

CHAPTER 4 – RELATIONS WITH PUBLIC OR OTHER AGENCIES

The Project Manager (PM) must:

- Provide information about construction Contract Work to inform the travelling public and media.
- Assure that the permit provisions of the Motor Carrier Services Unit and other agencies are not violated.
- Address concerns of the travelling public, adjacent businesses and owners, and other agencies are addressed.
- Assure that the Contractor accommodates emergency services.
- Provide Project information to the appropriate Mobility Coordinator.

4-1 MEDIA AND TRAVELING PUBLIC

The PM should provide Project information to the local media so that local residents are made aware of the Project scope, schedule, and impacts to traffic. The PM may wish to obtain assistance from the Region Public Affairs representative. Update information to the media regularly as needed.

The PM should record significant events, happenings, or communications in the Project diary.

4-2 PERMITS

The PM and involved project personnel should be aware of the requirements of permits that have been issued for the project. They must assure that the Contractor is aware of the permit requirements to avoid violations. It may be appropriate for the PM to have a separate discussion with the Contractor about permit requirements for the Project. This should occur near the pre-construction conference meeting. [*Refer to Chapter 11 - Before On-Site Work Can Begin*]

Establish relations with the permitting agency so that the project can be completed without a permit violation. The ODOT Region Environmental Coordinator (REC) is a resource for the PM pertaining to environmental issues. [*Refer to Chapter 21 – Permits*]

4-3 EMERGENCY VEHICLES

The PM must assure that the Contractor or others notify the affected emergency services of any closures that may affect the emergency services. For normal Contract

activities, the Contractor must allow emergency vehicles to access or pass through the work area without delay.

4-4 HORIZONTAL / VERTICAL CLEARANCE RESTRICTIONS

The Project Work cannot prevent movement of oversize vehicles through the Project without coordination with the Freight Mobility Coordinator. The PM must notify the Motor Carrier Services Section 28 Calendar Days prior to when any vertical or horizontal restrictions are put in place to allow them to notify and prohibit oversize vehicles through the Project. The PM must electronically submit a [Highway Restriction Notice – Size and/or Weight form #734-2357](#) to the Motor Carrier Transportation Division (MCTD) Technical Coordinator (see Exhibit 4(A)). A confirmation e-mail with a copy of the submitted form will be sent by MCTD. Once the restriction has been lifted, the form must be updated and resubmitted.

Project workers, the oversize vehicle, the Project Work, and other vehicles and their occupants could be endangered if an oversized vehicle accidentally tries to go through the restriction.

4-5 RIGHT OF WAY / PERMIT OF ENTRY

The PM must be aware of and inform the Contractor, as appropriate, about Right of Way limits and use of adjacent property. The Contractor must not enter adjacent property without proper permission.

If Project activities require the acquisition of or entry onto adjacent property, the PM must take action to either secure a permit of entry, or for the Agency to acquire the property before allowing the Contractor access to the property. [*Refer to Chapter 29 – Right of Way and Accesses*]

Members of the travelling public and adjacent businesses often will contact the Inspector or PM with concerns regarding the Project. The Agency's representative, and the Contractor's representative when involved, must remain courteous to these persons even though they may be registering a complaint. When valid issues are raised, the Inspector should take timely action to correct those issues and should involve the PM if necessary.

Adjacent property owners and businesses may raise concern involving a Right of Way Obligation that was negotiated for the Project. It may be appropriate to involve the ODOT Right of Way Representative in those discussions.

OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL



Motor Carrier Transportation Division

HIGHWAY RESTRICTION NOTICE - SIZE AND/OR WEIGHT
(Electronic version of form # 734-2357 (Rev 2-07))

Instructions: Complete the fields below and submit to Motor Carrier Transportation Division (MCTD) twenty-eight (28) days prior to when the restriction begins so the carriers may be notified. This form is fillable online. After completing the form click on the 'Submit' button to send the form electronically to MCTD. An email confirmation will be sent to you with a copy of the form attached for your records. When the project is complete or the restriction has been lifted, update this form and re-submit it to MCTD.

You can access the ODOT [Highway Mobility Operations Manual](#) for detailed information or, if you have questions, contact MCTD's Over Dimensional Permit Manager at (503) 378-6192.

[Need Help Filling Out this Form?](#)

Step 1: Complete the request form Step 2: Review Step 3: Confirmation

Status: New Restriction *

* = required Field

Section 1

Route Number: *

Highway Maintenance Number:

Beginning Mile Point: * Ending Mile Point: *

Direction: Northbound Southbound Eastbound Westbound *

Highway Local Name: *

Section 2

Date Work Begins: * Estimated Completion Date: *

Restriction Hours: Is it 24 X 7? No Yes *

Provide a detailed explanation of the work: (Do not use jargon or acronyms)
(Add text to be sure to include the Days (Sun-Sat) of the restriction.)

Section 3

Height: No change in existing height requirements Change in existing height requirements *
(Physical height between top of pavement and bottom of structure/falsework at the lowest point in travel lanes.)

Width: No change in existing width requirements Change in existing width requirements *
(Physical width between barriers.)

Weight: No change in weight requirements Change in weight requirements *

**OREGON DEPARTMENT OF TRANSPORTATION
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Section 4	
Bridge Structure Name:	<input style="width: 90%;" type="text"/>
Bridge Structure Milepost:	<input style="width: 40%;" type="text"/>
Bridge Structure Number:	<input style="width: 40%;" type="text"/>
Road/Ramp Closure?	<input type="radio"/> Yes <input type="radio"/> No *
Is there a detour route?	<input type="radio"/> Yes <input type="radio"/> No *
Section 5	
Submitter's Name:	<input style="width: 90%;" type="text"/> *
Submitter's Phone:	<input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> * Retype Phone: <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> *
Submitter's Cell Phone:	<input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>
Submitter's Email:	<input style="width: 90%;" type="text"/> * Retype Email: <input style="width: 90%;" type="text"/>
Email: <i>(All official correspondence concerning this document will be sent to this email address.)</i>	
Alternate Name:	<input style="width: 90%;" type="text"/>
Alternate Phone:	<input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>
Alternate Email:	<input style="width: 90%;" type="text"/>
Agency (ODOT) Project Manager or CPM:	<input style="width: 90%;" type="text"/> * Email: <input style="width: 90%;" type="text"/> *
Region Mobility Coordinator:	<input style="width: 90%;" type="text"/> Select One *
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Print a Blank Form"/>	

* = required field

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