The insurance/bond data must be entered before issuing the <i>Permit for Construction</i>.</p>
Supplemental Items Requested (SIR)	ODOT has requested supplemental items from the applicant.	<ul style="list-style-type: none"> Starts the 60 or 90-day period, described below, in which the applicant has to provide requested supplemental items. <p>The applicant has 60 days from the date ODOT requested supplemental items or 90 days from the date the ODOT accepted the application, whichever is greater, to provide additional information to make the application complete.</p>
Supplemental Items Review (RSI)	ODOT has received the requested supplemental items from the applicant and is reviewing them for form and content to determine if the application status may be changed to Deemed Complete .	<ul style="list-style-type: none"> Stops the 60 or 90-day period, described above, in which the applicant has to provide requested supplemental items.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Status	Definition	Comments
Void (VOI)	ODOT has invalidated the application and stopped processing it.	Reasons for <i>voiding</i> an application may include: <ul style="list-style-type: none"> • Data entry error • Incomplete application • Withdrawn by applicant • Other (explained on Notes tab)

How to Enter/Update General Information

To enter or update information on the General tab for a new or existing application:

Step	Action	Results/Comments
1.	Access the application record and select the General tab.	The <i>Application/Permit</i> window appears with the General tab displayed. Refer to Section 4. CHAMPS Search Function , for information on how to locate an existing application record.
2.	Permit Specialist —Select the permit specialist responsible for the application from the drop-down menu.	<i>For new applications</i> , the system automatically defaults to the current user. A permit specialist may take ownership of another specialist's application by selecting himself from the drop-down. If there are difficulties contact an administrator to check security permissions.
3.	Supersedes Permit —Enter the number of any previous permit for this approach.	This will cross reference any old permits that have been replaced by a new permit. (Example: additional land use.)
4.	Status —Refer to Table 15 for a listing of the different statuses and How to Update Application/Permit Status for more information on how to update the status.	When updating the status of an application/permit, you must follow a set status sequence. You cannot set a status to a level that is chronologically prior to the current status. If this occurs an error message appears, prohibiting the status change. Refer to Figure 42 below.
5.	Status Reason —Select the reason for the change in status from the drop-down menu.	
6.	Cutoff Date —System-generated based on application/permit status and represents the applicant's "clock."	Use to track the date by which the applicant needs to perform a specific action. Date is the same as the Target Date on the <i>Status History</i> window. Refer to Figure 40 and Table 15 above.
7.	LRS —Click Select LRS to open the <i>LRS Selection</i> window and select the appropriate Linear Referencing System (LRS) values.	The system enters the selected LRS information on the Application tab. NOTE: For the <i>LRS Selection</i> window to open, the highway and mile point for the approach must be entered on the Application page and an LRS value must exist for these. Refer to Figure 43 below.
8.	Engineering Station —Add engineering station.	This may be changed at a later date if adjustments are needed. A change will re-alert R/W.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Step	Action	Results/Comments
9.	<p>Other Streets?</p> <p>It is possible to permit an approach to the highway on the condition it will be removed or modified once the local project is built.</p>	<p>Select “yes” or “no”.</p> <p>Where a planned public street or road network cannot be provided at the time of development, an application may be approved with conditions requiring connection when such connection becomes available.</p>
10.	<p>Other Permits?</p>	<p>Select “yes” or “no”.</p>
11.	<p>Easement?—Select “yes” or “no”.</p>	<p>Indicate whether or not this approach is accessed by an easement from adjacent property.</p>
12.	<p>Project—select from the list of ODOT projects, either by Project Name or by Key No.</p>	<p>Referencing a project will unmask the “EA SubJob” field, allowing you to enter the project number.</p>
13.	<p>Case No.—Enter number of choice (optional).</p>	<p>You may enter any number that is appropriate for your project. For example, the number that corresponds to the property owner address list identified in the Access Management Strategy or the Access Management Plan.</p>
14.	<p>Project Recognized Approach</p>	<p>In the “Project recognized Approach” box, select the appropriate entry;</p> <p>“<i>Not Project Recognized</i>” = approach is unpermitted and will not be permitted as part of the project (CLOSURE / No Action).</p> <p>“<i>Intended to Remain Open</i>” = approach will remain open as part of the project, although modifications or mitigations may be required as part of the construction. OAR 734-051-0285(9)</p> <p>“<i>Presumed in Compliance</i>” = approach is constructed to current standards and specifications. OAR 734-051-0285(1)</p>
15.	<p>R/W Map No.—Enter appropriate map number.</p>	<p>Enter the most current R/W map number.</p>
16.	<p>Project Recognized Approach?—Select the appropriate item from the drop down menu.</p>	<p>Select the item from the drop down menu that best describes action to be taken on this permit.</p>
17.	<p>App. Received By—Select from the drop-down menu the person who received the new application.</p>	<p><i>For new applications</i>, the system automatically defaults to the current user.</p>
18.	<p>Application Received Date—Enter the date ODOT received the new permit application.</p>	<p>Format is MM/DD/YYYY. <i>For new applications</i>, the system automatically defaults to the current date.</p>

Step	Action	Results/Comments
19.	EA SubJob —System generated based on fee factor.	<p>The EA is based upon the District in which the permit is issued. Refer to Table 16 for a listing of Districts and EAs. The SubJob is based upon the number of average daily trips (ADT). Refer to Table 17 for a listing of SubJob numbers based upon ADT.</p> <p>NOTE: Selection of either ODOT Project or ODOT Project (no fee) [see above] will allow you to edit the EA SubJob field on the General Tab.</p> <p>NOTE: The correct project EA will allow R/W (and any others working on this permit) to charge to the project's budget, not the District Manager's budget.</p>
20.	Payment/Refund History —Right click on the "gray" box to activate window.	Select payment or refund, as appropriate, from the menu in "payment/refund" window. Enter remaining data (date, amount). <i>Print a copy of the GENERAL TAB and attach to the check to send to Finance.</i>
20.	Click the Save icon on the toolbar.	CHAMPS saves the application data. <i>If required data is missing</i> , a message appears advising you of the missing data. Click OK to clear the message, and complete the missing information.
21.	Select another tab on the <i>Application/Permit</i> window to enter or update.	

Figure 42. General Tab—Status Sequence Error Alert

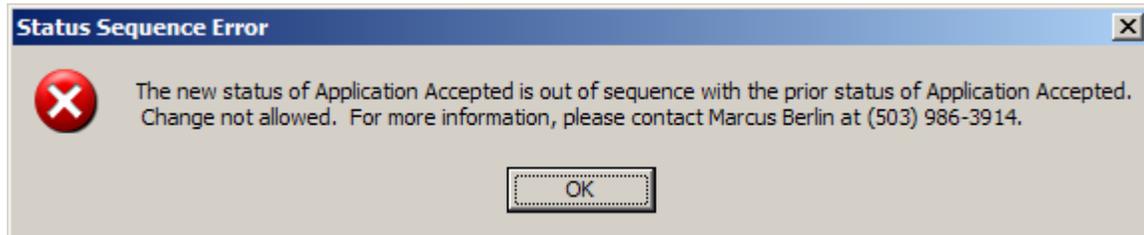


Figure 43. LRS Selection Window

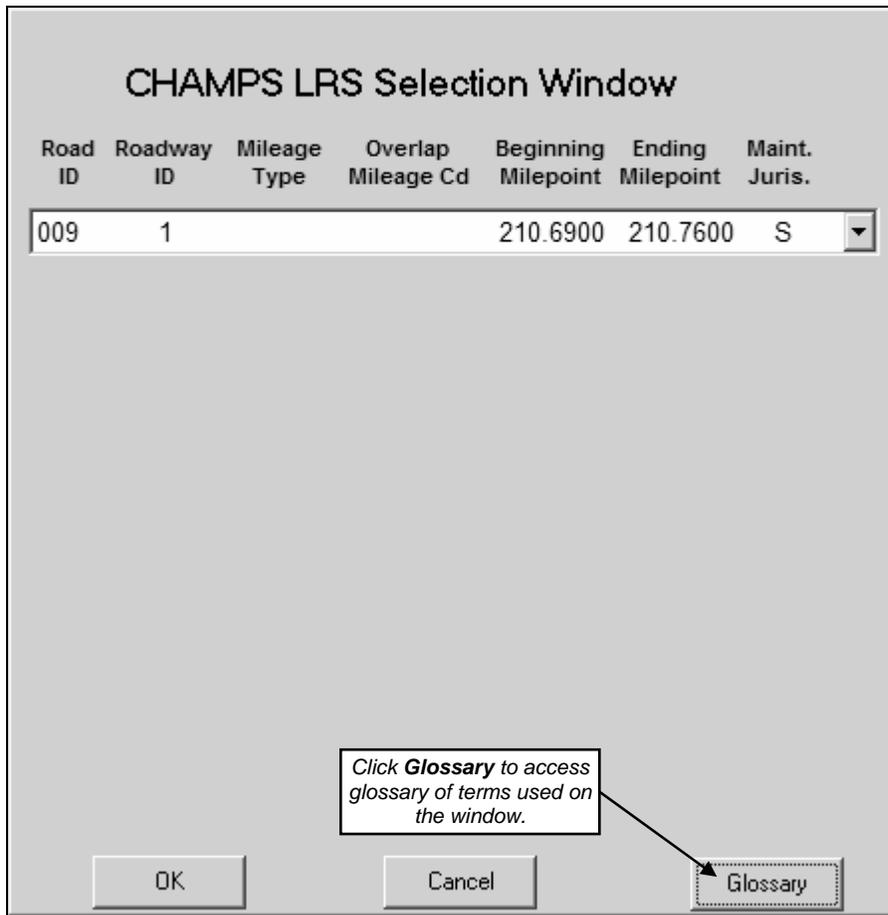


Table 16. EA Based On District

District	EA
District 01	PRMT2100
District 02A	PRMT1100
District 02B	PRMT1200
District 02C	PRMT1300
District 03	PRMT2209
District 04	PRMT2309
District 05	PRMT2500
District 06	PRMT3200
District 07	PRMT3200
District 08	PRMT3300
District 09	PRMT4100
District 10	PRMT4200
District 11	PRMT4300
District 12	PRMT5200
District 13	PRMT5300
District 14	PRMT5100

Table 17. SubJob Based on Average Daily Trips

Average Daily Trips	SubJob Number
0 to 29	101
30 to 99	102
100 to 599	103
600 to 2,999	104
3,000 to 5,999	105
6,000 to 9,999	106
10,000 or greater	107

Table 18. District Permit EA – Complexity Code – Activity Code

District Permit EA – Complexity Code – Activity Code	Average Daily Trips
PRMT (Crew No.) – 101 – L11	Applications with 0 to 29 ADT
PRMT (Crew No.) – 102 – L11	Applications with 30 to 99 ADT
PRMT (Crew No.) – 103 – L11	Applications with 100 to 599 ADT
PRMT (Crew No.) – 104 – L11	Applications with 600 to 2,999 ADT
PRMT (Crew No.) – 105 – L11	Applications with 3,000 to 5,999 ADT
PRMT (Crew No.) – 106 – L11	Applications with 6,000 to 9,999 ADT
PRMT (Crew No.) – 107 – L11	Applications with 10,000 or more ADT
PRMT (Crew No.) – 109 – L11	Pre-application activities

How to Update Application/Permit Status

There are four methods for updating the status of an application or permit. They are: manual, letter generation, permit issuance, and unlocking by a CHAMPS Administrator. Which one you use depends upon the specific status that you want to assign to an application or permit.

With most statuses, you manually update them on the General tab in the same manner as you update most other fields on the General tab. Refer to [How to Enter/Update General Information](#) for more information on this process. Otherwise, you update the status through the letter generation or permit issuance process. If you’ve mistakenly have placed an application in the wrong status you can have the application placed in a more appropriate status by making a request to a CHAMPS Administrator to have the application unlocked.

Refer to [Issuing Conditional Approvals](#)

To issue a *Conditional Approval*, you use the Issue Permit window. See Figure 56 below. Issue by selecting the “*Issue Conditional Approval*” button.

For *Conditional Approvals*, all permit requirements, with the exception of the Land Use Approval, must be satisfied. CHAMPS will run an edit check and notify you of any missing information prior to issuance of this approval. If all requirements are not met, you will receive the following error message:



Issuing New Permits for information about the permit issuance process.

If you attempt to manually change the status on the General tab and another method is required, then you will receive an error message advising you of this. Refer to **Error! Reference source not found.** for a list of statuses and the method used to update them.

In addition, to update the status of an application/permit, you must follow a set status sequence. You cannot set a status to a level that is chronologically prior to the current status. If this occurs a Status Sequence Error message appears, prohibiting the status change. Refer to Figure 42 above.

When you update the status, this may also generate an alert, lock the application/permit record, update the **Cutoff Date** on the General tab, or start/stop the period of time in which ODOT or the applicant has to take a specific action. These are also noted in **Error! Reference source not found.** below.

To update the status of an application/permit using the letter generation process:

Step	Action	Results/Comments
1.	Access the application record and select the General tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select Miscellaneous Start MS Word from the menu bar and select from the following: <ul style="list-style-type: none"> • For Permit Specialist Signature • For District Manager Signature • For Region Manager Signature • For Tech. Serv. Mgr. Signature 	A list of available letters appears. NOTE: For status changes that do not require use of the letter-generation process, on the General tab, select the desired status from the drop-down menu in the Status field and then go to step 8.
3.	Select the letter you want to generate based upon the desired status change.	A dialog box appears asking if you want to save the change to the record. NOTE: If data required to generate the letter is missing from the application/permit record or the desired letter is out of sequence, a dialog box appears advising you of this. Click OK to return to the <i>Application/Permit</i> window.
4.	Click Yes to change the status.	CHAMPS updates the status and the <i>Create a Document or Preview a Template</i> window appears.
5.	Click Create to create a system-generated letter that contains application/permit data. Click Preview to open a template for the selected letter without any application/permit data.	CHAMPS opens Microsoft Word and creates a new letter containing application/permit data or opens a blank template of the letter, accordingly. For a new letter, CHAMPS saves it with the following file naming convention: (application number)(letter name)(date)(sequence number).doc. NOTE: To close the window without taking any action, click Cancel .
6.	Modify, print and/or save the letter, as desired.	TIP! If you are unfamiliar with how Microsoft Word works, select Help on the Microsoft Word menu bar in order to access its online help system. NOTE: The template document is read-only and should be saved with another file name to the following location: \\scdata2\ChampsCor\Documents.

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Step	Action	Results/Comments
7.	Return to the General Tab on the <i>Application/Permit</i> window.	The Status field should reflect the desired status.
8.	Status Reason —From the drop-down menu, select the appropriate reason for the change in status.	The reasons available on the drop-down menu vary based upon the selected Status .
9.	Click the Save icon on the toolbar to save the updated status for the application/permit.	CHAMPS saves the updated status and enters Status Date and Status By fields.
10.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 19. Application/Permit Status Update Information, Alphabetical by Status

Table 19: Application/Permit Status Update Information, Alphabetical by Status								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Appeal (APL)	130	Manual		No	No	No		
Application Accepted (ACC)	20	Letter generation (02)	<ul style="list-style-type: none"> Starts ODOT's 30-day period to respond to applicant and request supplemental items. Starts applicant's 90-day period to provide information required to complete application. Generates alert that becomes active 10 days before end of 30-day period. 	Yes	Yes	No	30	90
Application Not Accepted (NAC)	15	Letter Generation (3 & 69) or Manual	ODOT cannot accept an application for one or more status reasons. Reasons can include: <ul style="list-style-type: none"> Incomplete Application (03) Across from Ramp (69) Across from Exit 	No	No	No		
Approved to Construct (AC)	110	Issuance	Locks application/permit record except for insurance data and notes.	No	No	Yes		
Approved to Use (AU)	120	Issuance	<ul style="list-style-type: none"> Does not update cutoff date. Does not generate alert. Locks application/permit record except for bond disposition and notes. 	No	No	Yes		
Approved With Condition (CAP)	70	Letter generation (11)	Use when land use decision is pending. After 90 days of inactivity send letter (75) to remind the applicant that the application will expire after 120 days of inactivity. 734-051-0070(17)	No	Yes	No	90	120
Approved With Custom Plans (CPR)	70	Letter generation (17)	Starts applicant's 60-day period to provide requested construction drawings	Yes	No	No		60

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 19: Application/Permit Status Update Information, Alphabetical by Status (continued)								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Approved With Mitigation (AWM)	70	Letter generation (16)	<ul style="list-style-type: none"> Starts Applicant's 21 day period to appeal mitigations. Starts applicant's 60 day period to submit mitigation plans. 	Yes	Yes	No		21 days 60
Approved With Standard Plans (CPA)	70	Letter generation (15)	The approach has been approved and is to be constructed using standard drawings. Starts applicants clock to submit insurance and bon information	Yes	No	No		60
Canceled (CAN)	140	Permit cancel	Terminate the permit due to non-conformity of a permit	No	No	Yes		
Cannot Deem Complete (CDC)	37	Letter generation (4 & 5)	A Supplemental Items Request can be used to start the applicant's Grant or Indenture process.	No	No	No		
Construction Plans Accepted (CPA)	78	Letter generation (20)	<ul style="list-style-type: none"> Starts Applicant's 60-day period to submit insurance and bond information. Generates an alert that becomes active 10 days before end of 60-day period. 	No	Yes	No		60
Construction Plans Extension (CPE)	76	Letter generation (19)	ODOT and the applicant mutually agree to extend the Applicant's 60 day period to submit plans.	Yes	Yes			Yes
Construction Plans Review (RCP)	77	Letter (68) & Manual	Stops applicant's 60-day period to provide construction drawings	No	No	No		stops 60
Decision Extension (DEX)	60	Letter generation (13)	Use when ODOT needs additional time to decide whether to approve or deny an application	Yes	No	No		
Deemed Complete (TCP)	40	Letter Process (49)	<ul style="list-style-type: none"> Starts ODOT's 60-day period to either approve or deny application. Generates alert that becomes active 10 days before end of 60-day period. Use the Decision Extension Letter (13) to extend ODOT's decision period. 	Yes	Yes	No	60	

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 19: Application/Permit Status Update Information, Alphabetical by Status (continued)								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Deemed Complete Extension (DCX)	50	Letter generation (09)	Time extension agreement for ODOT to review application for completeness or supplemental items	Yes	Yes	No	Extends	
Denied (DEN)	80	Letter generation (4,5,12,30) and manual	<ul style="list-style-type: none"> • Does not update cutoff date. • Does not generate alert. • Locks application/permit record. 	No	No	Yes	Stops	
Expired (EXP)	150	Letter generation (10, 65, 76) and manual	<ul style="list-style-type: none"> • Does not update cutoff date. • Does not generate alert. • Locks application/permit record. 	No	No	Yes		Stops
Grand - fathered (GRD)	160	Letter generation (50) or (72)	<ul style="list-style-type: none"> • Does not update cutoff date. • Does not generate alert. • Locks application/permit record. 	No	No	Yes		
Inventory (INV)	4	Manual	Used with ODOT construction projects only	No	No	Yes		
ODOT Project (PRJ)	4	Work sheet input	Used with ODOT construction projects only. (Status not in effect yet.)	No	No	Yes		
Pending (PEN)	10	System default or manual	<ul style="list-style-type: none"> • Does not start clock for either ODOT or applicant. • 10 day performance measurement. 	No	No	No		
Pre-application (PRE)	5	Manual	Does not start clock for either ODOT or applicant. To be used when there is enough information to save a record. And insufficient information to consider if the application can be deemed complete.	No	No	No		
Preliminary Construction Specification Issued (PRI)	90	Issuance	<ul style="list-style-type: none"> • Starts applicant's 21-day period to object to the provisions, mitigation measures, conditions, or agreements required as conditions of approval for the Permit for Construction. • Starts applicant's 60-day period to provide insurance/bond information. 	Yes	Yes	No		21 appeal 60

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 19: Application/Permit Status Update Information, Alphabetical by Status (continued)

Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Preliminary Construction Specification Returned (PRR)	91	Manual	Stops applicant's 60-day period to provide insurance/bond information. Applicant has returned insurance and bond information. Next action is to issue a permit to construct.	No	No	No		stops 60
Supplemental Items Extension (SIX)	31	Letter Process (09)	ODOT and the applicant mutually agree to extend the Applicant's 60 day period to submit supplemental information.	Yes	Yes			Extends
Supplemental Items Requested (SIR)	30	Letter generation (07)	Starts applicant's 60 or 90-day period to provide requested supplemental items; applicant has 60 days from the date ODOT requested supplemental items or 90 days from the date ODOT accepted the application, whichever is greater, to provide additional information to make the application complete.	No	Yes	No		60 or 90
Supplemental Items Review (RSI)	32	Manual	Stops applicant's 60 or 90-day period to provide requested supplemental items	No	No	No		stops
Void (VOI)	180	Manual	Indicates bad information record. Or the application has been voided as described in the rule	No	No	Yes		

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 200. Application/Permit Status Update Information, Status by Sequence

Application/Permit Status Update Information, Status by Sequence								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Inventory (INV)	4	Manual	Used with ODOT construction projects only	No	No	Yes		
ODOT Project (PRJ)	4	Work sheet input	Used with ODOT construction projects only. (Status not in effect yet.)	No	No	Yes		
Pre-application (PRE)	5	Manual	Does not start clock for either ODOT or applicant. To be used when there is enough information to save a record. And insufficient information to consider if the application can be deemed complete.	No	No	No		
Pending (PEN)	10	System default or manual	<ul style="list-style-type: none"> • Does not start clock for either ODOT or applicant. • 10 day performance measurement. 	No	No	No		
Application Not Accepted (NAC)	15	Letter Generation (3,4,5,& 69) or Manual	ODOT cannot accept an application for one or more status reasons. Reasons can include: <ul style="list-style-type: none"> • Incomplete Application (03) • Across from Ramp (69) • Across from Exit • Indenture (04) • No Right of Access (05) 	No	No	No		
Application Accepted (ACC)	20	Letter generation (02)	<ul style="list-style-type: none"> • Starts ODOT's 30-day period to respond to applicant and request supplemental items. • Starts applicant's 90-day period to provide information required to complete application. • Generates alert that activates 10 days before end of 30-day period. 	Yes	Yes	No	30	90
Supplemental Items Requested (SIR)	30	Letter generation (07)	Starts applicant's 60 or 90-day period to provide requested supplemental items; applicant has 60 days from the date ODOT requested supplemental items or 90 days from the date ODOT accepted the application, whichever is greater, to provide additional information to make the application complete.	No	Yes	No		60 or 90

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 20. Application/Permit Status Update Information, Status by Sequence (continued)								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Supplemental Items Extension (SIX)	31	Letter Process (09)	ODOT and the applicant mutually agree to extend the Applicant's 60 day period to submit supplemental information.	Yes	Yes			Extends
Supplemental Items Review (RSI)	32	Manual	Stops applicant's 60 or 90-day period to provide requested supplemental items	No	No	No		stops
Deemed Complete (TCP)	40	Letter Process (49)	<ul style="list-style-type: none"> Starts ODOT's 60-day period to either approve or deny application. Generates alert that becomes active 10 days before end of 60-day period. Use the Decision Extension Letter (13) to extend ODOT's decision period. 	Yes	Yes	No	60	
Deemed Complete Extension (DCX)	50	Letter generation (09)	Time extension agreement for ODOT to review application for completeness or supplemental items	Yes	Yes	No	Extends	
Decision Extension (DEX)	60	Letter generation (13)	Use when ODOT needs additional time to decide whether to approve or deny an application	Yes	No	No		
Approved With Condition (CAP)	70	Letter generation (11)	Use when land use decision is pending. After 90 days of inactivity send letter (75) to remind the applicant that the application will expire after 120 days of inactivity. 734-051-0070(17)	No	Yes	No	90	120
Approved With Custom Plans (CPR)	70	Letter generation (17)	Starts applicant's 60-day period to provide requested construction drawings	Yes	No	No		60

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 20. Application/Permit Status Update Information, Status by Sequence (continued)								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Approved With Mitigation (AWM)	70	Letter generation (16)	<ul style="list-style-type: none"> Starts Applicant's 21 day period to appeal mitigations. Starts applicant's 60 day period to submit mitigation plans. 	Yes	Yes	No		21 days 60
Approved With Standard Plans (CPA)	70	Letter generation (15)	The approach has been approved and is to be constructed using standard drawings. Starts applicants clock to submit insurance and bon information	Yes	No	No		60
Construction Plans Extension (CPE)	76	Letter generation (19)	ODOT and the applicant mutually agree to extend the Applicant's 60 day period to submit plans.	Yes	Yes			Yes
Construction Plans Review (RCP)	77	Letter (68) & Manual	Stops applicant's 60-day period to provide construction drawings	No	No	No		stops 60
Construction Plans Accepted (CPA)	78	Letter generation (20)	<ul style="list-style-type: none"> Starts Applicant's 60-day period to submit insurance and bond information. Generates an alert that activates 10 days before end of 60-day period. 	No	Yes	No		60
Denied (DEN)	80	Letter generation (4,5,12,30) and manual	<ul style="list-style-type: none"> Does not update cutoff date. Does not generate alert. Locks application/permit record. 	No	No	Yes	Stops	
Preliminary Construction Specification Issued (PRI)	90	Issuance	<ul style="list-style-type: none"> Starts applicant's 21-day period to object to the provisions, mitigation measures, conditions, or agreements required as conditions of approval for the Permit for Construction. Starts applicant's 60-day period to provide insurance/bond information. 	Yes	Yes	No		21 appeal 60

Central Highway Approach/Maintenance Permit System (CHAMPS) User Guide v. 2.10

Table 20. Application/Permit Status Update Information, Status by Sequence (continued)								
Status	Sequence Order	Update Method	Comments	Cut Off	Alert	Lock	Starts ODOT Clock	Starts Applicant Clock
Preliminary Construction Specification Returned (PRR)	91	Manual	Stops applicant's 60-day period to provide insurance/bond information. Applicant has returned insurance and bond information. Next action is to issue a permit to construct.	No	No	No		stops 60
Approved to Construct (AC)	110	Issuance	Locks application/permit record except for insurance data and notes.	No	No	Yes		
Approved to Use (AU)	120	Issuance	<ul style="list-style-type: none"> • Does not update cutoff date. • Does not generate alert. • Locks application/permit record except for bond disposition and notes. 	No	No	Yes		
Appeal (APL)	130	Manual		No	No	No		
Canceled (CAN)	140	Permit cancel	Terminate the permit due to non-conformity of a permit	No	No	Yes		
Expired (EXP)	150	Letter generation (10, 65, 76) and manual	<ul style="list-style-type: none"> • Does not update cutoff date. • Does not generate alert. • Locks application/permit record. 	No	No	Yes		Stops
Grand - fathered (GRD)	160	Letter generation (50) or (72)	<ul style="list-style-type: none"> • Does not update cutoff date. • Does not generate alert. • Locks application/permit record. 	No	No	Yes		
Void (VOI)	180	Manual	Indicates bad information record. Or the application has been voided as described in the rule	No	No	Yes		

The Supplemental Item Tab

The Supplemental Item tab is used to track ODOT requests made of the property owner (or agent) for specific reports, studies, design plans, etc. Refer to Figure 44 below. In most situations, the Regional Access Management Engineer will be involved when supplemental items are required from the permit applicant. A permit cannot be issued until ODOT receives and approves all required items.

Figure 44. Application/Permit Window—Supplemental Item Tab

Select a supplemental item before entering a status for it.

Supplemental Item	Status	Status Date	Status by
+ Bridge Design	Requested	05/01/2006	Berlin, Marcus
Geo-Hydraulic Study	Submitted to ODOT	05/03/2006	Berlin, Marcus
Grant and Indenture Process	Review by ODOT	05/09/2006	Berlin, Marcus
Illumination Design	Approved by ODOT	05/18/2006	Berlin, Marcus
Intergovernmental Agreement			
Land Use or Zoning Confirmation			
Preliminary Design			
+ Traffic Control Review			
Traffic Signal Design			
+ Transportation Impact Study			

A plus sign (+) next to a supplemental item denotes that the item has status records. Click the supplemental item to view the status of the item.

When you select a supplemental item, a plus sign (+) appears next to it. When you save an application, the plus sign that appears next to a supplemental item remains if a status has been entered for the supplemental item. If a status has *not* been entered for a supplemental item, the plus sign disappears.

NOTE: When you open an existing application/permit, a plus sign next to a supplemental item denotes that the item has a status record. Click the supplemental item to view the status of the item.

How to Select/Update Supplemental Item Requirements

To select supplemental items required with an application or to update the status of a selected supplemental item:

Step	Action	Results/Comments
1.	Access the application record and select the Supplemental Item tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	<p>Supplemental Item—Select a supplemental item from the list to add to the application or to update. Choices include:</p> <ul style="list-style-type: none"> • Bridge Design • Geo-Hydraulic Study • Grant and Indenture Process • Illumination Design • Intergovernmental Agreement • Land Use or Zoning Confirmation • Preliminary Plans Design • Traffic Control Review • Traffic Information Study • Traffic Signal Design 	<p>A plus sign (+) appears next to the selected supplemental item.</p> <p>NOTE: The plus sign (+) remains until you save the application, even if you do not enter a status for a selected supplemental item. Once you save the application, then the plus sign disappears if you have <i>not</i> entered a status for the selected supplemental item.</p>
3.	<i>To update the status</i> , right click on the Status side of the tab, and select Add from the drop-down menu.	A new row appears on the Status side.
4.	<p>Status—Select the status from the drop-down menu. Choices include:</p> <ul style="list-style-type: none"> • Approved by ODOT • Rejected by ODOT • Requested • Review by ODOT • Submitted to ODOT 	
5.	Status Date —Enter the effective date of the status.	Format is MM/DD/YYYY. Status Date must be on or before the current date (i.e., not a future date).

