

## **Attachment A**

Attachments B-D detail the procedures necessary to process an *Application for an Approach Upgrade Permit*, a type of secondary Permit to Construct. The application form can be found on the ODOT Access Management website in the Application Forms page.

### **Approach Upgrade Process**

The upgrade process applies to three types of approaches:

1. Approaches with CHAMPS Inventory Records that are Presumed to be Permitted (Attachment B)
2. Approaches with valid UPermits and an associated CHAMPS Inventory Record (Attachment C); and
3. Approaches with Use Permits in CHAMPS (Attachment D);

The upgrade process for all three types of approaches will involve:

1. Preserving all information within the approach CHAMPS record;
2. Right of way research to verify access rights;
3. An evaluation of the upgrade proposal as to whether the requested activity would qualify as: normal maintenance, an Approach Upgrade, or requiring a new Approach Road Application; and
4. Selecting new status reasons that are specific to this workaround process

The goal, with upgrade applications, is to issue a new construction permit and an updated 'Use' permit. A revised use permit will be required after construction. Restriction/mitigations or special attachments of the original permit should be included in the revised use permit.

An upgrade use permit may include additional properties but shall not include additional volumes for a proposed use. The permitted volumes (entered on the findings tab) shall be the original permitted use volumes or the established PTBP (January 1, 2014) use volumes. Volumes for new proposed uses should be captured on the COU tab when a COU evaluation is required or in the notes tab when a COU evaluation is not needed.

Access Management staff (staff) reviews the Application for an Approach Upgrade Permit (application) for basic completeness and the proposal's eligibility for an upgrade. Incomplete applications are returned to the applicant.

Letters generated in CHAMPS will need to be modified to reference Upgrades.

The steps detailed in Attachments B-D shall be used when determining eligibility and processing a completed Approach Upgrade Application under the various scenarios. Situations not addressed in this bulletin should be reviewed in conjunction with the RAME and District Manager.