

Highway Restriction Notice Form

Restriction Review Checklist for Resident Engineers

February 2021



Commerce and Compliance Division
Over-Dimension Permit Unit

Background

In May of 2012, former ODOT Director, Matt Garrett and former Chief of Staff, Dale Hormann instructed Mobility staff to modify the Online Electronic restriction notice review procedures in an effort to improve the process.

Prior to the process change, contractors were responsible for submitting restriction notices, per contract specifications (220.03 a); and Mobility Program staff were responsible for approving the notices.

After the process change, Resident Engineers (formerly called Project Managers) were added to the review process. Contractors remain responsible for submitting restrictions notices, but instead of notifying the Restriction Notice staff directly, the Resident Engineer (RE) is notified first. REs are responsible for reviewing restriction notices to ensure the temporary restrictions, hours, durations, etc. submitted on the form reflect the restrictions shared with the Mobility Team and Mobility Advisory Committee during project development and documented in the project documents. Documents include: the Mobility Considerations Checklist, Traffic Management Plan, Traffic Control Plans, Specifications, Work Zone Decision Tree, mobility meeting minutes and associated emails. Once the notice has been verified accurate, the RE forwards the restriction notice to the OD Highway Restriction Notice Team for review.

The RE's duties and the notification requirements were both updated in [Operational Notice PD-16](#) and the Mobility Procedures Manual. The specifications 220.03 (a) were also updated, changing the notification requirements from 28 days to 35 days to provide an additional week for the RE to review. Communication about this change was shared with ODOT staff on June 20, 2012, including the Resident Engineer Restriction Notice Checklist provided below. This checklist has been updated to reflect organizational changes within the Agency.

REs should use this checklist to verify the restriction notice is accurate.

A note about additional changes: As of July 15, 2020, the Mobility Program was moved under the Delivery and Operations Division. Staff in this program continue to engage the freight industry in project development and maintenance projects with focus on work zone safety and Mobility. The [OD Highway Restriction Notice Team](#) has remained with the Commerce and Compliance Division, under the Over Dimension Permit Unit and continue processing restriction notices.

Instructions for Reviewing Restrictions

1. When projects restrict the size and or weight of oversize loads, contractors are responsible for submitting the online [Highway Restriction Notice — Size and/or Weight](#) (form 2357). The contractor will receive an email that the notice has been sent to the RE for review.
2. The Resident Engineer (RE) will receive an email notification that says a restriction notice has been submitted and is waiting for their review. The email will be sent from this address: **noreply@restriction.com**.
3. After opening the email, double click the link at the bottom of the message, this will open the restriction notice submitted by the contractor.
4. The RE should review the notice to ensure the information is complete and accurately reflects the restrictions shared with the Mobility Team and Mobility Advisory Committee during project development and documented in the project documents the Mobility Considerations Checklist (MCC), Traffic Management Plan (TMP), Traffic Control Plans (TCP), Specifications, Work Zone Decision Tree (WZDT), mobility meeting minutes and associated emails.

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5. If changes are needed, work with the contractor to modify the notice. The notice can be modified by both the contractor and RE, using the links sent to them in their email notification. **If there are proposed changes to any of the project documentation listed in step 4**, initiate the required communication steps provided in [Operational Notice PD-16](#) (for “Project Managers” in the *Mobility Roles matrix section*) **BEFORE** submitting the notice to the OD Highway Restriction Notice Team.
6. Once the RE has reviewed the notice, check the box at the top of the form that says “Reviewed”, and then click the “Submit” button at the bottom of the form. This will submit the completed form to the OD Highway Restriction Notice Team for processing.

Note: *The Team is unable to take action on a restriction notice until the RE submits the notices as “Reviewed”. Use the following checklist to help ensure timely processing of the notice.*

7. It is crucial that contractors are careful about listing the correct email addresses for the RE and Assistant RE, or their notice will not be delivered and reviewed. The RE will not know the notice has been submitted so no action will be taken. This could delay the contractor if the OD Highway Restriction Notice Team does not receive the notification in time to meet the notification timelines.
8. Contractors are required to submit the Online Restriction Notices at least **35 days** before the restriction takes effect.
9. The RE needs to review the notice and **submit the completed form to the OD Highway Restriction Notice Team at least 28 days prior** to the restriction taking effect.
10. Additional resources and guidance:
 - [Restriction Notice User Guide](#).
 - [Mobility Procedures Manual](#).
 - Email the [OD Highway Restriction Notice Team](#).