Step	Action	Results/Comments
6.	Repeat steps 2 through 5 to enter a new supplemental item or update status information for a selected supplemental item.	
7.	Click the Save icon on the toolbar to save the supplemental item information for the application.	CHAMPS saves the changes and updates the application accordingly. NOTE: Once you save the application, the plus sign (+) that appears next to a supplemental item disappears if you have <i>not</i> entered a status for that supplemental item. If you have entered a status, the plus sign remains next to it.
8.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

How to Delete Supplemental Item Requirements

NOTE: You may delete a supplemental item from an application or delete a status record from a selected supplemental item.

To delete a supplemental item requirement or the status of a selected supplemental item:

Step	Action	Results/Comments
1.	Access the application record and select the Supplemental Item tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select/Highlight the supplemental item to be deleted, and select/highlight the status to be deleted from the selected supplemental item if applicable.	
3.	Right click on the Status side of the tab, and select Delete from the drop-down menu.	The selected supplemental item (and/or selected status) disappears from the tab and is removed from the application.
4.	Repeat steps 2 and 3 to remove other supplemental item requirements and/or status entries from the application.	If you delete all of the status records for a supplemental item, the plus sign (+) remains next to the supplemental item until you save the change. See step 5.

Step	Action	Results/Comments
5.	Click the Save icon on the toolbar to save the changes to the supplemental item requirements for the application.	CHAMPS saves the changes and updates the application record accordingly.
6.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

The Insurance/Bond Tab

The Insurance/Bond tab captures and maintains data about insurance policies and/or performance bonds associated with an application/permit, and displays the insurance and bond data previously entered, if any, for the selected application/permit. Refer to Figure 45 below.

The minimum insurance requirements for all *Approach* permits include the following:

- ODOT listed as an “Additional Insured” (not just as a certificate holder)
- \$500,000 general liability insurance
- 30-day advance written notice to ODOT of cancellation (or intent to not renew policy)

There are no minimum bond (or deposit in lieu of bond) requirements. The Region Manager determines the amount of any bond or deposit required in order to issue a permit.

Most applications/permits require insurance information as a condition of issuance, but not all of them do. For example, most *Approach* permits require a performance bond to cover any damage to the Right of Way during construction.

Figure 45. Application/Permit Window—Insurance/Bond Tab

CHAMPS (TEST)

File Edit Permit Tools Reports Miscellaneous Launch Window Help

Application/Permit for OBEC Consulting Engineers, Appl No. = 4995, Dist. Id.

Search Application Property General Suppl Item Insurance/Bond Specification

Specific questions regarding insurance and/or performance bonds should be directed to the Office of Maintenance (503) 986-3031.

Insurance

Insurance Company: Good Guys Insured: ODOT

Policy No: 100180 Policy Begin: 05/01/2006 Policy End: 03/30/2007

Policy Amount: \$1,000,000 Required Amount: \$500,000

Bond

Bond Company: abc Bond No: 1212

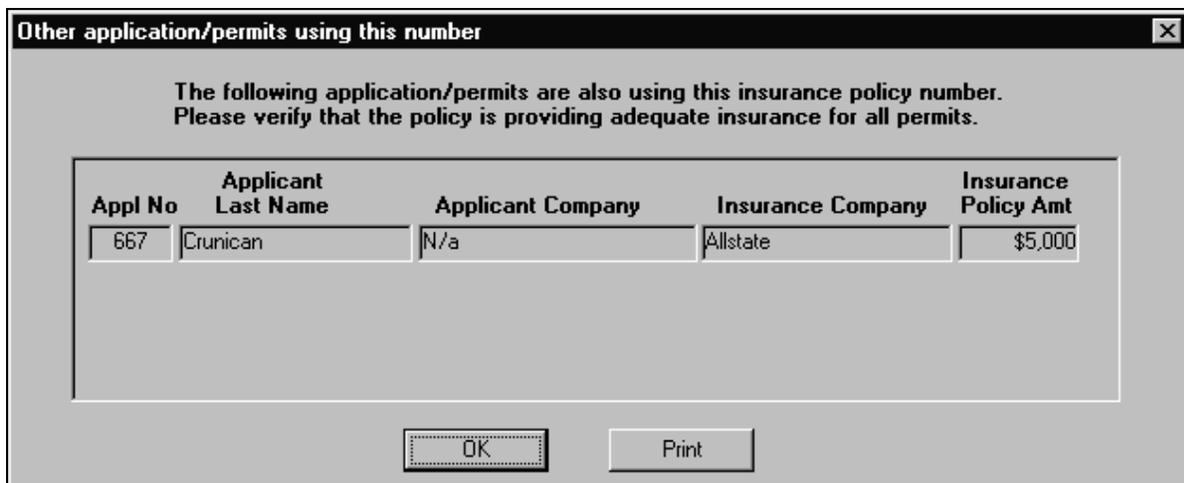
Bond Amount: \$50,000 Required Amount: \$50,000

Disposition: Released Disposition Recorded: 04/07/2006 Disposition by: Berlin, Marcus

Ready 5-19-06 16:10:01

When you enter the insurance policy and/or bond numbers, the system determines if any other application/permit has the same insurance policy or bond number. If these numbers appear on another application/permit, the system advises you of this. Refer to Figure 46 below. This allows you to verify that a contractor (hired by the permit holder) performing more than one construction job (under different permits) at the same time has the required insurance or bonding for the total indemnity required for all jobs.

Figure 46. Other Application/Permits Using This Number Window



Sometimes, construction takes longer than expected, requiring an insurance policy to be extended and for you to update the policy expiration date accordingly. After construction and a successful inspection, then ODOT releases the bond and records the bond disposition information on the Bond/Insurance tab.

Upon saving the bond/insurance information, the system verifies that:

- You have *not* entered both insurance policy data and an insurance liability waiver date.
- If you entered a begin or end date for the insurance policy, that you entered both dates and that the end date is after the begin date.
- If you entered an insurance policy or required amount, that you entered both amounts and that the policy amount is greater than or equal to the required insurance amount.
- If you entered a bond amount or required bond amount, that you entered both amounts and that the actual bond amount is greater than or equal to the required bond amount.

How to Enter/Update Insurance or Bond Information

NOTE: Permit Specialists do *not* have the authority to release bonds. For information about releasing a bond, call 503-986-3031.

To enter or update insurance and/or bond data:

Step	Action	Results/Comments
1.	Access the application and select the Insurance/Bond tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application.
2.	Liability Waiver Signed —Enter the date the liability waiver was signed, if applicable.	Format is MM/DD/YYYY. If you enter a Liability Waiver Signed date, then do <i>not</i> enter any other insurance information. NOTE: The Insurance Liability Waiver form only applies to Adopt-A-Highway permits. Refer to Appendix G. Liability Release Form for an illustration of this form.
3.	Insurance Company —Enter the name of the insurance company.	If you enter any insurance data, then do <i>not</i> enter a Liability Waiver Signed date. NOTE: If you enter a Liability Waiver Signed date and any other insurance information, a message appears asking if you want to clear the insurance data. Click Yes to remove the insurance data, or click No to maintain the insurance data.
4.	Insured —Enter ODOT along with the name of the insured (up to 60 characters in length).	If you do not enter ODOT , a message appears advising you that the insurance policy must have ODOT listed as an insured and to verify this on the certificate of insurance. NOTE: You must enter ODOT . You cannot issue a permit without entering this.

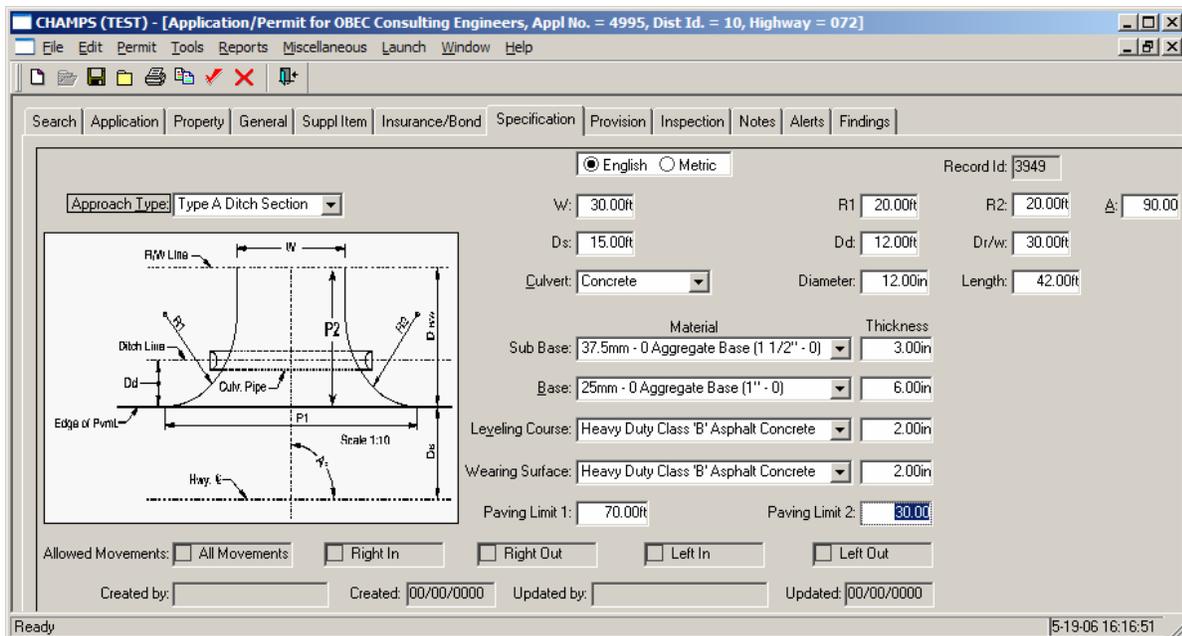
Step	Action	Results/Comments
5.	Policy No. —Enter the policy number.	<p>The system checks to determine if any other application/permit has the same policy number. If other applications/permits have this same insurance policy number, the <i>Other Application/Permits Using This Number</i> window appears.</p> <p>Click Print to print the window and/or click OK to close the window.</p>
6.	Policy Begin —Enter the policy beginning date.	Format is MM/DD/YYYY. If you enter a Policy Begin date, you must enter a Policy End date.
7.	Policy End —Enter the policy ending date.	Format is MM/DD/YYYY. If you enter a Policy End date, you must enter a Policy Begin date. The Policy End date must be <i>after</i> the Policy Begin date.
8.	Policy Amount —Enter the amount of the insurance policy.	If you enter a Policy Amount , you must enter a Required Amount .
9.	Required Amount —Enter the required amount of the insurance policy.	The default is \$500,000 . If you enter a Required Amount for insurance, you must enter a Policy Amount . The Policy Amount must be <i>equal to or greater than</i> the Required Amount .
10.	Bond Company —Enter the name of the bonding company.	
11.	Bond No. —Enter the bond number.	<p>The system checks to determine if any other application/permit has the same bond number. If other applications/permits have this same bond number, the <i>Other Application/Permits Using This Number</i> window appears.</p> <p>Click Print to print the window and/or click OK to close it.</p>
12.	Bond Amount —Enter the amount of the bond.	If you enter a Bond Amount , you must enter a Required Amount for the bond. The amount is to be specified by the Region Manager.

Step	Action	Results/Comments
13.	Required Amount —Enter the required amount for the bond.	If you enter a Required Amount for the bond, you must enter a Bond Amount . The Bond Amount must be <i>equal to or greater than</i> the Required Amount .
14.	Disposition —Select the disposition for the bond. Choices include: <ul style="list-style-type: none"> • Issued • Released 	The Permit Specialist can only set the bond Disposition to Issued . Call 503-986-3031 for information about setting it to Released .
15.	Click the Save icon on the toolbar to save the insurance and/or bond data for the application.	CHAMPS saves the insurance/bond data and updates the application, including the Disposition Recorded and Disposition By fields for the bond.
16.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

The Specification Tab

The Specification tab captures construction specifications based upon the type of approach to the roadway. Refer to Figure 47 below. The fields on the Specification tab may vary based upon the type of Approach selected. In addition to the construction specifications, a graphic of the approach design appears on the left side of the tab.

Figure 47. Application/Permit Window—Specification Tab



NOTE: The Specification tab allows you to enter lengths, up to two decimal points, using either the **English** (feet and inches) or **Metric** (meters and millimeters) measurement standard. If you enter the data under one method and then select the other method, CHAMPS converts the entered values. For example, if you enter a distance as 2.50 feet with **English** selected and then select **Metric**, the distance appears as 0.76 meters (i.e., as a converted metric value of 2.50 feet).

NOTE: A single application/permit may have multiple approaches specified on the Specification tab.

NOTE: You enter allowed turning movements on the Application tab. They are reflected on the Specification tab, but changes must be made on the Application tab once verified.

How to Enter/Update Specifications

NOTE: When entering specifications, at a minimum, you must enter data into the fields that appear on the Specification tab with a box around the field names. You must enter data in these fields in order to save the specification before leaving the Specification tab.

To enter or update specification data on an application:

Step	Action	Results/Comments
1.	Access the application and select the Specification tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	<p>Approach Type—Select the type of approach. Choices include:</p> <ul style="list-style-type: none"> • Type A Ditch Section • Type B Dustpan • Type C Curbed Radius • Type D Custom 	<p>The fields on the Specification tab may change based upon the selected type of approach.</p> <p>NOTE: Only one Approach Specification is allowed per application. Refer to the Appendices for illustrations of Type A, B and C approaches.</p>
3.	Select the standard of measurement. Choices include English or Metric .	<p>The default is English.</p> <p>NOTE: When you change measurement systems, CHAMPS converts the entered values. For example, if you enter a distance as 2.50 feet with English selected, and then selected Metric, the distance appears as 0.76 meters (i.e., as a converted metric value of 2.50 feet).</p>
4.	W —Enter the approach width.	<p>Format is feet or meters to two decimal places (e.g., 15.75 feet).</p> <p>NOTE: If you enter a width <i>greater than</i> 40 feet, a warning message appears. Click OK to close the message.</p>
5.	R1 —Enter the radius 1 of the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Does <i>not</i> appear with Approach Type of Type B Dustpan .
6.	R2 —Enter the radius 2 of the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Does <i>not</i> appear with Approach Type of Type B Dustpan .

Step	Action	Results/Comments
7.	A —Enter the angle of the approach to the highway.	The default is 90.00 . If you enter an angle less than 45 degrees or greater than 135 degrees, a message appears advising you to call ODOT Preliminary Design. Click OK to clear the message.
8.	Ds —Enter the distance to shoulder of pavement for the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet).
9.	Dd —Enter the distance to ditch for the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Does <i>not</i> appear with Approach Type of Type B Dustpan .
10.	Dr/w —Enter the distance to the right of way for the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Does <i>not</i> appear with Approach Type of Type B Dustpan .
11.	X —Enter the dustpan wing width of the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Only appears with Approach Type of Type B Dustpan .
12.	K —Enter the curb to sidewalk distance of the approach.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Only appears with Approach Type of Type B Dustpan .
13.	Culvert —Select the type of culvert for the approach, if applicable. Choices include: <ul style="list-style-type: none"> • None • Corrugated Metal • Concrete • Ductile Iron • Other • Plastic 	If type of Culvert selected, Diameter and Length must be entered. Format for Diameter is inches or millimeters to two decimal places (e.g., 6.75 inches), and Length is feet or meters to two decimal places (e.g., 15.75 feet). Does <i>not</i> appear with Approach Type of Type B Dustpan . NOTE: When working with " Culvert None " you may have to click delete in the length and diameter fields to make sure CHAMPS recognizes that no dimension is necessary.

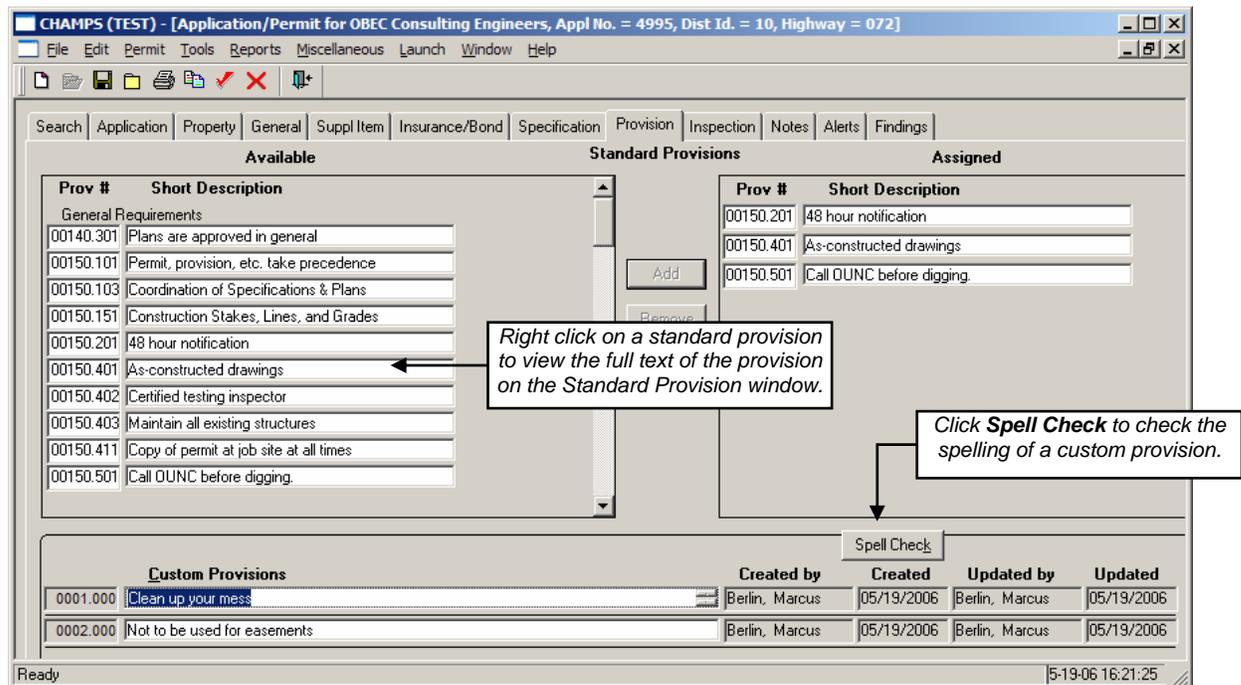
Step	Action	Results/Comments
14.	Sub Base —Select the type of sub base for the approach from the drop-down menu.	If Sub Base selected, Thickness must be entered. Format for Thickness is inches or millimeters to two decimal places (e.g., 6.75 inches). Refer to Appendix H. Pavement Layer Examples for more information on pavement layers.
15.	Base —Select the type of base material for the approach from the drop-down menu.	If Base selected, Thickness must be entered. Format for Thickness is inches or millimeters to two decimal places (e.g., 6.75 inches). Refer to Appendix H. Pavement Layer Examples for more information on pavement layers.
16.	Leveling Course —Select the type of leveling course for the approach from the drop-down menu.	If Leveling Course selected, Thickness must be entered. Format for Thickness is inches or millimeters to two decimal places (e.g., 6.75 inches). Refer to Appendix H. Pavement Layer Examples for more information on pavement layers.
17.	Wearing Surface —Select the type of wearing surface material for the approach from the drop-down menu.	If Wearing Surface selected, Thickness must be entered. Format for Thickness is inches or millimeters to two decimal places (e.g., 6.75 inches). Refer to Appendix H. Pavement Layer Examples for more information on pavement layers.
18.	Paving Limit 1 —Enter the paving limit distance 1.	Format is feet or meters to two decimal places (e.g., 15.75 feet). Paving Limit 1 must be at least as long as the width (W) plus radius 1 (R1) plus radius 2 (R2). Does <i>not</i> appear with Approach Type of Type A Ditch Section or Type B Dustpan . NOTE: If you enter width (W), radius 1 (R1), and radius 2 (R2), CHAMPS automatically calculates Paving Limit 1 .

Step	Action	Results/Comments
19.	Paving Limit 2 —Enter the paving limit distance 2.	<p>Format is feet or meters to two decimal places (e.g., 15.75 feet). Paving Limit 2 must be at least as long as the smaller of radius 1 (R1) and radius 2 (R2), but not less than 20 feet.</p> <p>Does <i>not</i> appear with Approach Type of Type A Ditch Section or Type B Dustpan.</p> <p>NOTE: If you enter width (W), radius 1 (R1), and radius 2 (R2), CHAMPS automatically calculates Paving Limit 2.</p>
20.	Click the Save icon on the toolbar to save the specification data for the application.	CHAMPS saves the specification data and updates the application accordingly, including entering the Create By and Created fields for a new application, and the Updated By and Updated fields for an existing application.
21.	<p><i>To delete an existing Approach specification from the application:</i></p> <ul style="list-style-type: none"> • Select/Highlight the Approach specification to delete. • Right click on the Approach tab. A drop-down menu appears. • Select Delete from the drop-down menu. • Repeat the above steps to delete other Approach specifications from the application. 	<p>The selected/highlighted specification disappears from the tab and the system deletes the specification data from the application.</p> <p>NOTE: Due to the required fields on the tab page the delete will not take affect until a new approach is entered and the changes saved.</p>
22.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

The Provision Tab

The Provision tab captures contract-type provisions or terms under which ODOT issues a permit. Refer to Figure 48 below. The customer agrees to abide by the provisions specified in the permit and inspection approvals are subject to the adherence to the provisions. Many of the provisions are standard. For example, all permit holders must notify the ODOT District Office at least 48 hours before they use the state road. Other provisions apply only to a particular application/permit and are called custom provisions.

Figure 48. Application/Permit Window—Provision Tab



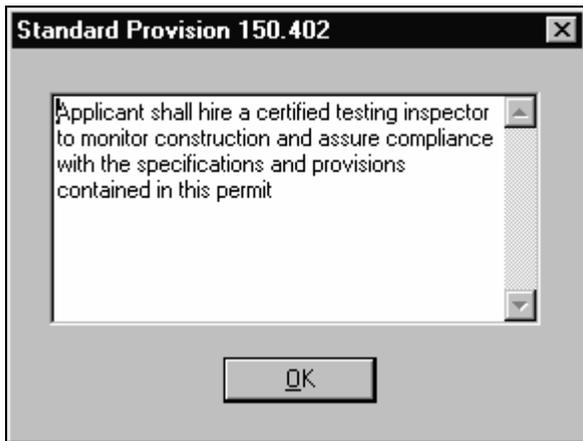
The left side of the Provision tab lists the available standard provisions (with a short description of the provision) and the right side lists those standard provisions assigned to the current application/permit. The system limits the list of available standard provisions by the effective and expiration dates of the provisions (i.e., only active provisions appropriate to the application permit type appear). In addition, standard provisions are numbered to better facilitate communication with the customer.

In the lower portion of the Provision tab, you may create and attach custom provisions to an application/permit record or remove existing custom provisions. Custom provisions are also numbered but always within the context of the selected application/permit.

When you issue a permit, the permit provisions also automatically print with the permit, listing the standard provision information you assign on the Provision tab and any custom provisions you create on this tab.

The available and assigned standard provisions displayed on the upper portion of the Provision tab contain only a short description of the actual provision text. You may view the entire text of each standard provision on the *Standard Provision* window. Refer to Figure 49 below.

Figure 49. Standard Provision Window



How to Select/Change Standard Permit Provisions

To select or change the standard permit provision(s) on an application:

Step	Action	Results/Comments
1.	Access the application and select the Provisions tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application.
2.	<p><i>To add one or more standard provisions to an application:</i></p> <ul style="list-style-type: none"> • Select/Highlight the provision(s) to be included from the Available listing on the left side of the tab and click Add (or double click a selected/highlighted provision). • Repeat the above step to add other standard provisions to the application. 	The selected/highlighted provisions appear in the Assigned listing on the right side of the tab.
3.	<p><i>To view the full text of a standard provision:</i></p> <ul style="list-style-type: none"> • Select/Highlight a provision and right click. The <i>Standard Provision</i> window appears. • Review the text of the provision, then click OK to close the <i>Standard Provision</i> window. • Repeat the above steps to view the full text of other standard provisions. 	Refer to Figure 49 for an illustration of the <i>Standard Provision</i> window.
4.	<p><i>To remove one or more assigned standard provisions:</i></p> <ul style="list-style-type: none"> • Select/Highlight the provision(s) to be removed from the Assigned listing on the right side of the tab and click Remove (or double click a selected/highlighted provision). • Repeat the above step to remove other standard provisions from the application. 	The selected/highlighted provisions disappear from the Assigned listing on the right side of the tab and are removed from the application.

Step	Action	Results/Comments
5.	Click the Save icon on the toolbar to save the changes to the provisions attached to the application.	CHAMPS saves the changes and updates the application accordingly.
6.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

NOTE: You *cannot* modify a standard permit provision, however you may create a custom permit provision. To create a custom permit provision, refer to [How to Add/Change Custom Permit Provisions](#) for more information.

How to Add/Change Custom Permit Provisions

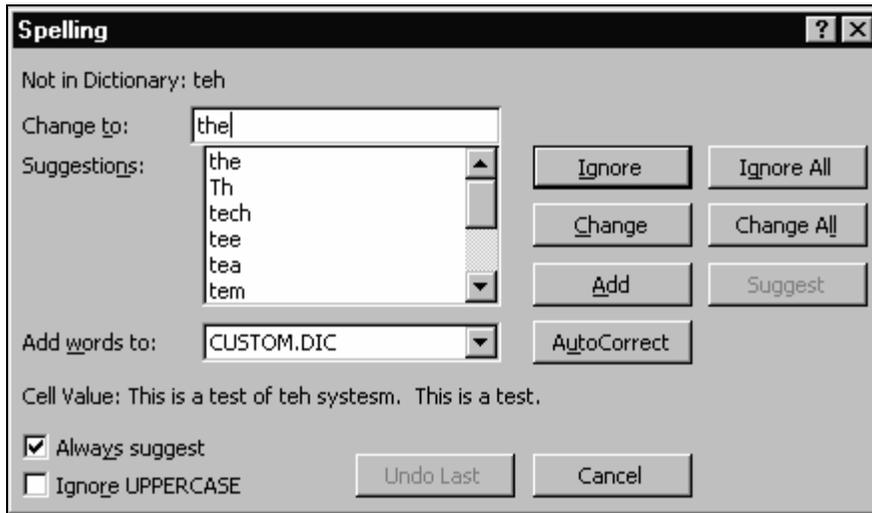
To add, change or delete the custom permit provisions on an application:

Step	Action	Results/Comments
1.	Access the application and select the Provisions tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application.
2.	<p><i>To create/add a custom provision:</i></p> <ul style="list-style-type: none"> • In the Custom Provisions section of the tab, right click and select Add from the drop-down menu. A row appears for adding the custom provision. • Enter the text of the custom provision. • Click Spell Check to spell check the entered text. The <i>Spelling</i> window appears. Refer to Figure 50 for an illustration of the <i>Spelling</i> window. • Complete the spelling check of the custom provision and close the <i>Spelling</i> window. • Repeat the above steps to add other custom provisions to the application. 	

Step	Action	Results/Comments
3.	<p><i>To modify a custom provision:</i></p> <ul style="list-style-type: none"> • Select/Highlight the custom provision to be modified. • Enter/Revise the text of the custom provision. • Click Spell Check to spell check the entered text. The <i>Spelling</i> window appears. Refer to Figure 50 for an illustration of the <i>Spelling</i> window. • Complete the spelling check of the custom provision and close the <i>Spelling</i> window. • Repeat the above steps to modify other custom provisions attached to the application. 	
4.	<p><i>To remove a custom provision:</i></p> <ul style="list-style-type: none"> • Select/Highlight the custom provision to be removed. • Right click and select Delete from the drop-down menu. The custom provision is removed. • Repeat the above steps to remove other custom provisions from the application. 	
5.	Click the Save icon on the toolbar to save the changes to the custom provisions attached to the application.	CHAMPS saves the changes and updates the application accordingly.
6.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

For more information on selecting or changing standard provisions assigned to an application, refer to [How to Select/Change Standard Permit Provisions](#).

Figure 50. Spelling Window



NOTE: CHAMPS uses the Microsoft Word spell check program to check spelling of custom provisions. Refer to the Microsoft Word online help if you need more information on how to use this spell check program.

The Inspection Tab

The Inspection tab records the results of inspections completed in association with *Approach* permits and displays inspections previously entered, if any, for the selected application/permit. Refer to Figure 51 below. The complexity of the permit affects the number of inspections that are performed and recorded in regard to a specific application/permit.

These inspections may be site visits performed prior to issuing a permit to construct or during the construction phase of a project. A final inspection is performed, once the permitted item is completed, to verify that it was constructed according to the specifications. Inspections are used to determine if the performance bond may be released and if a permit to use may be issued. Refer to Table 21 and Table 22 for pre- and post-construction inspection checklists.

