This document comprises ODOT project requirements based on the Federal Americans with Disabilities Act (ADA). It applies to projects that receive State or Federal funds or for projects on or along the State Highway. It is intended to provide guidance for addressing pedestrian accessibility requirements during the development of project bid packages. This package includes a checklist and detailed instructions with links to useful resources and contacts. It is intended for use by local agencies that have not received LPA ADA Certification, Consultants and ODOT staff.
Contents

1. Critical Project Curb Ramp Milestones ................................................................. 3
2. Scoping .................................................................................................................. 4
   2.1 Curb Ramp Evaluation in Project Scoping .......................................................... 4
       2.1.1 New Construction and Full Rebuild Projects ............................................. 4
       2.1.2 Construction Work on Existing Facilities ................................................. 4
       2.1.3 Evaluate the Accessibility of Pedestrian Facilities .................................. 5
3. Design .................................................................................................................... 6
   3.1 Design Acceptance Package (DAP)/Design Verification Package (DVP) .......... 6
       3.1.1 Curb Ramp Detail Sheets and Standard Drawings .................................. 7
       3.1.2 Accessible Pedestrian Push Button Requirements ................................. 7
       3.1.3 Temporary Pedestrian Accessible Route Plan Process ............................ 8
       3.1.4 Curb Ramp Design Exception Process .................................................. 9
       3.1.5 Crosswalk Closure Process .................................................................. 10
   3.2 Advance/90% Plans ......................................................................................... 12
   3.3 PS & E/ Final Plans ......................................................................................... 12
   3.4 Pre-Closeout, 2nd Note, Curb Ramp Inspection ............................................... 13
4. Ongoing Maintenance Agreement ........................................................................ 14
5. ODOT ADA Document Links ................................................................................ 15
6. Contacts ............................................................................................................... 17
7. Checklist for Curb Ramp Process ......................................................................... 18
This document is intended to give designers, developers and local agencies information and guidance on the ODOT pedestrian curb ramp design and construction acceptance process.

In addition to the civil rights requirements under the Federal Americans with Disabilities Act (ADA), Federal and State Law requires that all projects that receive Federal or State funding meet current Federal and State requirements. The following is intended to help guide your agency or project team through the requirement process and expectations set by the Oregon Department of Transportation (ODOT) as an obligation to receive such funds. The following document provides milestones, detailed instructions, and a checklist to assist you in meeting the requirements of your project.

This ADA curb ramp process is based on ODOT Statewide Transportation Investment Program (STIP) project delivery process. The Local Agency process may be different than ODOT’s process presented in this document. The intention of this document is not to constrain an Agency to ODOT’s format but for the Agency to incorporate Federal and State requirements and expectations into an Agency’s process when receiving applicable funds or administering work on the State Highway system.
1. Critical Project Curb Ramp Milestones

Scoping
✓ Verify scope of ADA obligations based on project type and work
✓ Conduct site visit to assess curb ramps and other pedestrian facilities
✓ Obtain curb ramp condition data
✓ Request additional survey data at intersections
✓ Begin preliminary curb ramp design

Design Acceptance Package/Design Verification Package
✓ Draft Curb Ramp Detail Sheets
✓ Utilize Curb Ramp Check List to assess design criteria
✓ Begin draft Design Exception Request process, if applicable
✓ Begin Crosswalk Closure Request process, if applicable
✓ Begin draft for Temporary Pedestrian Accessible Route (TPAR) as part of TCP
✓ Begin ROW and Easement requests if needed

Advance/90% Plans
✓ Complete Curb Ramp Detail Sheets
✓ Complete TPAR in TCP
✓ Final submittal of Design Exceptions with signatures, if applicable
✓ Obtain Final Crosswalk Closure Approvals, if applicable
✓ Finalize ROW and Easement Approvals if needed
✓ Complete Construction Specifications for final review

PS & E/ Final Plans
✓ Approved Design Exceptions, if applicable
✓ Final Curb Ramp Detail Sheets with DE approval numbers
✓ Crosswalk Closure Approval letters, if applicable
✓ Final Construction Specifications
✓ Final TPAR

Pre-Closeout, 2nd Note
✓ Conduct Curb Ramp Inspection with certified inspector
✓ Submit completed passing Curb Ramp Inspection Forms to:
  ✓ 1) Email link on the ODOT Curb Ramp Inventory Form
  ✓ 2) State’s Project Manager
2. Scoping

2.1 Curb Ramp Evaluation in Project Scoping
When scoping projects, pedestrian curb ramp evaluation is required on new construction, full rebuild and alterations to existing facilities. Project teams that scope new construction projects should be aware of the applicable ODOT curb ramp standards and consider them in early phases of design to ensure the footprint of the project is adequate to provide the required accessibility features.

