

# PERMIT MANUAL

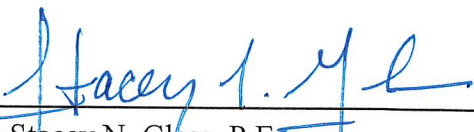


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# Alabama Department of Transportation

Maintenance Bureau

## Permit Manual

  
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Stacey N. Glass, P.E.  
Maintenance Engineer

  
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George H. Conner, P.E.  
Deputy Directors – Operations

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# CHAPTER 1

## GENERAL PERMITTING INFORMATION

### 1.1 MANUAL OVERVIEW

This manual serves as a reference to aid and to guide Alabama Department of Transportation (herein referred to as ALDOT, or the Department) employees and applicants through ALDOT permitting processes, with the individual chapters that follow dedicated to the different types of permitted work connected to maintaining ALDOT rights-of-way (ROW) and controlling outdoor advertising (ODA) along State-maintained routes. Each chapter herein describes the purpose of the associated permit(s), gives guidance on ALDOT standards governing the permit, and lists the minimum information required for any permit submittals. Some permits may require cross reference with other manuals or standards (listed in Section 1.6.1). The appendices of this manual contain documents, memoranda, and information from external sources relevant to the permitting process and referenced within the related chapters.

### 1.2 DEFINITIONS

For the purposes of this manual and the associated permitting process, the following definitions will apply:

1. *Access Management Manual*: Manual outlining general practices and guidelines regarding management of access to Department-maintained roads and highways, most current edition
2. Alabama 811: Non-profit organization established under Code of Alabama § 37-15-1 et seq. (1975) to streamline the required notification of underground facility owners prior to excavation through the creation of a “one call” service for individuals, businesses, or contractors
3. Applicant: Entity requesting the permit
4. Area: One of ten (10) divisions of the Department comprised of three to six Districts, representing the third highest level of Departmental oversight
5. Area Operations Engineer: Senior Departmental officer of an Area
6. Central Office: Main office of ALDOT, located in Montgomery, Alabama, housing the various Bureaus of the Department
7. District: One of forty-one (41) local offices representing the Departmental interests within one- to three-county divisions
8. District Administrator: Senior Departmental officer of a District

9. Edge of Pavement (EOP): Nearest edge of the traveled way, as defined by the solid white line marking the edge of the lane
10. Hardscape: Sidewalks, bike paths, planting beds, brick pavers, ornamental lighting, etc. located within ALDOT right-of-way
11. Highway: Entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel
12. Major Development: Any installation beyond a simple commercial entrance with a right turn lane and the drainage associated with that entrance and turn lane
13. Maintenance Bureau: Final approval authority for all permits in the state except for those approved in the District or Region/Area
14. *Maintenance Manual*: Manual describing the organization, administration, and operational procedures of ALDOT with respect to maintenance employees and maintenance activities, most current edition
15. Notice of Intent (NOI): Alabama Department of Environmental Management (ADEM) permit obtained in the Applicant's name when the proposed project, as submitted for review and approval, includes the disturbance of one or more acres of soil over the entirety of the project, both on and off right-of-way
16. Permit: Form submitted by the Applicant requesting to perform work on ALDOT right-of-way
17. Permitting Database: Web-based application used to generate permit numbers, store associated permitting documents, and track the permitting process
18. Professional Engineer: Individual who has been granted a certificate of registration to practice an engineering discipline by the Alabama Board of Professional Engineers and Land Surveyors based on professional education and practical experience
19. Region: One of five (5) divisions of the Department comprised of two Areas, representing the second highest level of Departmental oversight
20. Region Engineer: Senior Departmental officer of a Region
21. Roadway: Area between the outermost limits of the right-of-way
22. *Special and Standard Highway Drawings*: Collection of ALDOT standard plans for construction of structures within the ROW, most current edition
23. *Standard Specifications for Highway Construction*: Collection of ALDOT standard specifications for materials and procedures used within the right-of-way, most current edition
24. *Utilities Manual*: Manual outlining general practices, guidelines, and procedures which affect the relationships among ALDOT and those utility entities with which the Department engages in contracts, agreements, and permits, most current edition

### 1.3 PERMIT PROCESSING PROCEDURES

All permit applications initiate at the local District office. Depending on the type and scope of the work, the application may include up to four levels of internal review by the Department. Each level evaluates, among other things, safety, proper traffic function, and adherence to ALDOT standards. Correspondence should always travel between adjacent approval levels to ensure that a level is not bypassed. The individual levels should ensure that all information regarding permits is captured in the Permitting Database.

Guidance as to the expected level of approval needed for individual permit applications can be found in the *ALDOT Levels of Review and Approval*. The Applicant should understand that a permit cannot be considered approved until a copy of the application is signed by the highest required approval authority and returned to the Applicant. A copy of the approved permit is returned to the Applicant via the District office, having traveled from the approving authority in reverse order of the steps by which it was submitted.

#### District Office – Initial Application

When an Applicant wants to perform work on the ROW or related to a location for Outdoor Advertising, the Applicant should contact the local District office to begin the permitting process. Once this contact is initiated, the District should track all correspondence with the Applicant through the Permitting Database. Typically, the Applicant submits a conceptual plan and arranges a site visit with the District to determine whether the work is permissible. If permissible, the Applicant submits a permit package in accordance with the permit requirements as described in this manual. The District reviews the permit package to ensure that the proposed work meets ALDOT standards. The District should contact the Area office when guidance is necessary.

Depending on the type and scope of the work, the District may approve or disapprove the permit and return it back to the Applicant or forward the permit package to the local Area office with a recommendation for approval. The District should upload an electronic copy of each permit that they approve to the Permitting Database.

#### Region/Area Office

Once the Area receives the permit package from the District, the Area should continue to track all information regarding the permit in the Permitting Database. The permit package, as recommended by the District, should be reviewed to ensure that the proposed work meets ALDOT standards. In the circumstances where the Area does not agree with the presented recommendation, the Area should resolve those issues with the District. The Area should contact the Region or the Maintenance Bureau when guidance is necessary.

If the Region has given approval authority to the Area Operations Engineer, the Area Operations Engineer may either approve or disapprove the permit and return it to the District or forward the permit package to the Central Office with a recommendation for approval.

If the Region has not given approval authority to the Area Operations Engineer, the Area Operations Engineer may disapprove the permit and return it back to the District or forward the permit package to the Region office with a recommendation for approval. The Region/Area should upload an electronic copy of each permit that they approve to the Permitting Database.

#### Central Office

Once the Central Office receives the permit package from the Region/Area, the Maintenance Bureau should continue to track all information regarding the permit in the Permitting Database. The permit package, as recommended by the Region/Area, should be reviewed to ensure that the proposed work meets ALDOT standards. In those circumstances where the Central Office does not agree with the presented recommendation, the Maintenance Bureau resolves those issues with the Region/Area. Once Central Office review is complete and all outstanding issues have been resolved, the permit is approved by the State Maintenance Engineer. The Maintenance Bureau should upload an electronic copy of each permit that they approve to the Permitting Database.

The Applicant should be notified within thirty (30) days if a problem is found during the District's review. After thirty (30) days the Applicant may contact the District office to inquire as to the status of a permit.

Multiple factors can affect the time required to approve a permit. For permits sent to the Central Office for approval, if all the necessary information required in the permit is included and ALDOT design standards are met, the approval could be received in as few as ninety (90) days. If Central Office approval is not required, this period could be reduced. The ninety-day period can increase if all required information is not contained in the Applicant's initial submittal. This timetable also depends on the Applicant's response time for providing any requested information. If review by the Federal Highway Administration (FHWA) or ALDOT Materials and Test Bureau is required, additional time will be needed for approval.

The Applicant should seek guidance from the District as to the number of copies of the permit packages required to be submitted. A minimum of two copies will be required to ensure the Applicant's copy and the copy for Maintenance Bureau records will have original signatures. Up to four copies may be required should approval extend past the District level.



The permit forms may be obtained from District and Region offices or printed from the internet. The most recent revisions of these forms can be found on the ALDOT website ([www.dot.state.al.us](http://www.dot.state.al.us)) under “Permits & Agreements”.

Right-of-way permits are issued with the understanding that actions regarding specific permits do not establish any type of precedent pertaining to the processing and/or approval of future permit applications.

The Applicant may not transfer, convey, or assign the approved permit, or any privilege or responsibility contained therein pertaining to actual work to be accomplished within the right-of-way, to another entity without prior written approval from ALDOT. The Applicant will ensure that the continuing responsibility for the upkeep and repair of any facility erected or installed in connection with the permit will be transferred to the Applicant’s successors in interest of assigns. The Applicant is solely responsible for performance of the work authorized by the permit.

Permit applications shall include detailed, clear, and concise working drawings. Drawings should be prepared by a professional engineer unless the Region can provide justification as to why the requirement should be waived. Traffic control plans should be specific to the location and conditions of the work area.