On the Inspection tab, you document:

- The type of inspection
- The date of the inspection (it cannot be greater than the current date)
- Any notes or comments about the inspection

Figure 51. Application/Permit Window—Inspection Tab

The screenshot shows the 'Inspection' tab in the CHAMPS (TEST) software. The window title is 'CHAMPS (TEST) - [Application/Permit for OBEC Consulting Engineers, Appl No. = 4995, Dist Id. = 10, Highway = 072]'. The menu bar includes File, Edit, Permit, Tools, Reports, Miscellaneous, Launch, Window, and Help. The toolbar contains icons for file operations and navigation. The main area has tabs for Search, Application, Property, General, Suppl Item, Insurance/Bond, Specification, Provision, Inspection (selected), Notes, Alerts, and Findings. Two inspection records are displayed. The first record has Type: Site visit, Date: 5/19/2006, Created by: Berlin, Marcus, Inspected by: Berlin, Marcus, and Note: This is a report of the inspection completed on 5/19/2006. The second record has Type: Site visit, Date: 05/19/2006, Created by: Berlin, Marcus, Inspected by: Berlin, Marcus, and Note: Had to follow up in the afternoon of 5/19/06. The status bar at the bottom shows 'Ready' and the time '5-19-06 16:30:52'.

Table 211. Pre-construction Inspection Checklist

<input checked="" type="checkbox"/>	Pre-construction Inspection Item
1.	Proposed Driveway Location
	1a. Adequate sight distance.
	1b. Functional area of intersection overlaps driveway location.
	1c. Mainline roadway cross section issues: <ul style="list-style-type: none"> • Traffic blockage for roadway without TWLTL • Mainline left turn overlap conflicts for roadway with TWLTL • Proposed driveway within left turn lane area
	1d. Mainline volumes allow adequate gaps for full movement approach.
	1e. Adequate driveway width for proposed development.
	1f. Adequate driveway throat length for proposed development.
	1g. Proposed driveway profile complies with design standards.
	1h. Proposed approach increases/decreases the number and complexity of the conflict area.
2.	Long Term System Considerations
	2a. Proposed approach locations would create a need for a signal.
	2b. If signal installed, the proposed location is consistent with the long term signal system plan for the state roadway.
	2c. Proposed approach would create a need for left and right turn lanes.
	2d. Landscaping or signage does not restrict sight distance.

Table 222. Post-construction Inspection Checklist

<input checked="" type="checkbox"/>	Post-construction Inspection Item
	1. The driveway width is adequate for the development.
	2. The driveway throat length is adequate for the development.
	3. The driveway profile complies with design standards.
	4. The radii are correct for the type of development.
	5. The drainage pipe end treatment complies with the design standards.
	6. The subgrade drainage pipe coverage complies with design standards..
	7. The surfacing treatment complies with the approved design.

How to Enter Inspection Information

NOTE: When entering inspection information, at a minimum, you must enter data into the fields that appear on the Inspection tab with a box around the field names. You must enter data in these fields in order to save the inspection report before leaving the Inspection tab.

To add inspection information to an application:

Step	Action	Results/Comments
1.	Access the application and select the Inspection tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application. <i>For applications with no inspection information previously entered, a blank inspection row appears on the Inspection tab.</i> <i>For applications with inspection information previously entered, refer to step 7 for information on how to add a new inspection row.</i>
2.	Type —The only type is site visit. This field is automatically filled in and is a protected field.	
3.	Date —Enter the actual date of the inspection.	The Date format is MM/DD/YYYY. The inspection date must be prior or equal to the current date (i.e., no future dates).
4.	Inspected By —Select the name of the person who completed the inspection from the drop-down menu.	
5.	Note —Enter freeform notes about the inspection.	
6.	Click the Save icon on the toolbar to save the inspection notes for the application.	CHAMPS saves the inspection data and updates the application accordingly, including entering the Created By and Created fields.

Step	Action	Results/Comments
7.	<p><i>To add additional inspection data:</i></p> <ul style="list-style-type: none"> • Right click and select Add from the drop-down menu. A blank row appears for entering the additional inspection information. • Repeat steps 2 through 6 to record other inspections on the application. • Repeat the above steps to add other inspection data to the application. 	
8.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

How to Update Inspection Information

To update or delete existing inspection information for an application:

Step	Action	Results/Comments
1.	Access the application and select the Inspection tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application.

Step	Action	Results/Comments
2.	<p><i>To modify or update an existing inspection:</i></p> <ul style="list-style-type: none"> • Select/Highlight the existing inspection to be modified. • Type—This is a protected field and cannot be changed. • Date—Update or change the actual date of the inspection. • Inspected By—Select the name of the person who completed the inspection from the drop-down menu. • Note—Update or revise the freeform notes about the inspection. • Click the Save icon on the toolbar to save the changes, and CHAMPS enters the Updated By and Updated fields. • Repeat the above steps to modify other inspection data on the application. 	<p>The Date format is MM/DD/YYYY. The inspection date must be prior to or equal to the current date (i.e., no future dates).</p>
3.	<p><i>To delete an existing inspection:</i></p> <ul style="list-style-type: none"> • Select/Highlight the inspection to be deleted. • Right click and select Delete from the drop-down menu. The selected inspection is deleted. • Repeat the above steps to delete other inspections from the application. 	<p>The selected/highlighted inspection disappears from the tab and is removed from the application.</p>
4.	<p>Click the Save icon on the toolbar to save the changes to the inspection for the application.</p>	<p>CHAMPS saves the changes and updates the application accordingly.</p>
5.	<p>Select another tab on the <i>Application/Permit</i> window to enter/update.</p>	

The Notes Tab

The Notes tab captures freeform notes on an application/permit record, and displays all notes previously entered, if any, for the application/permit selected. You can type up to 32,000 characters per note. Refer to Figure 52 below.

Figure 52. Application/Permit Window—Notes Tab

Note	Created By	Created	Updated By	Updated
entered per Aref Bozorgina	Rose, Mike	05/04/2005	Rose, Mike	05/04/2005
entered check information. The check number 1551 is to pay for the fee on applications 4622 and 4620	Rose, Mike	05/04/2005	Rose, Mike	05/04/2005
Instructed Mike to enter reason as "new approach" instead of "inventory exist". I assume no approaches are existing, grandfatherable, or have been issued prior approach permits.	Batten, Ann	05/06/2005	Batten, Ann	05/06/2005
Aref and I went out with Gene from district 4 and took all pictures and measurements on 05-12-2005. Aref has decided to take this file #4623 and file 4622 and do them from start to finish so he can learn CHAMPS.	Rose, Mike	05/13/2005	Rose, Mike	05/13/2005
Spacing to the left is presently 79 feet. this road is to be closed so the next spacing would be 430 feet. Also this application is not on I-5 but on chemawa road. We are waiting for a drop down to be entered.	Rose, Mike	05/18/2005	Rose, Mike	05/18/2005
Change Highway side from "L"(Left) to "R". Application 4622 is for the South leg Ridge Drive realignment with Radiant Drive.	Bozorgnia, Aref	06/06/2005	Bozorgnia, Aref	06/06/2005
-----Original Message----- From: IKAPLAN Dan * ODOT Sent: Monday, June 06, 2005 4:01 PM To: IBOZORGNIA Aref; SANTOS Dennis N; WALTON Gene Cc: IHENDERSON Jacklyn C; KING Heather L * ODOT Subject: IPreliminary Milepoints for Hwy. 001PN (Chemawa Rd.) I have been requested to provide milepoints on Chemawa Rd., west of the I-5 Interchange for a access permit at Radiant Dr. The beginning of the existing connection is east of this point. After researching files and maps, it has been	Rose, Mike	06/07/2005	Rose, Mike	06/07/2005

NOTE: Only the user who created a note may update or delete an existing note.

How to Enter/Update Notes

To enter or update notes attached to an application/permit:

Step	Action	Results/Comments
1.	Access the application/permit and select the Notes tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application/permit.
2.	<p><i>To add a note:</i></p> <ul style="list-style-type: none"> • Right click and select Add or Insert from the drop-down menu. A row appears for entering the note. • Enter the note text. • Repeat the above steps to add other notes to the application/permit. 	<p>NOTE: A note may be more than one line in length. As you enter the note text, the text wraps to the second and subsequent lines as necessary. You can type up to 32,000 characters per Note.</p> <p>NOTE: The notes will be kept in the same order that they were entered in rather than being sorted into chronological order.</p>
3.	<p><i>To modify an existing note:</i></p> <ul style="list-style-type: none"> • Select/Highlight the existing note to be modified. • Enter/Revise the note text. • Repeat the above steps to modify other notes to the application/permit. • Copy and paste functions can be used to place emails, laws, or other text within a note 	<p>NOTE: A note may be more than one line in length. As you enter the note text, the text wraps to the second and subsequent lines as necessary.</p> <p>NOTE: Only the user who created a note may update the existing note.</p>
4.	<p><i>To delete an existing note:</i></p> <ul style="list-style-type: none"> • Select/Highlight the note to delete. • Right click and select Delete from the drop-down menu. The select note is deleted. • Repeat the above steps to delete other notes from the application/permit. 	<p>NOTE: Only the user who created a note may delete the existing note.</p>
5.	Click the Save icon on the toolbar to save the changes to the notes attached to the application/permit.	CHAMPS saves the changes and updates the application/permit accordingly.

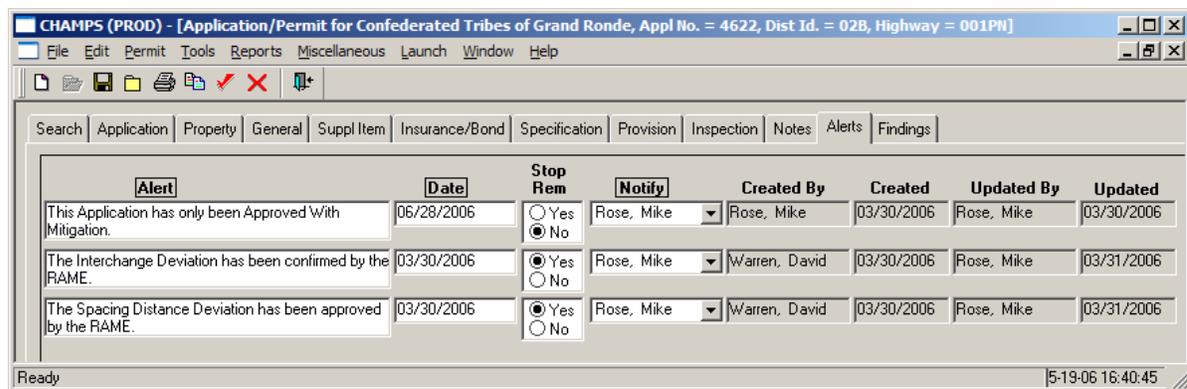
Step	Action	Results/Comments
6.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

The Alerts Tab

The Alerts tab allows you to create reminder messages to yourself and to other users about the selected application/permit. It also displays all previously entered alert messages (in date created order), if any, for the selected application/permit. Refer to Figure 53 below.

These alert messages may be manually generated by you or another CHAMPS user, or automatically generated by CHAMPS. In addition to appearing on the Alerts tab for the selected application/permit, the alert messages appear on the *Alerts* window. Refer to [Section 7. CHAMPS Alert Function](#) for more information about the *Alerts* window.

Figure 53. Application/Permit Window—Alerts Tab



CAUTION! The Alerts tab on the *Application/Permit* window is not the same as the *Alerts* window. The *Alerts* window displays all alert messages for you, while the Alerts tab only displays messages specific to the selected permit/application.

From the Alerts tab, at any time, you may create new alerts for the selected application or permit, or review, modify or delete the alerts for a selected application/permit. You may also prevent an alert from initially displaying by changing the “stop reminder” flag to “yes”

For CHAMPS to save an alert to an application/permit:

- The alert message must contain some text. The system does not save a blank alert message.
- An alert date, equal to or greater than today’s date, must be entered.
- The person to be notified must be entered.
- The “stop reminder” flag must be set to some value.

How to Create/Update Alert Messages

NOTE: When entering an alert, at a minimum, you must enter data into the fields that appear on the Alerts tab with a box around the field names. These fields must be completed in order to save the alert before leaving the Alerts tab.

To create, update, delete or close an alert on the Alerts tab:

Step	Action	Results/Comments
1.	Access the application/permit and select the Alerts tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application/permit.
2.	<p><i>To create/add an alert:</i></p> <ul style="list-style-type: none"> • Right click and select Add from the drop-down menu. A row appears for adding a new alert message. • Alert—Enter your message or reminder. • Date—Enter the date you want the alert to be activated or select the date from the drop-down calendar. • Stop Rem—Select No. • Notify—Select the person from the drop-down menu to whom you want to send the alert message. • Repeat the above steps to add other alert messages to the application/permit. 	<p>The Alert message must contain some data for CHAMPS to save the alert to the application/permit.</p> <p>The Date format is MM/DD/YYYY. The alert date must be greater than or equal to the current date (i.e., no past dates).</p> <p>If you set Stop Rem to Yes, the alert message deactivates and does not appear on the <i>Alerts</i> window when you initially log on. The default is No.</p> <p>The default person for Notify is the current user.</p>

Step	Action	Results/Comments
3.	<p><i>To modify an existing alert:</i></p> <ul style="list-style-type: none"> • Select/Highlight the alert to be modified. • Alert—Revise the text of the alert message or reminder. • Date—Enter a new date you want the alert to be activated or select the date from the drop-down calendar. • Stop Rem—Reset the acknowledgment flag, as appropriate. • Notify—Select a new person from the drop-down menu to whom you want to send the alert message. • Repeat the above steps to modify other alert messages attached to the application/permit. 	<p>The Alert message must contain some data for CHAMPS to save the alert to the application/permit.</p> <p>The Date format is MM/DD/YYYY. The alert date must be greater than or equal to the current date (i.e., no past dates).</p> <p>If you reset Stop Rem to No, the alert message activates and appears on the <i>Alerts</i> window when you initially log on. If you close the alert by resetting Stop Rem to Yes, the alert message deactivates/closes and does not appear on the <i>Alerts</i> window when you initially log on.</p>
4.	<p><i>To delete an existing alert:</i></p> <ul style="list-style-type: none"> • Select/Highlight the alert to be deleted. • Right click, and select Delete from the drop-down menu. The alert is deleted. • Repeat the above steps to delete other alert messages from the application/permit. 	
5.	Click the Save icon on the toolbar to save the changes to the alert messages attached to the application/permit.	CHAMPS saves the changes and updates the application/permit accordingly.
6.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

For information on how to create, update or close an alert on the *Alerts* window, refer to [Section 7. CHAMPS Alert Function.](#)

The Findings Tab

The Findings tab captures information about the decision process and any deviations associated with the requested approach. Refer to Figure 54 below and to [Appendix I. Applicability of Findings and Deviation Subsections.](#)

Figure 54. Application/Permit Window—Findings Tab

CHAMPS (TEST)

File Edit Permit Tools Reports Miscellaneous Launch Window Help

Application/Permit for abc, Appl No. = 4923, Dist Id. = 10, Highway = 092BT

Search Application Property General Suppl Item Insurance/Bond Specification Provision Inspection Notes Alerts Findings

Deviation and Findings Selection fields

Average Daily Trips: 16 Joint Access?: Yes No Access Mgmt Plan?: Yes No

Urban/Rural Flag: Urban Rural Ownership: Private Public MPD?: Yes No

Double Frontage?: Yes No In fill/Re-development: Yes No Hwy Class: Statewide

Alternate Access?: Yes No Alternate Access Reasonable?: No Hwy Sub Class: Other

Alternate Access be made reasonable?: Mainline/Crossing: Mainline Crossing

Ramp?: Yes No Ramp Distance: Sight Distance (left): 700 Sight Distance (right): 700

Posted Speed: 45 Spacing Distance (left): 800 Spacing Distance (right): 800 Block Spacing Distance:

Deviation: Deviation RAME Sight Distance Apprv. RAME Spacing Dev. Apprv. RAME Confirm Intchg Deviation

Application: 4923 Date: 9/1/2006

Calculate Deviation Generate ODOT Findings Attachment Generate Approval Criteria

Ready 9-1-06 16:48:40

How to Enter/Update Findings Information

To enter/update findings information for an application:

Step	Action	Results/Comments
1.	Access the application and select the Findings tab.	Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application.
2.	Average Daily Trips —Enter/Update the average daily trips (ADT) for this approach.	CHAMPS automatically generates an e-mail message to the Regional Planner when the ADT for the approach exceed 599, which is categorized as complex. The ADT is determined from specific land use trip rates documented in a TIS or trip generation study, not from the generalized trip rates used for the fee calculation found on the Application tab.
3.	Joint Access? —Select Yes or No accordingly to reflect whether this approach is for joint use.	Used to track the number of joint use approaches, such as a shared approach on a property line or shared by crossover easements.
4.	Access Mgmt Plan? —Select Yes or No accordingly to reflect whether the approach is located in an area covered by an Access Management Plan.	
5.	Urban/Rural Flag —Select Urban or Rural accordingly to reflect the nature of the population.	Land within an urban growth boundary is considered Urban . Urban standards may be applied in other cases as set forth in OAR 734-051-0040 (66).
6.	Ownership —Select Public or Private accordingly to reflect ownership of the approach.	A public approach is one operated and maintained by a local jurisdiction (e.g., city, county, etc.).
7.	MPO? —Select Yes or No accordingly to reflect whether the approach is located in an area covered by a Metropolitan Planning Organization.	
8.	Double Frontage? —Select Yes or No accordingly to reflect whether the property has a right of access to more than one state highway.	The approach must be located on the lower classification highway except as set forth in OAR 734-051-0080 (1)(b).

Step	Action	Results/Comments
9.	Infill/Re-development —Select Yes or No accordingly.	For definitions, see OAR 734-051-0040 (31) and (52). For questions, consult with the Region Planner. Greyed out when the Rural flag is selected.
10.	Mainline/Crossing —Select Mainline or Crossing accordingly to reflect whether the approach is on the main highway or secondary highway that is grade-separated from the main highway.	Leave unselected if approach is not located within an interchange management area.
11.	Alternate Access? —Select Yes or No accordingly to reflect whether the property has potential access somewhere else other than the primary state highway or has another approach on the state highway	For definition, see OAR 734-051-0040 (6).
12.	Alternate Access Reasonable? —Select Yes or No accordingly to reflect whether the alternate access is reasonable.	For definition, see OAR 734-051-0040 (51). For evaluation criteria, see OAR 734-051-0080 (8).
13.	Alternate Access Be Made Reasonable? —Select accordingly to reflect whether the alternate access can or cannot be made reasonable.	For definition, see OAR 734-051-0040 (51). For evaluation criteria, see OAR 734-051-0080 (8).
14.	Hwy Class —Select from the drop down menu: <ul style="list-style-type: none"> • Statewide • Regional • District 	To obtain highway classification: <ul style="list-style-type: none"> • Select Launch OR Hwy Plan to access the ODOT Oregon Highway Plan home page. • Select 1999 Oregon Highway Plan Appendices and scroll to Appendix D. • Go back to ODOT Oregon Highway Plan home page and select Registry of Highway Plan Amendments.
15.	Hwy Sub Class —Select from the drop down menu: <ul style="list-style-type: none"> • Expressway • Frontage/Service Roads • Other 	

Step	Action	Results/Comments
16.	<p>Hwy Seg Desig—Select from the drop down menu:</p> <ul style="list-style-type: none"> • Other • STA (Special Transportation Area) • UBA (Urban Business Area) • CC (Commercial Center) • Freeway 	<p>To obtain highway segment designation:</p> <ul style="list-style-type: none"> • Select Launch OR Hwy Plan to access the ODOT Oregon Highway Plan home page. • Select Highway Segment Designations.
17.	<p>Ramp—Select Yes or No accordingly to reflect whether the access is on a highway ramp.</p>	<p>If the highway is designated a freeway, a freeway ramp, an expressway ramp or if a new approach is requested to be aligned opposite a freeway or expressway ramp terminal, the application shall not be accepted as set forth in OAR 734-051-0070 (4)(a).</p> <p>NOTE: A new approach aligned opposite a freeway or expressway ramp terminal cannot be accepted. However, this does not apply to existing approaches.</p>
18.	<p>Ramp Distance—If the approach is in the vicinity of an interchange, enter the spacing distance from the nearest interchange ramp terminal.</p>	<p>A ramp distance of less than 1,320 feet on a crossroad, one mile on an urban mainline or two miles on a rural mainline, generates an e-mail message to the Region Access Management Engineer (RAME) to determine the design of the approach. The RAME evaluates the proposal and determines when an approach may be approved as a right in/right out (RIRO) only approach, which may not require a deviation.</p>
19.	<p>Posted Speed—Enter the posted speed for the highway at the approach location.</p>	<p>The posted speed must be between 5 and 75 MPH, in increments of 5 MPH.</p>

Step	Action	Results/Comments
20.	Sight Distance (left) —Enter the left sight distance.	A sight distance advisory message appears when this field is selected. CHAMPS automatically generates an e-mail message to the RAME if the left sight distance entered is less than the recommended sight distance.
21.	Sight Distance (right) —Enter the right sight distance.	A sight distance advisory message appears when this field is selected. CHAMPS automatically generates an e-mail message to the RAME if the right sight distance entered is less than the recommended sight distance.
22.	Spacing Distance (left) —Enter the left spacing distance.	This equals the distance to the nearest approach to the left on the same side of the highway (facing toward the subject state highway from the centerline of the proposed approach location).
23.	Spacing Distance (right) —Enter the right spacing distance.	This equals the distance to the nearest approach to the right on the same side of the highway (facing toward the subject state highway from the centerline of the proposed approach location).
24.	Block Spacing Distance —Enter the current city block spacing if within an STA.	If the STA block spacing is less than 350 feet, the spacing standard is 175 feet.
25.	Deviation —Click Calculate Deviation for CHAMPS to determine whether the approach would be a deviation or not.	CHAMPS automatically generates an e-mail message to the RAME if a deviation exists.
26.	RAME Sight Distance Apprv. —Completed by Regional Access Management Engineer (RAME) upon completion of sight distance evaluation.	NOTE: When checked, CHAMPS automatically generates an alert to the permit owner indicating that the RAME sight distance evaluation has been completed.
27.	RAME Spacing Dev. Apprv. —Completed by RAME upon completion of spacing deviation evaluation.	NOTE: When checked, CHAMPS automatically generates an alert to the permit owner indicating that the RAME deviation evaluation has been completed.

Step	Action	Results/Comments
28.	RAME Confirm Intchg Deviation — Completed by RAME upon completion of evaluation of need for an interchange spacing deviation.	NOTE: When checked, CHAMPS automatically generates an alert to the permit owner indicating that the RAME interchange deviation evaluation has been completed.
29.	Click Generate ODOT Findings Attachment to generate a Findings attachment.	The Findings document explains why ODOT cannot approve the permit or lists what the applicant needs to do in order for ODOT to approve it.
30.	Click Generate Approval Criteria to generate the approval criteria for the approach.	Where the applicant will provide findings, the applicable approval criteria should be provided.
31.	Click the Save icon on the toolbar to save the findings data for the application.	CHAMPS saves the findings data and updates the application accordingly.
32.	Select another tab on the <i>Application/Permit</i> window to enter/update.	

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Section 6. Application and Permit Processing

This section provides information on the following:

- [Background](#)
- [Creating a New Permit Application](#)
- [Updating Existing Applications/Permits](#)
- [Grandfathered Recognition](#)
- [Issuing Conditional Approvals](#)
- [Issuing New Permits](#)
- [Cloning an Existing Application/Permit](#)
- [Amending an Issued Permit](#)
- [Voiding Applications](#)
- [Denying Applications](#)
- [Expiring Applications](#)
- [Canceling Permits](#)
- [Printing Application/Permit Data](#)

Background

CHAMPS captures information needed to analyze *Approach* applications in order to facilitate a consistent and timely decision-making process for issuing *Approach* permits. The permit applicant provides the needed information on and/or with an *Application for State Highway Approach*, and this data is entered into CHAMPS to create an application/permit record. A copy of the application form appears in [Appendix A. Application for State Highway Approach](#).

To create a new permit application record within CHAMPS, you may use one of three methods. You may:

- Create a completely new application/permit record (Refer to [Creating a New Permit Application](#) for more information)
- Clone (or copy) an existing, similar application/permit record (Refer to [Cloning an Existing Application/Permit](#) for more information)
- Amend (or supercede) an existing issued permit record (Refer to [Amending an Issued Permit](#) for more information)

You create and update application/permit records on the *Application/Permit* window of CHAMPS. Refer to Figure 55 below.

Figure 55. Application/Permit Window

The screenshot shows the CHAMPS (TEST) - [Application/Permit for OBEC Consulting Engineers, Appl No. = 4995, Dist Id. = 10, Highway = 072] window. The window is divided into several sections:

- Applicant:** Last Name: Jim, First Name: Bollman, Company: OBEC Consulting Engineers, Address Letter To: Applicant, Street Address: 2235 Mission St SE, Mailing Address: 2235 Mission St SE, City: Salem, State: Oregon, Zip: 97301-1111, Country: USA, Phone: (503) 589-4100, FAX: (503) 986-3233, eMail: mark.a.falby@odot.state.or.us
- Approach Location:** Highway: 072 Salem, Route: ORE22, County: Marion, MP: 7.14, Hwy Side: R, National Forest?: Yes No, Reason For Request: Change of use, Existing Approach?: Yes No, Interest in Adj. Property?: Yes No, Restricted Use:
- Designated Agent:** Last Name: Bish, First Name: Doug, Company: Traffic Impact Analysis, Inc., Mailing Address: 1234 Front St. NE, City: Salem, State: Oregon, Zip: 97303-3333, Country: Ukraine
- Local Government:** (Fields are partially obscured)
- Approach Will Serve:** A table with columns: Land Use, Unit of Measure, Number of Units, ADT Rate, Land Use ADT, Appl Id, Land Use ID. The table contains one row with values: Land Use (dropdown), Unit of Measure, Number of Units (.00), ADT Rate, Land Use ADT, Appl Id (4995), Land Use ID.
- Turning Movements:** All Movements, Right In, Right Out, Left In, Left Out, Spec_id: 3949, Appl Id: 4995

The status bar at the bottom shows "Ready" and the date/time "5-19-06 16:58:57".

For more information about the *Application/Permit* window, refer to [Section 5. The Application/Permit Window](#). This section provides detailed information about the tabs on the *Application/Permit* window and how to enter/update data from the permit application on these tabs.

After creating an application and entering all required information, you use CHAMPS to issue a permit. To issue a permit, the system checks the permit application to verify that all required information and any required approvals have been entered. This includes the calculation of deviations and Regional Access Management Engineer (RAME) approval for any deviations and/or sight distance deficiencies. For more information on how to issue a permit, refer to Issuing New Permits.

ODOT does not approve all permit applications, and even after issuing a permit, ODOT may cancel it. Per SB957, ODOT must document in writing the basis for all decisions to deny a permit and to provide this documentation (of findings) to the denied applicant. For information on:

- Voiding an application, refer to [Voiding Applications](#)
- Denying an application, refer to [Denying Applications](#)
- Expiring an application, refer to [Expiring Applications](#)
- Canceling an issued permit, refer to [Canceling Permits](#)

Within CHAMPS, you may print out the data from any of the tabs on the *Application/Permit* window, a worksheet for an entered permit application, or, if previously issued, you may print a permit for construction, a construction placard or a permit to use. Refer to [Printing Application/Permit Data](#) for more information.

Creating a New Permit Application

Background

When you create a new application/permit, you enter the information from the permit application into the empty fields on the tabs of the *Application/Permit* window. This process requires you to enter all required data for the application/permit. The system generates some default data that you may change as appropriate.

In general, the fields on the Application and Property tabs of the *Application/Permit* window correspond with the fields on the *Application for State Highway Approach*. This allows for easy data entry of the permit application information.

The system does not require you to complete all fields on every tab of the *Application/Permit* window, nor do you have to enter all of the application information at one time. First you must enter and save all required information on the Application tab (See The Application Tab section to find more information regarding saving required information). Upon saving this information, the system prompts you to complete the Property tab. After entering the required data on the Application tab, you may complete information on the other tabs as appropriate and required, and as the information becomes available.

Before issuing an *Approach* permit, however, you must:

- Enter required information on the Application, General, Property and Findings tabs
- Provide required approach construction information on the Specification tab
- Select at least one standard permit provision on the Provision tab
- Calculate deviation, if any, on the Findings tab and receive RAME approval of deviations and/or sight distance deficiencies

The use of the Supplemental Item, Insurance/Bond, and Inspection tabs depends upon the scope, nature and requirements of the permit application. The Notes and Alerts tabs may be used with any permit application to capture other relevant information and generate reminder messages to facilitate the processing of the application permit.

How to Create a New Permit Application

To create a new permit application record:

Step	Action	Results/Comments
1.	Select File New Application from the menu bar, or click the New Application icon on the toolbar.	The <i>Application/Permit</i> window appears with the Application tab on top. NOTE: When you first create the permit application record, CHAMPS assigns an application ID number to the record.