2.1.1 New Construction and Full Rebuild Projects
When scoping new construction and full rebuild projects, all pedestrian facilities will be required to be compliant to the maximum extent feasible. A list of applicable ODOT documents is listed in Section 5.

2.1.2 Construction Work on Existing Facilities
When working on existing facilities it must be determined if the work is an alteration or maintenance activity. Alterations are projects with changes to an existing facility that affects or could affect the usability of the facility and are therefore projects that are required to construct or upgrade any missing or non-compliant curb ramps. Alterations such as resurfacing signal work and sidewalk work are project activities that could trigger curb ramp evaluation. Regular maintenance is not considered an alteration; ODOT has published two Maintenance Operational Notices that provide the distinction between maintenance and alteration work for paving and signal work on or along the highway: MG100-107 and MG144-03.

ODOT Highway Division Maintenance Operation Notice MG100-107, titled Guidelines for Pavement Maintenance Activities and their impact on ADA requirements addresses pavement maintenance. Figure 1 on the last page of the notice illustrates the narrative. The policy in the notice is consistent with the 'Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing'.

ODOT Highway Division Maintenance Operation Notice MG144-03, titled Traffic Signal Work and Americans with Disabilities Act (ADA) addresses maintenance work on signals on or along the highway and includes an informative Q and A section.

If an alteration in your project requires evaluation of the existing curb ramps, use the evaluation described in Section 2.1.3 below. Existing inspection data for curb ramps on the State system are available through the ODOT ADA Program Inventory Team. If there is missing data, conduct an ODOT curb ramp inspection using ODOT curb ramp inspection forms provided in Section 3.4 below.

Project teams must be aware that in Oregon, crosswalks exist at all intersections and missing curb ramps on the system must be addressed in the project if the project activities are considered alterations. If an investigation finds that a crosswalk location is a safety concern, an official crosswalk closure request may be submitted for approval through the Region Traffic Unit for submittal to the State Traffic-Roadway Engineer. The crosswalk closure process is covered in Section 3.1.5 in this document.
ODOT does not currently have a written policy on sidewalk maintenance. At a minimum, any sidewalks reconstructed with maintenance work are expected to meet ODOT sidewalk standards, provided in ODOT Standard Drawings. Links to Standard Drawings are in Section 3.1.1 below. This may require transition panels to be added to the design to transition back to existing sidewalk.

When maintenance work includes an alteration to any portion of a curb ramp, the requirement is to rebuild the entire curb ramp to meet ODOT curb ramp standards.

When constraints exist that make it infeasible to rebuild a ramp to meet ODOT standards, reconstruction must meet standards to the maximum extent feasible and justification must be documented with a design exception. Refer to Curb Ramp Design Exception Process in this document.

2.1.3 Evaluate the Accessibility of Pedestrian Facilities

When scoping an alteration project, first determine where sidewalks exist within the scope of the project. Where sidewalks exist, they must be accessible. All intersections are crosswalks in Oregon (ORS 801.220) and if sidewalks exist at intersections, curb ramps are required for each street crossing. Signals can also affect or be impacted by curb ramp upgrades. Refer to the Accessible Pedestrian Push Button Requirements Section for information on push button requirements and their relationship to curb ramp design.

- Conduct a site visit to assess the condition of existing curb ramps and accessibility of other pedestrian facilities within scope of the project.
  - Identify locations of existing sidewalks and if curb ramps exist at adjacent intersections
  - Identify locations of signals and note placement and condition of pedestrian features
- Request curb ramp condition data from ODOT ADA Inventory Lead (please allow up to 3 weeks to process data requests). Ensure curb ramps meet current ADA standards even if the inventory reports the curb ramp in “good” condition.
- It is recommended to request additional survey data where curb ramps are to be upgraded or newly constructed or where additional right-of-way may be needed.
- Begin preliminary curb ramp design. Use the ODOT Curb Ramp Design Check List to determine if there are design, safety, right-of-way or survey data issues.

For Inventory data requests, contact:

ADA Inventory Lead
Tyler Ferguson - Tyler.J.FERGUSON@odot.state.or.us - 503.986.3524
3. Design

3.1 Design Acceptance Package (DAP) / Design Verification Package (DVP)

By DAP/DVP, the following items should be included in the plan set:

- A draft Curb Ramp Detail sheet for each corner consistent with the ODOT DET 1720 Example of Minimum Sidewalk Ramp Details. At this stage, the curb ramp design should be adequate to ensure the necessary footprint is identified. For alteration projects, this will often require a 3D design.