For major developments, a preliminary site visit should be scheduled between ALDOT personnel (District, Area, Region, and Maintenance Bureau representatives as available and necessary) and representatives for the Applicant (including the developer and the engineer for the developer/owner) to discuss and evaluate the proposed work. All decisions made during the preliminary meetings and site visits should be documented by both the Applicant and ALDOT personnel, with ALDOT personnel recording the details in the Permitting Database.

Permit addenda, requests for time extension, and permit renewals should be approved at the same Level of Review and Approval as the original permit. As with all permits, the approving authority shall upload an electronic copy of the addendum and/or renewal into the Permitting Database. Prior to approving a permit renewal, the approving authority should determine if any specifications, policies, or departmental practices have changed that would require updates to the permit in question. If updates are needed, they should be included as an addendum.

#### 1.4 PERMIT REVIEW COMMITTEE

When there are issues not resolved through the process described above, the Applicant may present their case to the ALDOT ROW Permit Review Committee. A copy of the Permit Review Committee process will be provided to applicants if and when an application submission is returned rejected. The committee will review the issues presented and will issue a recommendation to the Chief Engineer. Information about this process is provided below.

#### 1.4.1 REVIEWABLE ITEMS

The following items can be reviewed by the Permit Review Committee:

- Provisions within a permit to be issued by ALDOT
- Denial of a permit by ALDOT
- Non-renewal of a permit by ALDOT

#### 1.4.2 REVIEW TIMETABLE

A permit application can be reviewed within thirty (30) days of receiving a written decision from ALDOT. Formal correspondence or email satisfies the requirement for a written decision.

#### 1.4.3 REVIEW REQUEST

To request a review, the Applicant must prepare and submit the following items:

- Identification and description of specific decisions that are to be reviewed
- Eight (8) copies of all documentation pertinent to the subject of the review including, but not limited to:
  - Drawings
  - Records of Correspondence
  - Traffic Studies
  - Engineering Data
  - Engineering Calculations

#### 1.4.4 DESCRIPTION OF REVIEW PROCESS

The ROW Permit Review Process follows these steps:

1. Applicant submits a review package to ALDOT State Maintenance Engineer.
2. ALDOT Central Office personnel conduct site visits with the affected Region and Applicant as needed.
3. ALDOT Review Committee chair schedules a review meeting within twenty (20) working days of the receipt of the review package.
4. The Applicant and ALDOT (Central Office and affected Region) present their respective cases to the Review Committee with the Applicant making the initial presentation.
5. Review Committee Chair issues written recommendation to the ALDOT Chief Engineer within ten (10) working days after the conclusion of the review meeting.
6. ALDOT Chief Engineer accepts or modifies the recommendation.
7. ALDOT sends a written notification of the final decision to the Applicant and affected Region.

#### 1.4.5 REVIEW COMMITTEE MEMBERS

The members of the ROW Permit Review Committee are appointed by the Transportation Director for each review request. The membership of a committee will include:

- Chair (designated ALDOT Bureau Chief)
- County Transportation Bureau Chief
- Design Bureau Chief
- Construction Bureau Chief
- Region Engineer (not from the Region that reviewed the permit)
- Region Maintenance Engineer (not from the Region that reviewed the permit and not from the same Region as the Region Engineer)

#### 1.5 GENERAL INFORMATION REQUIRED ON ALL PERMITS

The information required to properly review a permit will generally depend on the form being used. However, certain information is required on all permit submittals to facilitate processing. This information will be general data needed to locate the site for District personnel to review the permit in the field. ALDOT reserves the right to require additional information where deemed necessary. The requirements are as follows:

##### 1.5.1 APPLICANT RESPONSIBILITIES

- Identifying information (individual/company name, address, contact phone number), signature, and witness signature.
  - When dealing with private entities, Applicant and property owner must be the same entity, OR Applicant must supply record of legal agreement with property owner
  - Signature can be Applicant, spouse, or responsible company officer
- County of Work, Route Number, Milepost
- Marking of appropriate Indemnification Provision
- Description of work detailed in the appropriate space(s) on the permit application
  - Thorough description, not reference to attached plans
  - Additional sheet for description allowed if more space than allotted is required
- Vicinity Map for location of proposed work
- Complete site plan of proposed development
- Plan set designed, stamped, and signed by a Professional Engineer, with individually numbered sheets to facilitate clear discussions over issues between the Applicant and Departmental personnel, with the following exceptions:
  - Plan for a simple turnout into a residence or farm field
  - Justification provided by Region to waive requirement of Professional Engineer involvement
- Highway alignment, including centerline, right-of-way lines, and mileposts

- Highway right-of-way widths, boundaries, relevant property lines, significant topographic feature, and North arrow
- Location of existing utilities
- Appropriate number of copies presented to District office for ultimate approval level
- Provision for handling of soil disturbance as part of proposed work
  - If less than one acre disturbed, note adherence to Best Management Practices (BMP) as note in plans or as individual letter
  - If one or more acres disturbed, ADEM NOI required in addition to adherence to BMP

### 1.5.2 ALDOT RESPONSIBILITIES

- Permit number, assigned by ALDOT and includes the Area and District numbers
- District confirmation of Applicant fulfillment of all items listed under APPLICANT RESPONSIBILITIES before formal review of the permit submittal
- Design calculations, stamped and submitted by a Professional Engineer
- Application submitted on latest revisions of permit form(s)
- Amount of Bond (see Chapter 9 for information on setting bond amount and bonding process)
- Approval dates and all appropriate original signatures (District Administrator, Region/Area Engineer, et al.) connected to required level of approval.
- Minimum two copies sent to the Maintenance Bureau with original signatures if approval from the Maintenance Bureau required
- FHWA review and approval, coordinated by the Maintenance Bureau, required if work is within the interstate ROW and involves the removal of denied access fence or acquisition of ROW

## 1.6 SPECIFICATIONS, MATERIALS, AND WORKMANSHIP

### 1.6.1 SPECIFICATIONS

Items of work performed and materials used within the limits of the right-of-way that are covered by a permit or agreement shall be constructed in accordance with the most current editions of the following ALDOT publications:

- *Standard Specifications for Highway Construction*
- *Special and Standard Highway Drawings*
- *Guidelines for Operation*
- *Utilities Manual*
- *Maintenance Manual*
- *Access Management Manual*
- *Chapter IV: ALDOT Herbicide Treatment Recommendations*

Links to electronic versions of these publications and this manual can be found on the the ALDOT website ([www.dot.state.al.us](http://www.dot.state.al.us)) under “Permits & Agreements”. Physical copies of these publications can be found in the District, Area, and Region offices and are available for public review during normal business hours. Printed and bound copies of the *Standard Specifications for Highway Construction* and the *Special and Standard Highway Drawings* can be purchased from the Office Engineer Bureau located at the Central Office (contact number: 334-242-6449).

For traffic control on proposed permit work, ALDOT requires adherence to the most current adopted edition of the *Manual on Uniform Traffic Control Devices* (MUTCD), available online at [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov). The most current editions of relevant American Association of State Highway and Transportation Officials (AASHTO) publications (*A Policy on Geometric Design of Highways and Streets*, *Roadside Design Guide*, *A Guide for Transportation Landscape and Environmental Design*) may be found for purchase by searching for the individual publication in the AASHTO bookstore at [www.transportation.org](http://www.transportation.org).

## 1.6.2 MATERIALS

Materials used in performing work covered by permit, letter of authorization, or agreement shall meet the requirements of the Department’s most current edition of Standard Specifications for Highway Construction unless stated otherwise within the approval document.

Permanent pavement placed on the right-of-way for an all-weather surface shall match in-kind with the type of material utilized for the adjoining roadway or be an ALDOT-approved pavement. When placing pavement on the right-of-way, the Applicant should contact the District Administrator for the Region-specific buildup of the pavement. Concrete use may be allowed for turnouts if approved by the Region. See Chapter 2 for further guidance on this use of concrete.

## 1.6.3 WORKMANSHIP

All items of work performed on the state right-of-way shall be constructed in accordance with approved plans and drawings and constructed to location, alignment, grades and specifications as approved. All workmanship shall be neat in appearance and conform to all applicable requirements, codes and zoning. All work performed shall be conducive to good highway construction practices. See Chapter 9 of this document for information regarding bond submittal and ALDOT’s options for correcting unacceptable work.

The Applicant shall be responsible for maintaining the integrity of the roadway surface. Dust, dirt, mud, gravel, etc. carried onto the roadway surface shall be cleaned off at regular intervals (at least daily) or as requested by the District Administrator or his designee. Failure to do so may result in ALDOT having the roadway cleaned with the cost billed to the Applicant.

# CHAPTER 2

## TURNOUT PERMITS

### 2.1 FORM AND PURPOSE

Applicants should submit **Permit Form BM-111** when seeking to construct a turnout on State ROW.