Step	Action	Results/Comments
2.	Enter information from the <i>Application for State Highway Approach</i> onto the Application tab.	Refer to How to Enter/Update Application Information for information on required fields on the Application tab. NOTE: Only the Application tab is enabled when you initially create a permit application record. Upon entering all required data on the Application tab and saving the record, the other tabs become enabled.
3.	Click the Save icon on the toolbar.	CHAMPS saves the permit application data. <i>If required data is missing</i> , a message appears advising you of the missing data. Click OK to clear the message, and repeat step 2. <i>If all required data is complete</i> , a message appears prompting you to enter property information on the Property tab. Click OK to clear the message.
4.	Select the Property tab, and enter information from the <i>Application for State Highway Approach</i> .	Refer to How to Enter/Update Property Information for information on required fields on the Property tab.
5.	Click the Save icon on the toolbar.	CHAMPS saves the property data. <i>If required data is missing</i> , a message appears advising you of the missing data. Click OK to clear the message, and repeat step 4.
6.	Select the other tabs and enter information as available and appropriate.	Refer to Section 5. The Application/Permit Window for more information on all of the tabs on the <i>Application/Permit</i> window.
7.	<i>After entering data on each tab, as available and appropriate</i> , click the Save icon on the toolbar.	CHAMPS saves the entered data. <i>If required data is missing</i> , a message appears advising you of the missing data. Click OK to clear the message, and enter the missing data. NOTE: As you select a tab and enter data on it, you must save the record before moving to another tab. If you do not save the record, the system prompts you to save the data before moving to the selected tab.

Updating Existing Applications/Permits

CHAMPS does not require you to provide all required information at one time in order to create a new application record. However, certain information is required to create and save an application record or to complete certain actions. For example, to notify Right of Way of the need to complete access control research for a proposed approach, specific application data must have been entered. When required information is missing, CHAMPS prompts you for it.

For specific information about updating application/permit data, refer to [Section 5. The Application/Permit Window](#). It includes details on each of the tabs of the *Application/Permit* window and how to update application/permit data.

Grandfathered Recognition

If the applicant provides proof that the approach meets the criteria for grandfathered status, generate letter #50 (Grandfathered Recognition) from the District Manager's signature box. This will change the status to GRA (Grandfathered). This is recognized as a legal approach and the property owner has appeal rights. No fee (\$0) is charged for grandfathered recognition.

Issuing Conditional Approvals

To issue a *Conditional Approval*, you use the Issue Permit window. See Figure 56 below. Issue by selecting the “*Issue Conditional Approval*” button.

For *Conditional Approvals*, all permit requirements, with the exception of the Land Use Approval, must be satisfied. CHAMPS will run an edit check and notify you of any missing information prior to issuance of this approval. If all requirements are not met, you will receive the following error message:



Issuing New Permits

Background

To issue a new permit, you use the *Issue Permit* window. See Figure 56 below. Not all users have the authority to issue a permit or the same level of permit issuing authority.

For *Approach* permits, you may issue a *Permit to Construct a State Highway Approach* or a *Permit to Operate, Maintain and Use a State Highway Approach*. The permit to construct allows the applicant to build the approach to the highway, and upon inspection and approval of the constructed approach, ODOT may issue a permit to use the approach. Refer to [Appendix B. Permit for Construction](#) and [Appendix C. Permit for Use](#) for examples of these two types of permits.

Figure 56. Issue Permit Window

The screenshot shows the 'Issue Permit' window with the following details:

- Choose one then select Check Data:**
 - Issue Conditional Approval
 - Issue Permit to Construct
 - Issue Permit to Use
- Buttons:** Check Data, Print Errors, Issue, Close, Help
- Form Fields:**
 - Application Id: 4995
 - Permit Type: Approach
 - Status: Decision Extensi
 - Permit Specialist: Berlin, Marcus
 - Office: Dist. 11 Klamath
 - County: Marion
 - Highway: 072 Salem
 - Milepoint: 7.14
 - Applicant: Bollman Jim
 - Applicant Co: OBEC Consulting Engineers
- Issue Errors Section:** A table with columns 'Tab Page' and 'Error'.

Prior to issuing a permit, the system completes a check of the permit application record to verify that all required information and any required approvals have been entered. Any missing information required to issue the permit appears as an error list on the lower portion of the *Issue Permit* window.

How to Issue Permits

To issue a permit:

Step	Action	Results/Comments
1.	Complete a search to locate the existing permit application.	The <i>Application/Permit</i> window appears displaying the selected application record. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select P ermit I ssue Permit from the menu bar or click the red checkmark (✓) on the toolbar.	The <i>Issue Permit</i> window appears.
3.	Select the type of permit to issue: <ul style="list-style-type: none"> • Issue Permit to Construct—A Permit Type message appears, asking if the permit is a preliminary permit to construct. Click Yes or No, accordingly, and the message closes. • Issue Permit to Use—An Applicant Signature Box message appears, asking if a signature box is needed on the permit. Click Yes or No, accordingly and the message closes. 	<p>NOTE: A preliminary permit does not require insurance/bond information and does not have a permit number.</p> <p>The applicant or contractor must have insurance in effect at the time the Permit to Construct is issued. If the insurance expires prior to the specified completion date, CHAMPS generates an alert for the Office of Maintenance and the permit specialist. This alert becomes active on the date the insurance expires.</p>
4.	Click C heck D ata.	CHAMPS completes a check of the permit application record to identify any missing required information.
5.	<p><i>If required information is missing and the permit cannot be issued:</i></p> <ul style="list-style-type: none"> • A message appears advising you of this. Click OK to clear the message. • Click Print Errors to print the error list to your designated printer. • Click Close to close the <i>Issue Permit</i> window and return to the <i>Application/Permit</i> window. • Update the permit application record with the required missing information. • Repeat steps 2 through 4 until all required information is complete and the permit can be issued. 	An error list of missing items appears on the lower portion of the <i>Issue Permit</i> window. The error list identifies the tab on which the required information appears, and describes the missing information.

Step	Action	Results/Comments
6.	If all required information is complete and the permit can be issued, a message appears prompting you to click Issue to print the permit. Click OK to clear the message.	
7.	Click Issue to issue/print the permit.	<p>CHAMPS generates a permit number, updates the application/permit status to Approved, generates an alert to follow up on bond release and final inspection, and prints the permit documentation on your designated printer. Refer to Table 23 for a listing of the different items printed based on type of permit issued.</p> <p>A message appears asking if the Applicant Signature Box is needed on the Provisions. Click Yes or No accordingly. The Provisions page prints on your designated printer.</p> <p>The <i>Issue Permit</i> window closes and the <i>Application/Permit</i> window appears.</p> <p>NOTE: Check the status in the bottom left corner of the screen. Then wait for the Application tab to be displayed with the updated information before continuing.</p>

Table 233. Permit Issuance Documents

Type of Permit Issued	Documents Automatically Generated by CHAMPS
Preliminary Construction	<ul style="list-style-type: none"> • Preliminary Permit to Construct a State Highway Approach • Provisions • Standard Drawings
Construction	<ul style="list-style-type: none"> • Permit to Construct a State Highway Approach • Construction Placard • Provisions • Standard Drawings • Transmit Construction Permit Letter (21)
Use	<ul style="list-style-type: none"> • Permit to Operate, Maintain and Use a State Highway Approach • Provisions • Standard Drawings

NOTE: After issuing/printing a permit on the *Issue Permit* window, you may re-print the permit (or a construction placard) from the *Application/Permit* window. Refer to [Printing Application/Permit Data](#) for more information.

Cloning an Existing Application/Permit

Background

When you clone an existing application or permit, the system copies the original application/permit to create a new application. Neither the status of the original application or permit matter, nor whether all required data has been entered on it. The original application/permit remains unchanged from the cloning process, and any changes made to the original application or permit *after* cloning it are *not* copied to the new application.

The cloning process copies most of the *current* data from the Application, General, Specification and Provision tabs of the original application/permit to the new application. The system also generates a new application ID number for the new application and sets its status to pending. The cloning process does *not* copy the data from the other tabs on the original application/permit to the new application.

This ability to clone an application/permit streamlines the permitting process in certain permit situations. For example, ODOT may reconstruct a state road and rebuild every driveway impacted by the construction. In this case, much of the permit data remains the same.

The following fields are required in CHAMPS in order to save your application:

Last Name	saved upon cloning
Hwy	saved upon cloning
County	saved upon cloning
Reason for Request	not saved upon cloning

NOTE: To clone a record, you must have the same level of security required for the selected application/permit record to be cloned. For example, a user in District 02A *cannot* clone an application/permit record from District 5 unless the user’s security level allows the user to update CHAMPS records across districts.

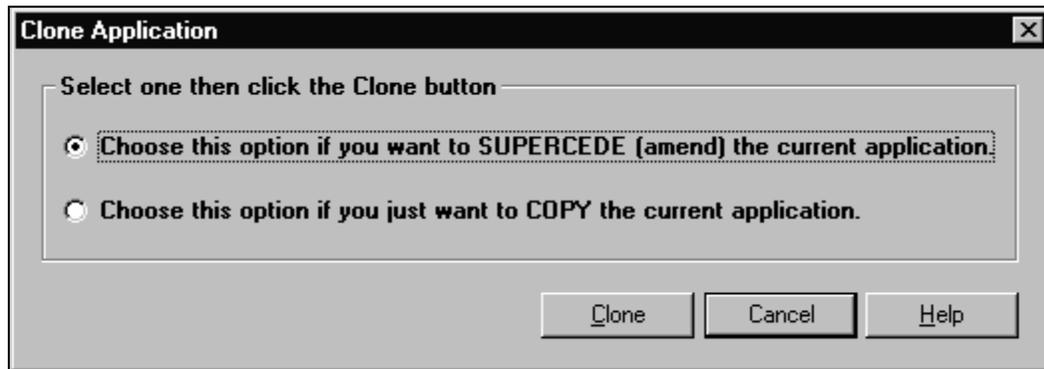
How to Clone an Existing Application/Permit

To clone an existing application or permit:

Step	Action	Results/Comments
1.	Complete a search to locate the existing application or permit you want to clone.	The <i>Application/Permit</i> window appears displaying the selected application/permit. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific application/permit.
2.	Select <u>E</u>dit Clone Application from the menu bar or click the C lone icon on the toolbar.	<p>The <i>Clone Application</i> window appears. Refer to Figure 57 below.</p> <p>NOTE: If you are cloning an application (i.e., not a permit), the <i>Clone Application</i> window opens and immediately closes. A message appears advising you that a new application has been created. Go to step 4.</p> <p>NOTE: If the existing application/permit has unsaved or missing required data, the <i>Clone Application</i> window does <i>not</i> appear. Instead a message appears prompting you to save or complete the data. Click OK to clear the message. Save/Complete the data and then repeat step 2.</p>
3.	Select the option to either supercede (amend) the current permit or to copy the current permit, and then click <u>C</u>lone .	<p>A message appears advising you that a new application has been created.</p> <p>NOTE: When you <i>copy</i> an existing application, CHAMPS copies data from the Application, General, Specification and Provision tabs to the new application record. When you <i>supercede</i> an existing application/permit, CHAMPS copies all data to the new application record except that on the Inspection, Notes and Alerts tabs.</p>

Step	Action	Results/Comments
4.	Click OK to clear the message.	<p>The <i>Application/Permit</i> window appears with the Application tab on top.</p> <p>NOTE: When you clone an application or permit, CHAMPS creates a new application with a new application ID number, and copies the data from the Application, General, Specification and Provision tabs of the original application/permit to the new pending application.</p>
5.	Enter or update information on the Application tab, as applicable and appropriate.	<p>Refer to How to Enter/Update Application Information for information on required fields on the Application tab.</p> <p>NOTE: Change all pertinent data to accurately reflect the new application.</p>
6.	Click the Save icon on the toolbar.	<p>CHAMPS saves the permit application data. <i>If required data is missing</i>, a message appears advising you of the missing data. Click OK to clear the message and repeat step 5.</p>
7.	Select the other tabs and enter/update information, as available and appropriate.	<p>Refer to Section 5. The Application/Permit Window for more information on all of the tabs on the <i>Application/Permit</i> window.</p> <p>NOTE: Be sure to change all pertinent data to accurately reflect the new application.</p>
8.	<i>After entering/updating data on each tab, as available and appropriate</i> , click the Save icon on the toolbar.	<p>CHAMPS saves the entered/updated data. <i>If required data is missing</i>, a message appears advising you of the missing data. Click OK to clear the message and enter the missing data.</p> <p>NOTE: As you select a tab and enter/update data on it, you must save the record before moving to another tab. If you do not save the record, the system prompts you to save the data before moving to the selected tab.</p>

Figure 57. Clone Application Window



Amending an Issued Permit

Background

Once a permit is issued, you cannot change any of the permit data, except for the data captured on the Notes and Alerts tabs on the *Application/Permit* window. If you need to make a change to an issued permit, you must amend the original permit. When you amend an issued permit, you supercede (or replace) the existing permit with a new application. The system automatically copies the entire record of the original permit (except Inspection, Notes and Alert messages) and creates a new application with a pending status.

NOTE: You may only amend an *issued* permit. You may, however, clone (or copy) any application or permit. Refer to [Cloning an Existing Application/Permit](#) for more information.

This ability to amend a permit after it is issued may be used when:

- The insurance policy has expired
- The applicant is unable to comply with construction requirements
- The permit to construct is issued to a developer but the corresponding permit to use is issued to a public agency (e.g., city or county)

NOTE: To amend an issued permit, you must have the same level of security required for the selected permit record to be amended. For example, a user in District 02A *cannot* amend a permit record from District 5 unless the user's security level allows the user to update CHAMPS records across districts.

NOTE: After issuing the new (amended) permit, you should cancel the original permit. Refer to [Canceling Permits](#) for more information.

How to Amend an Issued Permit

To amend an issued permit:

Step	Action	Results/Comments
1.	Complete a search to locate the existing permit you want to amend.	The <i>Application/Permit</i> window appears displaying the selected permit. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific permit.
2.	Select Edit Clone Application from the menu bar or click the Clone icon on the toolbar.	The <i>Clone Application</i> window appears. Refer to Figure 57 above.
3.	Select the option to supercede (amend) the current permit and click Clone .	A message appears advising you that a new application has been created.

Step	Action	Results/Comments
4.	Click OK to clear the message.	<p>The <i>Application/Permit</i> window appears with the Application tab on top.</p> <p>NOTE: When you amend a permit, CHAMPS creates a new application with a new application ID number and copies all of the data from the original permit (except Inspection, Notes and Alerts) to the new pending application.</p>
5.	Enter or update the amended permit information on the Application tab.	<p>Refer to How to Enter/Update Application Information for information on required fields on the Application tab.</p> <p>NOTE: Be sure to change all pertinent data to accurately reflect the new application.</p>
6.	Click the Save icon on the toolbar.	<p>CHAMPS saves the application data. <i>If required data is missing</i>, a message appears advising you of the missing data. Click OK to clear the message, and repeat steps 5 and 6.</p>
7.	Select the other tabs and enter/update information, as available and appropriate.	<p>Refer to Section 5. The Application/Permit Window for more information on all of the tabs on the <i>Application/Permit</i> window.</p> <p>NOTE: Be sure to change all pertinent data to accurately reflect the new application.</p>
8.	<i>After entering/updating data on each tab, as available and appropriate</i> , click the Save icon on the toolbar.	<p>CHAMPS saves the entered/updated data. <i>If required data is missing</i>, a message appears advising you of the missing data. Click OK to clear the message, and enter the missing data.</p> <p>NOTE: As you select a tab and enter/update data on it, you must save the record before moving to another tab. If you do not save the record, the system prompts you to save the data before moving to the selected tab.</p>

Voiding Applications

Background

ODOT may void an approved application before issuing a Permit to Construct a State Highway Approach because it is incomplete, was withdrawn by the applicant, was mistakenly entered within CHAMPS or other reasons.

NOTE: You cannot void an application with a **Grandfathered** status or an issued permit. In these cases, you would cancel the application or issued permit. Refer to [Canceling Permits](#) for more information on this process.

Once an application record has been voided, you *cannot* update it *except* for the information on the Notes and Alerts tabs. You may view the information on the other tabs, but *cannot* update it.

In addition, you may clone a voided application. Refer to [Cloning an Existing Application/Permit](#) for more information.

How to Void an Application

To void an application:

Step	Action	Results/Comments
1.	Complete a search to locate the existing application.	The <i>Application/Permit</i> window appears with the Application tab on top. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Status —Select Void from the drop-down menu, as appropriate.	Refer to Table 15. Application/Permit Status Definitions for a listing of these status options and when to use them.
3.	Status Reason —Select the reason for the voided status from the drop-down menu.	The list of reasons on the drop-down menu varies based upon the selected Status .
4.	Click the Save icon on the toolbar to save the change to the status of the application.	CHAMPS updates and saves the application. If required data is missing, the system prompts you to complete the required fields before saving the record.
5.	Select the Notes or Alerts tab on the <i>Application/Permit</i> window to enter/update or use the menu or toolbar to perform the next function you want to perform.	

Denying Applications

Background

ODOT may deny an application for an approach because of the geometry of the approach, the existence of an alternative access, a deviation, crash history or other reasons. Per SB957, ODOT must document in writing the basis for all decisions to deny a permit and to provide this documentation (of findings) to the denied applicant.

NOTE: You cannot deny an application with a **Grandfathered** status or an issued permit. In these cases, you would cancel the application or issued permit. Refer to [Canceling Permits](#) for more information on this process.

Once an application has been denied, you *cannot* update the CHAMPS record *except* for the information on the Notes and Alerts tabs. You may view the information on the other tabs, but *cannot* update it.

In addition, you may clone a denied application. Refer to [Cloning an Existing Application/Permit](#) for more information.

NOTE: If the applicant appeals a denied application, contact the System Administrator in order to update the application status to reflect the appeal.

How to Deny an Application

You may use either the letter generation or manual process to set an application to Denied status.

To deny an application using the letter generation process:

Step	Action	Results/Comments
1.	Complete a search to locate the existing application.	The <i>Application/Permit</i> window appears with the Application tab on top. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select Miscellaneous Start MS Word For District Manager Signature (or For Technical Services Manager Signature , as applicable) from the menu bar.	A list of available letters appears.
3.	Select (12) Denial with Right to Administrative Hearing (or (30) Notice of Denial of Grant of Access , as applicable) from the list of available letters.	The <i>Create a Document or Preview a Template</i> window appears. NOTE: If data required to generate the letter is missing from the application/permit record or the desired letter is out of sequence, a dialog box appears advising you of this. Click OK to return to the <i>Application/Permit</i> window.
4.	Click Create to generate a denial letter with all of the applicant information completed.	The system opens a new document using Microsoft Word.
5.	Modify, print and/or save the letter, as desired.	TIP! If you are unfamiliar with how Microsoft Word works, select Help on the Microsoft Word menu bar in order to access its online help system.
6.	Return to <i>Application/Permit</i> window.	The status will be updated to Denied .
7.	Status Reason —Select the reason for the denied status from the drop-down menu.	The list of reasons on the drop-down menu varies based upon the selected Status .
8.	Click the Save icon on the toolbar to save the change to the status of the application.	CHAMPS updates and saves the application.
9.	Select the Notes or Alerts tab on the <i>Application/Permit</i> window to enter/update or use the menu or toolbar to perform the next function you want to perform.	

To manually deny an application (outside the letter generation process):

Step	Action	Results/Comments
1.	Complete a search to locate the existing application.	The <i>Application/Permit</i> window appears with the Application tab on top. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select the General tab.	
3.	Status —Select Denied from the drop-down menu, as appropriate.	Refer to Table 15. Application/Permit Status Definitions for a listing of these status options and when to use them.
4.	Status Reason —Select the reason for the denied status from the drop-down menu.	The list of reasons on the drop-down menu varies based upon the selected Status .
5.	Click the Save icon on the toolbar to save the change to the status of the application.	CHAMPS updates and saves the application. If required data is missing, the system prompts you to complete the required fields before saving the record.
6.	Select the Notes or Alerts tab on the <i>Application/Permit</i> window to enter/update or use the menu or toolbar to perform the next function you want to perform.	

Expiring Applications

Background

ODOT may expire an application for an approach:

- If the applicant fails to provide supplemental documents within the specified timelines.
- When the applicant fails to provide proof of insurance.
- When the applicant does not accept the conditions for approval.
- After 120 days of inactivity by the applicant.

Once an application has been expired, you *cannot* update the CHAMPS record *except* for the information on the Notes and Alerts tabs. You may view the information on the other tabs, but *cannot* update it.

In addition, you may clone an expired application. Refer to [Cloning an Existing Application/Permit](#) for more information.

NOTE: If the applicant appeals an expired application, contact the System Administrator in order to update the application status to reflect the appeal.

How to Expire an Application

To expire an application:

Step	Action	Results/Comments
1.	Complete a search to locate the existing application.	The <i>Application/Permit</i> window appears with the Application tab on top. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select Miscellaneous Start MS Word For Permit Specialist Signature from the menu bar.	A list of available letters appears.
3.	Select (10) Notice of Expiration, Incomplete Supplemental Docs, (65) Expiration of Approval or (76) Expiration (Generic) , as applicable, from the list of available letters.	The <i>Create a Document or Preview a Template</i> window appears. NOTE: If data required to generate the letter is missing from the application/permit record or the desired letter is out of sequence, a dialog box appears advising you of this. Click OK to return to the <i>Application/Permit</i> window.
4.	Click Create to generate an expiration letter with all of the applicant information completed.	The system opens a new document using Microsoft Word.

Step	Action	Results/Comments
5.	Modify, print and/or save the letter, as desired.	TIP! If you are unfamiliar with how Microsoft Word works, select Help on the Microsoft Word menu bar in order to access its online help system.
6.	Return to the <i>Application/Permit</i> window.	The status will be updated to Expired .
7.	Click the Save icon on the toolbar to save the change to the status of the application.	CHAMPS updates and saves the application.
8.	Select the Notes or Alerts tab on the <i>Application/Permit</i> window to enter/update or use the menu or toolbar to perform the next function you want to perform.	

NOTE: You may manually change the application status to **Expired**, however, this is not captured in the Status History and is not recommended.

Canceling Permits

Background

ODOT may cancel an approved Permit to Construct a State Highway Approach for a variety of reasons including deficient construction, closure of the approach, amendment of an existing permit and other reasons. You cancel a permit on the Cancel Permits window. Refer to Figure 58 below.

Figure 58. Cancel Permit Window

The screenshot shows a software window titled "Cancel Permit". At the top, there is a question "Has the permit been superseded?" with two radio buttons: "Yes" and "No". The "No" button is selected. To the right of this question is a text input field labeled "Superseding Permit Number:". Below this is a dropdown menu labeled "Reason for canceling this permit:". A section titled "Superseding Permit Info" is enclosed in a box and contains four fields: "Applicant Name:", "Highway:", "Status:", and "Status Date:". The "Status Date:" field has a date picker showing "00/00/0000". At the bottom of the window are three buttons: "Cancel Permit", "Close", and "Help".

NOTE: You can cancel an application only if it has a **Approved** status. Otherwise, you would deny, void or expire an application. Refer to [Voiding Applications](#), [Denying Applications](#) and [Expiring Applications](#) for more information on these processes.

Once you cancel an approved permit or an application with an **Approved** status, you *cannot* update the CHAMPS record *except* for the information on the Notes and Alerts tabs. You may view the information on the other tabs, but *cannot* update it.

How to Cancel a Permit

To cancel an approved/issued permit:

Step	Action	Results/Comments
1.	Complete a search to locate the existing permit or application record.	The <i>Application/Permit</i> window appears with the Application tab on top. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select Permit Cancel Permit from the menu bar or click the Cancel Permit icon (X) on the toolbar.	The <i>Cancel Permit</i> window appears. Refer to Figure 58 above. NOTE: Preliminary Permits that have been issued can be canceled once they have a status of Preliminary Issued. Previously only permits with a status of Approved to Construct or Approved to Use could be canceled.
3.	Has the Permit Been Superseded? — If you are canceling this permit because it has been replaced by another permit, select Yes . Otherwise, select No .	If you select Yes , you must enter the permit number of the superseding (or replacement) permit. Refer to step 4.
4.	Superseding Permit Number —Enter the number of the permit superseding (or replacing) the permit you are canceling.	Enter the permit number <i>not</i> the application ID number. NOTE: This field only applies if you are superseding the cancelled permit with another permit.
5.	Reason for canceling this permit — Select the reason for the canceled status from the drop-down menu. Choices include: <ul style="list-style-type: none"> • Closure • Combined through Indenture • Deficient Construction • Expired • Jurisdictional Transfer • Superseded • Other (Explained in Notes) 	If the permit has been superseded, the system automatically defaults the cancellation reason to Superseded . NOTE: A Grandfathered permit may be canceled because it is considered a legally constructed approach.
6.	Click Close to close the <i>Cancel Permit</i> window <i>without</i> canceling the permit.	The <i>Cancel Permit</i> window closes and returns to the <i>Application/Permit</i> window.

Step	Action	Results/Comments
7.	Click Cancel Permit to cancel the permit.	CHAMPS cancels the permit, closes the <i>Cancel Permit</i> window and returns to the <i>Application/Permit</i> window. If required data is missing, the system prompts you to complete the required fields before canceling the permit.
8.	Select the Notes or Alerts tab on the <i>Application/Permit</i> window to enter/update or use the menu or toolbar to perform the next function you want to perform.	

NOTE: You cannot cancel an **UPERMIT** from **CHAMPS**; this must be done using the old method of notification to Access & Utility Permit Specialist in TSB/Operations.

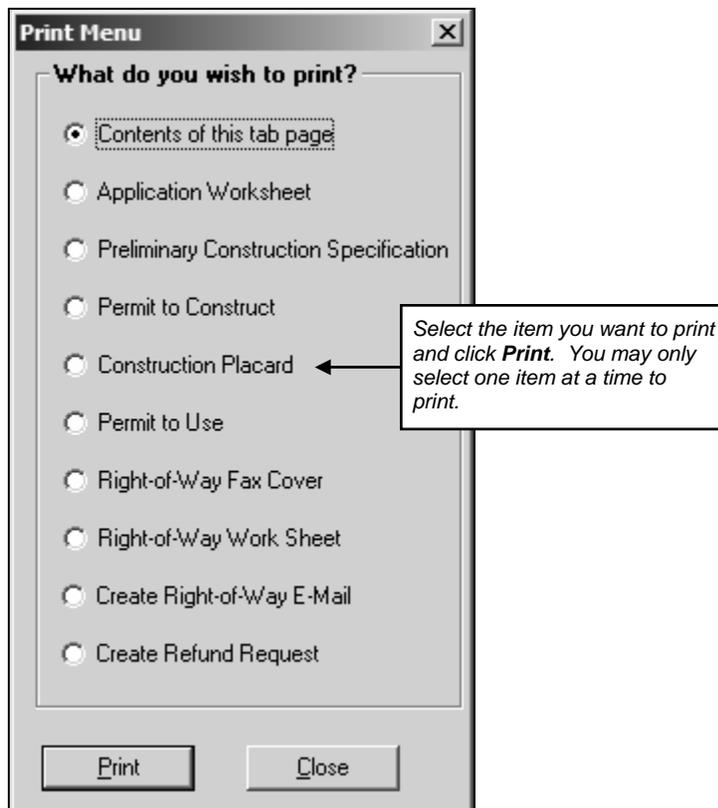
Printing Application/Permit Data

Background

With any application/permit, your print options depend upon the currently selected tab on the *Application/Permit* window and the status of the selected application/permit.

When you are on the *Application* or *General* tab, the print process provides you with the options to print the contents of the tab, a worksheet for the selected application, a preview of the permit to construct or, if a permit has been previously issued, the option to print the permit or a construction placard. In addition to these options you may also print a Right of Way fax cover or worksheet, create a Right of Way e-mail or refund request. Refer to Figure 59 below.

Figure 59. Print Menu Window



NOTE: The *Print Menu* window only appears if you initiate the print process on the *Application* or *General* tab of the *Application/Permit* window.

NOTE: When you issue a permit for construction, CHAMPS automatically prints the construction permit, the provisions, standard drawings, construction placard and transmittal letter. When you issue a permit to use, CHAMPS automatically prints the permit, provisions and standard drawings. Refer to *Issuing Conditional Approvals*

To issue a *Conditional Approval*, you use the Issue Permit window. See Figure 56 below. Issue by selecting the “*Issue Conditional Approval*” button.

For *Conditional Approvals*, all permit requirements, with the exception of the Land Use Approval, must be satisfied. CHAMPS will run an edit check and notify you of any missing information prior to issuance of this approval. If all requirements are not met, you will receive the following error message:



Issuing New Permits for more information on the permit issuance process.

When you are on the *Provision* tab, the print process automatically prints the permit provisions. This is the same document that prints when you issue a permit. When you are on any of the other tabs, the print process automatically prints the contents of the tab.

NOTE: To print a blank *Application for State Highway Approach* for a permit applicant to complete, select **Miscellaneous | Print Forms**. The *Print Forms* window appears. Select **Application Form** and click **Print**. The system prints the blank form to your designated printer.