Using the ODOT Curb Ramp Design Check List, assess any technical infeasibility to meet ODOT curb ramp standards and prepare draft ADA Curb Ramp Design Exception Request Forms for review, if needed. Draft curb ramp design exceptions shall be submitted to the Region Roadway Unit prior to being sent to the Technical Services Roadway Unit. When developing DAP/DVP, the design should be detailed enough to identify when it is technically infeasible to meet criteria of the ODOT Curb Ramp Design Check List. This is the appropriate time to submit a draft ODOT Curb Ramp Design Exception Request Form. Refer to

- Curb Ramp Design Exception Process in Section 3.1.4.
- Discuss possible Official Crosswalk Closure requests with Region Traffic Unit staff and submit any draft Crosswalk Closure requests, if needed.
- A draft Temporary Pedestrian Accessible Route Plan (TPARP) is to be included in the Traffic Control Plans (TCP).
- Request any additional Right-of-way (ROW) and/or easements that may be needed for building compliant curb ramps. ROW acquisition can take up to one year. It is better to request any potential ROW needs early and then cancel it if it is determined that the ROW is not needed than asking for necessary ROW later in the project.

The appropriate time to develop crosswalk closures is during the development of the DAP/DVP plans. Crosswalk closure on the State highway must follow ODOT Crosswalk Closure process described in Section 3.1.5. All proposed crosswalk closure shall be based on relevant safety concerns. Requests for crossing closures on the State system are required to have State Traffic Roadway Engineer (STRE) approval. In addition, verify that all locations that are functioning as closed crosswalks on the State system are officially closed by STRE approval. If not, a Crosswalk Closure request must be approved.

At DAP/DVP, the project team should begin to develop a Temporary Pedestrian Accessible Route Plan (TPARP). There will be situations where temporary easements are required to maintain an appropriate temporary pedestrian access route. Due to the time required to obtain temporary easements, a TPARP strategy should be in place prior to DAP/DVP approval. Refer to Section 3.1.3
3.1.1 Curb Ramp Detail Sheets and Standard Drawings

Use ODOT Standard Drawings for curb ramps as guidance for design. A curb ramp detail sheet is required for each curb ramp corner. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. The curb ramp detail sheet should conform to the following:

References:

- **RD17-01(B)** - ADA Sidewalk Curb Ramp Detail: Minimum Requirements in Construction Plans
  - ODOT DET 1720, Example of Minimum Sidewalk Ramp Details
  - ODOT DET 1721, Example of Minimum Sidewalk Ramp Details Instructions
- **Standard Drawings, Roadway 700 Series** - Curbs, Islands, Sidewalks, and Driveways

For questions about curb ramp details and standards contact:

**Senior Standards Engineer**
Dave Polly, P.E. - David.J.POLLY@odot.state.or.us - 503.986.3738

**ADA Standards Engineer**
Taundra Mortensen, P.E. - Taundra.L.MORTENSEN@odot.state.or.us - 503.986.3727

3.1.2 Accessible Pedestrian Push Button Requirements

Where a project includes signalized intersections, evaluate the pedestrian push buttons for accessibility triggers. Refer to following references:

- **MG144-03**, Traffic Signal Work and Americans with Disabilities Act (ADA), December 1, 2017
- **Traffic Signal Policy and Guidelines** - Section 5.1 and section 5.3
- **Signal Design Manual** - ADA pushbutton guidance is in chapter 5, section 5.4

For questions about accessible pedestrian features at signals and push button requirements contact:

**Traffic Signals Engineer**
Scott Cramer, P.E. - Scott.B.CRAMER@odot.state.or.us - 503.986.3596

**Traffic Signal QC Engineer**
Katie Johnson, P.E. - Katryn.L.JOHNSON@odot.state.or.us - 503.986.3595
3.1.3 Temporary Pedestrian Accessible Route Plan (TPARP) Process

ODOT's commitment to pedestrian transportation through and around highway work zones includes considerations for providing safe, efficient and accessible facilities for pedestrians.

This obligation applies to all work zones included in any of the following:

- All projects on or along the State Highway System, regardless of funding source
- All projects funded by the Federal-aid highway program
- All projects that are contracted through ODOT, including project off the State Highway System
- All projects delivered by ODOT maintenance forces off the State Highway System

When accommodating pedestrians in highway work zones, developing a pedestrian-specific temporary traffic control plan is required. A temporary pedestrian accessible route (TPAR) that matches or exceeds the existing level of accessibility shall be provided as part of the temporary traffic control plan when existing pedestrian facilities are impacted by construction, construction staging, and maintenance activities.

