

Attachment C

Upgrading approaches with valid UPermits and an associated CHAMPS Inventory Record

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

Note: A Change of Use (COU) evaluation may be required by the RAME prior to allowing an Upgrade application to be processed. Right of Way research can be conducted in parallel with COU evaluations.

2. Import a copy of the U-Permit (and any associated documents) into the CHAMPS record using the following naming convention (the date is the date of issue):
 _UPermit_Permit#####_MMDDYYYY
 ex. _UPermit_Permit12345_11222015
3. Existing record: review the Inventory Record data and delete invalid information. The Upermit 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 in the Record that needs to be preserved print/screenshot, scan and import a copy of any tab containing other applicable data use the following naming convention (the date is the current):
 _[Tab Name]_MMDDYYYY
 ex. _GeneralTab_11222015 or
 ex. _ALLTabs_11222015 (bundled document)
4. 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
5. Site evaluation: for validating information on the Upermit or document current approach conditions if different than the Permit and recording data for Change of Use (COU) evaluations when required:
 - 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.
 - ii. Scan and import field worksheet into CHAMPS.
6. COU Evaluation if required: 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 permitted 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](#)
7. The RAME (or assigned staff) will review the record and 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 is eligible for an upgrade the RAME documents that decision on the Notes Tab.
 8. The RAME will review the existing Permit including any associated restrictions/mitigations or special attachments and determine which provisions will transfer to the new use permit. Staff will consult with the District Manager and provide recommendations to the RAME if requested.
 9. Enter the Upermit **prior use** trip generation information on the Findings Tab: The prior use is the use listed on the Permit: The only fields to be entered include:
 - a. peak hour trips;
 - b. site ADT; and
 - c. truck ADT
 10. Send a written request to the CHAMPS Administrator to move the record from Status: Pending/Status Reason: UPermit Upgrade to Status: Deemed Complete/UPermit Upgrade Workaround. The RAME should be cc'd on the request.
 11. The RAME (or assigned staff) updates the Provisions and Specifications for the upgraded approach and **will transfer** any conditions, mitigations, and provisions from the UPermit to the new use permit as non-appealable Special Provisions.
 12. The RAME directs Staff to generate the appropriate letter and take the status from Status: Deemed Complete/Status Reason: UPermit Upgrade Workaround to either:
 - a. Approved with Custom Plans /Status Reason: UPermit Upgrade; or
 - b. Preliminary Issued/Status Reason: UPermit Upgrade
 13. Current CHAMPS letters need to be modified to reference an Upgrade.
 14. Follow standard Permit to Construct protocols (e.g., insurance/bond; extensions; inspections, approvals, etc.).
 15. 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
 16. Once construction is complete, inspected and accepted, staff will follow the Office of Maintenance procedure for recording a superseded UPermit record in the Upermit database and will follow any other requirements per the Office of Maintenance guidance.

17. Once the UPermit has been recorded in the Upermit database and in CHAMPS as superseded, staff will finalize the issuance of a Permit to Use with conditions, mitigations and the transferred special provision.
 - a. Follow standard Office of Maintenance protocols for recording the new Permit to Use in CHAMPS.

Failure to Complete Construction

If for any reason the applicant decides not to complete the construction of the upgrade, then the UPermit is still valid. 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., UPermit 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 and date) was canceled; and
 - c. the Imported Upermit (identified by number and date) is still valid
 - d. revise the Upermit database record and notify the Office of Maintenance if the Upermit was prematurely canceled.
5. Request the CHAMPS Administrator to move the record from its current status to Status: Inventory/Status Reason: UPermit