Form BM-111 pertains only to items associated with the construction of an entrance, which includes drives, right turn lanes, and side drain pipe. The side drain pipe refers only to pipe placed beneath the driveway. Grading, landscaping, or drainage not associated with the drive will also require **Permit Form MB-05** (see Chapter 4). Refer to the *ALDOT Maintenance Manual* and *ALDOT Access Management Manual* for more information concerning the location and design criteria of turnouts.

### 2.2 GUIDANCE

#### 2.2.1 GENERAL

Turnouts are access points to public roads from private, publicly-owned, and commercial facilities. Since turnouts affect drainage and safety characteristics of the highway, a permit is required to ensure that the location and construction methods are acceptable. Individuals or businesses which require access to State highways must apply for a permit by submitting a completed BM-111 application to the District Administrator.

Turnouts will be regulated as to width of entrance, radii, placement with respect to property lines, intersecting streets and crossovers, angle of entry, vertical alignment, drainage and number of entrances to a single property. For major developments, turnouts will be regulated based upon the overall development area and not just initial phases of an area to be developed. “Out Parcels” within a major development area should be served internally so as to limit the number of required turnouts. Turnouts should be constructed within the limits of the Applicant’s property frontage projected at right angles to the roadway center line if possible. The Department encourages the implementation of dual use driveways.

When the District Administrator is satisfied that the proposed turnout conforms to current specifications and requirements of the Department, the application is submitted to the Region/Area for approval, except in the instances described in the *ALDOT Levels of Review and Approval*. For applications that do not meet current specifications and guidelines, the Region/Area should consult with the Maintenance Bureau.

Guidance for the design of a turnout can be found in Chapter 4 of the latest edition of the *ALDOT Access Management Manual*. Chapter 4 of that manual contains guidelines on turnout width, radii, spacing requirements, etc. Further guidance may be found in Appendix A of this manual. Sloped end sections or sloped paved headwalls are required for drainage pipes under drives. The Applicant should confer with the District in regards to maintaining underground utility clearances and required utility encasement.

Under all conditions, a slope of not less than one-half inch per foot should be maintained from the shoulder line to a point in line with typical ditch section on both sides of turnout. The slope from this point to ROW limits may vary according to section desired by property owner.

All costs associated with the turnout are to be paid for by the Applicant. It shall be understood that an approved full access turnout may at some time in the future be reduced to a less than full access configuration. By commencing work under an approved permit, the Applicant agrees to accept this condition and also agrees not to hold ALDOT responsible for any costs or damages that may result from such a change.

ALDOT may perform minor maintenance on existing turnouts, but only within the limits of normal maintenance activities. ALDOT, however, will not maintain concrete drives on ROW. The minimum size for any side drain pipe shall be 15 inches. Regions have the authority to require 18-inch side drain pipe for installation. Only standard manufactured side drain pipe products meeting *ALDOT Standard Specifications* shall be allowed.

### 2.2.2 PRIVATE ENTRANCES

The Department of Transportation will grant permission to the Applicant to cut the curb, if one exists, and cut or fill a reasonable driveway area to the right-of-way line for residences only. All side drain pipe used shall be a minimum of 15 inches in diameter and conform to the size, condition, and specifications as required by the Department. Property owners are responsible for expenses whenever it becomes necessary to replace the original installation due to deterioration, damage, etc. Pipe end treatments shall conform to the *ALDOT Guidelines for Operation 3-24*.

The Department of Transportation may perform minor maintenance of driveways in accordance with *ALDOT Guidelines for Operation*. When it is deemed to be in the best interest of the Department for the protection of the investment in the highway, the Region Engineer may at his discretion pave the driveway and maintain it to the limits of the right-of-way. Residential entrances should meet current Alabama Department of Transportation design criteria.

### 2.2.3 COMMERCIAL ENTRANCES

For commercial, industrial and public establishments, the Applicant will furnish necessary materials and construct the turnout(s) in accordance with approved permits. The Department may require and/or provide inspection to ensure compliance with the approved permit.

Commercial turnouts will be approved and a permit issued when all requirements of the Department have been satisfied and a proper surety to the Department's performance bond in the specified amount has been received from the Applicant by Department (see Chapter 9 for further guidance). The surety bond is to be held at the Region/Area level and returned to the Applicant after inspection and final acceptance of the work covered by the permit.

All improvement costs associated with the entrance, such as pipe, pipe end treatments, inlets, headwalls, curbs, curb and gutter, paving, etc., are to be paid for by the requesting Applicant. Minor maintenance of commercial entrances may be performed by the Department within the right-of-way limits.

Improvements to existing entrances, such as paving of unpaved drives, resurfacing of drives or major extensions of driveways, are governed by the same regulations as a new entrance, including the application and issuance of a permit.

When the use of an existing driveway changes, it is required by the Department that a new BM-111 be submitted for the new business. For example, if property with an existing drive was previously permitted for a residence and the drive is now used for non-residential purposes, a new BM-111 must be submitted by the property owner. The drive will be required to meet the standards set forth by the Department for the new use of the property. If the type of commercial use changes or if the capacity requirements of the served property increase, a new form will be required. A new BM-111 may or may not require additional work to be performed on ROW depending on the condition and sufficiency of the existing turnout.

A drainage report may be required with commercial turnout permits. When considering drainage, it should be understood that post-development drainage flow cannot exceed predevelopment drainage flow. The report shall include all assumptions, discussions, calculations, plans, special details, and other pertinent information leading to the design of any proposed structures within or affecting ALDOT right-of-way. The designer is responsible for verification and acceptance of all background information, design calculations, and conclusions included in the drainage report. If drainage flow charts accompany the calculations, the charts should be easy to follow in order to allow for a quick, concise review. It is the responsibility of the Applicant to comply with the drainage requirements of ALDOT. The design of new drainage facilities shall consider the potential impacts of future development of the contributing basin. The report must be signed and stamped by a Professional Engineer licensed in the state of Alabama. If drainage is not directed toward the right-of-way, a note to this effect should be included on the drawings. The Department reserves the right to modify or revise its drainage policy as necessary. The policy of ALDOT is that diversion of water will not be allowed where it affects ROW in any way.

The permit request should be accompanied by a letter from a Professional Engineer, licensed in Alabama, stating that the proposed work will have no adverse effects upstream or downstream. Additional drainage from beyond the right-of-way limits shall not be allowed.



## 2.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Posted Speed Limit
- Scale
- Highway plan view including:
  - Interstate or State highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads
  - Name and direction of nearest town each way
- Distance from centerline to ROW line
- Property lines
- Stopping sight distance
- Distance from EOP to side ditch and direction of flow
- Distance from drive to property line (if under 200 feet)
- Distances between all existing and proposed accesses within the limits of the proposed work.
- Design and width of all proposed drives (including radii)
- Location and size of existing and proposed drainage pipes
- All existing utilities, appurtenances, drainage structures and accessories (It should be determined before issuance of permit if minimum coverage of utilities will be maintained once work is completed.)
- Location and distance of all buildings, pumps, racks, etc. from ROW line
- Drainage report shall address or contain the following information:
  - Side drain drainage should be designed for a 10-year event; Cross drain design should be for a 50-year event; interstate cross drain design should be for a 100-year event. The Department may require information on other year events as part of the review of the drainage system.
  - General statement explaining the drainage situation, the impact to ALDOT right-of-way, and the reason for the changes.
  - Analysis of pre- and post-development drainage conditions for the entire site and ALDOT right-of-way supported by a complete set of calculations and figures
  - Information should be in the form of “PREDEV = \_\_\_\_ cfs” and “POSTDEV = \_\_\_\_ cfs”. An acceptable alternative to the post-development drainage information would be a calculated containment area size, which would maintain

the predevelopment drainage amount, and the size of the containment area provided onsite.

- If drainage from the Applicant's site will not be directed onto the State ROW, a note stating this information should be included in a letter or in a note on the plans and signed by a professional engineer.
- If it is not possible to contain the drainage in onsite storage, a letter or note in the plans should state that the "DRAINAGE WILL NOT HAVE ANY ADVERSE EFFECTS UPSTREAM, DOWNSTREAM, OR ON THE STATE ROW", should be accompanied by pre- and post-development drainage calculations, and should be signed and sealed by a Professional Engineer licensed in the state of Alabama. The Department reserves the right to reject additional drainage directed toward the ROW.
- Information as to what type business the turnout will serve (if applicable).
- If the Region wishes to allow a concrete drive to join the roadway, the Applicant shall request the Region's guidelines for concrete drive construction in relation to where the concrete shall begin, placement of expansion joints, etc. in order to prevent damage to the highway. ALDOT will not perform maintenance of concrete drives located on ROW.
- Plans should show if curb and gutter is in place.
- Pavement details: If concrete is used, the thickness and type of concrete used should be shown. If asphalt is used, the paving buildup should be included. Pavement placed on the ROW shall meet the current ALDOT specifications.
- Complete striping detail
- All traffic markings shall be in accordance with current ALDOT specifications

For private entrances: ALDOT requires, at minimum, the completion of a simple drawing (see Appendix A) showing general details of location and of work to be accomplished on ROW.