In cases where it is technically infeasible to provide an equal or better level of pedestrian accessibility through the TPAR design; document in writing the constraints that preclude this compliance. This documentation may be considered as a TPAR “Design Exception”. It is recommended to include a “Memo to File” in the project file. The memo should include supporting correspondence, maps, and any diagrams or plan sheets that can be used to support the decision to design any portion of the TPAR with a level of accessibility less than the existing pedestrian facility. Use the Work Zone Decision Tree form to identify and document any TPAR design concepts that were evaluated as part of the design process. Include a summary statement of the TPAR design exception(s) in the Transportation Management Plan (TMP).

Where the TPAR design might deviate significantly from the existing pedestrian pathway, the Designer should consider a peer review and discuss the exceptions with their lead engineer or manager. If the TPAR is being designed by a staff member, and separately sealed by an Engineer of Record, the Engineer should be given a summary of the design exceptions as part of their plan review.

If the TPAR design includes exceptions, incorporate additional temporary measures into the TPARP as enhancements including, but not limited to, pedestrian-specific signing (warning or regulatory) alerting pedestrians of any accessibility restrictions, and estimated durations of those impacts.

Additional TPARP information can be found in the current ODOT Traffic Control Plans Design Manual – Chapter 3; within the Technical Services Directive, Temporary Pedestrian Accessible Route Plans Required for Work Zones – TSB17-01(D); in the Highway Division Maintenance Operational Notice – MG-Activities -2; and the following Resources:

Resources:

- ODOT Standard Drawing TM844 - Temporary Pedestrian Access Routing
- ODOT Standard Drawing TM850 – Two-Lane, Two-Way Roadways
- 2018 Standard Specifications for Construction – Sections 00220 and 00225
- SP00220 - Accommodations for Public Transit
- SP00225 - Work Zone Traffic Control
For questions about Temporary Pedestrian Accessible Route Plans, contact:

State **Work Zone Engineer**
Justin King, P.E. - Justin.S.KING@odot.state.or.us - 503-986-3584

#### 3.1.4 Curb Ramp Design Exception Process

Curb ramp design exceptions (DE) Requests must be submitted to the Region Roadway Unit for review, and if appropriate, they will submit the request to the State Traffic-Roadway Engineer for approval. ODOT encourages submitting proposed design exceptions as early as possible in the design process, ideally drafting at DAP/DVP to allow for early resolution of project design issues. By DAP/DVP, the curb ramp design should be sufficiently developed to identify whether any additional Right-of-Way is needed to design and construct compliant curb ramps and any pedestrian signals to meet ODOT accessibility standards. It is important to allow sufficient time for ODOT’s review and approval process (typically, two to four-weeks). All design exceptions, including curb ramp-related exceptions, must complete the review and approval process before PS&E submittal can continue.

**Process:**

1. For each curb ramp design, use the [ODOT Curb Ramp Design Check List](#) to determine all features of the curb ramp that do not meet ADA standards.
2. Experiment with different alternative curb ramp designs to determine if another curb ramp type or other design changes could provide full or partial compliance.
3. Compare partial compliance tradeoffs in each design.
4. If it has been determined that there are no fully compliant curb ramp options that are technically feasible, choose the most accessible curb ramp design and complete an [ADA Curb Ramp Design Exception Request Form](#) (Note: this is different than the ODOT General Design Exception Form). In the curb ramp DE request, describe the alternative curb ramp designs considered and why the final design was chosen from all considered options.
5. Follow Design Exception submission concurrence process on last page of the Design Exception Request form.

If a crosswalk has been officially closed by STRE approval, a design exception is not required to document the missing ramp or the single ramp serving a different crossing.

**Reference:**


For questions regarding curb ramp design exceptions contact:

**ADA Standards Engineer**
Taundra Mortensen, P.E. - Taundra.L.MORTENSEN@odot.state.or.us - 503.986.3727
3.1.5 Crosswalk Closure Process

It is ODOT’s policy to provide accessible crosswalks on the State Highway system unless the crosswalk is officially closed, by STRE approval, to all pedestrians. For crosswalk closures on the local roads, refer to Crosswalk Closures on Local Roads below.

The decision to close a crossing must consider the safety and convenience of pedestrians. Closed crosswalks often force pedestrians to take a less direct route which is inconvenient and exposes pedestrians to more traffic conflicts.

The ODOT Traffic Manual, Chapter 6.6.4 states that “By statute (ORS 801.220) crosswalks exist at all locations where crosswalk markings indicate a pedestrian crossing and at all intersections (whether marked or unmarked) unless closed by official action. The absence of marked crosswalk lines at an intersection does not preclude ADA requirements for providing ADA accommodation such as adding or upgrading existing curb ramps to meet current ADA standards for all quadrants of an intersection unless a crosswalk has been closed by official action.”

