

## Use of ODOT Property by Permit

ODOT will issue permits to allow various uses of ODOT property.

The District Manager has authority to grant permits for:

- Approaches to state highways (Use form 734-2495 and other forms in the Access Management Program and available on the ODOT Intranet).
- Encroachment on state highway property, including the several activities discussed below (Use form 734-3457. Indicate and include the appropriate general provisions for the permit activity, that are included on the website, as well as other needed and applicable special provisions.).
- Vegetation control, on state highway property, by the adjacent owner or tenant (Use form 734-2140).
- Free Coffee Program at Rest Areas (Use form 734-2081).
- Bicycle Race (Use form 734-2214).
- Special Transportation Permit for House Moves, form 734-2006, to allow movement of houses or other buildings over a state highway.

These permits and the requirements for bond and insurance are discussed below.

The District Manager, and other personnel involved in the permit process, must be familiar with the requirements and procedure for each type of permit in order to provide accurate information to applicants and properly administer the permit. The District Manager and other involved ODOT personnel must be courteous and helpful and should assist applicants in completing applications for permits.

If ODOT cannot grant a permit for a requested situation, the District Manager and other involved ODOT personnel must provide the applicant a courteous, accurate, and complete explanation of the reason(s) why the permit cannot be granted.

The Motor Carrier Transportation Division (MCTD) also grants permits for movement of other over-dimensional (size or weight) loads over the State Highway system, as discussed below. Other units in ODOT may also be responsible to grant other permits for use of ODOT property.

For permits that are issued by the MCTD or another unit in ODOT, the District Manager should be:

- Aware of the process or procedure to acquire those permits, as well as the permits issued by the District Manager and staff.
- Involved in the process to issue those other permits if the permitted use will:
  - Significantly affect traffic flow or use of the highway.
  - Impact maintenance activities.
  - Require assistance from maintenance forces.
  - Require changes to the adopted permit practices or guidelines that will affect roadway use or will impact maintenance activities, including permitted activities under a Permit to Occupy or Perform Operations Upon a State Highway.

## Requirement for Insurance and Bond or Security Deposit

The District Manager must:

- Assure that the permit applicant provides proper insurance coverage and bond or security deposit before issuing the requested permit or allowing the permitted activity to start.
- Send the security deposit, or a copy of the bond, and a copy of the certificate of insurance with the approved permit to the Access and Utility Permits Specialist (AUPS) in the Office of Maintenance.
- If the permit requires a fee or payment, send the fee or payment to the AUPS, except send the fee or payment for House Move permits to the MCTD.
- If the insurance expires or is cancelled before the permitted activity is completed, assure that acceptable, new insurance coverage is in place before allowing the activity to continue.
- Assure that the permittee maintains the full value of the required insurance, bond, or security deposit for the full term of the permit requirement.
- When the permitted activity is satisfactorily completed, notify the AUPS to release the bond or security deposit. Do not worry about releasing the insurance because it will expire automatically on its expiration date.

The AUPS will:

- Provide guidance and assistance upon request for all permits except Vegetation Control and House Move permits.
- cursorily review random bonds and certificates of insurance to assure that the District Manager is appropriately administering requirements for bonds and insurance. As appropriate, the AUPS will provide feedback to the District Manager and others.
- Perform banking responsibilities for:
  - Security deposits and return the deposit when notified by the District Manager that the permitted activity is satisfactorily completed and the need for the security deposit no longer exists.
  - Fees collected for each Application for State Highway Approach.
  - Fees to allow utilities to install facilities on ODOT property.
  - Payments for chain installer permits.
- Maintain the permanent ODOT file for each permit.

### 1. Insurance Coverage

ODOT does not require evidence of insurance coverage on permits for:

- Adopt-A-Highway .
- Chain Installers in Snow Zones.
- Vegetation Control.
- Free Coffee Program.

