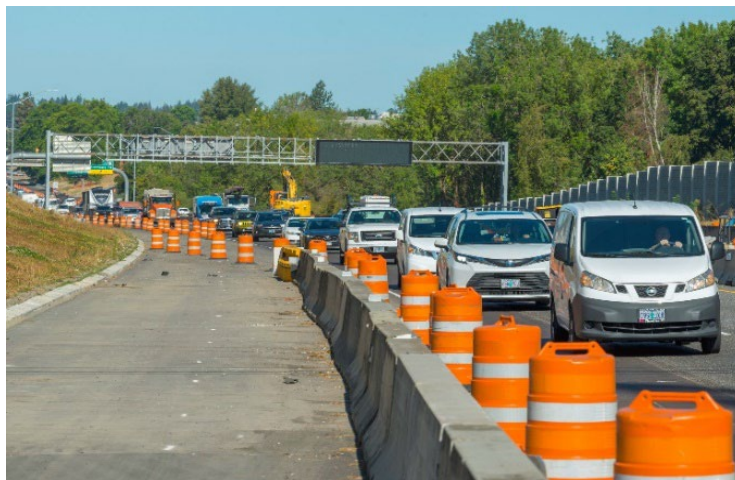


# Highway Restriction Notice Review and Submittal Guide



February 2025



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**Commerce and Compliance Division  
Over-Dimension Permit Unit**

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503-373-0000

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# Background

Whenever construction or maintenance work will either close a state highway or ramp, or restrict the width, length, height or weight of trucks within a work zone on a state highway, the over-dimension unit within the Commerce and Compliance Division must be notified. Submitting restriction information ensures work zone safety, helps motor carriers better plan their trips, and supports ODOT's goal of promoting freight mobility. Actions taken in response to highway restrictions include:

- Restriction information is included on oversize permits and freight may be re-routed.
- Restriction notifications are sent to annual permit holders.
- Information is posted on the [Road and Bridge Restrictions List](#).
- Trucking restrictions are posted on [TripCheck](#).

The high-level process workflow is shown below.<sup>1</sup>



When projects restrict the size and or weight of oversize loads, contractors are responsible for submitting the [Highway Restriction Notice Form \(HRNF\)](#) (form 2357). Specifications 220.03 (a) specify that contractors submit notice requirements 35 days prior to the work starting. This form is submitted through DocExpress.

This document provides instructions for completing phases 2 and 3 above.

## Phase 2: Restriction Review Instructions

### 2.1 – Notification

The Resident Engineer (RE) will receive notification that a restriction notice has been submitted to DocExpress and is “Pending Review.”

### 2.2 – Resident Engineer Review

The RE reviews the notice to ensure the information is complete—and accurately reflects agreements made during project development and documented on the signed Mobility Considerations Checklist (MCC)—critical to meet ODOT's commitments to the trucking and contracting industries to support safety and mobility goals.

See the [Review Guide](#) on next page for details on completing the restriction review. If the restriction submitted by the contractor is consistent with the signed MCC, proceed to step [2.4 – Notice Approval](#).

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<sup>1</sup> This process primarily applies to STIP construction projects, though some Districts may use the Highway Restriction Notice Form to originate notice of Maintenance project-related restrictions.

## 2.3 – Address and Resolve Issues or Questions (if needed)

If the restriction notice is different than the signed MCC (e.g. the contractor is proposing changes), the RE must:

1. Start by engaging the contractor, region mobility liaison and any relevant region resources to discuss proposed changes to determine if the change is warranted and supported by the region. If the change is not warranted and supported by the region, the RE will work with the contractor and may need to request an updated restriction notice so that it is consistent with the signed MCC. The DocExpress workflow will track activities between the contractor and the RE.
2. If the change is warranted and supported by the region, engage the Mobility Services Team (MST) to discuss potential changes and receive approval before any agreements to changes are made with the contractor (and before approving the restriction notice). The region will need to submit an updated MCC with the changed restrictions to the Mobility Services Team to review and (if necessary) share the with the Mobility Advisory Committee to provide for stakeholder input. See the [Mobility Considerations Checklist](#) (form 9983) for instructions about changes.