## CHAPTER 3

### MEDIAN CROSSOVER PERMITS

#### 3.1 FORM AND PURPOSE

Applicants should submit **Permit Form BM-166** when seeking to construct a median crossover on existing multi-lane highways. Form BM-166 should be submitted to the Region Engineer only after being recommended by the District Administrator. The Region should consult with the Central Office as needed.

Consideration should be given for newly constructed median openings and bringing modified median openings up to current specifications, especially concerning safety noses. Refer to Section 3.2.2 for more information concerning location and design criteria.

The placement of auxiliary lanes associated with the median crossover may be included in the submission of BM-166 permits. Refer to the *ALDOT Maintenance Manual* and *ALDOT Access Management Manual* for more information concerning location and design criteria.

#### 3.2 GUIDANCE

##### 3.2.1 AUTHORIZATION

Regulation of median crossovers on existing multi-lane divided highways with partial or no control of access is necessary to provide reasonable and safe access to adjacent roadside property in a uniform manner.

Drawings of proposed crossover, as submitted with the permit application, should show location and distance (nearest foot) to existing crossovers and intersections and points of access to roadside property. Measurement shall be center to center of existing and proposed crossovers.

Requests for median crossovers will be evaluated on an individual basis by the Department. Care should be taken to reduce the number of crossovers allowed. All costs associated with the median crossover will be the responsibility of the Applicant.

##### 3.2.2 SELECTION CRITERIA

Median crossovers may be approved, and construction authorized, if one or more of the following criteria apply:

1. Intersections with major public roads and streets where spacing criteria is met

2. Access points for fire stations, hospitals and other emergency facilities
3. Adherence to the spacing requirements listed in Section 3.2.3 and the following considerations:
  - a. Estimated number of times used each day
  - b. Stopping sight distance, both vertical and horizontal
  - c. Traffic conflicts resolved by the installation of a crossover
  - d. Traffic volumes
  - e. Speed
  - f. Median width
  - g. Traffic conflicts created by the installation of a crossover
  - h. Improved capacity, safety, and flow of traffic

### 3.2.3 DISTANCE BETWEEN CROSSOVERS

In the absence of evaluation criteria as described in 3.2.2, evaluation and authorization of crossovers based on the distance to the nearest crossover are regulated by the criteria listed in Chapter 4 of the *Access Management Manual*, unless the Area has an alternate approved Access Management Plan.

### 3.2.4 CONSTRUCTION CRITERIA

Construction of authorized median crossovers should be in accordance with Department policies and guidelines as follows:

1. Turn lanes shall be provided for crossovers at high traffic generators such as streets, roads, businesses, commercial facilities, public facilities, industrial facilities and complexes, shopping centers, housing complexes and trailer parks. The Department may require turn lanes to be built on an existing median crossover when a permitted access impacts safety and traffic flow.
2. Crossovers should not be permitted in medians of insufficient width to protect the turning vehicles from traffic in the through lanes. Crossovers should be not permitted within the limits of turn lanes provided for driveways and intersections.
3. Median crossovers, left turn lanes, and tapers should be designed and installed in accordance with criteria contained in the *ALDOT Standard and Special Highway Drawings* and *ALDOT Access Management Manual*.
4. The need for signalization where median crossovers are constructed at entrances to high traffic generators, such as, but not limited to, city streets, roads, shopping centers and housing complexes, will be determined according to criteria in the *Manual on Uniform Traffic Control Devices*. Related cost of signalization shall be borne by the requesting agency or developer in accordance with the *ALDOT Guidelines for Operation*.

5. When in association with a county road or city street, turn lanes should always be installed.
6. The Department may require the Applicant to provide a traffic study to determine the impact of the median crossover to the existing traffic flow.

### 3.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Posted Speed Limit
- Scale
- Highway plan view including:
  - Interstate or State highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads
  - Name and direction of nearest town each way
- Distance from centerline to ROW line
- Property to be served including drives (if new site, include Form BM-111)
- Reason for construction (see Section 3.2.2)
- All existing utilities, appurtenances, drainage structures and accessories (It should be determined before issuance of permit if minimum coverage of utilities will be maintained once work is completed.)
- Distance to nearest crossover in each direction
- Width of proposed crossover or existing crossover to be extended (60' is the preferred crossover width)
- Turn lanes to be constructed including width, length and taper
- Paint striping and markings and note to conform to MUTCD
- Curbs and safety noses where required
- Plans should note whether a raised or depressed median is in place
- Radii of turns and turnouts
- Pipe size, type, length, and direction of flow; If inlets are in-place or are installed, information regarding the spread along with any other pertinent drainage information should be included.
- Indicate if shoulder is paved
- A traffic impact study may be required to support the need for a crossover

## CHAPTER 4

### GRADING AND/OR LANDSCAPING PERMITS

#### 4.1 FORM AND PURPOSE

Applicants should submit **Permit Form MB-05** when seeking to alter existing conditions of State ROW, since any use of said ROW requires the express written permission of ALDOT. These changes may include: modification of grading, ditching, service roads, or roadway prism; trimming or removal of underbrush and trees; placement of plantings and associated irrigation; or introduction of other fixed objects within the ROW.

Whenever roadside improvements (sidewalks, plantings, signage, etc.) are proposed, a Cooperative Maintenance Agreement (**Permit Form MB-06A**) shall accompany the permit application.

Applicants should submit **Permit Form MB-12** when the proposed landscaping is limited to vegetation management as a part of utility line maintenance.

#### 4.2 GUIDANCE

A high level of visual quality and improved maintenance and safety functions can be achieved through landscaping, grading, forestry, and other related activities. Appropriate roadside development by adjacent property owners, communities, and other governmental agencies is a major opportunity and a natural and logical adjunct to ALDOT Highway rights-of-way.

The planning, implementation and maintenance of roadside development projects must meet the following criteria:

1. Proposed improvements must be consistent with the landscape characteristics of the road corridor and adjacent land use or be of a character that reflects local or regional aesthetics.
2. Proposed improvements must be permitted by the proper agreement/permit issued by the Department. Permit Form MB-05, Agreement for Grading and/or Landscaping on Right of Way is to be used for proposed roadside work such as but not limited to the following:
  - a. Left turn lanes or two-way left turn lanes (See Appendix B for guidance on placement)
  - b. Modification of roadside cross section,
  - c. Other grading and drainage work on the right-of-way,
  - d. Irrigation,

- e. Landscape (amenities), and/or
  - f. Vegetation planting.
3. Whenever roadside improvements are proposed by clubs, groups, associations or local agencies, a companion permit form MB-06A must be submitted and endorsed by Resolution of the local political sub-division (city, county, etc.) that agrees to maintain the improved roadside. The District Administrator/Region Engineer may upon review of the proposed work determine that a Cooperative Maintenance Agreement is not necessary. For example, the Applicant proposes to add plantings such as trees or sod that do not require maintenance.
  4. Permit Agreements proposed for roadside development improvements shall conform to current applicable Guidelines for Operation. Setbacks and other plan criteria will conform to the current edition of the AASHTO Publication *A Guide for Transportation Landscape and Environmental Design* and/or applicable Department's *Guidelines for Operation*.
  5. Permit Agreements shall include detailed, clear and concise working drawings and references to ALDOT specifications used. Upon review of the permit, additional information, graphics, and specifications may be required by the Department. Plans and specifications should indicate type of adjacent land use; topographic features such as slope limits, utility installations, standard cross sections, profiles and contour grading features; in addition to the location of plants, species, sizes and area of occupancy at maturity. Specifications for nursery stock, planting, irrigation and other types of landscape construction should be clear and concise and embody the practice and quality of work best suited for the area. Any allowed plantings must not impede or infringe upon the highway clear zone, block sight distance or impact existing hydraulic patterns, and must not constitute a hazard to the traveling public.

The initial request for a permit shall be forwarded by the District Administrator to the Region Engineer. Whenever necessary, due to the scope of work, the Region Engineer should arrange for a conference between himself/herself and the District Administrator, the State Agronomist, the Assistant State Maintenance Engineer for Permits and Operations, and the individual/agency making the permit request. The section of highway right-of-way should be viewed, and prior to any further action on the permit, any discrepancies or necessary modifications to the proposed work should be discussed. This conference may also be used to discuss proposed work in conceptual stages of development.

Approval and issuance of MB-05 permits will be contingent upon favorable review and recommendation by the District Administrator, Region Engineer, and (when necessary) Maintenance Engineer.

If the permit requires the cutting or removal of ALDOT denied access ROW fence, the fence should be replaced with ALDOT approved fence material. A temporary fence of like kind shall be installed prior to the removal of any existing denied access ROW fence. All ingress and egress shall be from the Applicant's property. If the denied access fence is cut, it shall be closed

at the end of each workday. When the work is completed, the denied access fence shall be restored to its original condition or better. The notes for accessing denied access ROW found in Section 4.3 should be included on the plans.