ODOT requires that each other permit applicant/permittee provides insurance coverage during the entire period of the permitted activity or during the entire period that the

applicant/permittee or its agents are performing operations on ODOT property. The District Manager must assure that the certificate of insurance:

- Is submitted either on ODOT's Certificate of Insurance form 734-1852 or a similar format that includes all required information.
- Includes either the permit number or an accurate description of the location and type of work involved.
- Certifies insurance coverage of General Liability insurance with a minimum limit of \$500,000 per occurrence. The insurance must not include any other limitations on coverage amounts.
- Contains Additional Insured language including at least the following: "The State of Oregon, the Oregon Transportation Commission and its members, the Oregon Department of Transportation, and their officers and employees in respect to the activities, performed by the permittee, related to the permit". If the permit involves a roadway or property governed by another jurisdiction, such as a city or the United States Department of Agriculture-Forest Service, that involved jurisdiction should also be included as an Additional Insured.
- Specifies that insurance coverage cannot be cancelled without 30 days written notice to ODOT.
- If the insurance policy provides coverage on several permits or projects, the certificate must list the other permits or projects covered by that policy.
- Includes proper signatures.

During each permitted activity, assure that proper insurance is maintained during the life of each project. When each activity is complete, let the insurance expire on its expiration date.

## 2. Bond (or Security Deposit) Requirements

If ODOT is at some risk to repair damage from, or complete unfinished parts of work allowed by, a permitted activity, the District Manager should require the permit applicant to furnish a bond or security deposit. If the applicant chooses or is required to submit a bond, the bond must either be on the appropriate ODOT form or include the same language as the ODOT form.

ODOT has two bond forms:

- Permit Performance Bond, form 734-1908, covers a specific permit.
- Blanket Bond, form 734-1909, may cover several permits. If the permittee furnishes a Blanket Bond, it must attach a listing of the active permits, and the bonded amount for each permit, that are covered by the bond. When the permittee acceptably finishes work under a permit, the District Manager must request the AUPS to release the bond for that permit. The permittee must maintain the full bonded amount for the full term of the permit requirement.

If the applicant chooses to furnish a security deposit, the security deposit must be a check, payable to the Oregon Department of Transportation, for the same value as required for a bond.

General guidelines on when a bond or security deposit is needed include:

- If the permit activity involves constructing facilities within, or removing, replacing, restoring, or adding to, the roadway, the District Manager must require the permittee to furnish a bond or security deposit. ODOT's minimum value is \$10,000 for each permit. If the potential risk of repairing damage, finishing work, etc. is greater than \$10,000, the District Manager must estimate the potential risk and require the bond or security deposit to cover that value. The value of the bond or security deposit is seldom the value of the entire activity being done by the permittee.
- If the permit activity is adjacent to the roadway and there is a risk that the activity could damage or otherwise require repair to the roadway or other ODOT facilities, the District Manager probably should require a bond or security deposit for the value of the risk. The value of the bond or security deposit should be \$10,000 unless the District Manager has analyzed the potential risk and determined that the value of the risk is less.
- If the permit activity will not damage or otherwise require repair of the roadway or other ODOT facilities, the District Manager may waive the bond or security deposit requirement. This is true for many miscellaneous permit activities such as non-commercial signs, parades, banners, etc.

The District Manager must:

- Determine the proper amount of value for the bond or security deposit.
- If a bond is provided, assure that accurate information is included on the bond. The bond must be either:
  - Submitted on either ODOT form 734-1908 or 734-1909, or
  - The bond language, if submitted on other than ODOT's form, must be the same as on ODOT's form.
- Assure that the bond is properly signed by the surety and notarized.
- After approving the bond, send a copy of the bond with the approved permit to the AUPS.
- If a security deposit is furnished, send the security deposit with the approved permit to the AUPS.
- When work is satisfactorily completed, request the AUPS to release the bond or security deposit and, as appropriate, to return the security deposit to the permittee.
- If the permittee fails to satisfactorily repair damages or finish the permitted work, take action similar to progressive discipline, including:
  - Informally visit with the permittee, advise of the unsatisfactory or unfinished work and try to agree on a time for correcting the situation.
  - If the informal method does not produce acceptable results, send the permittee a letter that:
    - Apprises it of the unsatisfactory or unfinished work.
    - States the actions needed to correct the unsatisfactory or unfinished work.
    - Sets a date or timeline by which the permittee must correct the situation or provide an acceptable schedule with acceptable completion date for correcting it.