All intersections must provide ADA compliant crossings on the State Highway system unless the crossing is officially closed. There are two situations that warrant pursuing an Official Crosswalk Closure:

1. Any crosswalks that currently function as closed. For example, accessible pedestrian features, such as pedestrian signal heads or crosswalk striping, are missing at a signalized intersection or there are missing curb ramps at an intersection.
   a. Check with the Region Traffic Engineer to determine if the assumed closed crosswalk has been officially closed.
      i. If it has been officially closed, verify that it meets all closed crosswalk requirements as per section 5.1.2 of the Traffic Signal Design Manual
      ii. If it has not been officially closed, work with the Region Traffic Engineer to determine if crosswalk closure should be processed or if the crossing should be designed as an open crosswalk.
2. The site conditions create a safety concern situation, that justify closing a crossing.
   a. Submit an official crosswalk closure request (Form 734-5150).

3.1.5.1 How to request an official crosswalk closure

All requests for crosswalk closures shall be submitted to ODOT Region Traffic to be submitted to the State Traffic-Roadway Engineer with an engineering study that includes:

- A narrative substantiating a geometric design or operational concern that adversely impacts safety.
- Discussion of reasonable alternate pedestrian access routes between the two points of the crossing that are being closed.
- A description of proposed closure treatments. Refer to the Required Crosswalk Closure Treatments in the following section.
3.1.5.2 When to Submit a Crosswalk Closure Request
Pedestrian circulation paths and potential crosswalk closures should be established early in the project. Crosswalk closure requests should be submitted in the DAP/DVP stage to ensure project schedule adherence.

3.1.5.3 Required Crosswalk Closure Treatments
If a crosswalk closure is granted, a crosswalk closed sign is required along with additional detectible features. Detectible features are used to communicate to pedestrians with visual impairments that the crossing is closed. In addition, detectible features and barriers communicate to all pedestrians that a crossing is closed. ODOT’s standard detectible feature is a “Crosswalk Closed” sign and barricade (refer to TM 490). Other supplemental detectible features include grass strips, landscaping, planters, bollards with chains, fencing, railings, or other barriers.

3.1.5.4 Crosswalk Closures on Local Roads
On Local roads, the State crosswalk definition (ORS 801.220) and responsibility still applies. It is recommended that local agencies develop their own crosswalk closure process with delegated authority. When deciding to close a crosswalk on a project that utilizes Federal or State Funds on the local system, follow Local Agency crosswalk closure process and provide documentation of closure to ODOT Traffic Roadway Engineer. If the Local Agency does not have a process, it is suggested that the Local Agency provide an official letter to document where crosswalks are not intended, and what treatments are to be applied.

If a crosswalk has been officially closed by STRE approval, a design exception is not required to document the missing ramp or the single ramp serving a different crossing.

References:
ODOT Traffic Manual, Chapter 6
Oregon Bicycle and Pedestrian Design Guide, Chapter 5
Standard Drawing TM490 - Crosswalk Closure Detail

For questions regarding crosswalk closures contact:

Active Mode Transportation Engineer
Gary Obery, P.E. - Gary.R.OBERY@odot.state.or.us - 503.986.4062
3.2 Advance/90% Plans
By Advance/90% plans, the following items should be included in the plan set:

- A separate curb ramp detail design for each corner with all required components conforming to the ODOT Curb Ramp Design Check List
- A complete TPAR Plan is included in the TCP plans.
- If applicable, Final Design Exceptions with signatures.
- If applicable, Official Crosswalk Closure Approval letter(s).
- Any ROW and easement approvals, if applicable.
- Ensure that Construction Specifications meet ODOT ADA requirements.

References:

ODOT Standard Specifications, 2018
Standard Details, Roadway 1700 Series - Curbs, Islands, Sidewalks, and Driveways
ODOT DET 1720, Example of Minimum Sidewalk Ramp Details
ODOT DET 1721, Example of Minimum Sidewalk Ramp Details Instructions

For questions about ADA plan requirements contact:

ADA Standards Engineer
Taundra Mortensen, P.E. – Taundra.L.Mortensen@odot.state.or.us – 503-986-3727

ADA, Bicycle and Pedestrian Engineer
Rodger Gutierrez, P.E. - Rodger.C.GUTIERREZ@odot.state.or.us - 503.986.3554

3.3 PS & E/ Final Plans
By Final Plans, the following items should be included in the plan set:

- A separate curb ramp detail design for each corner is included in the plan set with all required components necessary to display conformance with the ODOT Curb Ramp Design Check List
  - Including design exception approval numbers.
- If requested, provide Official Crosswalk Closure Approval letter(s).
- Approved Design Exceptions.
- Ensure that Construction Specifications meet ODOT ADA requirements.
- A comprehensive, final TPAR Plan is included in the TCP plans.
3.4 Pre-Closeout, 2nd Note, Curb Ramp Inspection

Once curb ramps are constructed, modified, upgraded, or improved as part of the Project, all curb ramps must be inspected by an ODOT Certified Curb Ramp Inspector. ODOT Certified Curb Ramp Inspectors can be from the State, Federal agency, a local jurisdiction, contractor or consultant firm and have completed the Curb ramp Inventory Training through ODOT.