When clearing underbrush, only trees with a trunk diameter 4" or smaller may be cut. Trees with trunks above 4 inches in diameter may have limbs removed to a height of 12-15 feet where the trees exist on a slope that is above the roadway elevation. Limbs may be trimmed to a maximum height of 15-20 feet where the trees exist on a slope with is lower than the roadway elevation. Good judgment should be used in removing limbs so as to not remove excessive amounts from smaller trees. See Appendix E for further guidance regarding trees located within the ROW. The entire work area within the right-of-way shall be cleared of work debris and restored to a maintainable condition prior to acceptance of the work by the District Administrator.

If the permit is submitted for the purpose of removing soil from the right-of-way, it shall be understood that the Applicant will be responsible for payment of the soil based on a per cubic yard amount at the rate set by the Region for fill material. The Region Materials Engineer should be consulted when determining the cubic yard cost of material. If the permit is submitted for the purpose of removing trees with trunks larger than 4 inches in diameter, the Applicant shall be responsible for the payment of the trees at the value determined by the State Agronomist.

If the permit contains storm water drains, the preferable inlet spacing is 50' on state ROW with a maximum spacing of 65'. See Chapter 5 for more information.

The permit request should be accompanied by a letter from a licensed Professional Engineer stating that the proposed work will have no adverse effects upstream or downstream. Additional drainage from beyond the right-of-way limits shall not be allowed.

This permit should also be used for all Monitoring Well submittals. The plans should include the exact location of wells within the right-of-way. See Appendix C regarding information that should be included in Monitoring Well permits. Monitoring well caps should be constructed to be able to support the weight of roadside equipment used on ALDOT right-of-way.

#### 4.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Posted Speed Limit
- Scale
- Highway plan view including:



- Interstate or State highway numbers and milepost to the nearest 0.01 mile
- Highway width (include median width if multiple lanes)
- All travel ways if multiple lane and service roads
- Name and direction of nearest town each way
- Distance from centerline to ROW line
- Distance from edge of pavement to proposed work
- Property lines and owner
- Ditch grade and direction of flow
- Plan view and cross sections every 50 feet of grading showing edge of pavement, existing ditch (if any), and area to be graded
- Typical sections
- All existing utilities, appurtenances, drainage structures and accessories (It should be determined before issuance of permit if minimum coverage of utilities will be maintained once work is completed.)
- Note any trees to be trimmed or removed
- Include spacing and distance from the edge of pavement to all plantings. (Plantings in the median with a mature height over 18” should be placed 150’ from crossovers and 12’ from the EOP; Plantings on the ROW with a mature height over 18” should be placed 150’ from turnouts and 12’ from the EOP)
- Include a note on the plans stating that all traffic control will be in compliance with the MUTCD
- Grassing in conformance with latest standard specifications
- Pavement build-up
- Proposed drainage structures and appurtenances. (Drainage information should be included if applicable. See details for commercial turnouts for type of information.)
- If work is being performed on the Interstate ROW or within controlled access, the following notes should be included on the plan sheets:
  - All ingress and egress shall be from the Applicant’s property.
  - If denied access fence is cut, it shall be closed at the end of each day’s work.
  - When the work is completed, the denied access fence shall be restored to its original condition.
- Plans should show if curb and gutter are in place.
- A statement should be included on the plans that all work on the ROW will be in conformance with the latest edition of ALDOT specifications.
- A complete site plan

## CHAPTER 5

### DRAINAGE STRUCTURE PERMITS

#### 5.1 FORM AND PURPOSE

Applicants should submit **Permit Form MB-07** when seeking to place new drainage facilities, modify existing facilities, or alter the existing flow characteristics of drainage entering or exiting State ROW.

When these operations are part of a larger development involving a Grading and Landscaping permit (**Permit Form MB-05**), the drainage work should be included as part of said permit. However, when no other operations are included, an MB-07 form is required.

Detailed drainage calculations shall be included when existing flow characteristics are modified.

It is important to note that any increase between predevelopment and post-development conditions are normally handled by either (1) retention/detention off the right-of-way, or (2) improvements to drainage facilities within the limits of the right-of-way. Retention/detention is the preferred method and improvement to existing drainage facilities will only be considered when retention/detention is, in opinion of the Department, not a practical solution.

#### 5.2 GUIDANCE

Quite often individuals, commercial establishments, industrial facilities, complexes, towns, cities or counties add to or make improvements to the Department's drainage facilities due to (1) aesthetic considerations or (2) as required by the Department due to development. Form MB-07 may be executed between the individual or agency and the Department for this work.

The permit request should be accompanied by a letter from a licensed Professional Engineer stating that the proposed work will have no adverse effects upstream or downstream. Additional drainage from beyond the right-of-way limits shall not be allowed.

Where drainage from beyond the right-of-way is by nature flowing onto, along or across the right-of-way, individuals or agencies are responsible for any increase in flow brought about by changes or development. Any increase between predevelopment and post-development conditions are normally handled by either (1) retention/detention off the right-of-way, or (2) improvements to drainage facilities within the limits of the right-of-way. The policy of ALDOT is that diversion of water will not be allowed where it affects ROW in any way. A permit is required for any drainage activity that impacts the Department's right-of-way whether or not the property is adjacent to the right-of-way.

When improvements are made to drainage facilities within the limits of the right-of-way, it shall be the responsibility of the Applicant to secure the necessary permission in writing from potentially affected property owners to increase the downstream flow. The Department will not issue any permit for improvements to facilities within the right-of-way until this permission is received and the Department is held harmless.

Permits or agreements which involve complex drainage situations should be sent to the Region/Area as early as is practical for review.

Drainage which affects the right-of-way shall be designed to meet the requirements set forth in this manual. Drainage design should be based upon overall development plans and not just initial stages of an area to be developed. All drainage submittals shall be stamped and signed by a professional engineer licensed in the State of Alabama.

Drainage information must be submitted with all drainage structure permits. When considering drainage, post-development (POSTDEV) drainage flow cannot exceed predevelopment (PREDEV) drainage flow. Calculations should be submitted to support the PREDEV vs. POSTDEV results. If drainage flow charts accompany the calculations, the charts should be easy to follow for a quick, concise review. Side drain drainage should be designed for a 10-year event; cross drain design should be for a 50-year event with 10- and 25-year events included; Interstate cross drain design should be for a 100-year event with 10-, 25-, and 50-year events included.

If an inlet is installed, the inlet spread cannot be greater than one-half the width of the turn lane at the location of the inlet; No spread is allowed into the main line. If the permit contains storm sewer drains, the preferable inlet spacing is 50' on state ROW with a maximum spacing of 65' unless drainage calculations completed by a licensed Professional Engineer can show a greater distance between inlets will not adversely affect the drainage on the right-of-way. Sloped end sections or sloped paved headwalls are required for drainage pipes under drives.

### 5.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Scale
- Highway plan view including:
  - Highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads
  - Name and direction of nearest town each way

- Distance from centerline to ROW line
- Property lines and owner
- Ditch grade and direction of flow
- Show spacing between inlets
- Posted speed limit
- All existing utilities, appurtenances, drainage structures and accessories (It should be determined before issuance of permit if minimum coverage of utilities will be maintained once work is completed.)
- Drainage information is required
  - PREDEV and POSTDEV drainage information as needed
  - Information should be in the form of PREDEV = \_\_\_\_\_ cfs and POSTDEV = \_\_\_\_\_ cfs (An acceptable alternative to the POST drainage information would be a calculated containment area size, which would maintain the PRE drainage amount, and the size of the containment area provided onsite.)
  - If drainage from the Applicant’s site will not be directed onto the state ROW, a note stating this information should be included in a letter or in a note on the plans and signed by a professional engineer.
  - If it is not possible to contain the drainage in onsite storage, a letter or note in the plans should state “The drainage will not have any adverse effects upstream, downstream, or on the state ROW”, should be accompanied by PREDEV and POSTDEV drainage calculations, and should not be signed by a professional engineer licensed in the State of Alabama. The Department still reserves the right not to allow this drainage onto the state right-of-way.

## CHAPTER 6

# DIRECTIONAL AND/OR POLITICAL BOUNDARY SIGN PERMITS

### 6.1 FORM AND PURPOSE

Applicants should submit one of two forms when seeking to install directional or political boundary signs within State ROW:

**Permit Form MB-08** applies to directional and/or political boundary sign requests from municipal governments.

**Permit Form MB-09** applies to directional and/or political boundary sign requests from county governments.

### 6.2 GUIDANCE

Sign placement should meet the clear zone requirements based on the posted speed of the highway. The desired clear zone distances can be found in the clear zone distance curves in the *AASHTO Roadside Design Guide*. The location may also be determined by the existence of curb and gutter in the proposed area.