Send a copy of that letter to the surety and the State Maintenance Engineer.

- If that also does not produce acceptable results, work with the State Maintenance Engineer and the Region Manager to require the surety to correct the situation. Generally, ODOT should not perform work that is the responsibility of the permittee.

In any case, assure that the permittee is responsible for completing all work involved with the permit.

### Approach Permit

An “approach” is any access to a state highway. An “approach” also includes any crossing of a state highway by a private roadway, especially those private roadways designed to carry oversize vehicles.

The District Manager is responsible to receive and review each Application for State Highway Approach (form 734-2495), and to grant a permit, if conditions are acceptable, to construct and to operate, maintain, and use an approach to a state highway. Refer to Activity L11 for work involved.

The District Manager should only grant a permit for an approach that meets the requirements of the ODOT Access Management Program. The ODOT *Access Management Manual*, that is available on the CHAMPS website on the ODOT Intranet, includes the Program requirements, procedures, and forms for Approach applications and permits.

The Federal Highway Administration (FHWA) has jurisdiction over all Interstate highways and must approve any access to or over the Interstate facility. The FHWA will generally approve temporary access for the following categories:

1. Category 1-Natural disasters or dire emergencies. Category 1 situations involve immediate threat to life or public safety and there is no feasible alternative other than temporary direct access to the Interstate facility. ODOT would normally only grant this access to emergency response agencies, such as police, fire departments, medical, or ambulance service. Although the District Manager may allow immediate access for this purpose, the District Manager must notify the FHWA, as soon as possible, that ODOT has allowed the access.
2. Category 2-Restoration of essential public services (public entities). Category 2 does not involve an immediate threat to life or public safety, but it is in the best interest to allow temporary direct access to the Interstate facility. Generally, ODOT should only grant this temporary access if there is no other economically feasible way to access the site. ODOT may consider permitting access to restore non-essential public services if it is in the public interest to do so, including that the access is of short duration and will only minimally disrupt traffic and the Interstate property. The District Manager must secure the approval of the FHWA prior to permitting this access.

3. Category 3-Restoration of essential public services (private entities). Category 3 does not involve an immediate threat to life or public safety, and it involves non-governmental entities that provide essential public service, such as railroads or privately owned utilities. Category 3 is similar to Category 2 but, if other access is feasible, ODOT generally would not grant access to the Interstate facility simply because it was the most economical or most convenient. The District Manager must secure the approval of the FHWA prior to permitting this access.
4. Category 4-Non-essential, non-emergency private uses. Access under Category 4 would not be permitted and the owner must find alternate access. The District Manager must notify the FHWA if such a request could be politically sensitive or contentious.

Under the Access Management Program, ODOT has restricted or controlled access for portions, or all, of some state highways. If access is controlled on a specific section of state highway, ODOT may only grant access at the location and for the use specified in the property deeds and ODOT records, unless ODOT agrees to modify the location or use as described below.

Access is controlled in areas so designated and in areas where ODOT has purchased access rights. As stated in the Access Management Manual, these are sections of state highway where access to the state highway would significantly affect the capacity and safety of the highway.

If the requested approach is in an area where access to the state highway is controlled, the applicant or property owner must also request:

- A grant of access if no access point has been granted at the needed location.
- An indenture of access if an access point has been granted, but:
  - The specified use for the granted access point is different from the use planned for the requested approach.
  - The location of the granted access is different from the location needed for the requested approach.

If ODOT determines that the grant of access will increase the value of the affected property, ODOT will require the applicant to pay ODOT the increase in value before ODOT will grant a permit for the approach.

For requests for a grant or indenture of access, the District Manager must:

- Assure that the applicant provides the needed information to request a grant or indenture of access, including the required fee for the request.
- Send the request and the request fee to the Right of Way Manager for review and processing.
- Work with the Right of Way Manager, Region Manager, and State Traffic Engineer if needed, to determine whether the access or indenture should be granted, based on safety and other considerations.