Post-construction, an ODOT Certified Curb Ramp Inspector will conduct a curb ramp inspection and complete curb ramp inspection forms for each curb ramp. Curb ramp inspection forms come in different formats depending on the style of the ramp. A list of electronic curb ramp inspection forms is available below. Curb ramps that pass the inspection will have their forms sent to the ODOT Standards Unit though a link on the electronic form. Ramps that fail the inspection will need to be remediated before submission of the curb ramp inspection form. For failing ramp inspections, contact the ODOT Project Manager assigned to your project. All curb ramps must pass inspection prior to 2nd note by Agency and prior to release of any Agency contractor.

Process:
1. Schedule an ODOT Certified Curb Ramp Inspector to inspect all curb ramps post-construction and prior to 2nd note.
   a. If your project team has an ODOT Certified Curb Ramp Inspector:
      i. Have inspector conduct a curb ramp inspection on all curb ramps in the project.
      ii. Have inspector submit passing curb ramp inspection forms to email on curb ramp inspection form, to the ODOT Standards Unit.
      iii. For curb ramps that fail inspection, contact your ODOT Project Manager.
   b. If you do not have an ODOT Certified Curb Ramp Inspector, Contact your ODOT Project Manager to schedule an inspection.
2. Send copies of the completed ODOT Curb Ramp Inspection Forms to the State’s Project Manager.

Curb ramp Inspection forms for each type of curb ramp:
- Blended Transition Curb Ramps
- Combination Curb Ramps
- Cut-Through Island Ramps
- End-of-Walk Curb Ramps
- Parallel Curb Ramps
- Perpendicular Curb Ramps
- Unique Curb Ramps
- Universal Curb Ramp Form

For questions about curb ramp inspections, contact:

ADA Program Inventory Lead
Tyler Ferguson - Tyler.J.FERGUSON@odot.state.or.us - 503.986.3524
4. Ongoing Maintenance Agreement

If the local agency is maintaining any portion of the project, the local agency shall ensure that any portions of the project under the local agency’s maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project as agreed to in the Intergovernmental Agreement (IGA).
5. ODOT ADA Document Links

Many of the links below and other ODOT ADA related guidance and standards can be found at ODOT’s Engineering for Accessibility website.

- **Operational Notices**
  - MG100-107, Maintenance Operational Notice, Guidelines for Pavement Maintenance Activities and their impact on ADA requirements, October 18, 2016
  - MG144-03, Traffic Signal Work and Americans with Disabilities Act (ADA), December 1, 2017
  - MG-Activities-2, Maintaining Accessibility During Maintenance Work

- **Technical Bulletins Related to ODOT ADA requirements**
  - 101_19, Bulletin Statewide Program Unit Certification Program Office (CPO), ODOT Certification Program
  - RD13-02 (B) 1R Program- ADA and other programmatic updates, January 1, 2014
  - RD16-01 (B), Technical Services Bulletin, ADA Curb Ramp Design Exception Request Form and ADA Curb Ramp Guidance, December 22, 2016
  - TSB17-01(D), Technical Services Directive, Temporary Pedestrian Accessible Route Plans Required for Work Zones, October 1, 2017
  - RD17-01(B), Technical Services Bulletin, ADA Sidewalk Curb Ramp Detail: Minimum Requirements in Construction Plans, May 1, 2017
  - RW15-02(B) ROW Acquisition for ADA curb ramps Tech Bulletin