## 2.4 – Notice Approval

Once the RE is comfortable with the restriction notice details and any issues have been resolved, the restriction should be changed to “Ready for Entry” status in Doc Express.

# Highway Restriction Notice Form (HRNF) Review Guide

## Form Section: Project Information

What to look for: Correct title, Contract and Key Number.

## Form Section: Restriction Information / Explanation of Work

What to look for:

- ☐ **Does the description accurately summarize the work and associated restriction?**
- ☐ **Are the dates and duration appropriate?** Make certain the contractor is submitting a realistic time period and not an unnecessary extended block of time (e.g. submitting for 3 months when work is only needed for 4 days.) Notices can always be extended which is preferred to submitting blanket, long-term restrictions.
- ☐ **Is the start date at least 35 days from the date submitted?** If annual permits will not be impacted, less notice may be allowed, but restriction information must be keyed into ORION at least 14 days prior to when the restriction takes effect.
- ☐ **Is restriction location information complete and correct?** (Highway Number, Highway Name, Route Number and Mile Points) Location information will be used by ORION to automatically route oversize loads, so it is critical to have an accurate location. Errors could result in oversize loads being incorrectly routed and potentially being unable to pass through an active work zone.
- ☐ **Is Bridge Structure(s) identified, if applicable?** Work being done on a bridge may affect weight capacity and impact routing. Weight restrictions should be worked out through the Bridge Unit. (Allowable weights should be documented later in the form if applicable.)

- ☐ **Are hours of work and direction provided, are they correct, and do they align with the Mobility Considerations Checklist?** “Yes” should be checked only if the restriction will be in place a full 24 hours of the day. If there are windows when restriction will not be in effect (e.g. weekends, holidays, etc.) be sure that information has been documented.
  - Hours, dates, and durations for the restrictions should match what was shared in various project delivery documents including the Mobility Considerations Checklist (MCC).<sup>2</sup>
  - **If the hours and durations are extended, the Mobility Services Team should be contacted to determine if there is a need to adjust the work plan and/or re-engage the Mobility Advisory Committee. You may also seek input from your Region’s Mobility Liaison.**

## **Form Section: Full Closures**

What to look for:

- ☐ **Are the correct buttons checked?**
- ☐ **Is ramp/exit number information provided, if applicable?** The specific exit number and/or name of the on/off ramp in the case of ramp closures must be provided. Single trip over-dimension permits are route specific and specify exit names and numbers.
- ☐ **Is detour information provided, if applicable?** Is the detour approved for oversize loads? Detours are required to be provided 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 during project development and included in project documents. 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 will not have been cleared for restrictions.

## **Form Section: Restrictions and/or Partial Closures**

What to look for:

- ☐ **Is all relevant information provided in the restriction description table, as follows?**
  - Partial Closure – Lane(s) and ramp(s) must be specifically identified
  - Dimensions/Weight - Must describe maximum allowed over the entire work zone. (e.g. Width limit at the narrowest point). If contractor describes having a width restriction in the detailed explanation of work, they will need to indicate how much horizontal clearance will be available for traffic between barriers (including usable shoulders). Horizontal clearance refers to the paved width capable of supporting the freight traffic loads without failure. Unpaved/aggregate shoulders may be included when deemed adequate by the resident engineer to support the freight, which may be heavy and or low to the ground.

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<sup>2</sup> Other documents to review if there are concerns about the restriction as submitted by the Contractor include: the Traffic Management Plan, Traffic Control Plans, Specifications, Work Zone Decision Tree, mobility meeting minutes and associated emails.

- Height – Vertical clearance may vary by lane, so minimum clearance along with which lanes will be restricted is required.
- Overall Length – Connected to the curve information requested below.