All signs should be mounted on break-away structures, with special attention being paid to minimizing the sign structure's impact on the severity of vehicle collisions. The sign face is limited to a maximum of 32 square feet. A resolution approved by the municipality or county commission agreeing to maintain the sign must accompany the permit upon submittal. Small signs recognizing community and civic groups, such as service organizations and schools, may be added to the structure provided that the total area of all attached signs does not exceed 32 square feet.

### 6.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Posted speed limit

- Scale
- Highway plan view including:
  - Highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads
  - Marked clear zone(s)
- Name and direction of nearest town each way
- Drawing of the proposed location
- Distance from centerline to ROW line
- Distance from edge of pavement to sign
- Drawing of sign with dimensions
- Detail of sign structure and supports

## CHAPTER 7

### SEISMIC SURVEY BY VIBROSEIS SYSTEM PERMITS

#### 7.1 FORM AND PURPOSE

Applicants should submit **Permit Form MB-10** when seeking to employ geotechnical exploration for natural resources by use of a vibroseis system either crossing or along State ROW.

Each application will be judged on its merit.

Proposed testing routes with special attention afforded to test locations near structures and other facilities susceptible to damage from vibrations.

If the vibration/impact is applied on ALDOT ROW, the Region/Area shall consult with Materials and Tests Bureau prior to approval.

#### 7.2 GUIDANCE

Permit forms should be submitted with information which describes in detail the procedures that will be used during the survey. No testing will be allowed within the roadway prism. Testing must have no adverse effects on any infrastructure located within the ROW. ALDOT may require pre- and post-testing and inspection to ensure no adverse effects to the infrastructure located within the ROW.

#### 7.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Posted speed limit
- Scale
- Highway plan view including:
  - Interstate or State Highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads

- Name and direction of nearest town each way
- Drawing of the proposed location
- Distance from centerline to ROW line
- Depiction of how the ROW will be affected.



## CHAPTER 8

# PERMIT FOR PLACEMENT OF HERBICIDE ON RIGHT OF WAY BY UTILITIES

### 8.1 FORM AND PURPOSE

Applicants should submit **Permit Form MB-11** when seeking to make application of herbicide along State ROW.

Unless otherwise specified, all work done by utilities shall be done in accordance with current ALDOT maintenance performance standards, policies, and guidelines as they relate to the Vegetation Management Program currently directed by the Maintenance Bureau.

### 8.2 GUIDANCE

The utility is obligated to maintain the overall philosophy and intent of the Alabama Department of Transportation's Vegetation Management Program, that obligation extending toward the maintenance a high degree of visual quality and work zone and environmental safety.

No restricted-use herbicides shall be applied to State Highway Rights-of-Way. Only those herbicides listed as Permitted Mixtures for Application by Utilities in the current edition of *Chapter IV: ALDOT Herbicide Treatment Recommendations* shall be permitted. All herbicide applications shall be made in accordance with the manufacturer's label recommendations.

All herbicide applications made by utilities, or their representatives, must be accomplished under the direct on-site supervision of an individual in possession of a current applicable Applicator Permit issued by the Alabama Department of Agriculture & Industries.

All foliar brush treatments and/or stem basal brush treatments shall be done in the fall and dormant season only and shall be applied only to brush which is 5 feet or less in height. In areas where the foliar brush treatment will not be visible or, in the estimation of the District Administrator, will have extremely low negative visual impact, it will be permissible to treat these areas during the normal growing season (May to September). All other brush or offending trees shall be removed mechanically, and the resulting debris shall be removed immediately. The resulting stubble and/or stumps shall be treated with an approved product to prevent re-sprout growth.

Treatment areas on all brush treatment shall be a maximum of 1,000 linear feet. A skip of 1,000 linear feet of untreated area must occur before re-commencement of brush treatment. Stubble or

extremely low 12”-18” target vegetation areas may be treated entirely with no skip. Because there is no brown out associated with basal applications, basal applications exceeding distances of 1,000 linear feet will be acceptable if made from November 1 through February 29.

If in the opinion of the District Administrator, any treatment done by utilities on State highway right-of-way presents an objectionable visual impact, the utility will be obligated to remove objectionable brown-out or other blighted vegetation within 30 calendar days.

All other stipulations contained within guidelines, previous correspondence, and program manuals must be followed.

### 8.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- Map of County with routes of application highlighted
- Copy of Insurance Bond
- BMP including, but not limited to:
  - Low volume application
  - Calibration and found leak repair prior to application
  - No treatments to saturated soils
  - No treatment ahead of impending rainfall
  - Buffers observed along all bodies of water
  - No applications made when wind speed exceeds 10 mph

## CHAPTER 9

### BONDS

#### 9.1 FORM AND PURPOSE

Applicants should accompany a permit submittal with **Form BM-174** when using a Surety or Performance Bond as guarantee for performance of the proposed work.

**Form BM-175** should be used when Applicants desire to maintain a continuous Surety Bond covering multiple projects in multiple locations over time.

A monetary guarantee of performance is required for all permit requests. The amount required should be sufficient to hire a contractor either (1) to perform the permitted work or (2) to remove the permitted work and return the right-of-way to its original condition.

#### 9.2 GUIDANCE

The guarantee of performance shall be in the form of a (1) cashier's check, (2) certified check, (3) personal or company check, (4) money order made payable to the "Alabama Department of Transportation" or (5) Surety Bond naming ALDOT as obligee.

The personal check, company check, certified check or Surety Bond should normally cover the total amount of work which is to be performed within the limits of the right-of-way. It will be at the Region/Area's discretion whether or not to set the bond for the amount needed to restore the right-of-way to the original condition.

Performance bonds furnished and accepted as a guarantee of completing work performed within the right-of-way shall be accompanied by a completed Form BM-174. Performance bonds shall indicate the Applicant as the principal. Cash bonds should be accompanied by a completed W-9 form.

The bond must be in the name of the Applicant. The Applicant must also be the property owner when making application for turnout construction or grading and landscaping in front of their property. One exception may be considered: the bond and permit form may be in the name of another entity as long as that entity has power of attorney for the property owner.

All utility permits must be accompanied by a bond. State agencies are not required to submit a bond to perform work on the right-of-way unless the work involves the placement of utilities. Bond for counties and municipalities may be waived by the Region/Area Engineer for work other than utilities.

Bond checks should be stamped and submitted directly to the ALDOT Accounting and Finance Bureau within 5 days of receipt or as required by current guidelines. The bond must be good for one full year after the work is accepted by the Department.

When a permit is submitted for the Maintenance Bureau's approval, a copy of the bond should be included. This should primarily apply to private companies and individuals without a standing bond. If a standing bond exists, a copy is not required to be submitted to the Maintenance Bureau, but a copy of the continuation certification should be included and the spaces for bonding agency, bond number, and bond amount should be filled. If a bond is not required, fill in the blank with "Not Required". Do not leave the space blank.

### 9.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete bond based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- Appropriate signatures from the Applicant
- Appropriate monetary guarantee amount for the work to be performed

## CHAPTER 10

### COOPERATIVE MAINTENANCE AGREEMENTS

#### 10.1 FORM AND PURPOSE

Applicants should submit one of three forms when seeking to establish a cooperative maintenance agreement with the Department:

**Permit Form MB-06** applies for the proposed assumption of roadside mowing responsibilities by local governmental agencies.

**Permit Form MB-06A** applies for the proposed implementation of roadside improvements (sidewalks, plantings, signage, etc.) by local governmental agencies. Permit Form MB-06A should accompany a Permit Form MB-05 submittal that details the initial improvement to be performed.

**Permit Form MB-06B** applies for the proposed assumption of roadside mowing responsibilities by local governmental agencies where said agencies will be reimbursed by ALDOT for the proposed work.

All forms must be endorsed by Resolution or Ordinance of the local government that agrees to maintain the mowing schedule or roadside improvements. A copy of said Resolution or Ordinance must be attached as part of the complete permit submittal.

#### 10.2 GUIDANCE

##### ROADSIDE DEVELOPMENT

Appropriate roadside development by adjacent property owners, communities, and other governmental agencies can be a natural, aesthetic, and logical improvement to our Highway rights-of-way.

The planning, implementation and maintenance of roadside development projects must meet the following criteria:

1. Proposed improvements must be permitted by the proper agreement/permit issued by the Department. Permit Form MB-05, Agreement for Grading and Landscaping on Right of Way, is to be used whenever proposed roadside work includes any combination or the following:
  - a. modification of roadside cross section,

- b. other grading and drainage,
  - c. irrigation,
  - d. hardscape (amenities), and/or
  - e. vegetation planting.
2. Whenever roadside improvements are proposed by local governmental agencies, a companion MB-06 must be issued and endorsed by Resolution of the local political subdivision (city, county, etc.) that agrees to maintain the improved roadside. The District Administrator, Area Operations Engineer, or Region Engineer may upon review of the proposed work determine that a Cooperative Maintenance Agreement is not necessary due to the limited scope of work or other factors.
  3. Permit Agreements proposed for roadside development improvements shall conform to current applicable *Guidelines for Operation* and the *Maintenance Manual*. Setbacks and other plan criteria will conform to the current edition of the AASHTO publication *A Guide for Transportation Landscape and Environmental Design* and/or applicable *ALDOT Guidelines for Operation*.

