# How-to Guide: Completing the Highway Restriction Notice Form

March 2025





Commerce and Compliance Division
Over-Dimension Permit Unit

# 1. Overview

## Introduction

Whenever construction or maintenance work will close, or restrict the width, length, height or weight of trucks within a work zone on an Oregon state highway or ramp, a Highway Restriction Notice Form (HRNF) must be submitted and approved. The HRNF is prepared and submitted through DocExpress by external contractors to the applicable Resident Engineer (RE) Office as a first step in notifying truckers about a restriction and creating routes for over-dimension loads.

This guide provides instructions for filling out the form as well as tips to ensure the restriction is posted accurately—and to avoid unnecessary rework of work zone plans or construction delays. Contractors can find the <a href="Highway Restriction Notice">Highway Restriction Notice</a>— Size and/or Weight (form 2357) through DocExpress. Internal ODOT staff can access the form here.

## Why the Form is important

Information from the HNRF is used to help keep freight moving safely and efficiently through Oregon. It ensures that work zone plans provided by the contractor meet ODOT's commitment to:

- Provide timely advance notice to carriers and post restrictions accurately on the TripCheck system.
- Ensure work zone plans align with agreements made with the trucking and construction industries earlier in the project design on the how the restriction will be managed.

Although not all fields on the form are required, it is helpful to provide as much information as possible. In particular, please refer to the agreements described in the Mobility Considerations Checklist (MCC) for the project prior to completing the form. Contractors can access the MCC via the "Electronic Bidding Information Distribution System" (eBids). You can find information about the system at this website. Please contact the Resident Engineer if you are unable to access the MCC.

Once the restriction is approved by the Resident Engineer, the information on the form will be entered into Oregon Routing Information Online (ORION), the Commerce and Compliance Division's (CCD) permit issuance and management system. ORION will also route oversize and overweight loads based on the restrictions in place and provide updates to TripCheck.

## When this Form is **NOT** Needed

A restriction notice is not needed if work activity meets ALL of the following requirements as outlined below and in the Restriction Procedures for ORION.

- Project staff can safely accommodate all unannounced oversize loads through the work zone with minimal delay by moving cones, equipment and/or other barriers out of the way.
- The minimum width maintained for a single open travel lane is 22 feet or greater between barriers, including the travel lane plus any paved shoulder.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for one way traffic.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for two-way traffic with no traffic separator/candlesticks being used on the centerline.
- · No lane shifts or lane closures will divert traffic into a travel lane with less vertical clearance

underneath structures.

- · Traffic is not detoured onto a secondary route.
- · Ramps are not closed.
- · No length restriction is needed.
- · No weight restriction is needed.

## When to Submit the Form

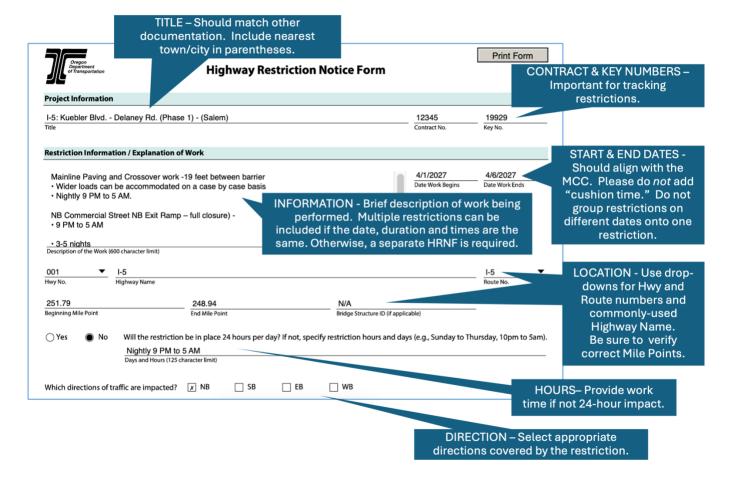
Contractors must submit the form at least **35 days prior** to implementing the restriction so that the Resident Engineer can review, address any issues and ensure posting in ORION (per **Contract Specification 00220.03(a) Work Zone Notifications)**.

Once the Resident Engineer determines the form has the required content, the RE (or their designee) enters the restriction information into ORION at least **14 days prior to the start of the restriction** (see Notification Requirements in Restriction Notice Procedures for ORION).

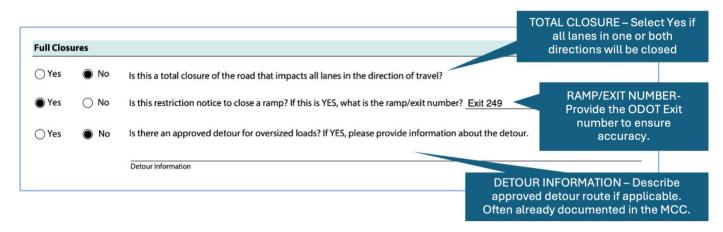
# 2. Quick Guide

The following is a brief review with examples on filling out the Highway Restriction Notice Form. Most of the information is straightforward, but there are a few keys to ensuring the restriction information is correct and avoiding any questions or delays.

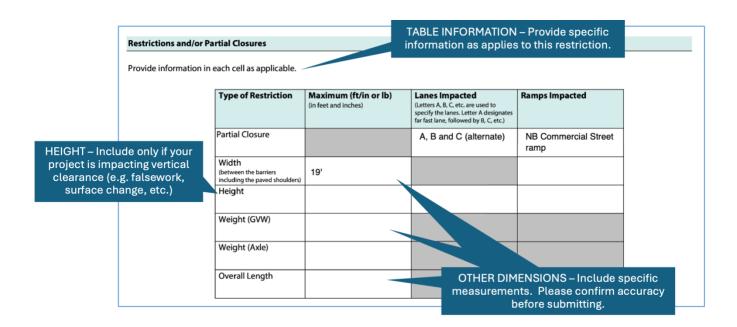
#### **Project and Restriction Basic Information**



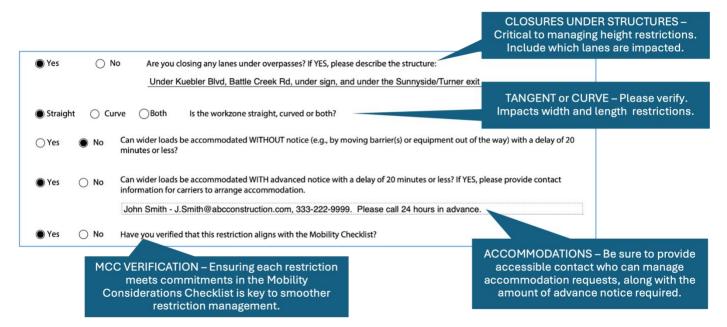
#### Full or Partial Closures & Detours



### **Details and Dimensions Table**



## **Other Key Information**



## Signoff and Contact Info

SIGNATURE/CONTACT INFO - Submitter should be the person who completed the HRNF. Alternate is important if we can't reach the submitter. Signature Information 432-555-9696 Cari Johnson Submitter's Name Submitter's Cell Phone C.Johnson@abcconstruction.com 236-555-4333 Submitter's Email Submitter's Additional Phone 432-222-2323 Juan Escobedo Alternate Contact's Name Alternate Contact's Cell Phone j.escobedo@abcconstruction.com Alternate Contact's Email Alternate Contact's Additional Phone