

Oregon Department of Transportation Technical Services	NUMBER AM 05-01	SUPERSEDES NEW
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Access Management Technical Bulletin	This Technical Bulletin is approved for use in the determination of approach permit administrative fees in accordance with OAR 734-051. It supplements the guidance regarding administrative fees provided in the Access Management Manual, Volume 1, Chapter 4.	
	CANCELLATION DATE – This bulletin will remain in effect until further notice or revision. The information will be incorporated into the Access Management Manual at the time the Manual is updated. Please check the Access Management website periodically for any changes in the status of this bulletin (i.e. superseded or revised).	
	REFERENCE OAR 734, Division 51, 0070(4) and Access Management Manual – Volume 1, Chapter 4 (Administrative Fees, Amount of Fees, Land Use Categories for Fee Calculation)	
SUBJECT Administrative Fees for Highway Approach Applications	APPROVED SIGNATURE Harold Lasley, Mgr. Access Management Program	

PURPOSE

The purpose of this bulletin is to provide guidance in the determination of administrative fees for approach application permits in accordance with OAR 734-051.

DEFINITIONS

CHAMPS – Central Highway Approach/Maintenance Permit System

TECHNICAL BULLETIN GUIDANCE

When the administrative fee is not otherwise established in OAR 734-051-0070(4), and the application is not for a temporary or restricted use approach, the following guidance is to be used in the circumstances outlined below.

1. Application for a new approach where there is no land development existing or proposed
 - Process as a permanent approach serving vacant land.
 - The fee is the minimum fee (\$200 for first approach, \$80 for each additional)
 - CHAMPS entry - In the “Approach Will Serve” pane on the Application tab, select “Farm Field” from the Land Use menu.

2. Application for a new approach with or without a land use change
 - The fee is based on the total site ADT.
 - CHAMPS entry - Enter the total size and type of each land use (existing and any proposed increase) in the Application tab, “Approach Will Serve” pane.

3. Application for relocation of an existing approach
 - Process as a new approach application (see instructions for item 2 above).
4. Application for an existing approach that is not permitted or grandfathered
 - Process as a new approach application (assess the fee based on the total site ADT)
 - CHAMPS entry – In the “Approach Will Serve” pane of the Application tab, enter the total size and type of each land use so that fee will be calculated based on the total site ADT (existing and any proposed increase).
5. Application is for a change of use of an existing approach based on increase in site trip generation (OAR 734-051-0045(2)(a) and (b)(A))
 - CHAMPS entry - Enter only the proposed increase in size and type of each land use (not existing) in CHAMPS Application tab, “Approach Will Serve” pane, so that fee will be calculated based only on the increase in site ADT.
6. Application is for a change of use of an existing approach based on criteria other than site trip generation (OAR 734-051-0045(2)(a) and (b)(B-E))
 - If an application is not otherwise required, and OAR 734-051-0045(2)(b)(A) is not triggered, assess the minimum fee of \$200. An example of this would be an application where the only change is to the site’s circulation.
 - CHAMPS entry - In the Miscellaneous pane on the Application Tab, select “Full Fee” from the Fee Factor menu. In the “Approach Will Serve” pane, select “Other” for the Land Use and enter “1” in the Land Use ADT field. This will generate a fee calculation of \$200. In the Notes tab enter an explanation that application is for “Change of Use/ No Change in ADT.”
7. Request for confirmation of an existing approach that is either permitted or grandfathered
 - No fee is charged when the sole reason for the request is to provide evidence of a legal approach pursuant to requirements of a local jurisdiction or other legal entity, such as a court of law.
 - To create a CHAMPS record (if necessary): In the “Miscellaneous” pane on the Application tab, select “Grandfathered (no fee)” from the Fee Factor menu.
 - If during review of the application, it is determined to meet change of use criteria, the full fee corresponding to the change shall be assessed.

EXPLANATION/COMMENTARY

Since the implementation of revisions to OAR 734-051 in March 2004, several questions have arisen about the appropriate administrative fee. This bulletin establishes guidance for more consistent administrative fee determinations in the circumstances described.

RESPONSIBILITIES of Parties Involved

Use this guidance to determine administrative fees in circumstances similar to those described.

ACTION REQUIRED

Provide feedback on effectiveness of this guideline to the Access Management Program Manager.

IMPLEMENTATION PLAN

May be used immediately.