**Note:** Grey cells are meant to be blank.

- ☐ **Are underpasses/bridges impacted by lane closures identified?** Each underpass/ bridge must be identified by location and number. If closing a lane under a structure, a further understanding of the work zone is necessary in determining whether a height restriction is also required because of traffic being shifted to the open lanes which may have less vertical clearance available.
- ☐ **Is work zone curvature indicated?** Knowing if the work will be on a tangent or on a curve is required so the correct buffer can be included when keying the restriction in ORION.
- ☐ **Can unannounced oversize loads be accommodated at the work zone with delays of 20 minutes or less?** If not, can they be accommodated with advance notice? This is usually discussed during project development stage and should be described in the Mobility Considerations Checklist and Transportation Management Plan. If loads can be accommodated with advance notice, the contractor should specify who to contact to arrange such accommodations (name, phone number and email)?
- ☐ **Does the restriction align with the Mobility Considerations Checklist?** Even if the contractor has indicated that it does align, review of the restriction against the MCC and other relevant project documents is required.

**As above, if any of the items in this section vary significantly from the MCC and the Contractor is unable to adjust, contact the Mobility Services Team for support in resolving the issue(s).**

## **Form Section: Signature and Contact Information**

What to look for:

- ☐ **Has the submitter been identified, along with cell phone number and email?**
- ☐ **Has the contractor provided an alternative contact person and phone number?**

## **Final Verification**

- ☐ **Does the restriction conflict with other restrictions on a critical route pair?**

ODOT is committed to keeping freight moving safely and efficiently and will take steps to ensure that critical route pairs are not restricted at the same time. The critical route pair table and additional information can be found in the Mobility Procedures Manual and on this [interactive map](#). Projects with planned restrictions on critical route pairs can also be viewed on this [GIS Map](#).

# Phase 3: Entry of Restriction Information in ORION

The section below provides instructions on keying temporary restriction information in the ORION system's "Restriction Manager" and how the fields should be used to ensure accurate routing and consistent publication of restriction information.

## Instructions

### 3.1 – Ready for Entry

Once the restriction has been moved to a "Ready for Entry" status in DocExpress, the RE and/or designee will key the restriction in ORION at least 21 days prior to the start of the restriction.

**Note:** District Staff keying a restriction into ORION for maintenance projects and/or other closures related to local events/parades will not receive documents through DocExpress to prompt this step.

### 3.2 – Restriction Changes

If a restriction needs to be modified, the RE and/or designee will make the change in ORION. This typically occurs if the work is delayed and/or extended.

### 3.3 – Retire/Lift Restrictions

When work has been completed, the restriction must be retired in ORION. The restriction will **not** automatically be removed on the retire date. The RE and/or designee must locate the restriction in ORION and retire the restriction.



## Section 1: Restriction Basics, Name and Description

**Restriction Manager**

Map Satellite 2 roads, 0.19 mi

South Korea

General

☒ Active? ☒ Non-Routing? ☒ Include in Feed?

Name:  
Alert: I-84 EB MP 74.00 to MP 76.00 (The Dalles)

Description:  
Effective March 10, 2025, this section of I-84 eastbound will be restricted to 17 feet 00 inches in width Monday through Friday between the hours of 6 AM and 7 PM. Loads exceeding these dimensions may be accommodated on a case-by-case basis. Contact the Over-Dimension Permit Unit for information. The estimated completion date for this work is March 17, 2025.

Permit Text:  
Alert: I-84 EB MP 74.00 to MP 76.00 (The Dalles) - Effective March 10, 2025, this section of I-84 eastbound will be restricted to 17 feet 00 inches in width Monday through Friday between the hours of 6 AM and 7 PM. Loads over 17 feet 00 inches in width may be accommodated on a case-by-case basis. Contact the Over-Dimension Permit Unit for information. The estimated completion date for this work is March 17, 2025.

Accommodations:  
John Smith, ABC Contracting  
jsmith@abccontracting.com or 999-999-9999

**ACTIVE** - Must be checked for ALL temporary restrictions so that information is published on Road Restriction List and on TripCheck.

**NON-ROUTING** - Selected for MOST temporary restrictions. Only in the case of 24/7 closures should this not be selected.

**INCLUDE IN FEED** - Must be checked for ALL temporary restrictions even if the start date is in the future.

**NAME** (mainline format, other formats below)  
Alert: [route] [direction of travel] [Mile point range] [nearby city]

**DESCRIPTION:**  
Effective [start date] this section of [route] [direction] will be restricted to [whatever dimension]. [Accommodation information if applicable – see below] Estimated date of completion is [estimated retire date].