How to Print Application/Permit Data

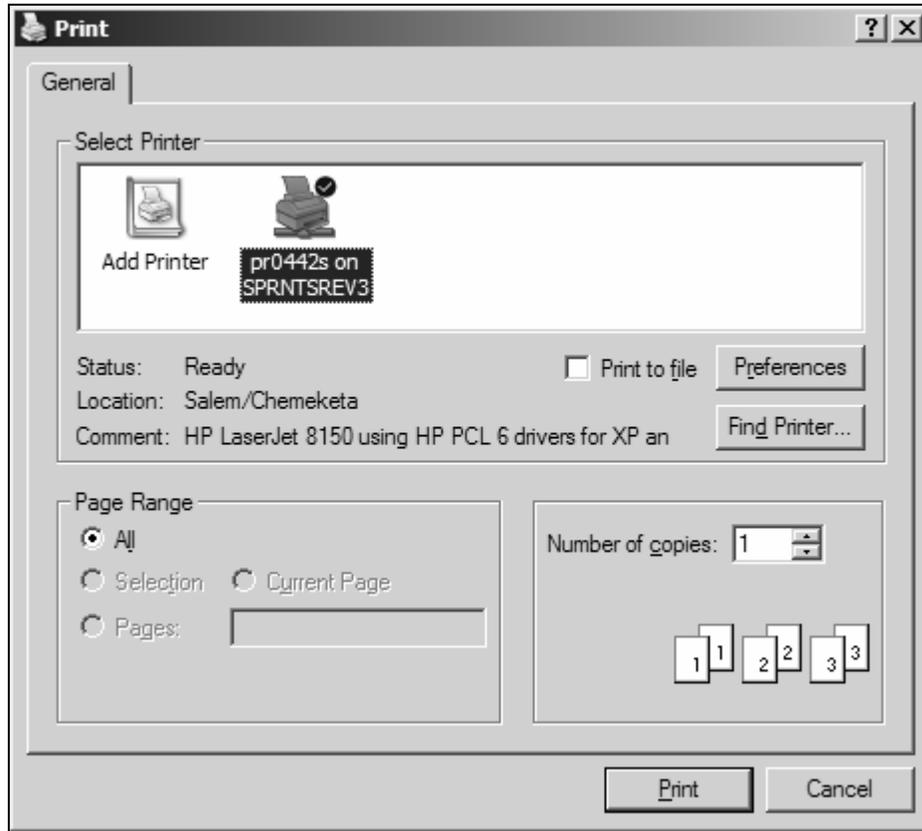
To print permit/application data or permits:

Step	Action	Results/Comments
1.	<p>On the <i>Application/Permit</i> window for the selected application/permit, select the appropriate tab based upon what you want to print:</p> <ul style="list-style-type: none"> • Select the <i>Application</i> or <i>General</i> tab to print the contents of it, an application worksheet, a preliminary construction specification, the <i>Permit to Construct</i>, a <i>Construction Placard</i>, a <i>Permit to Use</i>, a <i>Right of Way</i> fax cover or worksheet, or to create a refund request or <i>Right of Way</i> e-mail. • Select the <i>Provision</i> tab to print the permit provisions. • Select any other tab to print the contents of the selected tab. 	<p>NOTE: The preliminary construction specification includes all standard and custom provisions that have been specified for this permit. Printing this does not lock the application/permit data.</p> <p>NOTE: All of the property owners listed on the application will be printed on the following documents:</p> <ul style="list-style-type: none"> • Preliminary construction specification • <i>Permit to Construct</i> • <i>Permit to Use</i> • <i>Right of Way</i> fax cover • <i>Right of Way</i> worksheet

Step	Action	Results/Comments
2.	<p>After selecting the appropriate tab, use one of the following methods to activate the print process:</p> <ul style="list-style-type: none"> • Select File Print from the menu bar, or • Press CTRL+P, or • Click the Print icon on the toolbar 	<p><i>If you are on the Application or General tab, the Print Menu window appears. Go to step 3.</i></p> <p><i>If you are on any other tab, the Print window appears. Go to step 6.</i></p>
3.	<p>On the <i>Print Menu</i> window, select the item you want to print:</p> <ul style="list-style-type: none"> • Contents of this tab page—Application/permit information as it is appears on the General tab • Application Worksheet—Worksheet of the permit application, with data from the General, Property, Insurance/Bond and Findings tabs • Preliminary Construction Specification—Permit in any form prior to issuing it • Permit to Construct—<i>Permit to Construct a State Highway Approach</i> • Construction Placard—Permit construction placard • Permit to Use—<i>Permit to Operate, Maintain and Use a State Highway Approach</i> • Right of Way Fax Cover—Fax cover letter that contains all of the information Right of Way needs to begin its research • Right of Way Worksheet—Worksheet that contains the same data as the fax cover letter without the fax information • Create Right of Way E-Mail—This automatically creates and sends an e-mail message to Right of Way using Microsoft Outlook • Create Refund Request—This automatically creates an e-mail message, using Microsoft Outlook, requesting a refund of a portion of the application fee 	<p>Refer to Figure 59 for an illustration of the <i>Print Menu</i> window. You may only select to print one item at a time and not all items may be enabled depending upon the status of the application/permit.</p> <p>NOTE: Refer to Appendices for illustrations of the listed items.</p> <p>NOTE: If you select Permit to Use, the applicants' copy and a copy for each owner other than the applicant is printed. In addition, you have the option of printing it with or without an applicant signature block.</p> <p>NOTE: Refer to Creating Right of Way Alerts for more information on notifying Right of Way Engineering for access control research.</p>

Step	Action	Results/Comments
4.	Click P rint to print the selected item (or to create an e-mail).	<p>If you selected to print Contents of this tab page, the <i>Print</i> window appears. Refer to Figure 60. Go to step 6.</p> <p>Otherwise, CHAMPS sends the selected item to print on the designated printer (or creates and sends an e-mail). Go to step 5.</p> <p>NOTE: To <i>not</i> print any item on the <i>Print Menu</i> window, click Close to close the window and return to the <i>Application/Permit</i> window.</p>
5.	Click C lose to close the <i>Print Menu</i> window.	The <i>Print Menu</i> window closes and returns to the <i>Application/Permit</i> window.
6.	<p>On the <i>Print</i> window, select the printer, print range, and number of copies to print, and click OK to print the selected item.</p> <p>NOTE: The <i>Print</i> window may appear different than in Figure 60 dependent upon your operating system.</p>	<p>CHAMPS sends the data to the designated printer. The <i>Print</i> window closes and returns to the <i>Application/Permit</i> window.</p> <p>NOTE: To <i>not</i> print any item on the <i>Print</i> window, click Cancel to close the window and return to the <i>Application/Permit</i> window.</p>

Figure 60. Print Window



NOTE: The *Print* window appears if you initiate the print process on any of the tabs *other than* the Application or General tab of the *Application/Permit* window.

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Section 7. CHAMPS Alert Function

This section provides information on the following:

- [Background](#)
- [Creating Alerts on the Alerts Window](#)
- [Updating Alerts on the Alerts Window](#)
- [Closing Alerts from the Alerts Window](#)
- [Creating Right of Way Alerts](#)

Background

When you first log on to CHAMPS, if you have any *active* alert messages, the *Alerts* window appears listing these messages for you. Refer to Figure 61 below. These messages may be:

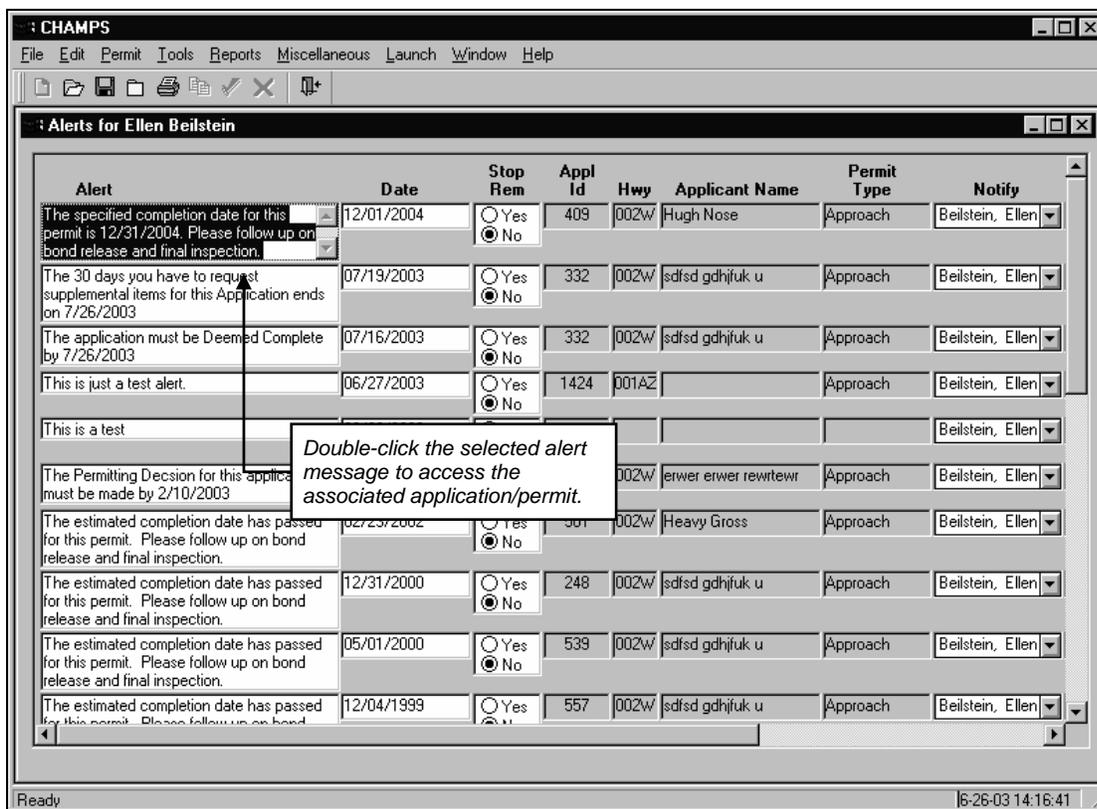
- Messages you created in regard to a specific application/permit
- Reminders you entered on the *Alerts* window unrelated to any specific application/permit
- Alert messages created by another user and sent to you in regard to a specific application/permit
- System-generated alert messages related to a specific application/permit

NOTE: If you log in to CHAMPS and have no active alerts, the *Alerts* window does not appear. Instead, the Search tab on the *Application/Permit* window appears. Refer to [Section 4. CHAMPS Search Function](#) for more information about the Search tab.

For an alert message to be *active* (and appear on the *Alerts* window when you initially log in to CHAMPS), the **Date** of the alert must be on or before the current date *and* the **Stop Reminder** flag must be set to **No**.

NOTE: Alert messages with the **Stop Reminder** flag set to **Yes** (no matter what the **Date** of the alert) do not appear on the *Alerts* window when you initially log on to CHAMPS.

Figure 61. Alerts Window



Viewing Alerts

The *Alerts* window is not the same as the Alerts tab on the *Application/Permit* window. The *Alerts* window displays *all* alert messages for you, while the Alerts tab only displays messages specific to the selected application/permit.

Although the *Alerts* window automatically appears and displays all active alerts when you log in to CHAMPS, you may want to view all alerts, both active and inactive, or you may only want to view those alerts associated with a specific application/permit.

*To view all of your alerts, both active and inactive, select **Miscellaneous | All Alerts** on the menu bar. The *Alerts* window appears, listing all of your active alerts in date created order, followed by all of your inactive alerts in date created order.*

*To view only active alerts, select **Miscellaneous | Active Alerts** on the menu bar. The *Alerts* window appears, listing only your active alerts in date created order.*

To view the alerts associated with a specific application/permit, access the desired application/permit record and select the Alerts tab. Refer to [Section 4. CHAMPS Search Function](#) for information on how to locate a specific record. Refer to [Section 5. The Application/Permit Window](#) for more information on the Alerts tab.

System-Generated Alerts

CHAMPS automatically creates alerts at specific points within the application/permit process (e.g., when you enter a specific completion date for a permit). These system-generated alerts appear on the *Alerts* window and also on the Alerts tab of the corresponding application/permit record. Refer to Table 24 for a listing of the system-generated alert messages.

User-Generated Alerts

You may manually create an alert for any reason, related or unrelated to a specific application/permit. For example, you may want a reminder to contact a customer who is currently on vacation. In addition, another user may create an alert related to a specific application/permit and send this alert to you. All of these types of user-generated alerts may appear on the *Alerts* window.

Table 244. System-generated Alert Messages

Alert Type Code	Title	Text
ACC	Application Accepted	The 30 days you have to request supplemental items for this Application ends on MM/DD/YYYY.
ADT	Excessive ADT	This application for an approach to a state road falls into the complex category because the average daily trips exceeds 599.
CAP	Conditional Approval	This Application has only been Conditionally Approved MM/DD/YYYY.
CPA	Contract Plans Accepted	The 60 days you have to issue a preliminary Permit to Construct ends on MM/DD/YYYY.
DEC	Decision	The Permitting Decision for this application must be made by MM/DD/YYYY.
EST	Engineering Station	The Engineering Station, on the Specification Tab, has been changed after the Right-of-Way research was performed.
EXP	Permit Expiration	The specified completion date for this permit is MM/DD/YYYY. Please follow up on bond release and final inspection.
EXT	Temporary Permit Expire	The specified completion date for this temporary permit is MM/DD/YYYY. Please follow-up to cancel permit and close approach.
HMP	Highway Mile Point	The Highway Milepoint, on the Specification Tab, has been changed after the Right-of-Way research was performed.
I01	Insurance/Bond Changes	Insurance and/or bond data were modified. Please review.
I02	Insurance Expiration	The Insurance Policy comes up for renewal on MM/DD/YYYY which is before the specified completion date. Please verify that insurance coverage has been continued.
PRC	Property Review Complete	This property has been reviewed for access control, the findings are in the Notes tab.
RWR	R/W Research	Please review this property for access control and update your findings in the Notes tab.
SDE	Highway Side	The Highway Side, on the Specification Tab, has been changed after the Right-of-Way research was performed.
SIR	Supplemental Information Requested	The 90 days you have to obtain Supplemental Information for this Application ends on MM/DD/YYYY.
TCP	Technically Complete	The application must be Deemed Complete by MM/DD/YYYY.
TLM	Tax Lot Map Number	The tax-lot-map-number, on the Property Tab, has been changed after the Right-of-Way research was performed.
TLN	Tax Lot Number	The tax-lot-number, on the Property Tab, has been changed after the Right-of-Way research was performed.

Creating Alerts on the Alerts Window

On the *Alerts* window, you may create an alert *unrelated* to a specific application/permit.

NOTE: To create an alert related to a specific application/permit, you must use the Alerts tab for the specific application/permit. For information on how to create an alert on the Alerts tab of an application/permit, refer to [Section 5. The Application/Permit Window](#).

To create an alert on the *Alerts* window:

Step	Action	Results/Comments
1.	Access the <i>Alerts</i> window.	The <i>Alerts</i> window automatically appears when you logon to CHAMPS if you have any active alerts. To access it from another window or tab within CHAMPS, select M iscellaneous A ll A lerts and the <i>Alerts</i> window appears.
2.	Alert —Enter the text of your message or reminder.	NOTE: A blank row usually appears on the <i>Alerts</i> window for you to enter the first alert. If one does <i>not</i> appear or you need to add a blank row for an additional alert, go to step 6.
3.	Date —Enter the date you want the alert to be activated or select a date from the drop-down calendar.	Format is MM/DD/YYYY. The date must be greater than or equal to the current date (i.e., no past dates).
4.	Stop Rem —Select No .	If you select Yes , the alert message deactivates and does not appear on the <i>Alerts</i> window when you initially log on.
5.	Notify —Select the person to whom you want to send the alert message from the drop-down menu.	The default person to notify is the current user. NOTE: The drop-down menu only includes the names of users listed in the Database Management System (DBMS) security groups.
6.	<i>To add a blank row for a new alert:</i> <ul style="list-style-type: none"> • Right click on the <i>Alerts</i> window. A drop-down menu appears. • Select Add or Insert from the drop-down menu. A new row appears. • Repeat steps 2 through 5 to create additional alerts, as needed. 	
7.	Click the Save icon on the toolbar to save the alert(s).	
8.	Click the Close [X] button in the upper right-hand corner of the window to close the <i>Alerts</i> window.	

Updating Alerts on the Alerts Window

On the *Alerts* window, you may modify or delete an alert related or unrelated to a specific application/permit.

NOTE: For information on how to update an alert on the Alerts tab of an application or permit, refer to [Section 5. The Application/Permit Window](#).

To update or delete an alert on the *Alerts* window:

Step	Action	Results/Comments
1.	Access the <i>Alerts</i> window.	The <i>Alerts</i> window automatically appears when you logon to CHAMPS if you have any active alerts. To access it from another window or tab within CHAMPS, select Miscellaneous All Alerts and the <i>Alerts</i> window appears.
2.	Select the alert message you want to update/delete.	
3.	<p><i>To modify the selected alert:</i></p> <ul style="list-style-type: none"> • Alert—Enter or update the text of the message. • Date—Update the date you want the alert to be activated or select a date from the drop-down calendar. Format is MM/DD/YYYY. The date must be greater than or equal to the current date (i.e., no past dates). • Stop Rem—Select No to have the alert remain active and appear on the <i>Alerts</i> window when you initially log on. Select Yes to deactivate the alert message so that it does not appear on the <i>Alerts</i> window when you initially log on. • Notify—Change the person to whom you want to send the alert message. • Repeat the above steps to update other selected alert messages, as needed. 	
4.	<p><i>To delete the selected alert:</i></p> <ul style="list-style-type: none"> • Right click and select Delete from the drop-down menu. • Repeat the above steps to delete other selected alert messages, as needed. 	

Step	Action	Results/Comments
5.	Click the Save icon on the toolbar to save the change(s) to the alert.	
6.	Click the Close [X] button in the upper right-hand corner to close the <i>Alerts</i> window.	

Closing Alerts from the Alerts Window

Alerts continue to appear on the *Alerts* window when you initially log on to CHAMPS until you set the **Stop Reminder** flag to **Yes**. To deactivate or close an alert and prevent it from continuing to appear on the *Alerts* window when you log on, you need to manually re-set the **Stop Reminder** flag.

To deactivate or close an alert:

Step	Action	Results/Comments
1.	Access the <i>Alerts</i> window.	The <i>Alerts</i> window automatically appears when you logon to CHAMPS if you have any active alerts. To access it from another window or tab within CHAMPS, select Miscellaneous All Alerts and the <i>Alerts</i> window appears.
2.	Select the alert message you want to close or deactivate.	
3.	Stop Rem —Select Yes .	If you select No , the alert message remains active and continues to appear on the <i>Alerts</i> window when you initially log on.
4.	Repeat steps 2 through 3 to deactivate each alert, as needed.	
5.	Click the Save icon on the toolbar to save the change(s) to the alert(s).	
6.	Click the Close [X] button in the upper right-hand corner of the window to close the <i>Alerts</i> window.	

For information on how to close or deactivate an alert on the Alerts tab of the *Application/Permit* window for a specific application/permit, refer to [Section 5. The Application/Permit Window](#).

Creating Right of Way Alerts

Background

Confirmation of access rights is key to evaluating an *Approach* application and should be obtained as early in the application/permit process as possible. There are several methods that you may use to notify Right of Way Engineering and provide them with the information they need to complete their research for access rights for a specific *Approach* application. You may:

- Generate a CHAMPS alert
- Generate an e-mail message using Microsoft Outlook to electronically send the needed information to Right of Way
- Print a fax cover in order to fax the needed information to Right of Way
- Print a worksheet to mail or deliver the needed information to Right of Way

In addition to a tax lot map, Right of Way needs to receive the following information to complete its research:

- Right of Way map number
- EA/Subjob
- Tax lot number
- Tax lot map number—township, range and section
- Engineering station
- Milepoint
- Side of highway

CHAMPS captures this required information on the Application, Property and General tabs of the *Application/Permit* window. For additional information on these tabs, refer to [Section 5. The Application/Permit Window.](#)

NOTE: If no access rights to the state highway are found during the Right of Way research, use letter (05) *Application Not Accepted, No Access Rights* to notify the applicant that a grant may be required in order to continue processing the approach request. For more information on grants, go to: <http://intranet.odot.state.or.us/tstrafmgt/Pubs/grantaccess.pdf>.

How to Create Right of Way Alert

You may generate an alert to Right of Way Engineering for a specific permit application from the Property tab of the *Application/Permit* window. This function allows you to control when the alert will be sent to Right of Way to notify them to begin their research. For example, you should alert Right of Way as soon as the tax lot map and required data are available and again when any of the key data elements are changed after the Right of Way research has been performed.

NOTE: Changing any information specific to the approach location will re-alert Right of Way and require additional check off. An entry on the Notes tab, describing the change and reason for it (e.g., mile point changed from 16.20 to 16.23), plus an e-mail might benefit Right of Way.

To create a CHAMPS alert to Right of Way Engineering:

Step	Action	Results/Comments
1.	On the Property tab of the specific permit application, click Alert R/W .	If required data is missing, an error message appears. If all required data is complete, a message appears advising that Right of Way has been alerted to review the property for access control. Go to step 7.
2.	Click OK to close the error message.	The <i>Alert Right of Way</i> window appears listing the missing data. Refer to Figure 62.
3.	Click Print Errors to print the error report.	This automatically prints the error report to your designated printer.
4.	Click Close to close the <i>Alert Right of Way</i> window and return to the Property tab.	
5.	Update the permit application record to include all required data and click the Save icon on the toolbar to save the change(s) to the record.	
6.	Repeat steps 1 through 5, as needed, until all errors have been resolved.	
7.	Click OK to close the message.	
8.	Click Close to close the <i>Alert Right of Way</i> window and return to the Property tab.	
9.	Select the Alerts tab to view the Right of Way alert.	

Figure 62. Alert Right of Way Window

Tab Page	Error
Findings	The EA/Subjob is missing. Specify the ADT for this approach.
General	The Right-of-Way Map Number is missing.
Property	The Tax Lot Number is missing.
Property	The Township is missing.
Property	The Range is missing.
Property	The Section is missing.

How to Generate Right of Way E-mail

Using CHAMPS, you may automatically create an e-mail message to Right of Way that contains the required application/permit information needed to complete their research. You may want to use this option when you have the tax lot map in electronic format and are able to send it as an attachment to the e-mail message.

To generate an e-mail message to Right of Way:

Step	Action	Results/Comments
1.	Select Miscellaneous Create Right of Way E-mail from the menu bar <i>or</i> From the Application or General tab of the specific permit application, select File Print from the menu bar to open the <i>Print Menu</i> window, select Create Right of Way E-mail and click Print	CHAMPS launches Microsoft Outlook and automatically creates an e-mail request to Right of Way Engineering that contains the required application/permit data, as available. NOTE: CHAMPS does not verify that all required information is complete.

Step	Action	Results/Comments
2.	Complete and send the e-mail message to Right of Way.	<p>If you have the tax lot map in electronic format, you may attach it to the e-mail message.</p> <p>TIP! If you are unfamiliar with how Microsoft Outlook works, select Help on the Microsoft Outlook menu bar in order to access its online help system.</p>

NOTE: In addition to manually sending an e-mail message to Right of Way Engineering, CHAMPS automatically sends e-mail messages to various individuals throughout the application/permit process. Refer to Table 25 for a listing of these system-generated e-mail messages.

Table 255. System-generated E-mail Messages

E-Mail Title	Sent To	Generated When
Land Use	Regional Planning Development Coordinator	Application data contains a conditional use permit number or land use case number. The message specifies which application "has some land use actions pending."
Deemed Complete	Permit Specialist	<p>Application needs to be Deemed Complete. The message indicates which application "needs to be deemed complete by" the specified date.</p> <p>NOTE: This message is not currently active due to the inability to delay the sending of the message until the target date is reached.</p>
Supplemental Information Requested	Permit Specialist	<p>Supplemental Items need to be received. The message indicates the application that "needs to have the Supplemental Items received by" the specified date.</p> <p>NOTE: This message is not currently active due to the inability to delay the sending of the message until the target date is reached.</p>
Decision	Permit Specialist	<p>Permitting decision needs to be made. The message indicates which application "needs to have the Permitting Decision made by" the specified date.</p> <p>NOTE: This message is not currently active due to the inability to delay the sending of the message until the target date is reached.</p>
Mitigation	Access Management Appeals Coordinator	<p>Application has been approved with mitigation. The message indicates which application "has been approved with mitigation."</p> <p>NOTE: This message is not currently active.</p>
Conditional Approval	Permit Specialist	<p>Application has not received final approval. The message indicates that the application "has only been conditionally approved. It should have the final Permitting Decision made by" the specified date.</p> <p>NOTE: This message is not currently active due to the inability to delay the sending of the message until the target date is reached</p>
ADT	Regional Access Management Engineer (RAME), District Manager and Regional Planning Development Coordinator	Application "falls into the complex category because the average daily trips exceeds 599."
Sight Distance	RAME	Sight distance for the specific approach is deficient. The message indicates which application "has one or more sight distances that are less than the required sight distance."
Deviation	RAME	Application has deviation. The message indicates which application "has a deviation from the standard spacing for this approach."
Deviation Data Changed	RAME	Data on the Findings Tab used to calculate deviation has been changed since the RAME deviation override checkbox was checked. The message indicates which application "has had one or more of the deviation calculation values changed since the RAME Deviation Apprv. checkbox was checked."

How to Print Right of Way Fax Cover or Worksheet

Using CHAMPS, you may automatically generate and print a fax cover or worksheet to send to Right of Way Engineering that contains the required application/permit information they need to complete their research. You should use one of these options when you have a printed copy of the tax lot map to send to Right of Way.

To print a fax cover sheet or worksheet to send to Right of Way:

Step	Action	Results/Comments
1.	On the Application or General tab of the specific permit application, select F ile P rint from the menu bar.	The <i>Print Menu</i> window opens. NOTE: Refer to Printing Application/Permit Data for more information about the <i>Print Menu</i> window.
2.	Select Create Right of Way Fax Cover or Create Right of Way Work Sheet , accordingly.	The fax cover and worksheet contain the required application/permit data, as available. In addition, the fax cover includes information for faxing the page to Right of Way.
3.	Click P rint.	CHAMPS automatically prints the selected item to your designated printer. NOTE: CHAMPS does not verify that all required information is complete.
4.	Click C lose to close the <i>Print Menu</i> window and return to the <i>Application/Permit</i> window.	

Section 8. CHAMPS Letter Function

This section provides information on the following:

- [Background](#)
- [Generating Letters from Existing Documents](#)
- [Generating Letters from Templates](#)
- [Generating Letters for Signature](#)
- [Generating Attachments to Letters](#)
- [Importing Documents](#)

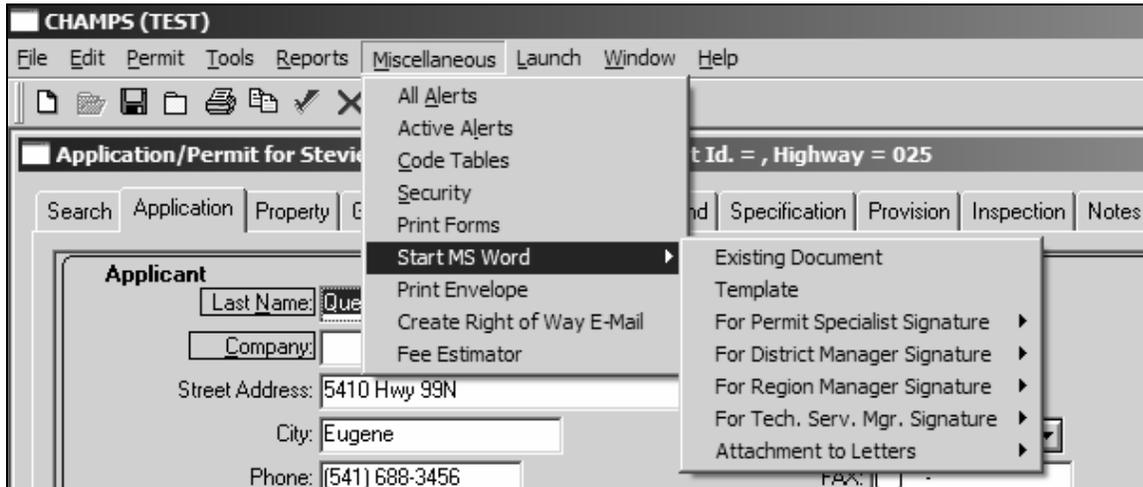
Background

As part of the application/permit process, CHAMPS includes a function to generate specific letters and attachments using Microsoft Word. This function allows you to create a new letter or attachment with application/permit data automatically included within it or to open a blank template that you may modify and complete as needed. Refer to Table 26 for a listing of the existing letters and attachments that you may generate using CHAMPS.

In some instances, you use this letter-generation function in order to update the status of the application/permit. Refer to [How to Update Application/Permit Status](#) for more information.

You access the letter generation feature from the **Miscellaneous** menu on the menu bar. Refer to Figure 63 below. You must have an application or permit record selected in order to use the letter generation function of CHAMPS.

Figure 63. Miscellaneous Menu—Start MS Word



NOTE: To print an envelope addressed to the applicant, select **Miscellaneous | Print Envelope** from the menu bar.

NOTE TO RAME's: If you are attempting to generate a letter from the Permit Specialist's menu, be sure to enter a District on the Application tab to allow CHAMPS database to select your name for the signature block.