- **Manuals and Standards**
  - **Highway Design Manual**
    - Oregon Bicycle and Pedestrian Design Guide, Chapter 5
  - Traffic **Signal Design Manual** - ADA pushbutton guidance is in chapter 5, section 5.4
  - ODOT **Traffic Manual**, Chapter 6
  - **Standard Drawings, Roadway 700 Series** - Curbs, Islands, Sidewalks, and Driveways
  - **Standard Details, Roadway 1700 Series** - Curbs, Islands, Sidewalks, and Driveways
    - Standard details
      - ODOT DET 1720, Example of Minimum Sidewalk Ramp Details
      - ODOT DET 1721, Example of Minimum Sidewalk Ramp Details Instructions
  - ODOT **Standard Specifications**, 2018
  - **Bridge Design and Drafting Manual**
    - BDDM Appendix 1 - ADA Design of Bridge Curb Ramps
    - BDDM Appendix 2 - ADA Bridge Work Examples
    - **Standard Drawings, Bridge 200 Series** - Bridge Rails
    - **Standard Drawings, Roadway RD770** - Pedestrian Handrails
    - **Standard Drawings, Roadway RD771** - Pedestrian Handrail Detail
- **Standard Drawing, TM490** - Crosswalk Closure Detail
- **Standard Drawings, Traffic 400 Series - Signals**
- **Traffic Control Plans Design Manual**
- **Traffic Signal Policy and Guidelines**
- **Oregon Temporary Traffic Control Handbook**
- **Standard Drawings, TM844** - Temporary Pedestrian Access Routing
- **Standard Details Traffic 4000 Series**
- **Special Provisions 200** - Temporary Features and Appurtenances
  - **SP00220** - Accommodations for Public Transit
  - **SP00225** - Work Zone Traffic Control
  - **SP00759** – Miscellaneous Portland Cement Concrete Structures

- **Tools**
  - **TransGIS**
- **ODOT Curb Ramp Design Check List Form 734-5184**
- **ADA Curb Ramp Design Exception Request Form 734-5112**
- **Crosswalk Closure Request Form 734-5150**
6. Contacts

Active Mode Transportation Engineer
Gary Obery, P.E. - Gary.R.OBERY@odot.state.or.us - 503.986.4062

ADA Standards Engineer
Taundra Mortensen, P.E. – Taundra.L.MORTENSEN@odot.state.or.us - 503.986.3727

ADA Bicycle and Pedestrian Engineer
Rodger Gutierrez, P.E. - Rodger.C.GUTIERREZ@odot.state.or.us - 503.986.3554

ADA Program Inventory Lead
Tyler Ferguson - Tyler.J.FERGUSON@odot.state.or.us - 503.986.3524

Senior Standards Engineer
Dave Polly, P.E. - David.J.POLLY@odot.state.or.us - 503.986.3738

Traffic Signals Engineer
Scott Cramer, P.E. - Scott.B.CRAMER@odot.state.or.us - 503.986.3596

Traffic Signal QC Engineer
Katie Johnson, P.E. - Katryn.L.JOHNSON@odot.state.or.us - 503.986.3595

State Work Zone Engineer
Justin King, P.E. - Justin.S.KING@odot.state.or.us - 503-986-3584

Work Zone Standards Engineer
Fahad Alhajri, P.E. – Fahad.ALHAJRI@odot.state.or.us - 503-986-2996
### 7. Checklist for Curb Ramp Process

This checklist is intended to be a tool to help guide the ADA process through your project to ensure that all ADA milestones and requirements are met. It is not a required project document.

<table>
<thead>
<tr>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scoping – ADA Evaluation in Project Scoping</strong></td>
</tr>
<tr>
<td>Verify scope of curb ramp remediation based on project type and work performed as well as ADA compliancy of sidewalks, intersections and signals in project:</td>
</tr>
<tr>
<td>- Oregon crosswalks exist at all intersections and missing ramps on the system must be addressed with new construction, full rebuild and alterations.</td>
</tr>
<tr>
<td>- For new construction or a full rebuild, projects shall assume all pedestrian facilities including curb ramps and are required to be ADA compliant to the maximum extent feasible.</td>
</tr>
<tr>
<td>- Alterations are projects with changes to an existing facility that affects or could affect the usability of the facility. Alterations such as resurfacing signal work and sidewalk work are typical project activities that could trigger curb ramp compliance evaluation.</td>
</tr>
<tr>
<td>- Normal maintenance is not considered an alteration</td>
</tr>
<tr>
<td>Refer to Maintenance Operational Notices MG100-107 and MG144-03 and 2.1 Curb Ramp Evaluation in Project Scoping in this document to establish the distinction between maintenance and alteration work for paving and signal work.</td>
</tr>
<tr>
<td><strong>Obtain Curb Ramp Condition Data</strong></td>
</tr>
<tr>
<td>- If an alteration in your project requires existing curb ramp evaluation, the ODOT curb ramp inspection process shall be used. Existing inspection data for curb ramps on the State system is available through the ODOT ADA Inventory Lead</td>
</tr>
<tr>
<td><strong>Assess condition of existing curb ramps and accessibility of other pedestrian facilities within scope</strong></td>
</tr>
<tr>
<td>- Conduct a site visit to verify existing conditions for accessibility</td>
</tr>
<tr>
<td>- Identify locations of existing sidewalks and if curb ramps exist at adjacent intersections</td>
</tr>
<tr>
<td>- Identify locations of signals and note placement and condition of pedestrian features</td>
</tr>
<tr>
<td><strong>Request additional survey data for curb ramp design if needed</strong></td>
</tr>
<tr>
<td><strong>Design- Design Acceptance Package (DAP)/Design Verification Package (DVP)</strong></td>
</tr>
<tr>
<td><strong>Begin draft curb ramp detail sheets</strong></td>
</tr>
<tr>
<td>- A complete DAP/DVP; will include curb ramp design adequate to ensure the necessary footprint is identified. For alteration projects this will often require a 3D design. Begin drafting Curb Ramp Design Detail sheets for each corner in project.</td>
</tr>
<tr>
<td><strong>Utilize Curb Ramp Checklist to assess any technical infeasibility issues</strong></td>
</tr>
<tr>
<td>- Use the ODOT Curb Ramp Design Check List at DAP/DVP to ensure that all elements in the curb ramp design will meet ADA standards. Curb ramp detail sheets should be detailed enough to confirm if the design incorporates all ADA elements in the check list or if it is technically infeasible to meet all requirements; if not, a design exception request is needed.</td>
</tr>
<tr>
<td><strong>Submit Draft Design Exception Requests for review if applicable</strong></td>
</tr>
<tr>
<td>- If elements of the curb ramp design cannot meet ADA standard because of technical infeasibility, this is the appropriate time to submit a draft Curb Ramp Design Exception Request Form for review. Refer to Design Exception Process in attached instructions.</td>
</tr>
<tr>
<td>- At DAP/DVP, the project team should begin to develop a Temporary Pedestrian Accessible</td>
</tr>
</tbody>
</table>
**Route Plan Process (TPARP)**. There will be situations where temporary easements are required to maintain an appropriate TPAR. Due to the time required to obtain temporary easements a TPARP strategy should be in place prior to DAP approval.