- Work with the Region Manager and Right of Way Manager to determine the increase in property value, and cost to the applicant, for granting the access.
- If the grant of access is acceptable to ODOT, assure that the applicant pays ODOT the value of the grant before ODOT grants the Approach permit.

For all Applications for State Highway Approach (ODOT form 734-2495), the District Manager must:

- If a grant or indenture is needed, fulfill the above needs.
- Assure that all appropriate information on the application, including locations, etc. is correct and make any needed corrections.
- Work with the State Traffic Engineer and the Region Traffic representative as needed to analyze impacts to traffic that will result from the approach and determine improvements to the roadway and traffic control needed in order to allow the approach to be constructed and operated. Such improvements could involve channelization, controlled entrance and egress, signing, traffic signals, drainage, landscaping or other treatment, etc. Generally, the applicant must pay for the needed improvements to accommodate traffic and impacts that may be generated by the requested approach. As appropriate, seek assistance from the Area Manager, and/or the city or other public agency for approaches within their jurisdiction, on needed design of these improvements.
- Assure that the required design, roadway improvements, and construction are properly specified in the Approach permit. It is also appropriate for the District Manager to assure that the permit incorporates the needs and requirements of appropriate local or other public agencies.
- Assure that the applicant understands the requirements in the permit, including required construction and maintenance of the approach.
- Collect the required fee for the Application to Construct an Approach. Send the application fee with the original of the Application to Construct an Approach to the Access and Utility Permit Specialist (AUPS) in the Office of Maintenance.
- Determine amount of needed insurance and bond (or security deposit). See discussion earlier in this section of this Guide.
- When submitted by the applicant, determine that the bond and certificate of insurance meet ODOT's requirements. Refer to discussion earlier in this section of this Guide.
- If all needs are satisfied, issue a Permit to Construct an Approach (form in CHAMPS website on the ODOT Intranet).
- Transmit the original of the Permit to Construct an Approach, and a copy of the bond and certificate of insurance, to the AUPS. If the permittee provides a security deposit in lieu of a bond, send the security deposit to the AUPS for processing.
- Cursorily inspect construction of the approach to assure proper methods, materials, and geometry.
- If the permittee's insurance expires before the required work or activity is complete, require the permittee to furnish an acceptable, new certificate of insurance before allowing the work or activity to continue.

- When construction is complete, issue a Permit to Operate, Maintain and Use an Approach (form is in CHAMPS website) to the applicant and send a copy to the AUPS.
- When all needs have been fulfilled, release the insurance and bond and send a copy of the release to the AUPS. If the permittee has provided a security deposit in lieu of a bond, notify the AUPS to release the security deposit.

Assure that the permittee:

- Uses the approach only as allowed by the permit, and
- Properly maintains the approach.

If the permittee fails to comply with the terms of the permit, take appropriate action up to and including revoking the permit and requiring the approach to be removed. Also refer to discussion above on this topic.

### Encroachment Permit

State highway property exists for the primary use of the highway facility by the travelling public. No person, firm, or other entity may place or construct any facility, perform any activity, or otherwise encroach upon state highway property unless it has obtained written permission from ODOT.

ODOT may permit encroachments, to state highways, that:

- Will not conflict with or hamper the operation, maintenance, or construction of the highway facility.
- Are performed, completed, repaired, and maintained at no cost to ODOT.
- Do not unacceptably affect traffic.

ODOT may require fees or payments for certain permitted activities.

ODOT will only permit operations on, or access to, the right of way of freeways and other controlled access highways, in special or emergency situations. Refer to discussion above regarding temporary access to the Interstate facilities.

The permitting process is discussed below and in the ODOT Highway Encroachment Permit Handbook, which is available from the Access and Utility Permit Specialist (AUPS) in the Office of Maintenance.

The District Manager may permit an encroachment through an Application and Permit to Occupy or Perform Operations Upon a State Highway, form 734-3457. Include all needed requirements and special provisions or conditions on form 734-3457 or include them as attachments to form 734-3457. Reference any attachments on form 734-3457 and mark each page of any attachment with the permit number and page number.

