

Attachment D

Upgrading approaches with Use Permits in CHAMPS

1. Import the complete upgrade application into CHAMPS.
2. Import a copy of the "Use Permit and any associated documents into CHAMPS using the following naming convention (the date is the date of issue):
 _Permit#####_MMDDYYYY
 ex. _ Permit12345_11222015

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.

A CHAMPS 'Use' permit record is a locked record. Therefore, staff will need to work with the RAME or assigned staff in these upgrade cases. The only unlocked tabs that can be used are the Notes tab and the COU tab. The request to unlocking the record occurs in step 9.

3. Access Control Research: staff will enter any new properties on the COU tab. Staff will alert Right of Way using the email option in CHAMPS under Miscellaneous > Create Right of way E-mail when new property is entered on the COU tab. The email should direct Right of Way staff to review tax parcels listed on both the Property tab and COU Tab.
4. Site evaluation if needed: for validating information on the Permit or to 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 if not available on the Permit.
 - i. Scan and import field worksheet into CHAMPS
5. 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. For additional assistance on establishing the use see 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. 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.
7. The RAME reviews 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.
8. **Approved to proceed**; Staff will retain current information in the 'Use' Record prior to a request to unlock the record:
 - a. Print/screenshot, scan and import a copy of all the existing record information into CHAMPS using the following naming convention for each tab (the date is the date of issue):
 - _[Tab Name]_MMDDYYYY
 - ex. _GeneralTab_11222015, or
 - ex. _ALLTabs_11222015 (bundled document)
9. Send a written request to the CHAMPS Administrator to move the record from Status: Approved Use to Status: Deemed Complete/Status Reason: Use Permit Upgrade. The RAME should be cc'd on the request.
10. Staff will update the record using information from the upgrade application.
11. The RAME (or assigned staff) updates the Provisions and Specifications for the upgraded approach and **will transfer** valid conditions, mitigations, and provisions from the prior permit to the new use permit as non-appealable Special Provisions.
12. The RAME directs Staff to generate the appropriate approval/transmittal letter and takes the status from Status: Deemed Complete/Status Reason: Use Permit Upgrade to either:
 - a. Approved with Custom Plans/Status Reason: Use Permit Upgrade; or
 - b. Preliminary Issued/Status Reason: Use Permit Upgrade
13. **Current CHAMPS letter need to be modified to reference an Upgrade.**
14. Follow standard Permit to Construct protocols (e.g., insurance/bond; extensions; inspections, approvals, etc.).

Note: unresolved bond and insurance information for the current approach should be resolved (released and expired, respectively) before entering new information.
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, 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 and transferred special provision.

- a. Follow standard Office of Maintenance protocols to conclude recording the new Upgraded Permit to Use.

Failure to Complete Construction

If for any reason the applicant decides not to complete the construction of the upgrade, then the prior Use Permit 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., Permit to Use and associated tabs) enter the original data into any altered CHAMPS fields.
3. 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 (the number is the same as the "Use" Permit, so the notation needs to be very clear as to which one is canceled); and
 - c. the Permit to Use (identified by number and date) is still valid
 - d. notify the Office of Maintenance if the Use Permit was prematurely canceled.
4. Request the CHAMPS Administrator to move the record from its current status to Status: Approved (Use).