**PERMIT TEXT:**  
NAME – DESCRIPTION (both copied from above)

**ACCOMMODATIONS:** Provide the name, phone number and email address of the individual(s) (ODOT and/or contractors) to be contacted if applicable.

Figure 1: Restriction Basics

## Section 1: Important Notes

Use the example and instructions shown in *Figure 1* along with the notes below to key the restriction.

### Buffers

A two-foot horizontal buffer needs to be included in the Description and Permit Text if the work is being done on a straight section of road, and a three-foot horizontal buffer should be included on curves. Contractors submit REAL restriction values through the Highway Restriction Notice Form and **without** these buffers, and they need to be included (i.e. total allowable width reduced) when posting in ORION. Examples:

- A 17 foot REAL width restriction on a curve should be described as a 14 foot PERMITTABLE restriction in ORION. It should also be keyed this way in Section 2: Conditions (see below).
- A 17 foot REAL width restriction on a straight segment of road should be described as a 15 foot PERMITTABLE restriction in ORION. It should also be keyed this way in Section 2: Conditions (see below).

For height restrictions, note that a four-inch buffer needs to be included (total allowable height **reduced**). Example:

- A 16'6" REAL height restriction should be described as a 16'2" PERMITTABLE restriction. It should also be keyed this way in Section 2: Conditions (see below).

### **Non-Routing (button)**

When checked, windows of opportunity are available for carriers to move when the restriction is not in place. For example: Width restrictions for paving during night hours only; weekend-only ramp closure. If not checked, the restriction is in place 24/7, and loads will be routed around the restriction by ORION.

### **Name**

General format for **mainline** is shown in Figure 1: Restriction Basics. Directions and format for ramps is as follows:

- **Ramps:** Generally, indicate a ramp is to or from the superior highway (Interstate first, then US, then OR, then other). If both are the same, indicate the first route. The general format should be **Alert: [superior route] [direction of travel] [Exit number, if available] [on-, off-, both, all ramps] to [inferior route] [nearby city]**. Examples:
  - I-205 SB Exit 8 off-ramp to OR43 (West Linn)
  - I-5 NB Exit 216 on- and off-ramps to/from OR228 (Halsey)
  - I-205 NB ramp from OR99E
  - The ramp from I-5 NB to I-205 NB

### **Description**

To ensure proper formatting on permits, key the restriction as shown in Figure 1: Restriction Basics.

If loads can be accommodated with advance notice through the restriction, add the following text to the Description:

**"Loads exceeding these dimensions may be accommodated on a case-by-case basis. Contact the Over-Dimension Permit Unit for additional information."**

### **Permit Text**

To ensure proper formatting on permits, copy/paste the **Name** followed by a hyphen and then copy/paste the **Description**.

## Section 2: Restriction Days/Times and Location

The screenshot shows a web form for entering a restriction. Callout boxes provide instructions for several fields:

- START DATE** – Should be 14 – 21 days in the future depending on impact to permit holders. (Points to Start Date: 03/10/2025)
- RETIRE** – Must be checked for ALL temporary restrictions. Allows for an end date to be entered. (Points to Retires? checkbox, which is checked)
- CONFIRM RETIRED** – Selected only after confirming the work is completed and the restricted can be lifted. (Points to Confirm Retired checkbox, which is unchecked)
- NOTES** – Can be used for additional information such as detours if applicable. (Points to the Notes text area)
- LOCATION FIELDS** – Required fields for accurate placement on TripCheck. (Points to the Highway, Road Name, Beginning Mile Point, and Ending Mile Point fields)
- BOTH DIRECTION** – TRUE when both directions of travel are impacted. FALSE when only one direction is impacted. (Points to Both Direction: False dropdown)

The form fields shown are:

- Start Date: 03/10/2025
- Retires? ☒
- Confirm Retired ☐
- Notes: [Empty text area]
- Highway: 002
- Road Name: I-84
- Beginning Mile Point: 74.00
- Ending Mile Point: 76.00
- Both Direction: False
- Exit Number: [Empty field]
- Project Key Number: 123456

Figure 2: Restriction Days/Time and Location

### Section 2: Important Notes

Use the example and instructions shown in **Figure 2** along with the notes below to key the restriction.