Encroachments on a state highway are of several types including those listed below. Refer to Activity L19 for permits involving utilities and Activity L10 for miscellaneous permits.

- A. Construction, installation, modification, etc. of utility and related facilities (pole lines, buried cables, pipe lines, etc.), including those owned by utility companies, local agencies, or other public agencies. OAR 734-0055 includes allowances and restrictions on these activities.

For each permit, the permittee must pay the fee specified in the Railroad and Utilities Program website on the ODOT Internet, which also includes other information about this type of permit. The District Manager must collect the fee and submit it, with the original of the permit, to the AUPS in the Office of Maintenance.

To permit those facilities, the District Manager must:

- Assure that the design, construction, and operation or use of the permitted facility will not affect the operation of the state highway facility, including drainage and other characteristics.
  - If the permitted facility will leave physical facilities in, on or above the surface of the ground or highway facilities, assure that the physical facilities are of acceptable design and construction to not affect the safety, operation, aesthetics, or maintenance of the state highway.
  - If the work involves attaching facilities on or suspending facilities from a bridge, the District Manager must send a copy of drawings and other needed information to the ODOT Bridge Section and must obtain the approval of the ODOT Bridge Section for the work before granting a permit for the work.
  - Assure that the applicant will provide and incorporate an acceptable traffic control plan, including proper signs, other traffic control, and other needed restrictions or control of work times, etc.
  - If the permitted facility will leave permanent traffic control or protection or other physical facilities on the state highway, assure that the controls, etc. are of proper and appropriate design and construction and that maintenance responsibilities are specified in the permit.
  - Assure that procedures and responsibilities for maintenance and operation of the permitted facility are included in the permit.
- B. Use, by other than ODOT, of state highway property including parking, landscaping, and agricultural use. OAR 734-0055 includes allowances and restrictions on these activities. The District Manager must address the above issues before permitting the requested use. Also refer to discussion below regarding permits for vegetation control.

ODOT will not allow firebreaks, for protection of adjacent property not owned by ODOT, to be constructed on ODOT property. In addition to being an unacceptable use of ODOT property, a firebreak could destroy wanted vegetation and cause unwanted erosion or sedimentation.

- C. Any activity on state highway property, including parades, celebrations, running and walking events, bicycle events other than races, or other special events. See discussion below regarding bicycle races.

OAR Chapter 734 Division 056 includes allowances and restrictions on these activities. The applicant:

- Must provide an acceptable traffic control plan. If traffic on the state highway must be detoured to accommodate the permitted activity, the detour must be over surfaced streets or other roadways that are acceptable to the District Manager. Use of the detour route must also be acceptable to the owner of the roadways or property used by the detour.
- Must provide all needed traffic control, including that specified by ODOT, including signs, barricades, and police assistance. If the detour is over a city street, county road, or a roadway of another jurisdiction, the applicant must also obtain satisfactory agreements with the proper authority for use of the detour facility.
- Must accept responsibility for, after the permitted activity:
  - Removing signs and other traffic control devices needed for the permitted activity.
  - Removing all trash and debris resulting from the permitted activity.
  - Repairing all damage caused by the permitted activity.
- Will also be responsible for costs that ODOT incurs as a result of the activity.

D. City/County Entrance Beautification Rule. OAR Chapter 734 Division 057 allows each local government to construct and maintain welcome displays or facilities at the entrance to its jurisdiction and specifies regulation of that activity. This may include signs that indicate the population of a city or town.

E. Non-commercial signs. OAR Chapter 734 Division 055 allows other public agencies and other jurisdictions to install non-commercial signs, including those indicating:

- Boundaries to National Forests, cities, counties, fire districts, etc.
- Need for building permits, oversize permits, etc. required by the specified authority.
- Location of buried utility facilities, including cables, pipelines, etc.