Table 266. Available CHAMPS Letters and Attachments

No.	Letter/Attachment Name	Use Letter Process to Update Status
<i>Letters for Permit Specialist Signature</i>		
01	Application Information Package	No
02	Application Accepted	Yes
03	Notice of Incomplete Application	No
04	Application Not Accepted, Indenture	No
05	Application Not Accepted, No Right of Access	No
06	Schedule Meeting	No
08	Reminder of Supplemental Documentation	No
10	Notice of Expiration, Incomplete Supplemental Documentation	Yes
11	Conditional Approval	Yes
13	Request for Time Extension	Yes
15	Approval of Approach with Preliminary Construction Specifications	No
17	Approval of Approach, Construction Drawings Needed	Yes
20	Transmit Preliminary Construction Specifications	No
21	Transmit Final Construction Permit	No
23	Notice of Satisfactory Construction	No
32	Transmit Temporary Use Permit	No
38	Time Extension Agreement (Generic)	Yes
49	Deemed Complete	Yes
65	Expiration of Approval	Yes
66	Approval of Application for a TEMPORARY State Highway Approach	No
67	Void Approval	Yes
68	Construction Plans Accepted for State Highway Approach	Yes
69	Application Not Accepted, Freeway or Ramp	Yes
72	Fee Calculation	Yes
73	Notice of Pending Expiration	No
74	Notice of Incomplete Supplemental Documentation	No
75	Reminder of Expiration (Generic)	No
76	Expiration (Generic)	Yes
77	Additional Documentation Required	No
<i>Letters for District Manager Signature</i>		
07	Supplemental Documentation Required	Yes
12	Denial with Right to Administrative Hearing	Yes
16	Approval of Approach with Mitigation	No
24	Notice of Deficient Construction	No
26	Second Notice of Construction Deficiency	No
27	Notice of Removal of Unpermitted Approach and Appeal Options	No
28	Notice of Modification / Removal of Unpermitted Approach within Project Limits Approach	No
29	Notice of Removal of Approach within Project Limits and Appeal Options	No
33	Notice of Removal of Unpermitted Approach	No
36	Change of Use of Approach (Removal)	No
50	Grandfathered Recognition	Yes

No.	Letter/Attachment Name	Use Letter Process to Update Status
	Letters for Region Manager Signature	
31	Region Review Denial Upheld	No
34	Collaborative Discussions Denial Upheld	No
	Letter for Technical Services Manager Signature	
30	Notice of Denial of Grant of Access	Yes
	Attachments to Letters	
09	Time Extension (Supplemental Documentation)	Yes
14	Time Extension (Specified Completion Date)*	No
18	Construction Drawings and Plans Requirement	No
19	Time Extension (Construction Drawings)	No
22	Liability and Control OAR (Insurance and Performance Bond)	No
25	Time Extension (Correct Deficient Construction)	No
64	Change of Use	No
70	Findings Report	No
71	Approval Criteria	No
73	Notice of Pending Expiration	No

**When you generate attachment 14, Time Extension (Specified Completion Date), CHAMPS prompts you to either specify the number of days to extend the current cutoff date or enter a new cutoff date.*

Generating Letters from Existing Documents

CHAMPS maintains a record of the letters generated for a specific application/permit. You may view this list of letters on the *Select Document to Open* window. Refer to Figure 64 below. The file naming convention for system-generated letters is as follows: *application number (letter number) letter name {date}{sequence number}.doc*. For example, a letter may have a file name of *190 (01) Application Information Package {2003-05-01} [3057].doc*.

You may open an existing letter to view or reprint it, or to use it to create a new letter.

To generate a letter from an existing document:

Step	Action	Results/Comments
1.	Select M iscellaneous Start MS Word E xisting Document from the menu bar.	The <i>Select Document to Open</i> window appears with a listing of all the existing documents. Refer to Figure 64 below. The document name includes the application number, the document name, a unique sequential number and .doc suffix. For example, 1166(01) Application Information Package (3).doc.
2.	Select the letter you want to open.	The <i>Refresh Data</i> window appears. Refer to Figure 65 below.
3.	If the CHAMPS data has changed since the letter was originally created and you want to refresh the data in the letter, click Yes . Otherwise, click No . NOTE: To close the window without refreshing the data or generating the desired letter, click Cancel .	The <i>Document Name</i> window appears, showing the name of the document. Refer to Figure 66 below. The document name includes the application number, the document name, a unique sequential number and .doc suffix. For example, 1166(01) Application Information Package (3).doc.
4.	<i>To reuse the document name, click Yes and any changes you make to the letter will be applied to the existing document.</i> <i>To create a new letter based on the existing document, click No to create a new document based upon the existing letter.</i>	The system opens the letter using Microsoft Word.
5.	Modify, print and/or save the letter, as desired.	TIP! If you are unfamiliar with how Microsoft Word works, select Help on the Microsoft Word menu bar in order to access its online help system.

Step	Action	Results/Comments
6.	Return to the <i>Select Document to Open</i> window and click Refresh to update it with any newly created letters.	
7.	Click Close to close the <i>Select Document to Open</i> window and return to the <i>Application/Permit</i> window.	

Figure 64. Select Document to Open Window

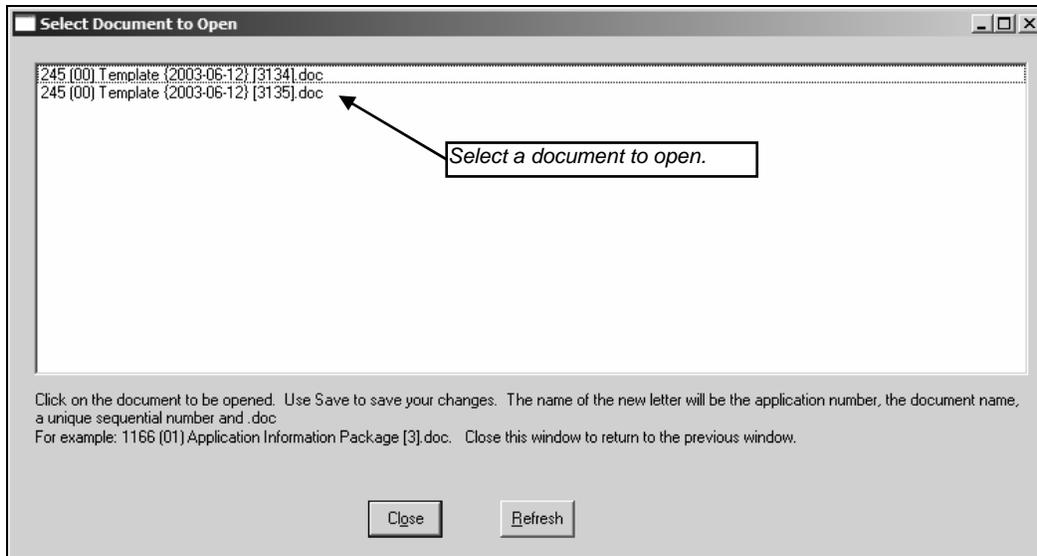


Figure 65. Refresh Data Window

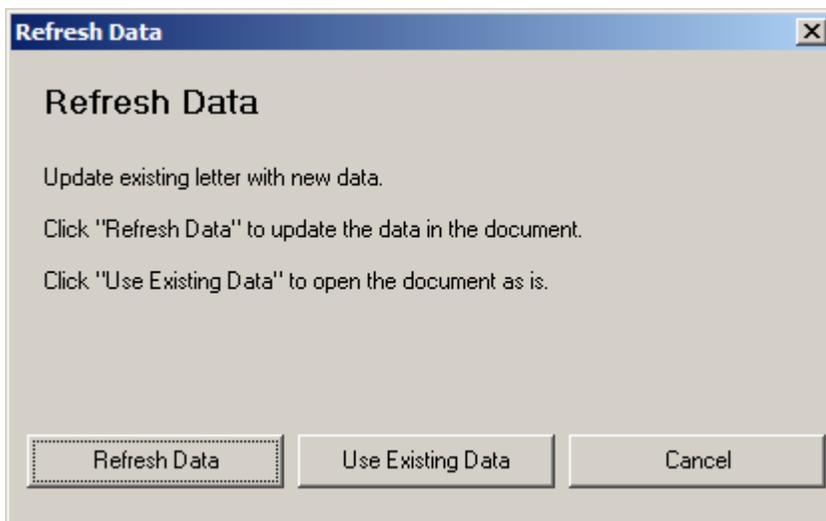


Figure 66. Document Name Window



Generating Letters from Templates

In situations where the stock CHAMPS letters don't meet the specific needs of an application/permit, you may use a blank template to create a custom letter. When saving the letter, use the following file naming convention: *application number (letter number) letter name {date}[sequence number].doc*. For example, you may save the letter with a file name of *190 (01) Application Information Package {2003-05-01} [3057].doc*.

To generate a letter from a template:

Step	Action	Results/Comments
1.	Select M iscellaneous S tart MS Word T emplate from the menu bar.	The <i>Create a Document or Preview a Template</i> window appears. Refer to Figure 67 below.
2.	Click P review to view the document template.	CHAMPS opens the template using Microsoft Word and displays the blank letter without any specific application/permit data. NOTE: To close the window without taking any action, click C ancel.
3.	Modify, print and/or save the letter, as desired.	TIP! If you are unfamiliar with how Microsoft Word works, select H elp on the Microsoft Word menu bar in order to access its online help system. NOTE: The template document is read-only and should be saved with another file name to the following location: \\scdata2\ChampsCor\Documents.
4.	Return to the <i>Application/Permit</i> window and select M iscellaneous S tart MS Word E xisting Document from the menu bar.	The <i>Select Document to Open</i> window appears with a listing of all the existing documents, including the newly created document. Refer to Figure 64 above.
5.	Click C lose to close the <i>Select Document to Open</i> window and return to the <i>Application/Permit</i> window.	

Figure 67. Create a Document or Preview a Template Window



Generating Letters for Signature

The stock CHAMPS letters are grouped according to the position associated with creating/signing them, including the permit specialist, district manager, region manager and technical services manager.

To generate a letter for signature by a specific position:

Step	Action	Results/Comments
1.	Select M iscellaneous Start MS Word from the menu bar and select from the following: <ul style="list-style-type: none"> • For Permit Specialist Signature • For District Manager Signature • For Region Manager Signature • For Tech. Serv. Mgr. Signature 	A list of available letters appears. Refer to Table 26.
2.	Select the letter you want to generate.	If the generation of the letter will change the status of the application/permit, a dialog box appears asking if you want to save the change to the record. NOTE: If data required to generate the letter is missing from the application/permit record or the desired letter is out of sequence, a dialog box appears advising you of this. Click OK to return to the <i>Application/Permit</i> window.
3.	Click Yes to change the status or No to maintain the current status.	The <i>Create a Document or Preview a Template</i> window appears. Refer to Figure 67 above.
4.	Click Create to create a new document.	CHAMPS creates a system-generated letter, using Microsoft Word, that contains application/permit data. The file naming convention for system-generated letters is: <i>application number (letter number) letter name {date}[sequence number].doc</i> . For example, a letter may have a file name of <i>190 (01) Application Information Package {2003-05-01} [3057].doc</i> . NOTE: To close the window without taking any action, click Cancel .
5.	Modify, print and/or save the letter, as desired.	TIP! If you are unfamiliar with how Microsoft Word works, select Help on the Microsoft Word menu bar in order to access its online help system.

Step	Action	Results/Comments
6.	Return to the <i>Application/Permit</i> window and select M iscellaneous S tart MS Word E xisting Document from the menu bar.	The <i>Select Document to Open</i> window appears with a listing of all the existing documents, including the newly created document. Refer to Figure 64 above.
7.	Click C lose to close the <i>Select Document to Open</i> window and return to the <i>Application/Permit</i> window.	

Generating Attachments to Letters

To generate an attachment to a letter:

Step	Action	Results/Comments
1.	Select Miscellaneous Start MS Word Attachment to Letters from the menu bar.	A list of available attachments appears.
2.	Select the attachment you want to generate.	The <i>Create a Document or Preview a Template</i> window appears. Refer to Figure 67 above.
3.	Click Create to create a new attachment document or click Preview to view an attachment template.	<p>Using Microsoft Word, CHAMPS creates a new system-generated attachment that contains application/permit data or opens the attachment template without any application/permit data. The file naming convention for attachment is: <i>application number (attachment number) attachment name {date}[sequence number].doc</i>. For example, an attachment may have a file name of <i>190 (09) Time Extension {2003-05-01} [3057].doc</i>.</p> <p>NOTE: If data required to generate the attachment is missing from the application/permit record, a dialog box appears advising you of this. Click OK to return to the <i>Application/Permit</i> window.</p> <p>NOTE: When creating attachment 14, <i>Extend Specified Completion Date</i>, CHAMPS prompts you to either specify the number of days to extend the current cutoff date or enter a new cutoff date.</p> <p>NOTE: To close the window without taking any action, click Cancel.</p>
4.	Modify, print and/or save the attachment, as desired.	<p>TIP! If you are unfamiliar with how Microsoft Word works, select Help on the Microsoft Word menu bar in order to access its online help system.</p> <p>NOTE: The template document is read-only and should be saved with another file name to the following location: \\scdata2\ChampsCor\Documents.</p>

Step	Action	Results/Comments
5.	Return to the <i>Application/Permit</i> window and select M iscellaneous S tart M S W ord E xisting D ocument from the menu bar.	The <i>Select Document to Open</i> window appears with a listing of all the existing documents, including the newly created document. Refer to Figure 64 above.
6.	Click C lose to close the <i>Select Document to Open</i> window and return to the <i>Application/Permit</i> window.	

Importing Documents

The **Import Document** function allows you to copy or move an existing Microsoft Word document into the CHAMPS correspondence folder for use with a specific application/permit record. To import a document, you must have the application/permit record selected within CHAMPS.

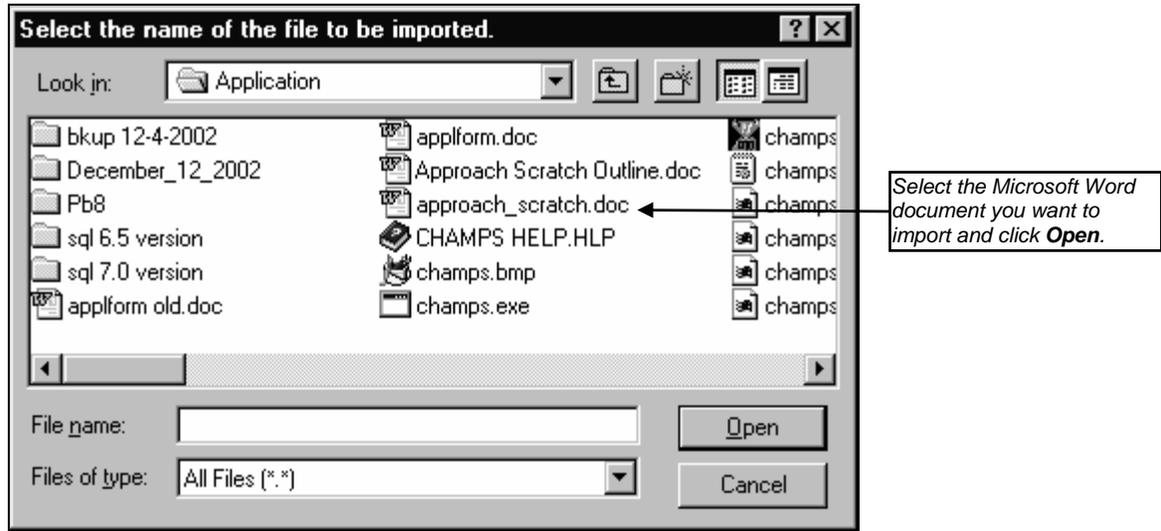
To import a Microsoft Word document to the CHAMPS correspondence folder:

Step	Action	Results/Comments
1.	Complete a search to locate and open the existing application/permit record.	The <i>Application/Permit</i> window appears, displaying the selected application record. Refer to Section 4. CHAMPS Search Function for information on how to locate a specific CHAMPS record.
2.	Select File Import Document from the menu bar.	The <i>Import File</i> window appears. Refer to Figure 68 below.
3.	Click Select File to select a Word file to copy to the CHAMPS correspondence file.	The <i>File to be Imported</i> window appears. Refer to Figure 69 below. NOTE: To close the <i>Import File</i> window without taking any action, click Close to return to the <i>Application/Permit</i> window.
4.	Locate and select the document to be imported and click Open .	The <i>File to be Imported</i> window closes and the <i>Import File</i> window appears.
5.	Click Copy File to copy the selected file to the CHAMPS correspondence folder.	An information box appears to confirm that the file has been imported. Click OK to return to the <i>Import File</i> window.
6.	Click Close to close the <i>Import File</i> window and return to the <i>Application/Permit</i> window.	To access/generate the letter from the application/permit record, refer to Generating Letters from Existing Documents .

Figure 68. Import File Window



Figure 69. File to be Imported Window



Section 9. CHAMPS Report Function

This section provides information on the following:

- [Background](#)
- [Generating Reports](#)
- [Generating CHAMPS Permits by Owner Report](#)
- [Generating UPERMIT Adopt-A-Highway Report](#)

Background

From CHAMPS you may generate reports based on permits issued using CHAMPS and reports based on historical data within UPERMIT.

NOTE: Refer to [Section 3. Online Search and Reporting](#) for information about the online reporting capability that provides a method for individuals other than permit specialists to generate reports from CHAMPS using an intranet-based tool. Anyone with access to the ODOT intranet may access this tool to generate specific reports based upon existing CHAMPS records.

The CHAMPS reports provide annual counts of permits issued (using CHAMPS) by Region, Permit Type and Approach Type. You use the *Permits Issued for Year* window when you generate any of these three reports. Refer to Figure 70 for an illustration of this window.

Figure 70. Permits Issued for Year Window

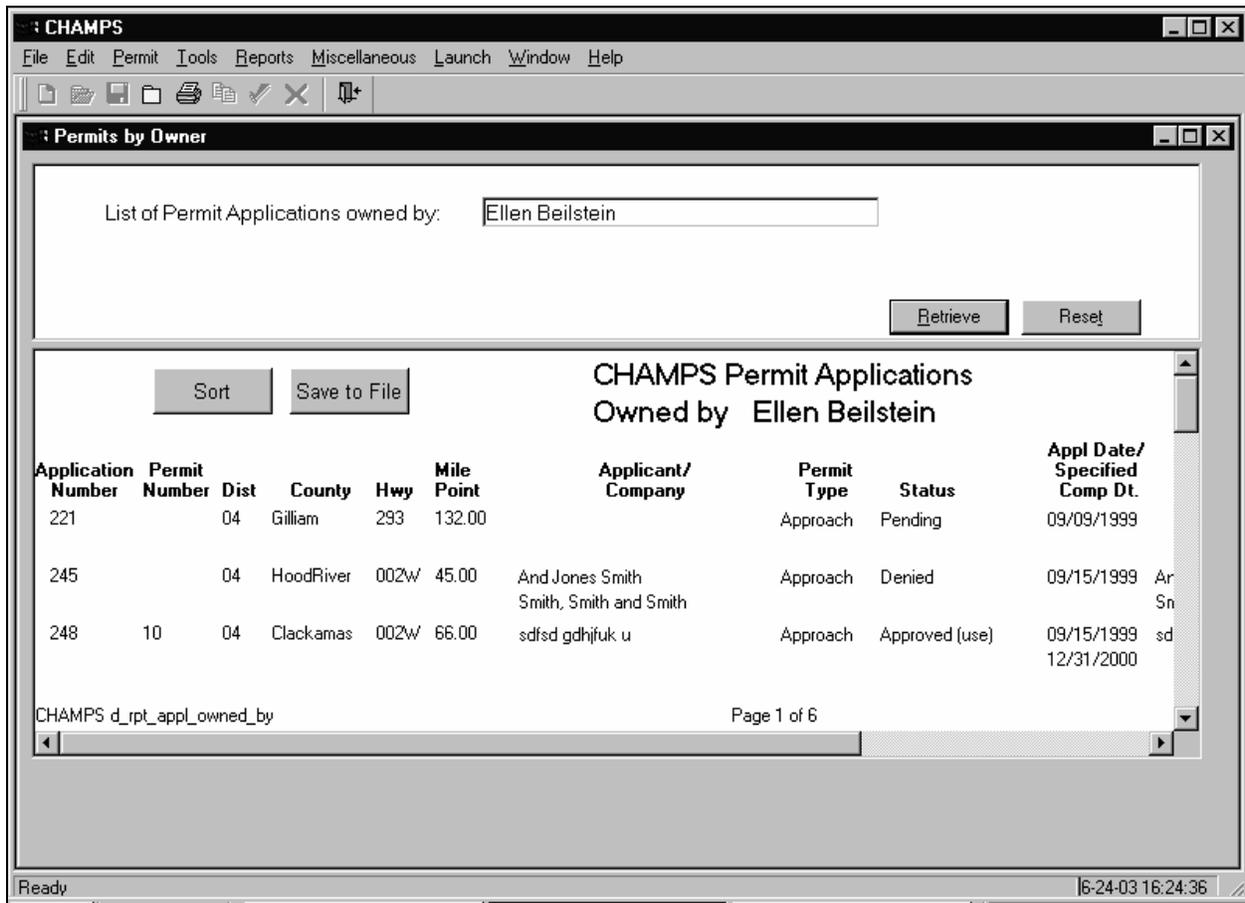
The screenshot shows a software window titled "CHAMPS" with a menu bar (File, Edit, Permit, Tools, Reports, Miscellaneous, Launch, Window, Help) and a toolbar. The main window is titled "Permits Issued for Year" and contains a form with the text "Please enter the year for the annual report" and a text box containing "2003" with "(ccyy)" to its right. Below the form are "Retrieve" and "Reset" buttons. The main content area displays a table titled "Oregon Department of Transportation Permits Issued for Calendar Year 2003". The table has columns for Reg, Dist, Permit Type, 2003 Total, 2002 Total, and 2001 Total. The data rows are as follows:

Reg	Dist	Permit Type	2003 Total	2002 Total	2001 Total
1		APP	12	7	10
	Dist. 02A	Total	12	7	10
1		APP	0	0	0
	Dist. 02B	Total	0	0	0

At the bottom of the window, it says "CHAMPS d_rpt_permits_count_by_reg Page 1 of 6 Printed: 06/24/2003 16:23". The Windows taskbar at the bottom shows "Ready" and the date/time "6-24-03 16:23:18".

You may also generate a CHAMPS report for permits by owner. You use the *Permits by Owner* window to create this report. Refer to Figure 71 for an illustration of this window.

Figure 71. Permits by Owner Window



The UPERMIT reports include a Permits Counts report and the Adopt-A-Highway report. The Permits Counts report captures the number of permits issued (using UPERMIT) for a specified year, by the type of permit within each District, Region and overall. You use the *Permits Issued for Year* window (Figure 70 above) to generate this report, also.

The Adopt-A-Highway report provides detailed data on Adopt A Highway permits from the UPERMIT database. This includes the following information for each permit: Region, District, county, highway, beginning and ending mile points, length of adopted highway, permit number and applicant. It also presents the number of Adopt A Highway permits for each District, Region and overall which meet the specified report criteria. You use the *Current Adopt-A-Highway Permits* window to generate this report. Refer to Figure 72 for an illustration of this window.

Figure 72. Current Adopt-A-Highway Permits Window

Current Adopt-A-Highway Permits

District: Permit No (From): Permit No (To):
 Highway: Beginning MP: Ending MP:
 Approval Date (from): Approval Date (through): Name Containing:

**Oregon Department of Transportation
Current Adopt-A-Highway Program Permits**

Reg	Dist	County	Highway	Begin Mp	End Mp	Length	Permit Number	Adopted	Completed	Applicant
2	04	22	001	234.39	235.96	1.57	37704	02/08/2001	02/08/2004	OREMET-WAH CHANG
Count for District: 04		=	1	Length =		1.57				
Count for Region: 2		=	1	Length =		1.57				
3	06	10	001	98.00	100.00	2.00	35639	03/07/2000	01/15/2004	SEVEN FEATHERS

CHAMPS - d_rpt_cur_adopt_a_hwy Page 1 of 2 Date: 06/24/2003 Time: 16:25:21

Generating Reports

You generate three of the CHAMPS reports on the *Permits Issued for Year* window, along with the UPERMIT Permits Counts report. Refer to Figure 70 for an illustration of this window.

NOTE: Refer to [Generating CHAMPS Permits by Owner Report](#) for information on generating the CHAMPS Permits by Owner report and to [Generating UPERMIT Adopt-A-Highway Report](#) for information on generating the UPERMIT Adopt-A-Highway report.

To generate three of the CHAMPS reports or the UPERMIT Permits Counts report:

Step	Action	Results/Comments
1.	Select one of the following from the menu bar for the desired report: <ul style="list-style-type: none"> • Reports CHAMPS Count by Region • Reports CHAMPS Count by Type • Reports CHAMPS Count by Approach Type • Reports UPERMIT Permits Counts 	The <i>Permits Issued for Year</i> window appears. Refer to Figure 70.
2.	The Year —Enter the year for the report.	Format is YYYY.
3.	Click Retrieve to generate the report.	The system generates and displays the report on the <i>Permits Issued for Year</i> window.
4.	<i>To print the report:</i> <ul style="list-style-type: none"> • Click the Print icon on the toolbar. The <i>Print</i> window appears. • Select the printer, print range, and number of copies to print and click OK. The system sends the report to the designated printer. The <i>Print</i> window closes and returns to the <i>Permits Issued for Year</i> window. 	
5.	<i>To generate the report for another year:</i> <ul style="list-style-type: none"> • Click Reset to clear the current data. • The Year—Enter the year for the report. Format is CCYY. • Click Retrieve to generate the report. The system generates and displays the report on the <i>Permits Issued for Year</i> window. 	
6.	Click the Close Window [X] button to close the <i>Permits Issued for Year</i> window.	

Generating CHAMPS Permits by Owner Report

You generate the CHAMPS Permits by Owner report on the *Permits by Owner* window. Refer to Figure 71 for an illustration of this window.

NOTE: Refer to [Generating Reports](#) for more information on how to generate this report and the other CHAMPS reports.

To generate the CHAMPS Permits by Owner report:

Step	Action	Results/Comments
1.	Select Reports CHAMPS Permits by Owner from the menu bar.	The system generates and displays the report on the <i>Permits by Owner</i> window. Refer to Figure 71.
2.	List of permit applications owned by —This lists the current user's name.	You cannot change the listed permit owner. NOTE: The Retrieve and Reset buttons have no functionality on this window.
3.	<i>To sort the report:</i> <ul style="list-style-type: none"> Click Sort. The <i>Sort</i> window appears. Select one or more fields by which to sort the report. Click OK. The <i>Sort</i> window closes and returns to the <i>Permits by Owner</i> window with the revised sort and order of permit applications owned by the current user. 	You may change the sort order of the data columns and specify ascending or descending order for the report data. NOTE: You may also click on a column heading to change the sort order based on the column contents.
4.	<i>To save the report as a text file:</i> <ul style="list-style-type: none"> Click Save to File. The <i>Select File</i> window appears Select the file name and location for saving the report and click Save. The system saves the report to the designated location. The <i>Select File</i> window closes and returns to the <i>Permits by Owner</i> window. 	
5.	<i>To print the report:</i> <ul style="list-style-type: none"> Click the Print icon on the toolbar. The <i>Print</i> window appears. Select the printer, print range, and number of copies to print and click OK. The system sends the report to the designated printer. The <i>Print</i> window closes and returns to the <i>Permits by Owner</i> window. 	

Step	Action	Results/Comments
6.	Click the Close Window [X] button to close the <i>Permits by Owner</i> window.	

Generating UPERMIT Adopt-A-Highway Report

You generate the UPERMIT Adopt-A-Highway report on the *Current Adopt-A-Highway Permits* window. Refer to Figure 72 for an illustration of this window.

NOTE: You generate the UPERMIT Permits Counts report on the *Permit Issued for Year* window. Refer to [Generating Reports](#) for more information on how to generate this report and the other CHAMPS reports.

To generate the UPERMIT Adopt-A-Highway report:

Step	Action	Results/Comments
1.	Select Reports Adopt A Highway from the menu bar.	The <i>Current Adopt-A-Highway Permits</i> window appears. Refer to Figure 72.
2.	District —Select the District from the drop-down menu for the permits to be selected for the report.	
3.	Permit No (from) —Enter the beginning permit number for the permits to be selected for the report.	
4.	Permit No (to) —Enter the ending permit number for the permits to be selected for the report.	
5.	Highway —Select the highway from the drop-down menu for the permits to be selected for the report.	
6.	Beginning MP —Enter the beginning mile point for the permits to be selected for the report.	You must select a Highway to select permits by beginning mile point.
7.	Ending MP —Enter the ending mile point for the permits to be selected for the report.	You must select a Highway to select permits by ending mile point.
8.	Approval Date (from) —Enter the beginning approval date for the permits to be selected for the report.	Format is MM/DD/YYYY.
9.	Approval Date (through) —Enter the ending approval date for the permits to be selected for the report.	Format is MM/DD/YYYY.
10.	Name Containing —Enter all or part of the name of the Adopt A Highway applicant for the permits to be selected for the report.	NOTE: Be as specific as possible to improve the accuracy of your report.
11.	Click Retrieve to generate the report.	The system generates and displays the report on the <i>Current Adopt-A-Highway Permits</i> window.

