|  |  |
| --- | --- |
|  | Region Traffic Engineer Approval Request |

Use this form to request approval from the **region traffic engineer (RTE)** for items that need RTE approval according to the Traffic Manual, except for items that have a unique request form (e.g. parking prohibition). See the [Traffic Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Manuals.aspx) for information on authorities and required approvals.

**Consultants**: Send this form as a word document to the Region Traffic Unit through the ODOT liaison for your contract.

# Region Traffic Engineer Signature

|  |
| --- |
| Place the region traffic engineer’s signature below. Use digitally signed PDF. The request date is the digital signature date. Engineer’s seal is not required. |
|  |
| Choose an item. in accordance with the current edition of the Traffic Manual. |

# For Region Traffic Engineer Use

|  |
| --- |
| Optional text space for region traffic engineer (e.g. describe why a request is denied). |
|  |

# Request For

|  |
| --- |
| What are you requesting? |
|  |

# Contacts & Attachments

|  |  |
| --- | --- |
| Contact for follow-up questions | People who need to be cc’d on the approval. |
|  |  |
| Request drafted by |
|  |
| List any attachments to this request (e.g. engineering studies, design plans, referenced research, letters of support, etc.). | |
|  | |

# Location Information

|  |  |  |
| --- | --- | --- |
| Region | Linear Reference Method Key (LRM, use [TransGIS](https://gis.odot.state.or.us/transgis/) Road Network>MP layer) | Milepoint(s) |
|  | [Status] | [Comments] |
| Location description (cross street name, intersection, city, county, etc.) | | |
|  | | |

# Project Information (if applicable)

|  |  |  |
| --- | --- | --- |
| Project name | Key number (if applicable) | Current stage |
|  |  | Choose an item. |
| Project scope and description | | |
|  | | |

# Problem Statement

|  |
| --- |
| What problem are you trying to solve? |
|  |

# Proposed Solution

|  |
| --- |
| What solution do you propose? |
|  |
| Who will maintain the proposed solution (ODOT, local agency)? |
|  |

# Supporting Information

|  |
| --- |
| What engineering studies, data, policies, practices, and/or research supports your solution? |
|  |
| What other solutions have you considered and why did you not choose them? |
|  |
| Do you plan to deviate from any standards, policies, or guidelines? If so, why? |
|  |
| How have you worked with the local transportation agency, maintenance district, law enforcement, other agencies, groups, etc. to reach your solution, if applicable? |
|  |
| If there are agreements associated with the solution, what are the agreement numbers? E.g. intergovernmental agreements, jurisdictional transfers, or resolutions. |
|  |