F. Any temporary sign or banner located on or over a state highway. The District Manager may issue a permit to allow temporary signs or banners to publicize events, which generally involve one of the following general categories:

- 1) Events for generally recognized holidays and events that have been endorsed by a local government. The permit should specify:
  - Times for display and removal of the sign or banner, generally that display can occur no more than 6 weeks prior to the event and removal should occur within 5 days after the event.
  - That a banner and support devices must be able to withstand all forces and loadings, including potential wind pressure.
  - A minimum clearance of 20 feet above the roadway.
- 2) "Fill The Boot" fundraising events for firefighters. These events must comply with the requirements of ORS 814.090 and 814.092. Signs, advertising these events,

cannot be displayed before the event and all signs must be removed at the conclusion of the event.

- G. Activities involved in Adopt-A-Highway. OAR Chapter 734 Division 029 allows volunteers, either individuals or persons representing a business, service club, or other organization, to periodically pick up litter and debris, or to maintain landscaping under the Adopt-A-Landscape program, along a specified section of state highway. In return, ODOT will:
- Erect a sign, with the name of the volunteer or volunteer organization, at the beginning of the specified section or at the landscape location.
  - Provide temporary signs, safety apparel, litter bags for litter pickup, and normal tools and supplies needed for landscape maintenance.
  - Pick up the collected litter bags, and debris from landscaping work, as part of the scheduled ODOT work.

Also refer to the ODOT brochure on the Adopt-A-Highway or Adopt-A-Landscape programs, available from the Office of Maintenance.

- H. Chain Installers in Snow Zones. The District Manager may grant a permit, to a limited number of persons, to install chains when traction devices or chains are required in a snow zone. The permit must incorporate ODOT's Special Provisions for this activity, available from the AUPS in the Office of Maintenance.

Applicants for an encroachment permit must complete and submit ODOT form 734-3457, Application and Permit to Occupy or Perform Operations Upon a State Highway.

Upon receipt of a completed form 734-3457, the District Manager must:

- Assure that all appropriate information on the application, including locations, etc., is correct and make any needed corrections.
- Review the application information and other supporting information, including drawings, maps, etc. to determine impacts to traffic, ODOT facilities, etc.
- If the applicant intends for a facility to remain on ODOT property, include the following determinations:
  - Whether the facility may impact future ODOT construction in the area.
  - Whether the facility may pose an unneeded maintenance problem, either for ODOT or the owner of the facility.
  - Whether the facility could be better located or situated to lessen the impacts to the roadway or other facilities.
  - If a buried facility has adequate cover and whether it could conflict with other facilities or uses.
  - Whether the facility is aesthetically acceptable.
- If the work involves attaching facilities on or suspending facilities from a bridge, send a copy of drawings and other needed information to the ODOT Bridge Section and obtain the approval of the ODOT Bridge Section for the work before granting a permit for the work.
- Determine impacts to traffic and, if needed, require the applicant to provide acceptable protection and control of traffic, both for the construction or installation

phase and the permanent phase if a facility will remain. Consult with the Region Traffic representative if needed.

- Determine the amount of needed insurance and bond (or security deposit) as discussed above.
- Assure that the applicant understands all requirements.
- Assure that the bond and certificate of insurance fulfill ODOT requirements.
- If all needs are satisfied, execute and issue the permit. Send the original copy of the permit, with the security deposit or a copy of the bond, as appropriate, and a copy of the certificate of required insurance, to the Access and Utility Permit Specialist (AUPS) in the Office of Maintenance.
- cursorily inspect involved construction or review other activity or operation addressed in the permit.
- If the required insurance will expire or is cancelled before its need is complete, assure that the permittee provides new insurance before allowing work to continue.
- When the insurance and bond are no longer needed, release them and send a copy of the release to the AUPS. If the permittee has provided a security deposit in lieu of a bond, notify the AUPS to refund the security deposit.

#### Vegetation Control

A property owner or tenant may request permission to remove or otherwise control vegetation on adjacent ODOT property to avoid having ODOT control the vegetation by chemical methods or in a different manner than preferred by the adjacent property owner or tenant. Refer to discussion in the Roadside and Vegetation Activities section of this Guide.

The District Manager may grant this request by issuing an Application and Permit for Vegetation Control, form 734-2140. The permittee must agree to comply with all requirements of the permit.

Inspect the vegetation control no less frequently than annually. If the vegetation control is not acceptable and the permittee does not correct the situation, the District Manager should control the vegetation with methods included in the Roadside and Vegetation Activities.