#### Highway

This field requires the ODOT Highway Number.

#### Road Name

The more commonly-used name for that road, such as I-5, US101, OR19. Based on the Highway number selected, more than one Road Name may be available.

#### Beginning Mile Point

The beginning mile point of the restriction. If a ramp is restricted, indicate the mile point of the superior highway where the ramp intersects.

#### Ending Mile Point

The ending mile point of the restriction. This must be greater than or equal to the beginning mile point.

## Section 3: Conditions

Figure 3: Conditions

Many options are available, and **at least one** condition must be selected. When there is more than one condition (e.g. Width and Height), use the “Add” button to include the additional condition information.

### Most Common Conditions

#### Width

Key the maximum permissible width. **Important:** To ensure proper routing by ORION, a 17 foot 2 inch width restriction must be keyed **using this precise format 17'2"**.

Note that a two-foot horizontal buffer needs to be included if the work is being done on a straight section of road, and a three-foot horizontal buffer is included on curves (or sections that are both curved and straight). Contractors submit REAL restriction values through the Highway Restriction Notice Form and have not included these buffers. Examples:

- A 17' Real width restriction on a curve (or both curved and straight) should be keyed as a 14' permissible restriction in ORION. It should also be described this way in the Description and Permit Text fields (see above).
- A 17' Real width restriction on a straight segment of road should be described as a 15' permissible restriction in ORION. It should also be described this way in the Description and Permit Text fields (see above).

#### Height

Key the maximum permissible height under a structure. Note that a four-inch buffer must be included. Contractors submit REAL restriction values through the Highway Restriction Notice Form and have not included these buffers. Example:

- A 16'6" REAL height restriction should be keyed as a 16'2" PERMITTABLE restriction (using this format) here and in the Name and Description fields (see above).

Additional Notes on Height:

- If multiple structures are crossed under in the mile point range, choose the lowest available height.
- When two or more lanes of travel are available:
  - If the height in all lanes is the same, no height restriction is needed.

- If the work will be in both lanes of travel (example, a paving project, where work is weather dependent and any lane might be closed on a given night), indicate the lowest height available.
- If a lane closure impacts only the lane with the lowest height available, no height restriction is needed.

### **No Permits = True**

Use this for full closures of ramps or highway segments. In addition, Non-Routing box described in Section 1 MUST NOT be checked. Example: full closure of a ramp for several months.

### **Non-Routing = True**

Use this for intermittent closures of ramps or highway segments (if a window of opportunity exists for freight movement). In addition, Non-Routing box described in Section 1 MUST be checked. Example: ramp closure at night for paving.

### **Weight**

For temporary weight restrictions, we encourage you to work with the Bridge Program Unit, prior to keying restrictions. Generally, three conditions will need to be keyed:

- Axle Weight (LBS) – For a legal weight restriction, this should be 20000 pounds. For heavy haul weight restriction, this should be 21500 pounds.
- Tandem Weight (LBS) – For a legal weight restriction, this should be 34000 pounds. For heavy haul weight restriction, this should be 43000 pounds.
- Weight Table – Key 1, 2, 3, 4, or 5, if a maximum weight table is allowed.

If a weight restriction is for Gross Weight only, key only the GVW – Any Vehicle (LBS) condition.

## **Section 4: Selecting Road Segments**

The information keyed into the Restriction Manager do NOT correspond to the map provided in the Restriction Manager. The appropriate road segment(s) must be selected on the map itself for ORION to appropriately route loads through the restricted area. Refer to the Restriction Manager Training Packet for instructions on how to select road segments.

# Contact Information

## Who to Contact with Questions

### [Over-Dimension Restriction Notice Team](#)

- Getting access to ORION and/or help entering a restriction in ORION
- How to complete the Highway Restriction Notice Form.

### [ODOT Construction Office](#)

- Issues submitting the Highway Restriction Notice Form through DocExpress.

### [Mobility Services Team](#)

- Whether a restriction notice needs to be submitted.
- Mobility related topics such as critical route pairs, Mobility Considerations Checklist, etc.