Resident Engineer Restriction Notice Checklist

- Did you receive the notice at least 35 days prior to when the restriction is scheduled to take effect?**

Contractors are required to submit the notice at least 35 days prior to the restriction taking effect, per specifications 220.03 a.

- Did you receive less than 35 days' notice?**

If annual permits will not be impacted, less notice may be allowed, but the OD Highway Restriction Notice Team needs to receive the notice at least 14 days (not including weekends) prior to when the restriction takes effect.

- Is the location of the work zone listed accurately?**

The restriction needs to be published on the road and bridge restriction list used to route oversize loads by the over-dimension permit unit, so it is important that the highway maintenance number, route number, mile point range and direction of travel are correct.

- Is the duration of the restriction listed accurately (e.g. the date work begins and the estimated completion date)**

Make certain the contractor is submitting a realistic time period, and not submitting for an unnecessary extended block of time (e.g. submitting for 3 months when work is only needed for 4 days.) Slightly longer windows are okay within reason to account for delays due to weather, etc. Notices can always be extended and is preferred to submitting blanket restrictions.

- Do the allowable hours & dates listed reflect what is allowed by contract?**

The hours, dates, and durations for the restrictions should match what was shared in the TMP, Mobility Considerations checklist, and other applicable documents. If they do not, the Mobility Team should be contacted ASAP to determine if there is a need to re-engage the Mobility Advisory Committee per [Operational Notice PD-16](#). If there have been changes to the traffic control plans that are more restrictive, or if the hours and durations are extended, mobility may need to re-engage the committee. Also, if there are windows where restriction will not be in effect (e.g. weekends, holidays, etc.) include this information.

- Is the detailed explanation of work filled out and accurately describe the work that will take place?**

Make sure the type of work being performed is clearly described. When closing lanes, identify which lanes are to be closed; if the width is restricted indicate if the work zone is on a tangent or on a curve so the OD Highway Restriction Notice Team can apply the correct buffer; describe the type of work being performed so that the Team can correctly describe the restriction in the letter sent to annual over-dimension permit holders (e.g. attenuator replacement, tunnel cleaning, paving, etc.). Remember, anytime that the width, length, height, or weight restricts the annual permits holders, the OD Highway Restriction Notice Team is required to mail out notification letters.

Did the contractor indicate what the restriction will be, by filling out the appropriate section?

Occasionally, a section is left unfilled and the contractor will instead describe the restriction in the detailed explanation of work. If the contractor indicates they will be taking lanes, or describes having a width restriction in the detailed explanation of work, they need to indicate how much horizontal width will be available for traffic between barriers in Section 4: Highway Width Restrictions/Lane Closures. If they are taking a lane under a structure, they need to answer yes to that question in Section 4 and indicate which structure(s), as there will likely be a vertical clearance restriction. Weight restrictions should be worked out through the Bridge Unit, and documented in Section 6: Height and Weight Restrictions.

Is this for a highway full closure or ramp closure?

Ramp closures must be submitted separately from the lane closures. Include the exit number and/or name of the on or off ramp. Single trip over-dimension permits are route specific, instructing carriers to use certain lanes to avoid low structures, and specify exit names and numbers. Carriers running under a route specific permit are not authorized to use a detour route unless it is described on the permit. If they show up at a closed ramp, and are told by a VCMAS sign to use a different exit, they are now off route and subject to citation. In addition, the size and weight dimensions have not been cleared for restrictions.

Can unannounced oversize loads be accommodated at the work zone?

This is usually discussed during the project delivery process and should be described in the project documents (Traffic Management Plan, Work Zone Decision Tree, Mobility Consideration Checklist, emails, and meeting minutes) that are handed off to the Resident Engineer at the Pre-con meeting.

Did the contractor provide a detour route?

Make sure a detour route is listed for highway and ramp closures, and for lane closures that restrict the size and weight of oversize/overweight loads. Detour routes should have been identified in the project development process and will be included in the project documents. Forwarding a notice to the OD Highway Restriction Notice Team without a detour route may result in it being returned, as we need have a freight friendly route available. When contractors provide a detour route, the form prompts them to indicate if the route is approved for oversize loads. If a 24x7 closure is in place, the detour should be appropriate for all vehicles that use the route (including freight and over-dimension loads). Otherwise, there should be windows of opportunity provided for oversize loads to move through the work zone.

Are the original restriction notice submitters still working on the project?

Often, the original contractor who submitted the form will move on to a new project. If the submitter contact information is not updated, the new contractor will not receive the emails from the restriction notification system. Contact the OD Highway Restriction Notice Team if you need to have the form returned to update the contact information.