For further guidance or information, contact the Vegetation Management Coordinator in the Office of Maintenance.

#### Free Coffee at Rest Areas

OAR Chapter 734 Division 025 allows this activity, under which volunteers or volunteer organizations are permitted to place temporary facilities at a specified safety rest area to dispense coffee, other nonalcoholic beverages and cookies. The volunteers or volunteer organizations may accept donations for this service. ODOT may install a "Free Coffee" sign below the rest area entrance sign.

The District Manager may permit this activity by issuing a Free Coffee Program Application and Permit, form 734-2081.

### Bicycle Races

The District Manager may allow a bicycle race on the State Highway system by issuing an Application for Bicycle Race Permit, form 734-2214.

In addition to other requirements, assure that the permittee plans and implements proper traffic control, including needed detours. Also refer to discussion in C above.

### House Move Permit

Although the Motor Carrier Transportation Division (MCTD) provides guidance and normally issues permits for over-dimensional loads, the District Manager is responsible to receive applications, and grant permits, for movement of houses or other buildings on or over a state highway.

Use guidelines, provisions, and form 734-2006, Special Transportation Permit for House Moves, to:

- Analyze each application.
- Grant a permit for the operation if appropriate. Collect the \$8 permit fee and send it to the MCTD.
- If the weight of the mover devices and the moved building is more than 98,000 pounds, provide information to allow the MCTD to issue a mileage only permit and collect a road use fee.

General considerations include:

- The applicant must provide an acceptable traffic control plan.
- The applicant must identify and use acceptable means and methods to accommodate overhead lines, traffic signal supports, overhead sign supports, and other obstacles that will be impacted by the movement.
- The movement must allow for reasonable movement of other traffic. Allowances may include:
  - Frequently pull off the roadway to allow traffic to clear.
  - Detour traffic during the movement.
- The permit must specify minimum weather or roadway conditions, including allowable times of day, to allow the movement.
- The load must be supported by acceptable transport devices.

Contact the Over Dimensional Permits Unit of the MCTD for further advice or guidance.

### Over-Dimensional Permits

The Over-Dimensional Permits Unit (ODPU) of the MCTD receives requests for, and issues permits to, vehicles to carry over-weight and over-size loads over specified state highways.

Some District Managers may be responsible to grant over-dimensional permits under the authority and practices of the MCTD and the ODPU.

The ODPU may request assistance from the District Manager or others in evaluating a request for an over-dimensional permit. This may include the need for flaggers, pilot cars, time of allowed operation, or other traffic control. It may also involve impacts to signs, traffic signals, and other similar facilities.

If any operation in a District will impair or change the vertical or horizontal clearance on a roadway or travel lane, either temporary or permanent, the District Manager must notify the ODPU before the restriction occurs. Failure to do so increases ODOT's liability for damage, injury, or loss of life due to the restriction. Also refer to discussion in the Public Relations section of this Guide.

### Outdoor Advertising Signs

Oregon law, specifically the Motorist Information Act, regulates outdoor advertising signs on property adjacent to state highways. Advertising signs may not be placed on ODOT property.

ODOT may, however, grant permits to allow placement, maintenance, and operation of signs at specified locations, as allowed by the Motorist Information Act, on adjacent property.

The Sign Permit Technician in the Right of Way Section receives applications for placement of outdoor advertising signs and grants and maintains the permits for those sign locations. The Sign Permit Technician may request the District Manager to assist in review of those applications or in assuring proper maintenance and operation of the sign.

The District Manager and the Transportation Maintenance Manager must notify the Sign Permit Technician of any violation of the regulations on outdoor advertising signs.

### Travel Information Council

The Travel Information Council (TIC) administers several programs to provide information to highway users, including:

- Interstate and off-Interstate logo signs.
- Tourist oriented directional signs.
- Museum signs only on primary and secondary roadways.
- Visitor related general service signs.

The District Manager may be involved in reviewing requests from the TIC for new sign installations. The TIC may also request the District Manager for assistance in installing or maintaining their facilities and will reimburse ODOT for all costs incurred.