

Attachment B

Upgrading approaches with CHAMPS Inventory Records Potential presumed to be permitted (PTBP)

1. Staff will move the record from Status: Inventory to Status: Pending with a new status reason specific to this process: PTBP Upgrade and will import the complete upgrade application into CHAMPS.

Note: A Change of Use (COU) evaluation is required prior to issuance of a PTBP approaches permit unless the RAME and the DM agree a COU review is not necessary after a preliminary review of the site and a review of the upgrade application. Right of Way research can be conducted in parallel with COU evaluations.

2. Existing record: review the inventory record data and delete invalid information. Step 4 covers preserving any existing approach data. Approach data should be the only information needed to restore a record in circumstances of 'failure to complete construction of the upgrade'; however, if there is information that needs to be preserved, print/screenshot, scan and import a copy of the tab use the following naming convention (the date is the current):

_[Tab Name]_MMDDYYYY
ex. _GeneralTab_11222015 or
ex. _ALLTabs_11222015 (bundled document)

3. Access Control Research: complete the following:
 - a. Enter information from the upgrade application;
 - b. Enter land use information on the Application Tab;
 - c. Enter tax parcel information on the Property Tab (Prior Use and Proposed Use can be entered on the property tab)
 - d. Enter information in other fields required to alert Right-of-Way
 - e. Alert Right of Way using the 'Alert R/W' button
4. Site evaluation: Use a field worksheet to retain applicable approach data if available in the Inventory record and if needed provide additional data for the upgrade on a separate field worksheet:
 - a. Field visit: measure sight distance; current approach dimensions; ditch dimensions; culvert condition and dimensions; and any other pertinent information beneficial in issuing a permit and COU evaluation.
 - i. Scan and import site visit data (e.g., field worksheet) into CHAMPS.
 - b. Desk review: (no field visit): document information as above when possible, note data sources i.e. Google Maps, DVL etc. Fill-in field worksheet to capture historical data of PTBP approach.
 - i. Scan and import field worksheet into CHAMPS.
5. COU Evaluation: Follow standard COU protocols [e.g., establish a baseline for the prior/permitted Use* (*peak hour trips, site ADT and number of Trucks). When a new use is proposed the proposed use is documented only on the COU tab or in the notes. If the prior use is not easily determined from information on the permit, staff is

required to establish the use in collaboration with the applicant. The RAME (or assigned staff) will provide assistance. Additional resources for establishing the use can be found in Section 7 of [Technical Bulletin AM15-02\(B\) Presumption of Written Permission](#) and for COU see [AM15-03\(B\) Evaluating Change of Use of a Private Connection](#)

6. Determine if the approach qualifies as Presumption of Written Permission following PTBP protocols [Technical Bulletin [AM15-02\(B\)](#)] [(e.g., the department does not rebut presumption, access rights exist, and a COU is not occurring)]. The RAME (or assigned staff) determine if
 - a. proposal does not qualify for an upgrade - the applicant is advised to submit an *Application for State Highway Approach* and when applicable an *Application for Grant of Access and/ or an Application for Indenture of Access*.
 - b. proposal qualifies for an upgrade - the RAME documents that decision on the Notes Tab.
7. Enter the **prior use** trip generation information on the Findings Tab: For PTBP the prior use is the estimated trips generation for Jan 1, 2014. The only fields entered include:
 - a. peak hour trips;
 - b. site ADT; and
 - c. truck ADT
8. Send a written request to the CHAMPS Administrator to move the record from Status: Pending to Status: Deemed Complete/Status Reason: PTBP/Upgrade Workaround. The RAME should be cc'd on the request.
9. The RAME (or assigned staff) updates the Provisions and Specifications for the upgraded approach.
10. The RAME directs Staff to generate the appropriate letter and take the status from Status: Deemed Complete/Status Reason: PTBP/Upgrade Workaround to either:
 - a. Approved with Custom Plans/Status Reason PTBP Permit Upgrade; or
 - b. Preliminary Issued/ Status Reason PTBP Permit Upgrade
11. Current CHAMPS letters need to be modified to reference an Upgrade.
12. Follow standard Permit to Construct protocols (e.g., insurance/bond; extensions; inspections, approvals, etc.).
13. Staff scans and imports a copy of the signed specifications and provisions into the record using the following naming convention (the date is the date of issue):
 ApproachUpgradePrelims_MMDDYYYY
 ex. ApproachUpgradePrelims_09092016
14. Once construction is complete, staff will inspect the constructed approach. If the constructed approach is acceptable staff will finalize the issuance of a Permit to Use with conditions and mitigations. Use the new status reason: PTBP Upgrade.
15. Follow standard Office of Maintenance protocols to conclude recording the new Permit to Use.
16. Bond and insurance information for the Upgrade should be released and expired, respectively

Failure to Complete Construction

If for any reason the applicant decides not to complete the construction of the upgrade, then staff needs to determine if the applicant:

- wants a Permit to Use (based on the PTBP of the original approach); or
walks away from their application

Staff will use the following steps to restore the CHAMPS record.

1. Bond and insurance information for the Upgrade should be released and expired, respectively
2. Using the scanned and imported documents (i.e., field worksheet documenting physical conditions of the PTBP approach and associated tabs) enter the original data into any altered CHAMPS fields.
3. Delete information that was not replaced if it is no longer valid.
4. Document in the Notes Tab that:
 - a. the applicant was unable to complete the upgrade;
 - b. the upgrade Permit to Construct (identified by number & date) was canceled (the number is the same as the PTBP Permit, so the notation needs to be very clear as to which one is canceled); [DO NOT change STATUS to CANCELED]
5. Issue a PTBP Permit to Use with Status Reason: PTBP
 - a. Document in the Notes Tab that:
 - i. the applicant was unable to complete the upgrade;
 - ii. the PTBP Permit (identified by number & date) is valid.
 - iii. the PTBP Permit was mailed or,
 - iv. the PTBP was imported but not mailed because ...