**Submit Crosswalk Closure Approvals, If applicable**
- Verify that all existing *presumed* closed crosswalks on the State system are *officially* closed with an approved crosswalk closure document by contacting the State Traffic-Roadway Engineer. If not, a Crosswalk Closure must be evaluated. An example of a presumed closed crosswalk is one that functions as closed at a signalized intersection; It has no pedestrian facilities, such as curb ramps or pedestrian signal heads but may not have been officially closed.
- All proposed crosswalk closures in the project shall be based on relevant safety concerns. Requests for crossing closures on the State system are to be submitted through the ODOT Region Traffic Manager to the State Traffic-Roadway Engineer for approval. Refer to **Crosswalk Closure Process** in the attached instructions.

**Request any needed ROW or easement approvals**

**Design- Advance/90% Plans:**

**Complete Curb Ramp Detail Sheets**
- Have completed, final Curb Ramp Design Detail sheets for each corner with all required components necessary to display conformance with the ODOT Curb Ramp Design Checklist and ready for final review.

**Complete TPAR as part of the TCP**
- A Final Temporary Pedestrian Accessible Route Plan (TPAR) is included in the plans for review.

**Final Submittal of Design Exceptions with signatures, if applicable**
- Submit any final, signed, Curb Ramp Design Exception Request Forms for approval

**Obtain copies of Final Crosswalk Closures Approvals, if applicable**

**Finalize ROW and easement documentation**

**Complete Construction Specifications for final review**

**Design- Plans, Specifications and Estimate Submittal/PS & E:**

**Approved Design Exceptions if applicable**
- All curb ramp designs not fully complying with the ODOT Curb Ramp Design Checklist shall have received a Curb Ramp Design Exception Request Form Approval prior to PS&E.
- Approved Design Exception Requests shall be noted in the corresponding curb ramp detail sheets and documented in the project file (ProjectWise when available).

All **approved Crosswalk Closure Process should be in the project file** (ProjectWise when available).

**Final Construction Specifications**
- Specifications and pay items shall be consistent with the 2018 Oregon Standard Specifications for Construction

**Final TPAR in TCP**

**Construction- Use the** 2018 Oregon Standard Specifications for Construction

**Pre-Closeout, 2nd note**

**Conduct Curb Ramp Inspection with Certified Inspector**

**Send a completed ODOT Curb Ramp Inspection Form 734-5020 to the**
- Email link on the ODOT Curb Ramp Inventory Form and
- the State’s Project Manager

for each curb ramp constructed, modified, upgraded, or improved as part of the Project. Curb
ramp inspections must be completed by certified ODOT curb ramp inspector. **Pre-Closeout, 2nd Note, Curb Ramp Inspection instructions.**

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<thead>
<tr>
<th><strong>Ongoing maintenance Agreement</strong></th>
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<tr>
<td>If agency is maintaining any portion of the Project on the State Highway System, the Agency shall ensure that any portions of the of the project under the local agency’s maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project as agreed to in the IGA.</td>
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