Step	Action	Results/Comments
12.	<p><i>To print the report:</i></p> <ul style="list-style-type: none"> • Click the Print icon on the toolbar. The <i>Print</i> window appears. • Select the printer, print range, and number of copies to print and click OK. The system sends the report to the designated printer. The <i>Print</i> window closes and returns to the <i>Current Adopt-A-Highway Permits</i> window. 	
13.	<p><i>To generate another report:</i></p> <ul style="list-style-type: none"> • Click Reset to clear the current data. • Enter the report selection criteria. Refer to steps 2 through 10 above. • Click Retrieve to generate the report. The system generates and displays the report on the <i>Current Adopt-A-Highway Permits</i> window. 	
14.	<p>Click the Close Window [X] button to close the <i>Current Adopt-A-Highway Permits</i> window.</p>	

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Appendices

This section includes the following items:

- [Appendix A. Application for State Highway Approach](#)
- [Appendix B. Permit for Construction](#)
- [Appendix C. Permit for Use](#)
- [Appendix D. Construction Placard](#)
- [Appendix E. Preliminary Construction Specifications for a State Highway Approach](#)
- [Appendix F. Worksheet for State Highway Approach](#)
- [Appendix G. Liability Release Form](#)
- [Appendix H. Pavement Layer Examples](#)
- [Appendix I. Applicability of Findings and Deviation Subsections](#)
- [Appendix J. Right of Way Fax Cover](#)
- [Appendix K. Right of Way Worksheet](#)
- [Appendix L. Type A Standard Drawing - Ditch Section Approach Road](#)
- [Appendix M. Type B Standard Drawing - Curbed Highway with/without Sidewalk Approach](#)
- [Appendix N. Type C Standard Drawing - Curbed Highway Radius Approach Road](#)

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Appendix A. Application for State Highway Approach

Figure 73. Application for State Highway Approach



Oregon Department of Transportation Application for State Highway Approach

FOR OFFICE USE ONLY		Date Received Stamp
Permit Specialist _____		
Permit Type: New Change of Use Temporary Restricted		
Modification of Existing: Yes Deviation: Yes		
NOTES: _____		
Hwy #: _____	Milepoint: _____	Station: _____ CHAMPS ID #: _____

Required Information

Applicant will be notified if other items are required. At a minimum, items to include with this application are:

- All attachments as required by answers on the application form.
- If applicant is not the owner, owner must concur with application by completing the Authorization of Agent block on this form or submitting a letter of authorization.
- A site sketch, and if prepared, a vicinity map.
- A copy of the current tax lot map obtained from City or County. Map must have property highlighted and list *all* owner name(s) on each of the adjacent properties. Note if ownership on adjacent property is same as applicant.
- If property has any existing entrance/exit easements on or to the property attach a copy of the recorded easement(s).
- If there are any existing Approach Road Permit(s) to the property, attach a copy of the permit(s).
- Place stakes or markings near the highway shoulder at the proposed approach location.

Definitions are found in either the attached brochure or the ODOT website located at <http://www.oregon.gov/ODOT/HWY/ACCESSMGT>.

Applicant Information

Last Name: _____ First Name: _____
 Company: _____
 Street Address: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Country: _____
 Phone Number: _____ FAX Number: _____
 E-Mail Address: _____
 Is applicant working as an Agent of the Owner? Yes No
 If yes, have owner complete Authorization of Agent section on this form, or **ATTACH** a letter from the owner authorizing applicant to act as his/her agent.

Approach Location

Highway Name – May be a statewide highway name such as Pacific Highway, or a local name like East Main Street.
 Route Number - The posted highway number, e.g. I-5 or US-84.

Highway Name: _____ Route Number: _____
 County: _____
 Mile Point: _____ Side of Highway: North South East West
 National Forest? Yes No

Appendix B. Permit for Construction

Figure 74. Permit to Construct a State Highway Approach

PERMIT NO: 51649		PERMIT TO CONSTRUCT A STATE HIGHWAY APPROACH		Oregon Department of Transportation Completion Date: 06/30/2004
Application Id: 1011	Highway Number: 272	MilePoint: 25.91	Reason for Request: Change of use	

Applicant Information Name: CURT Applicant Company: PRIVATE Address: 13587 JACKSONVILLE OR 97530 Phone: (541) 846-7805 FAX: (541) 779-8778 eMail: TWKW@CDS.NET	Property Information Address: 7242 HWY 238 JACKSONVILLE OR 97530 County: Jackson Highway: Jacksonville Route: ORE238 MilePoint: 25.91 Engineering Station: 662+50 Side of Hwy: R Natl Forest?: N Landmarks: Ruch area close to Haven rd	Plan View <div style="border: 1px solid black; height: 100px;"></div>
--	--	---

Insurance Information Company: ABC INS Policy No: 12777 Amount: \$500,000 Policy Begin: 01/01/2000 Policy End: 03/31/2004	Tax Lot Information <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Township</th> <th>Range</th> <th>Section</th> <th>Tax Lot</th> </tr> </thead> <tbody> <tr> <td>38</td> <td>3W</td> <td>27A</td> <td>1100</td> </tr> <tr> <td>38</td> <td>3W</td> <td>27A</td> <td>800</td> </tr> <tr> <td>38</td> <td>3W</td> <td>27A</td> <td>900</td> </tr> </tbody> </table>	Township	Range	Section	Tax Lot	38	3W	27A	1100	38	3W	27A	800	38	3W	27A	900	Specification <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Width (W): 25.00ft</td> <td>Angle (A): 90</td> </tr> <tr> <td>Radius 1 (R1): 15.00ft</td> <td>Radius 2 (R2): 15.00ft</td> </tr> <tr> <td>Paving List (P1): 55.00ft</td> <td>Paving List (P2): 20.00ft</td> </tr> <tr> <td>Scut (S): 16.00ft</td> <td>Ditch (D): .00ft R/W (C): 14.00ft</td> </tr> <tr> <td>Curb: None</td> <td>Diam: Len:</td> </tr> <tr> <td>Sub Base Crs: Aggregate Subbase</td> <td>Thickness: 6.00in</td> </tr> <tr> <td>Base Crs: 19mm - 0 Aggregate Base (3/4" - 0)</td> <td>Thickness: 3.00in</td> </tr> <tr> <td>Level Crs:</td> <td>Thickness:</td> </tr> <tr> <td>Wear Crs: Std Duty Class 'B' Asphalt Concrete</td> <td>Thickness: 3.00in</td> </tr> </table>	Width (W): 25.00ft	Angle (A): 90	Radius 1 (R1): 15.00ft	Radius 2 (R2): 15.00ft	Paving List (P1): 55.00ft	Paving List (P2): 20.00ft	Scut (S): 16.00ft	Ditch (D): .00ft R/W (C): 14.00ft	Curb: None	Diam: Len:	Sub Base Crs: Aggregate Subbase	Thickness: 6.00in	Base Crs: 19mm - 0 Aggregate Base (3/4" - 0)	Thickness: 3.00in	Level Crs:	Thickness:	Wear Crs: Std Duty Class 'B' Asphalt Concrete	Thickness: 3.00in
Township	Range	Section	Tax Lot																																	
38	3W	27A	1100																																	
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Scut (S): 16.00ft	Ditch (D): .00ft R/W (C): 14.00ft																																			
Curb: None	Diam: Len:																																			
Sub Base Crs: Aggregate Subbase	Thickness: 6.00in																																			
Base Crs: 19mm - 0 Aggregate Base (3/4" - 0)	Thickness: 3.00in																																			
Level Crs:	Thickness:																																			
Wear Crs: Std Duty Class 'B' Asphalt Concrete	Thickness: 3.00in																																			

Performance Bond Information Company: CBA BONDING Bond No: 177689 Amount: \$100,000	Property Owner Information Name: CURT WILKENING Company: PRIVATE Address: 13587 JACKSONVILLE OR 97530 USA Phone: (541) 846-7805 FAX: (541) 779-8778 eMail: TWKW@CDS.NET	Instructions Issuing of permits under these regulations is not a finding of compliance with the statewide planning goals or the acknowledged comprehensive plan for the area. Permits are issued subject to the approval of city, county or other governmental agencies having authority to regulate land use by means of zoning and/or building regulations. It shall be the applicant's responsibility to obtain any such approvals including, where applicable, local government determinations of compliance with statewide planning goals. (OAR 734-051-0130) All materials and workmanship shall be in accordance with 1996 Oregon Standard Specifications for Highway Construction. The Permit is issued subject to the provisions of Oregon Administrative Rules 734-051-0010 through 734-051-0480, which are by reference made a part of this permit, and which are in effect at any particular time in the duration of the permit.
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Applicant Signature	Date	This permit is not valid until signed by a duly authorized representative of the Oregon Department of Transportation.	
Local Agency Approval (if required)	Date	Authorized CDOT Signature	Date

CHAMPS - d_rpt_permit_approch_con Page 1 of 1 Printed: 02/24/2004 10:47:36 AM

Appendix C. Permit for Use

Figure 75. Permit to Operate, Maintain and Use a State Highway Approach

PERMIT NO: 51647		PERMIT TO OPERATE, MAINTAIN AND USE A STATE HIGHWAY APPROACH		Oregon Department of Transportation 																		
Application Id: 2560	Highway Number: 171	MilePoint: 9.10	Reason for Request: Change of use																			
Applicant Information		Property Information		Plan View																		
<table border="1" style="width: 100%;"> <tr><td>Name: Lowell Applicant</td></tr> <tr><td>Company: Pacific Western Company</td></tr> <tr><td>Address: PO Box 85 Carver OR 97015</td></tr> <tr><td>Phone: (503) 658-5151 FAX: (503) 658-3156</td></tr> <tr><td>eMail: 16051 SE Hwy 224</td></tr> </table>		Name: Lowell Applicant	Company: Pacific Western Company	Address: PO Box 85 Carver OR 97015	Phone: (503) 658-5151 FAX: (503) 658-3156	eMail: 16051 SE Hwy 224	<table border="1" style="width: 100%;"> <tr><td>Address: 16051 SE Hwy 224 Carver OR 97015</td></tr> <tr><td>County: Clackamas</td></tr> <tr><td>Highway: Clackamas Route: ORE224</td></tr> <tr><td>MilePoint: 9.10 Engineering Station: 479+70 Side of Hwy: L Wall Forward: N</td></tr> <tr><td>Comments: This is the Primary Access and is 680 Ft N. of Grand St.</td></tr> </table>		Address: 16051 SE Hwy 224 Carver OR 97015	County: Clackamas	Highway: Clackamas Route: ORE224	MilePoint: 9.10 Engineering Station: 479+70 Side of Hwy: L Wall Forward: N	Comments: This is the Primary Access and is 680 Ft N. of Grand St.									
Name: Lowell Applicant																						
Company: Pacific Western Company																						
Address: PO Box 85 Carver OR 97015																						
Phone: (503) 658-5151 FAX: (503) 658-3156																						
eMail: 16051 SE Hwy 224																						
Address: 16051 SE Hwy 224 Carver OR 97015																						
County: Clackamas																						
Highway: Clackamas Route: ORE224																						
MilePoint: 9.10 Engineering Station: 479+70 Side of Hwy: L Wall Forward: N																						
Comments: This is the Primary Access and is 680 Ft N. of Grand St.																						
Effective Period		Specification																				
<p>A permit to operate, maintain and use an approach shall be in effect for an indefinite period of time unless:</p> <p>(a) revoked by mutual consent, or cancelled by the Regional Manager for failure of the applicant to abide by the terms and conditions;</p> <p>(b) there is a change in the use of the approach, as set forth in OAR 734-051-0110;</p> <p>(c) there is a current or potential safety or operational problem at the approach involving the volume of traffic using the approach, a change in the character of the traffic using the approach, or a change in the highway facility such that the approach can no longer be operated without due conflict with other traffic, as set forth in OAR 734-051-0380;</p> <p>(d) the highway facility is significantly improved to meet classification of the highway and the highway segment designation objectives, highway mobility standards, spacing standards and safety criteria that are inconsistent with the approach or;</p> <p>(e) by other operation of law.</p> <p>Failure of the applicant to comply with any of the terms and conditions of the permit shall be sufficient cause for cancellation of the permit and may result in removal of the facility by the Oregon Department of Transportation.</p> <p>The Permit is issued subject to the provisions of Oregon Administrative Rules 734-051-0030 through 734-051-0480, which are by reference made a part of this permit, and which are in effect at any particular time in the duration of the permit.</p>		<table border="1" style="width: 100%;"> <tr><td>Width (W): 40.00ft</td><td>Angle (A): 90</td></tr> <tr><td>Radius 1 (R1): 10.00ft</td><td>Radius 2 (R2): 10.00ft</td></tr> <tr><td>Paving List (P1): 66.00ft</td><td>Paving List (P2): 20.00ft</td></tr> <tr><td>Surf (Ds): 17.00ft</td><td>Ditch (Dd): 13.00ft</td></tr> <tr><td>Culvert: None</td><td>Diam: Len:</td></tr> <tr><td>Sub Base Crs: Thickness:</td><td></td></tr> <tr><td>Base Crs: 37.5mm - 0 Aggregate Base (1 1/2" - 0)</td><td>Thickness: 12.00in</td></tr> <tr><td>Level Crs: Heavy Duty Class 'B' Asphalt Concrete</td><td>Thickness: 2.00in</td></tr> <tr><td>Wear Crs: Heavy Duty Class 'B' Asphalt Concrete</td><td>Thickness: 2.00in</td></tr> </table>		Width (W): 40.00ft	Angle (A): 90	Radius 1 (R1): 10.00ft	Radius 2 (R2): 10.00ft	Paving List (P1): 66.00ft	Paving List (P2): 20.00ft	Surf (Ds): 17.00ft	Ditch (Dd): 13.00ft	Culvert: None	Diam: Len:	Sub Base Crs: Thickness:		Base Crs: 37.5mm - 0 Aggregate Base (1 1/2" - 0)	Thickness: 12.00in	Level Crs: Heavy Duty Class 'B' Asphalt Concrete	Thickness: 2.00in	Wear Crs: Heavy Duty Class 'B' Asphalt Concrete	Thickness: 2.00in	
Width (W): 40.00ft	Angle (A): 90																					
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Level Crs: Heavy Duty Class 'B' Asphalt Concrete	Thickness: 2.00in																					
Wear Crs: Heavy Duty Class 'B' Asphalt Concrete	Thickness: 2.00in																					
Maintenance of Approach																						
Prior to performing any maintenance work on the approach, which will interfere with or interrupt traffic upon or along the highway, the applicant shall obtain approval and necessary permits from the District Office. In all cases where traffic signals have been required, signal maintenance will be performed by the Oregon Department of Transportation or as assigned by a Cooperative Cost Agreement.																						
Property Owner Information		Tax Lot Information		<p>This permit is not valid until signed by a duly authorized representative of the Oregon Department of Transportation.</p> <table border="1" style="width: 100%;"> <tr><td>Applicant Signature</td><td>Date</td></tr> <tr><td>Authorized CDOT Signature</td><td>Date</td></tr> </table>	Applicant Signature	Date	Authorized CDOT Signature	Date														
Applicant Signature	Date																					
Authorized CDOT Signature	Date																					
<table border="1" style="width: 100%;"> <tr><td>Name: Lowell Patton</td></tr> <tr><td>Company: Pacific Western Company</td></tr> <tr><td>Address: PO Box 85 Carver OR 97015 USA</td></tr> <tr><td>Phone: (503) 658-5151 FAX: (503) 658-3156</td></tr> <tr><td>eMail:</td></tr> </table>		Name: Lowell Patton	Company: Pacific Western Company	Address: PO Box 85 Carver OR 97015 USA	Phone: (503) 658-5151 FAX: (503) 658-3156	eMail:	<table border="1" style="width: 100%;"> <tr><td>Township: 2S Range: 2E Section: 13A Tax Lot: 1690</td></tr> </table>		Township: 2S Range: 2E Section: 13A Tax Lot: 1690													
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Company: Pacific Western Company																						
Address: PO Box 85 Carver OR 97015 USA																						
Phone: (503) 658-5151 FAX: (503) 658-3156																						
eMail:																						
Township: 2S Range: 2E Section: 13A Tax Lot: 1690																						
<p>CHAMPS - d_rpt_permit_approch_use Page 1 of 2 Printed: 02/20/2004 13:48:09</p>																						

Appendix D. Construction Placard

Figure 76. Construction Placard

PERMIT TO CONSTRUCT A STATE HIGHWAY APPROACH		<small>Oregon Department of Transportation</small> 
Application Id: 2459	Highway Number: 330	MilePoint: 15.75
		Reason for Request: Temporary

Permit No: 51117

Issue Date: 09/09/2002
Completion Date: 10/01/2004

Applicant Information	Property Information	Tax Lot Information																
Name: Fred Applicant Company:	Address: Route 204, Milepost 15.75 Weston OR 97886 County: Umatilla Highway: Route: Weston-Elgin ORE204 MilePost: Engineering Station: 15.75 76+10 Side of Hwy: R Road Forward: N Landmarks: East of Chalet	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Township</th> <th>Range</th> <th>Section</th> <th>Tax Lot</th> </tr> </thead> <tbody> <tr> <td>4N</td> <td>37E</td> <td>35</td> <td>6600</td> </tr> <tr> <td>4N</td> <td>37E</td> <td>35</td> <td>6700</td> </tr> <tr> <td>4N</td> <td>37E</td> <td>35</td> <td>6800</td> </tr> </tbody> </table>	Township	Range	Section	Tax Lot	4N	37E	35	6600	4N	37E	35	6700	4N	37E	35	6800
Township	Range	Section	Tax Lot															
4N	37E	35	6600															
4N	37E	35	6700															
4N	37E	35	6800															
Address: 3273 S. Tenmile Lake P. O. Box622 Lakeside OR 97449 Phone: FAX: (541) 759-3761 (541) 759-3761 eMail: fskeels@aol.com																		

This placard should be posted and visible from the highway at all times during construction.

For inspection, call (541) 963-8406

CHAMPS - d_rpt_permit_approh_plac Printed: 02/03/2004 03:20:17 PM

Appendix E. Preliminary Construction Specifications for a State Highway Approach

Figure 77. Preliminary Construction Specifications for a State Highway Approach

PRELIMINARY CONSTRUCTION SPECIFICATIONS FOR A STATE HIGHWAY APPROACH		Oregon Department of Transportation																																									
Application Id: 2149 Highway Number: 062 MilePoint: 47.53 Reason for Request: New approach		Completion Date: 10/30/2004																																									
Applicant Information Name: Carol Applicant Company: City of Veneta / LCOG Address: 99 E. Broadway, Suite 400 Eugene OR 97401 Phone: (541) 682-4107 FAX: (541) 682-2635 eMail: cheinkel@lane.cog.or.us	Property Information Address: N/A County: Lane Highway: Florence-Eugene Route: ORE126 MilePoint: 47.53 Engineering Station: 472+89 Side of Hwy: L Natl Forest?: N Landmarks: Approach C/L is 1369' East of Hope Ln. C/L	Plan View <div style="border: 1px solid black; height: 100px; width: 100%;"></div>																																									
Insurance Information Company: _____ Policy No: _____ Amount: _____ Policy Begin: _____ Policy End: _____	Tax Lot Information <table border="1" style="width: 100%; text-align: center;"> <tr> <th>Township</th> <th>Range</th> <th>Section</th> <th>Tax Lot</th> </tr> <tr> <td>17</td> <td>05</td> <td>31</td> <td>10 103, 13</td> </tr> </table>	Township	Range	Section	Tax Lot	17	05	31	10 103, 13	Specification <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Width (W):</td> <td>Angle (A):</td> </tr> <tr> <td>36.00ft</td> <td>90</td> </tr> <tr> <td>Radius 1 (R1):</td> <td>Radius 2 (R2):</td> </tr> <tr> <td>65.00ft</td> <td>62.00ft</td> </tr> <tr> <td>Paving Life (P1):</td> <td>Paving Life (P2):</td> </tr> <tr> <td>163.00ft</td> <td>62.00ft</td> </tr> <tr> <td>Grill (G):</td> <td>Ditch (D):</td> <td>Right of Way (RW):</td> </tr> <tr> <td>20.00ft</td> <td>20.00ft</td> <td>20.00ft</td> </tr> <tr> <td>Culvert:</td> <td>Diam:</td> <td>Len:</td> </tr> <tr> <td>Sub Base Crs:</td> <td colspan="2">Thickness:</td> </tr> <tr> <td>Base Crs:</td> <td colspan="2">Thickness:</td> </tr> <tr> <td>Level Crs:</td> <td colspan="2">Thickness:</td> </tr> <tr> <td>Wear Crs:</td> <td colspan="2">Thickness:</td> </tr> </table>	Width (W):	Angle (A):	36.00ft	90	Radius 1 (R1):	Radius 2 (R2):	65.00ft	62.00ft	Paving Life (P1):	Paving Life (P2):	163.00ft	62.00ft	Grill (G):	Ditch (D):	Right of Way (RW):	20.00ft	20.00ft	20.00ft	Culvert:	Diam:	Len:	Sub Base Crs:	Thickness:		Base Crs:	Thickness:		Level Crs:	Thickness:		Wear Crs:	Thickness:	
Township	Range	Section	Tax Lot																																								
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Base Crs:	Thickness:																																										
Level Crs:	Thickness:																																										
Wear Crs:	Thickness:																																										
Performance Bond Information Company: _____ Bond No: _____ Amount: _____	Property Owner Information Name: Billy Sherritt Company: Frontier Resources/Tyler Properties Address: PO Box 876 Veneta OR 97487 Phone: (541) 835-2215 FAX: (541) 431-1034 eMail: _____	Instructions Issuing of permits under these regulations is not a finding of compliance with the statewide planning goals or the acknowledged comprehensive plan for the area. Permits are issued subject to the approval of city, county or other governmental agencies having authority to regulate land use by means of zoning and/or building regulations. It shall be the applicant's responsibility to obtain any such approvals including, where applicable, local government determinations of compliance with statewide planning goals. (OAR 734-051-0130) All materials and workmanship shall be in accordance with 1996 Oregon Standard Specifications for Highway Construction. The Permit is issued subject to the provisions of Oregon Administrative Rules 734-051-0010 through 734-051-0480, which are by reference made a part of this permit, and which are in effect at any particular time in the duration of the permit.																																									
Applicant Signature: _____ Date: _____	<i>This permit is not valid until signed by a duly authorized representative of the Oregon Department of Transportation.</i>																																										
Local Agency Approval (if required): _____ Date: _____	Authorized CDOT Signature: _____ Date: _____																																										
CHAMPS - d_rpt_preview_permit_approch_con	Page 1 of 1	Printed: 02/09/2004 11:57:15 AM																																									

Appendix F. Worksheet for State Highway Approach

Figure 78. Worksheet for State Highway Approach

Worksheet for State Highway Approach

Oregon Department of Transportation



Application No: 3360

<p>Applicant Information</p> <p>Name: Robert Applicant</p> <p>Company:</p> <p>Address: P.O. Box 730 Tillamook OR 97141</p> <p>Phone: (503) 842-4558 FAX: () -</p> <p>eMail:</p>	<p>Property Information</p> <p>Address: 1008 Pacific Ave. Tillamook OR 97141</p> <p>County: Tillamook</p> <p>Highway: Oregon Coast Route: US101</p> <p>Milepost: 66.13 Engineering Station: 374+20 Side of Hwy: L Hill Forest?: N</p> <p>Landmarks: Between 10th & 11th Streets on Pacific (Hwy 101)</p>	<p>Property Owner Information</p> <p>Name: Robert Riggert</p> <p>Company:</p> <p>Address: P.O. Box 730 Tillamook OR 97141 USA</p> <p>Phone: (503) 842-4558 FAX: () -</p> <p>eMail:</p>
<p>Insurance Information</p> <p>Company:</p> <p>Policy No: Amount</p> <p>Policy Begin: Policy End:</p>	<p>Approach Information</p> <p>Reason for Approach: New approach</p> <p>Public Street:</p> <p>Average Daily Trips (Leaving the property and returning to the property count as 2 trips.) 30</p> <p>What is the conditional use permit number (if any)?</p> <p>What is the current zoning of the property? Central Commercial</p> <p>What is the proposed zoning of the property?</p> <p>Does the property have any existing ingress/egress easements on or to the property? No</p> <p>Does the owner have interest in adjacent property? No</p> <p>Do other streets or roads border this property? Yes</p> <p>Is there an existing ODOT Approach road permit? No</p>	<p>Other Property Owners</p>
<p>Performance Bond Information</p> <p>Company:</p> <p>Bond No: Amount</p>	<p>Tax Lot Information</p> <p>Township Range Section Tax Lot 1S 9 30CC 9100 &</p>	
<p>Local Government Information</p> <p>Agency: City of Tillamook</p> <p>Contact: David Mattison Planner</p> <p>Phone: (503) 842-3443 FAX: (503) 842-3445</p> <p>eMail: plannercitytill@oregoncoast.com</p>		

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Printed: 02/20/2004

Appendix G. Liability Release Form

Figure 79. Sample Liability Release Form

Oregon Department of Transportation	
	
PUBLIC AGENCY LIABILITY RELEASE FOR COMMUNITY SERVICE ACTIVITIES	
A Release for hanging a banner above a State Highway Right-of-way, between _____ and the Oregon Department of Transportation.	
_____, shall be responsible and liable for damage or injury to any persons or property resulting from hanging a banner above a State Highway Right-of-Way.	
_____, shall indemnify, hold harmless and release the State of Oregon, the Oregon Transportation Commission, and the Oregon Department of Transportation, its employees, agents and representatives, against any and all damages, claims, demands, actions, cause of action, costs and expenses of whatsoever nature for, or because of, any manner or thing done, omitted or suffered to be done by hanging a banner above a State Highway Right-of-Way.	
<i>For public agencies this release applies only to the extent permitted by Article XI, Section 7 of the Oregon Constitution and by Oregon Tort Claims Act.</i>	
Group Representative's Signature _____	Date _____
Address _____	City, State _____
Phone Number _____	Zip Code _____
Oregon Department of Transportation District 2A Representative _____	Date _____
Title _____	

Liability_Release.doc

Appendix H. Pavement Layer Examples

On the Specification tab of the *Application/Permit* window, you specify the material and thickness of each pavement layer used in the construction of the approach. Refer to Figure 80 below for an illustration of this.

Figure 80. Pavement Layers on Specification Tab

CHAMPS (TEST)

File Edit Permit Tools Reports Miscellaneous Launch Window Help

Application/Permit for Stevie Quebody, Appl No. = 3488, Dist Id. = , Highway = 091CL

Search Application Property General Suppl Item Insurance/Bond Specification Provision Inspection Notes Alerts Findings

English Metric Record Id: 2654

Approach Type: Type A Ditch Section

W: 30.00ft R1: 20.00ft R2: 20.00ft Δ: 90.00

Ds: 15.00ft Dd: 12.00ft D1/w: 38.00ft

Culvert: Concrete Diameter: 12.00in Length: 42.00ft

Material	Thickness
Sub Base: 37.5mm - 0 Aggregate Base (1 1/2" - 0)	3.00in
Base: 25mm - 0 Aggregate Base (1" - 0)	6.00in
Leveling Course: Heavy Duty Class 'B' Asphalt Concrete	2.00in
Wearing Surface: Heavy Duty Class 'B' Asphalt Concrete	2.00in

Leveling Course: Heavy Duty Class 'B' Asphalt Concrete 2.00in

Wearing Surface: Heavy Duty Class 'B' Asphalt Concrete 2.00in

Paving Limit 1: 70.00ft Paving Limit 2: 30.00ft

Allowed Movements: All Movements Right In Right Out Left In Left Out

Created by: Created: 00/00/0000 Updated by: Updated: 00/00/0000

Application No: 3488 Date: 2/3/2004

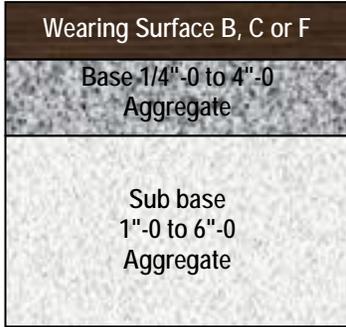
Ready 2-3-04 10:12:47

Specify pavement layers on the Specifications tab. Depending upon the type of construction, these may include a sub base, base, leveling course and/or wearing surface.

There are four types of pavement layers that you may specify for an approach—a sub base, a base, a leveling course and a wearing surface. In general, you *never* use all four types of these layers. Instead, you may use two or three of these layers, depending upon the type of approach construction.

For example, in Figure 81 below for new construction with asphaltic concrete, on the Specification tab you would specify a sub base, a base and a wearing surface, but not a leveling course.

Figure 81. New Construction with Asphaltic Concrete



In Figure 82 below, for new construction with Portland cement concrete (PCC), you specify a sub base, a base and a wearing surface, but not a leveling course.

Figure 82. New Construction with Portland Cement Concrete

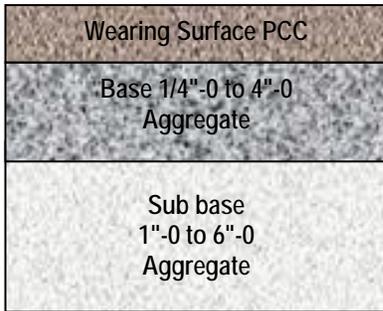


Figure 83 provides an illustration for new construction with gravel. With this type of construction, you only specify a sub base and a base of aggregate gravel, with no leveling course or wearing surface.

Figure 83. New Construction with Gravel

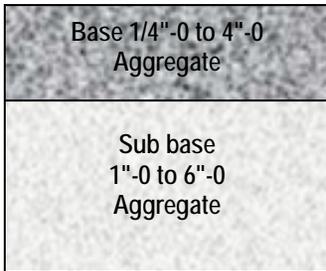
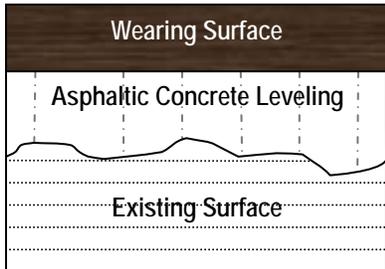


Figure 84 represents widening of or improvements to an existing surface. In this situation, you specify a leveling course and a wearing surface, but no base or sub base as an existing surface already exists. A leveling course, when used, is always an asphaltic concrete.