The initial request for a permit shall be forwarded by the District Administrator to the Area Operations Engineer. Whenever necessary, due to the scope of work, the Area Operations Engineer should arrange for a conference between himself/herself and the District Administrator, the Region Engineer, the State Agronomist, the Assistant State Maintenance Engineer for Permits and Operations, and the Applicant. The section of highway right-of-way should be reviewed, and prior to any further action on the permit, any discrepancies or necessary modifications to the proposed work should be discussed. This conference may also be used to discuss proposed work in conceptual stages of development.

Approvals and issuance of permit agreements will be contingent upon favorable review and recommendation of the District Administrator, Area Operations Engineer, Region Engineer, and Maintenance Engineer (when necessary).

When an enhancement project is submitted for approval, a Cooperative Maintenance Agreement submittal is required unless the work is covered by another agreement or unless waived by the District/Area/Region as described above.

### 10.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- Detailed, clear and concise working scaled drawings and specifications. Upon review of the agreement additional information, graphics and specifications may be required by the Department.
- Plans and specifications may include, based on scope:
  - type of adjacent land use
  - slope limits
  - utility installations
  - standard cross sections
  - profiles
  - contour grading features
  - location of plants
  - plant species
  - plant sizes at maturity
  - area to be occupied by mature plants
- Specification for nursery stock, planting, and other types of landscape construction should be clear and concise and embody the practice and quality of work best suited for the area.

# CHAPTER 11

## ENCROACHMENT NOTICES

### 11.1 FORM AND PURPOSE

ALDOT personnel should complete **Form BM-5** when giving formal notice of encroachment on ROW.

### 11.2 GUIDANCE

Any use of the State ROW, other than normal vehicular traffic, is prohibited without the expressed written permission of ALDOT. This includes the placement of turnouts, disturbing the ROW fence, grading and ditching, tree cutting or trimming, and placement of signs and other fixed objects within the right-of-way.

Violations should be reported by the District Administrator to the Region/Area to determine the appropriate action. Appropriate action includes giving a verbal notice to the offending party followed by sending a formal encroachment notice to the violating adjacent property owner. If no action is taken after the initial warning, the Maintenance Bureau is available to assist in coordinating action with the Front Office and the Legal Bureau. See Appendix D for memoranda regarding handling encroachments.

### 11.3 REQUIRED INFORMATION TO BE SUBMITTED TO LEGAL

The following items represent the most common requirements for complete submittals to the Legal Bureau for evaluation. ALDOT Personnel should use discretion and consult the Region/Area office to develop a complete notice based on the scope of an individual violation. Additional information not listed herein may be required to better define the scope and severity of the encroachment.

- Dated photographs showing encroachment and the staked right-of-way. The files should be in a “.jpg” format which can be attached to an e-mail.
- Copy of the recorded right-of-way map delineating the right-of-way limits.
- Copies of all correspondence sent by the District/Area/Region to the owner of the encroachment.
- All required items should be forwarded to both the ALDOT Legal Bureau and the Maintenance Bureau.



## CHAPTER 12

### OUTDOOR ADVERTISING

#### 12.1 FORM AND PURPOSE

Outdoor Advertising is governed by the *Highway Beautification Act* and the *Alabama Administrative Code* Chapter 450-10-1. ALDOT uses multiple, separate forms to control outdoor advertising and related installations and maintenance activities.

**Permit Form OA-1** applies for requests related to the erection of outdoor advertising signs.

**Permit Form OA-2** applies for minor tree trimming requests near outdoor advertising signs inside the related sight triangle.

If tree removal within the site triangle is deemed both the preferred option to continual trimming and in the best interest of the Department for ease of maintenance and improvement to the ROW, **Permit Form MB-05** should be used to process the request. See Chapter 4 for further information and associated memoranda for guidance on allowing tree removal.

**Permit Form OA-5** applies for requests related to directional signage.

#### 12.2 GUIDANCE

All applications related to outdoor advertising must adhere to the requirements set forth in the *Highway Beautification Act* and the *Alabama Administrative Code*. All requests for the erection of new outdoor advertising signs must be accompanied by either a deed, lease, or other legally binding agreement proving that the Applicant has the legal right to build at the proposed site. The Applicant must also provide images taken from the edge of the nearest traveled way at, 500' prior, and 500' past the proposed sign location to establish the state of site visibility prior to and following the erection of the sign. Upon erection and acceptance, the Applicant is responsible for coordinating with the Department to retain the sign visibility as established by the images provided with the initial application.

#### 12.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- Location Sketch (pg 3 of Form OA-1) should include, at a minimum, all the following:
  - Interstate, Primary, or NHS Route, clearly labeled
  - Direction Arrow
  - ROW (marked)
  - Any nearby intersection roads (labeled)
  - Nearby businesses labeled with distance arrow from the business to proposed sign location
  - Next/existing sign location, sign owner and milepost labeled in both directions
- Google Earth location map with proposed sign location marked
- Copy of building permit/letter from City granting permission to build (in a zoned area only)
- Copy of check or money order
- Current Lease/Written Agreement that must have a minimum of the following:
  - Date
  - Signature of the property owner
  - Property must be for the site of the proposed sign installation
  - If applicant is the property owner, proof of ownership is required (i.e. deed)
- All 3 of the following Pictures (taken from the edge of the nearest travel way):
  - Picture 500' prior to proposed sign location
  - Picture looking at the proposed sign location
  - Picture 500' past the proposed sign location
- Permit Checklist
- Business Activity:
  - If zoned commercial/industrial area, is there business activity within 1/2 mi (2640') measure along immediate EOP of outer edges of regularly used buildings/parking lot/storage or procession areas
  - If unzoned commercial/industrial area is there business activity within 600' measured along the immediate EOP of outer edges of regularly used buildings/parking lot/storage or processing areas
  - Business activity is within perpendicular distance of 660' of nearest EOP
  - Business is recognized as commercial or industrial activity and is not a transient or temporary activity
- Sign Size verification:
  - Overall area less than or equal to 672 sq ft
  - Sign length 48' or less
  - Sign height 14' or less
- Sign meets spacing requirements:
  - Distance between or to the nearest sign measured along nearest EOP greater than or equal to 500'
  - Proposed sign located within 500' of an interchange or intersection at grade or rest area
- Sign meets Illumination requirements:

- Sign does not include or is not illuminated by any flashing, intermittent or moving lights, except those giving public service information including, but not limited to, time, date, temperature, weather, or news
- Sign does not contain animation, flashing, scrolling intermittent or full-motion video
- Sign is not shielded so as to prevent beams or rays of light from being directed at any portion of travelled way and is of such brilliance to cause glare or to impair the vision of the driver
- Illuminated sign does not obscure or interfere with any official traffic sign, device, or signal
- If the sign is a Digital, Rotoboard, changeable LED sign, the display is static and does not have more than two faces for each direction the sign is facing
- If the sign is TRI-vision and LED display panels, the static display time is at least 8 seconds and the time to change from one message to another is no greater than 2 seconds

## CHAPTER 13

### PERMITS FOR ACCOMMODATION OF UTILITIES

#### 13.1 FORM AND PURPOSE

Applicants should submit one of three forms when seeking the accommodation of utility facilities:

**Permit Form MB-01** applies for the accommodation of public utilities within State ROW. For installations or modifications proposed within the limits of an active ALDOT roadway project, Applicants should submit the **Special Permit Form**, a version of Form MB-01 that routes through the Utilities Section of the ROW Bureau to allow for evaluation relative to project timelines and potential contractor conflicts.

**Permit Form MB-02** applies for the accommodation of non-public utility installations in perpendicular crossings of ROW.

**Permit Form MB-03** applies for the accommodation of non-public utility installations primarily parallel to State highways and within ROW limits. Any utilities requesting accommodation using this form must have a Certificate of Public Convenience and Necessity from the Alabama Public Service Commission.

Requests for accommodation should be initiated for the installation of new facilities as well as the modification of existing facilities. These forms apply only for work directly associated with the installation or modification of a utility facility. Any significant change to the grading or landscaping of ALDOT ROW required as part of the proposed accommodation will require the submittal of **Permit Form MB-05** by the Applicant.

#### 13.2 GUIDANCE

The Department recognizes the public benefit of accommodating utility facilities on State ROW. The Department also holds the responsibility to preserve State ROW for its primary purpose: the safe transport of the traveling public. Therefore, all proposals for accommodation must adhere to the requirements contained in the *ALDOT Utilities Manual* and to any governing industry standards for the type of facility proposed. Permits for utility accommodation are issued for aerial or underground power and telecommunications (telephone, fiber, and cable) facilities and for underground facilities for gas, water, and wastewater/sewage.