Figure 84. Widening or Improvement Over Existing Surface



Appendix I. Applicability of Findings and Deviation Subsections

Division 51 Subsection	Temporary	Restricted Use	Landlocked	Rural	Urban Not Reasonable	Urban Reasonable	Urban Expwy CNBMR	Urban Expwy Benefit Test	Public Other
	0095	0105	0080(2)	0080(3)	0080(4)	0080(5)	0080(6)(a)	0080(6)(b)	0080(7)
Does Approval Criteria Subsection Apply?									
Approval Criteria OAR 734-051-0080, 0085	0080 (8)	No	No	Yes	Yes	Yes	Yes	No	No
	0080 (9)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	0080 (10)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	0080 (11)	No	No	No	No	Yes	Yes	No	(a) and (b) Only
	0085	No	No	No	No	No	No	Yes	No
Does Deviation Subsection Apply?									
Deviation Criteria OAR 734-051-0135	0135 (2)	No	Yes*	No	No	No	No	No	No
	0135 (3)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	0135 (4)	No	If Infill or Redevel.	If Infill or Redevel.					
	0135 (5)	No	If I/C Mgt. Area	If I/C Mgt. Area					
	0135 (6)	No	No	No	No	No	If Public	If Public	Yes
	0135 (7)	No	No	No	No	No	If Public	If Public	Yes
	0135 (8)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	0135 (9)	No	If I/C Mgt. Area	If I/C Mgt. Area					
	0135 (10)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	<small>CNBMR = Cannot Be Made Reasonable I/C Mgt. Area = Interchange Management Area * For landlocked approaches, CHAMPS findings only incorporate OAR 734-051-0135 (2); if 135 (2) is not met, the RAME should evaluate the remaining deviation criteria, in which case it may be necessary to customize the findings document.</small>								

Appendix J. Right of Way Fax Cover

Figure 85. Right of Way Fax Data Sheet

		<h2 style="margin: 0;">FAX DATA SHEET</h2>	Application Number: 3360
Oregon Department of Transportation			
Number of Pages (including this page): _____		Date: 02/20/2004	
To: Right of Way Engineering Attn: Access Research Phone: (503) 896-3617 FAX: (503) 896-8600	From: Craig Dean Maintenance Office: Dist. 01 Astoria 300 W Marine Drive Astoria, OR 97103 (503) 325-7222 (503) 325-1314 FAX EA/Subjob: FRMT2109001		
File Number: R/W Map No.: 8B-4-30 Const. Plans: Description: This is a Test Permit Application Record Landmarks: Between 10th & 11th Streets on Pacific (Hwy 101)			
Applicant Information: Name: Robert Applicant Company:		Property Information Address: 1008 Pacific Ave. Tillamook OR 97141 County: Tillamook Highway: Oregon Coast Route: US101 Mile Point: Engineering Station: Side of Hwy: Mail Parcel#:	
Property Owner Information Name: Robert Riggert Company:		Tax Lots Township Range Section Tax Lot 1S 9 30CC 9100 &	
		Location: Hwy No: Hwy Name: 009 Oregon Coast Mile Point: Side of Highway: 68.13 L Eng Sta No: 374+20 Mile Type: R/W Id: Overlap Mile Cd: Regular 2 - Secondary (non add mlg)	
Notes: R/W Map 6B-15-5, Tillamook Co. 1S-9-30CC-9100: No access control. NOTE: Based on R/W Map 6B-15-5, Engr.'s Sta. 374+76 DOES NOT ABUT TAX LOT 9100; appears to abut the Intersection of the hwy. with 10th St. R/W Map 6B-15-5, Tillamook Co. 1S-9-30CC-9200: No access control. Under Specification tab, entered driveway width of 20.00 ft.			
Comments: _____ _____ _____			
Page 1 of 1			

Appendix K. Right of Way Worksheet

Figure 86. Right of Way Worksheet

Right_of_Way Work Sheet

Date: 02/20/2004 Application Number: 3360
 Permit Specialist: Craig Dean File Number: EA/Subjob: PRMT2109/001
 Right of Way Map Number: 6B-4-30 Construction Plans:
 Description: **This is a Test Permit Application Record**
 Landmarks: **Between 10th & 11th Streets on Pacific (Hwy 101)**

<p>Applicant Information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name: Robert Applicant</td></tr> <tr><td style="padding: 2px;">Company:</td></tr> </table> <p>Property Owner Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name: Robert Riggert</td></tr> <tr><td style="padding: 2px;">Company:</td></tr> </table>	Name: Robert Applicant	Company:	Name: Robert Riggert	Company:	<p>Property Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Address: 1008 Pacific Ave. Tillamook OR 97141</td></tr> <tr><td style="padding: 2px;">County: Tillamook</td></tr> <tr><td style="padding: 2px;">Highway: Oregon Coast</td></tr> <tr><td style="padding: 2px;">Route: US101</td></tr> <tr><td style="padding: 2px;">Mile Point: 66.13</td></tr> <tr><td style="padding: 2px;">Engineering Station: 374+20</td></tr> <tr><td style="padding: 2px;">Side of Hwy: L</td></tr> <tr><td style="padding: 2px;">Mile Post: N</td></tr> </table> <p>Tax Lots</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Township Range Section Tax Lot</td></tr> <tr><td style="padding: 2px;">1S 9 30CC 9100 &</td></tr> </table> <p>Location:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Hwy No: 009</td><td style="padding: 2px;">Hwy Name: Oregon Coast</td></tr> <tr><td style="padding: 2px;">Mile Point: 66.13</td><td style="padding: 2px;">Side of Highway: L</td></tr> <tr><td colspan="2" style="padding: 2px;">Eng Sta No: 374+20</td></tr> <tr><td style="padding: 2px;">Mile Type: Regular</td><td style="padding: 2px;">Rdwy Id: 2 - Secondary (non add milg)</td><td style="padding: 2px;">Overlap Mile Cd:</td></tr> </table>	Address: 1008 Pacific Ave. Tillamook OR 97141	County: Tillamook	Highway: Oregon Coast	Route: US101	Mile Point: 66.13	Engineering Station: 374+20	Side of Hwy: L	Mile Post: N	Township Range Section Tax Lot	1S 9 30CC 9100 &	Hwy No: 009	Hwy Name: Oregon Coast	Mile Point: 66.13	Side of Highway: L	Eng Sta No: 374+20		Mile Type: Regular	Rdwy Id: 2 - Secondary (non add milg)	Overlap Mile Cd:
Name: Robert Applicant																								
Company:																								
Name: Robert Riggert																								
Company:																								
Address: 1008 Pacific Ave. Tillamook OR 97141																								
County: Tillamook																								
Highway: Oregon Coast																								
Route: US101																								
Mile Point: 66.13																								
Engineering Station: 374+20																								
Side of Hwy: L																								
Mile Post: N																								
Township Range Section Tax Lot																								
1S 9 30CC 9100 &																								
Hwy No: 009	Hwy Name: Oregon Coast																							
Mile Point: 66.13	Side of Highway: L																							
Eng Sta No: 374+20																								
Mile Type: Regular	Rdwy Id: 2 - Secondary (non add milg)	Overlap Mile Cd:																						

Notes:
 R/W Map 6B-15-5, Tillamook Co. 1S-9-30CC-9100: No access control. **NOTE: Based on R/W Map 6B-15-5, Engr.'s Sta. 374+76 DOES NOT ABUT TAX LOT 9100; appears to abut the intersection of the hwy. with 10th St.**
 R/W Map 6B-15-5, Tillamook Co. 1S-9-30CC-9200: No access control.

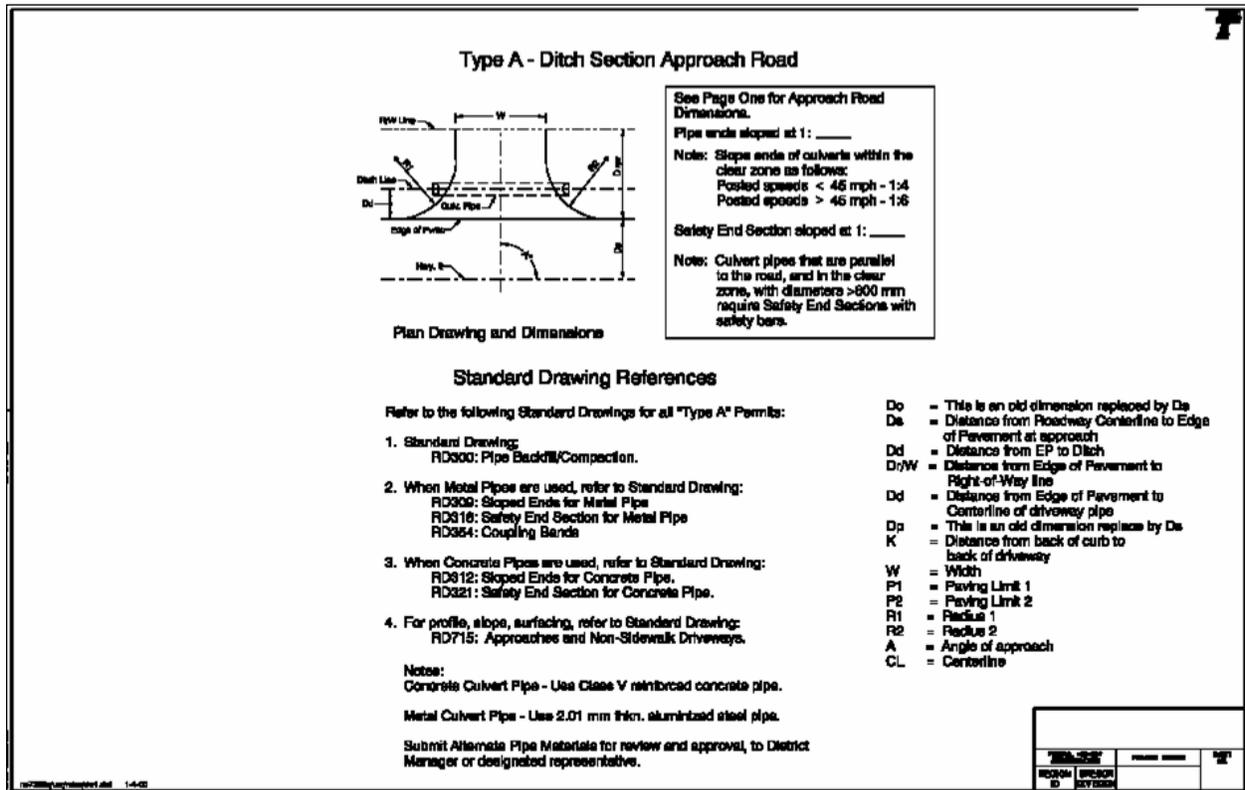
Under Specification tab, entered driveway width of 20.00 ft.

Comments: _____

Page 1 of 1

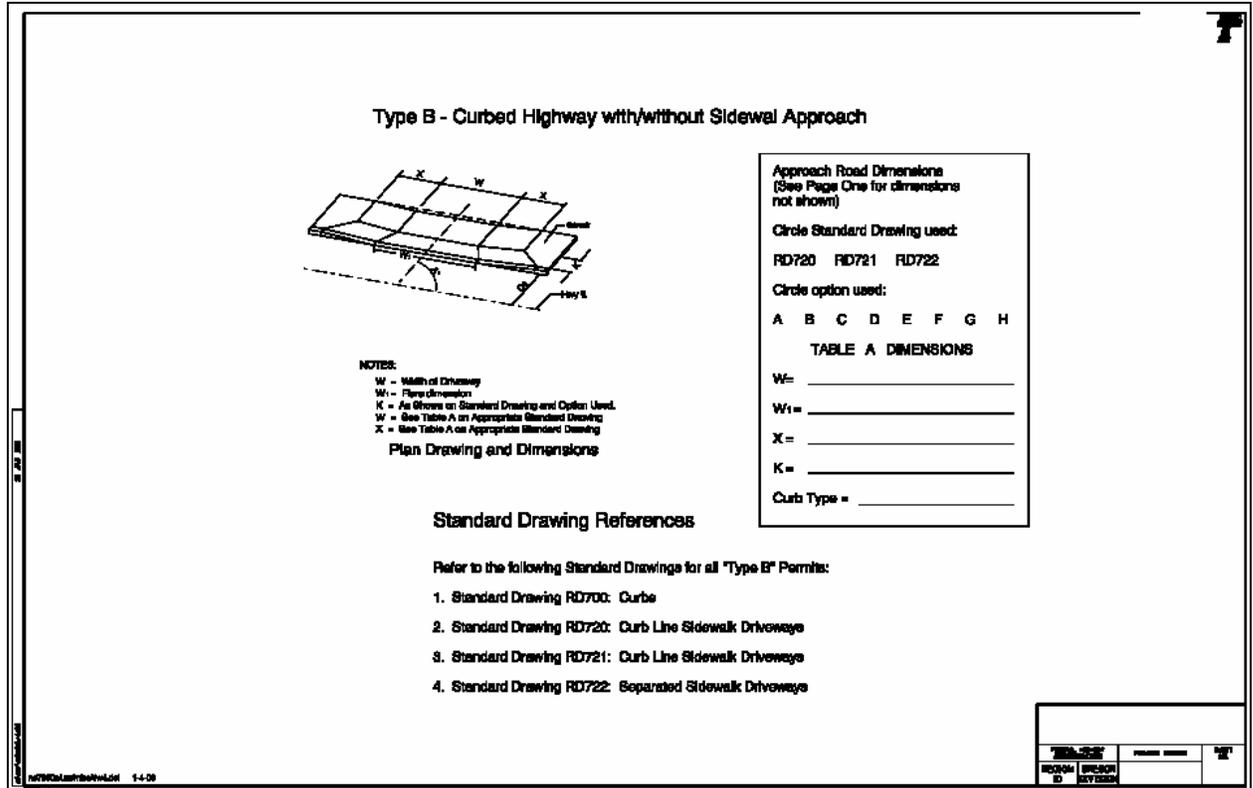
Appendix L. Type A Standard Drawing - Ditch Section Approach Road

Figure 87. Type A Ditch Section Approach Road



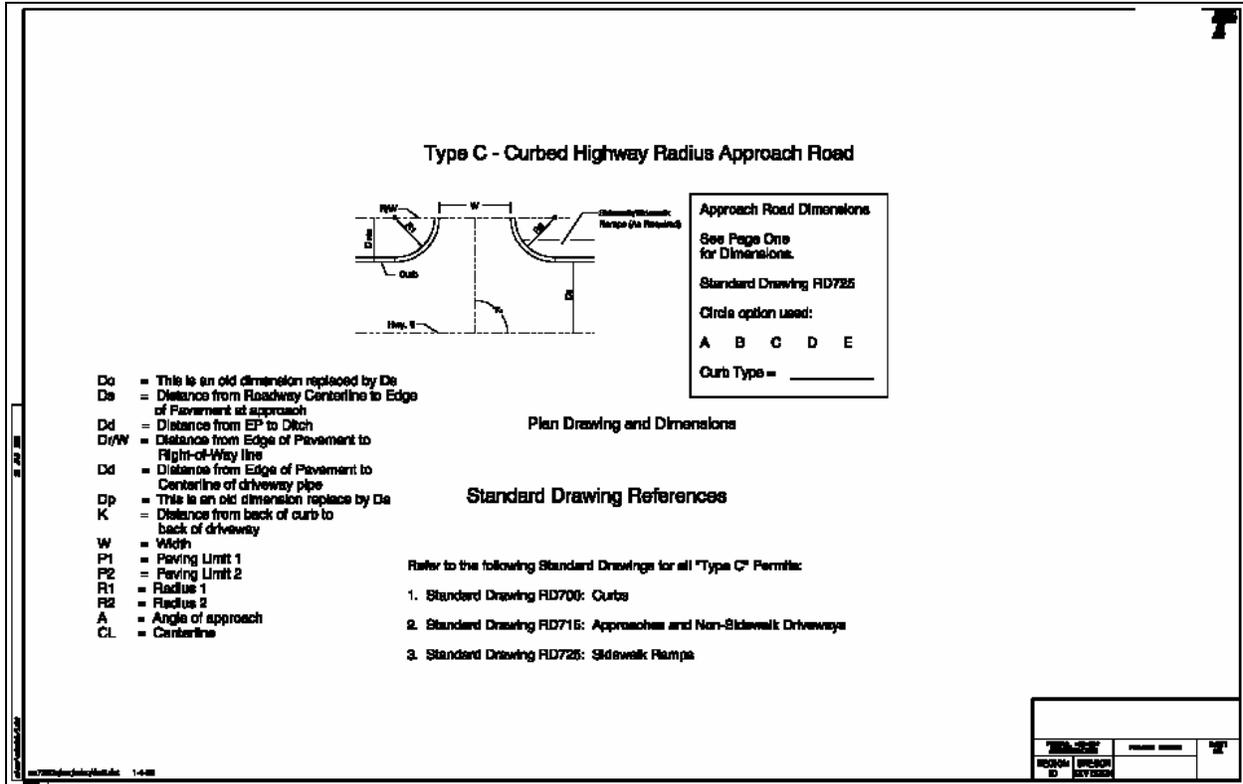
Appendix M. Type B Standard Drawing - Curbed Highway with/without Sidewalk Approach

Figure 88. Type B Curbed Highway with/without Sidewalk Approach



Appendix N. Type C Standard Drawing - Curbed Highway Radius Approach Road

Figure 89. Type C Curbed Highway Radius Approach Road



Index

A

About CHAMPS window	23
About this guide	3
conventions.....	4
Accessing	
CHAMPS.....	6
online reports.....	26
online search.....	26
Adding	
custom provisions.....	98
supplemental items.....	84
Adopt a highway report	183
ADT	
calculating.....	18
estimating.....	18
Alert function	148, 176
Alert right-of-way window	158
Alerts	
background.....	149
closing from alerts tab.....	107
closing from Alerts window.....	155
creating on alerts tab.....	107
creating on Alerts window.....	152
creating right-of-way.....	156
deleting from alerts tab.....	107
deleting on Alerts window.....	153
right-of-way.....	156
system-generated.....	150
updating on alerts tab.....	107
updating on Alerts window.....	153
user-generated.....	150
viewing.....	150
Alerts tab	53, 106
Alerts window	8, 149
Amending	
permit.....	130
Appendices	187
Application	
alerts tab.....	106, 107
application tab.....	55, 56
background.....	116

cloning.....	127
creating.....	118
denying.....	134
expiring.....	136
findings tab.....	109
general tab (CHAMPS).....	63, 70
inspection tab.....	100, 102, 103
insurance/bond tab.....	86, 88
notes tab.....	104, 105
printing.....	142
property tab.....	59, 60
provision tab.....	95, 97, 98
specification tab.....	90, 91
supplemental item tab.....	83, 84
voiding.....	132
Application for State Highway Approach	53, 118, 189
Application tab	52, 55
Application worksheet	
printing.....	142
Application/Permit status definitions table	70
Application/Permit window	51, 52, 116
background.....	52
Applications/Permits	114
Attachments	
generating.....	172
B	
Background	
alerts.....	149
amending permit.....	130
application/permit window.....	52
canceling permit.....	138
CHAMPS search function.....	42
cloning application/permit.....	126
creating application.....	118
denying applications.....	133
expiring applications.....	136
graphical reports.....	38
issuing permits.....	123
letters.....	163

new permit applications.....	116	specification tab	90
online reports	26	supplemental item tab	83
online search	26	CHAMPS application detail report	
printing application/permit data.....	141	window	32, 37
reports	177	CHAMPS reports window	33
UPERMIT search function	47	CHAMPS search results display	
voiding permits	132	window	32
Bonds		CHAMPS splash window	7
entering	88	CHAMPS window	9
releasing.....	88	Changing	
updating.....	88	custom provisions.....	98
C		standard provisions.....	97
Calculating		Checklists	
ADT	18	post-construction inspection.....	101
fees.....	18	pre-construction inspection	101
Cancel Permit window.....	138	Clone application window	129
Canceling		Cloning	
permit.....	139	new application	127
CHAMPS		Closing	
accessing.....	6	alerts	107, 155
alert function.....	148, 176	Completing	
alert right-of-way window	158	online search.....	30
alerts tab.....	106	Construction permit.....	190
alerts window.....	149	Construction placard	192
application tab.....	55	printing	142
application/permit window	51	Copying	
applications/permits.....	114	existing application/permit.....	127
basics	5	Create a document or preview a	
exiting	24	template window	169
findings tab	109	Creating	
general tab.....	45, 63	alerts	107, 152
inspection tab.....	100	custom provisions.....	98
insurance/bond tab.....	86	new permit application	118
introduction.....	1	right-of-way alerts.....	156
letter function.....	162	right-of-way e-mail	17, 158
logging off	24	Current adopt-a-highway permits	
notes tab.....	104	window	178, 183
online reports function.....	25	Custom provisions	
online search function.....	25	adding.....	98
overview	2	changing	98
property tab.....	59	creating.....	98
provision tab	95	deleting	98
search for existing application/permit	46	Cutoff date	
search function.....	41	extending.....	165, 172
search function background.....	42	D	
sort window	45	Deleting	
		alerts	107, 153
		custom provisions.....	98

inspection data.....	103
notes.....	105
property information.....	60
standard provisions.....	97
Denying	
application	134
Deviations	
applicability	199
Displaying	
graphical reports	38
Document name window	167
Documents	
importing	174
Drawing	
printing	16
type A ditch section approach road ..	202
type B curbed highway.....	203
type C curved highway radius approach road.....	204

E

EA based on district table.....	73
Edit menu.....	12
E-mail	
creating for right-of-way	17
creating right-of-way	158
system-generated messages	160
Entering	
application tab	56
findings.....	110
general tab (CHAMPS)	70
inspection data.....	102
insurance/bond tab.....	88
notes.....	105
property tab.....	60
specification tab.....	91
Envelopes	
printing	17
Estimating	
ADT.....	18
fees.....	17, 18
Exiting	
CHAMPS.....	24
Expiring	
application	136
Extending	
cutoff date.....	165, 172

F

Fax cover	
printing right-of-way	161
right-of-way	200
Fees	
calculating	18
estimating.....	17, 18
File menu	11
File to be imported window.....	175
Findings	
applicability.....	199
entering	110
updating.....	110
Findings tab.....	53, 109
Forms	
application for state highway approach	53, 118, 189
liability release	195
printing.....	16

G

General tab (CHAMPS)	44, 45, 52, 63
General tab (UPERMIT).....	48, 49
Generating	
attachments	172
graphical reports.....	38
letters.....	17, 163
letters for signature	170
letters from existing documents	166
letters from templates.....	168
online reports	33
reports	177, 180
Graphical reports	38
decision metrics	40
deemed complete metrics.....	40
displaying.....	38
generating.....	38

H

Help menu.....	23
-----------------------	-----------

I

Icon toolbar.....	10
Import file window.....	174
Importing	
documents	174
Inspection tab.....	53, 100
Inspections	

deleting	103
entering	102
post-construction checklist	101
pre-construction checklist.....	101
updating	103
Insurance	
entering	88
updating	88
Insurance/Bond tab	52, 86
Intranet	
accessing.....	20
Introduction to CHAMPS	1
Issue permit window.....	123
Issuing	
permits	124
L	
Land use	
estimating ADT	18
estimating fees	18
Land use ADT fee estimator window	19
Launch	
intranet.....	20
Launch menu.....	20
Letter function.....	162
Letters	
background	163
generating	17, 163, 170
generating from existing documents.	166
generating from templates	168
Liability release form	195
Logging off	24
LRS selection window	73

M

Menu bar	
edit	12
file.....	11
help	23
launch.....	20
miscellaneous.....	16
permit.....	13
reports	14
window	22
Miscellaneous menu.....	16

N

Notes

deleting.....	105
entering.....	105
updating.....	105
Notes tab.....	53, 104

O

Online CHAMPS search window.....	29
Online reports	
accessing	26
available	34
background.....	26
criteria	36
generating.....	33
graphical.....	38
help.....	28
sample	37
using	28
window	33
Online search	
accessing	26
background.....	26
completing.....	30
criteria	31
help.....	28
using	28
window	29

Online search & reporting help page28

Online search & reporting page..... 26

Overview

CHAMPS	2
--------------	---

P

Pavement layers.....	196
Permit	
alerts tab	106, 107
amending	130
application tab	55, 56
approach	2
background.....	116
canceling	139
cloning new application	127
construction	190
construction placard	192
findings tab.....	109
general tab (CHAMPS).....	63, 70
inspection tab	100, 102, 103
insurance/bond tab	86, 88

issuing.....	124
miscellaneous	2
notes tab.....	104, 105
printing	142
property tab.....	59, 60
provision tab.....	95, 97, 98
specification tab.....	90, 91
supplemental item tab.....	83, 84
use.....	191
utility	2
Permit issuance documents	125
Permit menu	13
Permits by owner report.....	181
Permits by owner window.....	181
Permits issued for year window	177, 180
Post-construction	
inspection checklist	101
Pre-construction	
inspection checklist	101
Preliminary construction specification	
printing	142
Preliminary Construction	
Specifications for a State Highway	
Approach	193
Print forms window.....	16, 17, 142
Print menu window	141
Print window.....	145
Printing	
application	142
application worksheet.....	142
construction placard	142
drawings	16
envelopes	17
forms.....	16
permit.....	142
preliminary construction specification	
.....	142
provisions	142
refund request	142
right-of-way fax cover.....	161
right-of-way worksheet	161
specifications	142
Property tab.....	52, 59
Provision tab	53, 95
Provisions	
adding custom.....	98
changing	97

changing custom	98
creating custom	98
deleting standard	97
printing.....	142
selecting	97

R

Refresh data window	167
Refund request	
printing	142
Releasing	
bonds	88
Reports	
adopt a highway	183
available online	34
background.....	177
generating.....	177, 180
graphical.....	38
online.....	25, 33
online sample	37
permits by owner.....	181
Reports menu	14
Right of Way	
alerts.....	156
e-mail	17, 158
fax cover.....	161
worksheet	161
Right-of-Way Fax Cover	200
Right-of-Way Worksheet	201

S

Search	
existing application/permit (CHAMPS)	
.....	46
existing permit (UPERMIT)	49
online.....	25, 30
Search function	41
Search tab.....	53
Search tab (CHAMPS).....	42
Search tab (UPERMIT)	47
Select document to open window ..	167
Selecting	
standard provisions	97
supplemental items.....	84
Sort window.....	45
Specification tab	53, 90
Specifications	
entering	91

printing.....	142
updating.....	91
Spelling window.....	98, 99
Standard provision window.....	96
Status history window.....	64
Status timeline window.....	64
SubJob based on average daily trips table.....	74
Supplemental item tab.....	52, 83
Supplemental items	
selecting.....	84
updating.....	85
System-generated alert messages.	151
System-generated e-mail messages	160

T

Tables

application/permit status definitions...	70
EA based on district.....	73
edit menu functions.....	12
file menu functions.....	11
help menu functions.....	23
icon toolbar functions.....	10
launch menu functions.....	21
miscellaneous menu functions.....	16
permit issuance documents.....	125
permit menu functions.....	13
reports menu functions.....	14
subjob based on average daily trips....	74
system-generated alert messages.....	151
system-generated e-mail messages...	160
window menu functions.....	22

Tabs

alerts.....	53, 106
application.....	52, 55
findings.....	53, 109
general (CHAMPS).....	44, 45, 52, 63
general (UPERMIT).....	48, 49
inspection.....	53, 100
insurance/bond.....	52, 86
notes.....	53, 104
property.....	52, 59
provision.....	53, 95
search.....	53
search (CHAMPS).....	42
search (UPERMIT).....	47
specification.....	53, 90
supplemental item.....	52, 83

Type A Ditch Section Approach Road	202
Type B Curbed Highway.....	203
Type C Curved Highway Radius Approach Road.....	204

U

Updating

alerts.....	153
alerts tab.....	107
application tab.....	56
findings.....	110
general tab (CHAMPS).....	70
inspection data.....	103
insurance/bond tab.....	88
notes.....	105
property tab.....	60
specification tab.....	91
supplemental items.....	85

UPERMIT

general tab.....	49
search for existing permit.....	49
search function background.....	47
search tab.....	47

UPERMIT (historical data) window ...

Use permit.....

Using

online reports.....	28
online search.....	28

V

Viewing

alerts.....	150
graphical reports.....	38

Voiding

application.....	132
------------------	-----

W

Window menu.....

Windows

about CHAMPS.....	23
alert right-of-way.....	158
alerts.....	8, 149
application/permit.....	51, 52, 116
cancel permit.....	138
CHAMPS splash.....	7
clone application.....	129

create a document or preview a template	169	permits by owner.....	181
current adopt-a-highway permits.....	178, 183	permits issued for year	177, 180
document name.....	167	print	145
file to be imported	175	print form	17
import file	174	print forms.....	16, 142
issue permit.....	123	print menu	141
Land use ADT fee estimator	19	refresh data.....	167
LRS selection	73	select document to open.....	167
main CHAMPS.....	9	sort.....	45
online CHAMPS application detail report	32, 37	spelling.....	98, 99
online CHAMPS reports	33	standard provision	96
online CHAMPS search	29	status history	64
online CHAMPS search results display	32	status timeline	64
online search & reporting	26	UPERMIT(historical data).....	47
online search & reporting help	28	Worksheet	
		printing right-of-way.....	161
		right-of-way	201
		Worksheet for State Highway Approach	194

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