When aerial installations cross Interstate or other limited-access highways, a rolling roadblock should be used for traffic control during the duration of the work to avoid full stoppage. Each

rolling roadblock should be designed to the specific site conditions of the work area, seeking minimal interruption to the normal flow of traffic by limiting the duration, speed reduction, and affected length of the pacing zone. Multiple individual pacing runs may be required during a single installation to achieve minimal interruption, and applicants are encouraged to make all necessary preparations to limit the crossing action to as few steps as possible.

Only those companies granted appropriate status by the Public Service Commission will be considered public utilities; all others are considered non-public or private. Individuals seeking to cross State ROW with any facility that will serve only their property will also be classified as a non-public utility for permitting purposes.

Any request initiated by the Applicant for the relocation, modification, or replacement of existing facilities should be made through the standard permitting process using one of the above listed forms. Relocation of facilities resulting from actions taken by the Department in the development and completion of a highway project will require the establishment of a Standard Agreement with the Utilities Section of the ALDOT ROW Bureau. As part of any change to existing facilities, applicants should endeavor to bring installations in line with current standards.

#### 13.2.1 SMALL WIRELESS FACILITIES

Pursuant to Code of Alabama § 37-17-1 et seq., accommodation of small wireless facilities (SWF)—smaller antennas, and associated equipment, attached to poles or other structures for the purpose of broadcasting relatively short-range wireless signal for public use—within the State of Alabama must follow additional permitting requirements. In addition to the general requirements for the accommodation of utilities, permits for SWFs must adhere to the permitting requirements described within this subsection. Where the specific requirements for SWF permitting requirements conflict with the general requirements, SWF provisions shall prevail.

The proposed deployment, installation, placement, operation, or replacement of any SWF, including micro wireless facilities suspended on cables, within ALDOT ROW can only be performed, as required by Code of Alabama § 23-1-4, with the express permission of the Department. Similar to standard utility requests, applications for the accommodation of new, replacement, or modified SWFs must be made to personnel at the District office responsible for the proposed installation location(s) using Permit Form MB-01. Any application submitted after the close of a business day will not be deemed submitted or received until the beginning of the next business day. Weekends and State or Federal holidays are not considered business days. Applications shall be processed on a nondiscriminatory basis in accordance with the *ALDOT Levels of Review and Approval* and are subject to the processing deadlines specific to the accommodation of small wireless facilities.

Within 10 days of receiving an application, ALDOT District personnel shall determine whether the application is complete, as required by Code of Alabama § 37-17-3(b). A complete application for the accommodation of SWFs will consist of:

- a correctly completed MB-01 Permit Form;
- evidence of an active surety bond;
- a set of plans including the site location(s), pole attachment diagram(s)—existing and proposed, and any additional nearby or connecting utility facilities (power, fiber, etc.);
- the location and approximate height of the tallest existing pole on ALDOT ROW and within 500’ of the proposed site (if the total height of the proposed installation, on a new or modified pole, will exceed 50’ above ground level);
- a signed letter of authorization from the pole owner for collocation (if the pole is not Applicant-owned);
- any required Departmental notes; and
- any required site-specific traffic control plans.

If an application is determined incomplete, the District office will provide written notice of incompleteness by letter or email within 10 days of initial receipt explicitly stating why the application is incomplete and what documents or information will be required to complete the application. The processing deadline for any incomplete permit shall restart at zero on the date the Applicant submits all documents and information identified by ALDOT in the completeness review.

The processing deadline for small wireless accommodation requests will begin on the date ALDOT receives a complete application for review, whether as an original submission or as a resubmittal resulting from a notice of incompleteness. Applications for collocation of a SWF on an existing structure shall be approved or denied within 60 days of the start of processing. Applications for deployment of facilities on a new or replacement pole shall be approved or denied within 90 days of the start of processing. If an existing structure is deemed insufficient for collocation, the permit application must be revised to include replacement of said structure and will be processed according to the 90-day deadline; otherwise, the application will be denied.

Written requests by the Department for revision, addition, or clarification related to a complete application shall toll the processing deadline until the Applicant provides a written response, as agreed by submission for review and processing of a signed MB-01 permit application. If the Applicant fails to respond to the Department’s request for revision, addition, or clarification within 30 days, the application will be deemed denied, and the Applicant must resubmit a complete application that addresses any prior requests for a proposed site to pursue accommodation at that site. If an application is not processed to completion within 90 days of submission, the application is deemed denied, and the Applicant may seek redress through the standard permit appeals process.

A consolidated application for the accommodation of multiple SWFs may be submitted using a single permit form and package, so long as all facilities fall within a geographic area no greater than two miles in diameter. These circular limits must be shown on a to-scale vicinity map included as part of the complete permit application. Proposed sites within a consolidated application will be evaluated individually, and one or more sites may be denied without resulting

in the denial of the application entirely. Any consolidated application that includes at least one request to install, modify, or replace any pole as part of accommodation shall be processed in accordance with the 90-day processing deadline outlined above.

Any connected action—pole replacement, provision of power, connection of fiber to a facility from a nearby wireline backhaul—performed by a third party to accomplish the work described in a permit must be included in the application for the associated SWF, with said third party considered a subcontractor in the Applicant’s employ, and adherence to all relevant standards for pole installation, etc. as outlined in the *Utilities Manual* shall be the responsibility of the Applicant. ALDOT will deny any application for the location of a new pole when nearby alternative collocation sites are available. Any application for the replacement or location of a pole for SWF accommodation must include an SWF and all associated equipment and plans for installation to qualify as a utility accommodation. An application without all necessary components and details to install an operable SWF will be denied.

A permit will not be required when the holder of an approved application seeks to perform routine maintenance (i.e. the replacement of damaged, defective, or otherwise obsolete parts like-for-like) on said approved facilities. When routine maintenance is required for a permitted SWF, the permit holder must notify the local District office at least 48 hours prior to planned maintenance and submit traffic control connected to said maintenance for approval at that time. The District office must be notified of any emergency operations as soon as practicable and may require a permit to record any substantial changes made to the site as a result of emergency repair. Any modification, or upgrade, of facilities—defined as the voluntary replacement or addition of functional parts or facilities with newer parts—will require a new permit application.

Applicants must complete work at approved sites and have the associated SWFs fully operational within one year of the date the application is approved. Applicants bear responsibility for the completion of all work necessary to make the facility operational. Should the Applicant determine the work will not be completed within this one-year period, a request for extension must be submitted at least 30 days prior to the termination date, as outlined in the permit agreement, and this request will be evaluated and approved at the same Level of Review and Approval as the original permit. Upon completion of work, the Applicant must maintain their facility in good, working order. Failure to maintain any SWF located on an ALDOT structure will be deemed an act of abandonment, and ALDOT will take the necessary actions to remove the abandoned facility in accordance with Code of Alabama § 37-17-9.

### 13.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- North arrow and legend
- Posted Speed Limit
- Scale
- Highway plan view including:
  - Interstate or State highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads
  - Name and direction of nearest town each way
- Distance from centerline to ROW line
- All existing utilities, appurtenances, drainage structures and accessories (It should be determined before issuance of permit if minimum coverage of utilities will be maintained once work is completed.)
- Profile of Roadway Crossing showing pole height, vertical clearances to nearest inch over centerline of traveled ways, arm length (if streetlight included)
  - Minimum of 18' clearance required over travel ways (including Interstates)
  - Minimum vertical (from the top of the barrier rail) and horizontal (from the neat lines of the structure) clearance of 25' near bridges
  - Clearance shown should be height of cable over travel lanes at lowest point in line
- Guys to ground anchors and stub poles will not be placed between pole and traveled way
- Guys inside highway ROW to be avoided where feasible
- Guys to ground anchors located within ROW will be protected with shield
- Poles shall be placed outside clear zone on all routes and outside denied access fence on Interstate routes
- Proposed poles to be replaced/installed to an existing line shall be nearly in line with existing path of wires
- Installation of new poles and/or pole foundations requires the location of existing underground utilities and any drainage structures to be shown in the plans
- Underground utilities installed across Interstate ROW must be bored, not open cut
- Roadway crossings – Plan View to include:
  - Type to be used (e.g. Dry Bore)
  - Milepost for each proposed bore
  - Encasements (if required), any other utilities, drainage structures, etc.
- All roadway crossings shall be as near perpendicular as possible to the roadway
- Water and Sewer mains larger than 2" shall be encased, materials may vary
- Gas mains larger than 2" shall be encased in coated steel
- Communication lines may use continuous roll HDPE as casing
- Minimum depth measurement is measured from the base of pavement to top of encasement
- Encasement size, length (minimum: back of ditch to back of ditch), type of material and coating
- Encasements beneath Interstates should extend beyond the denied access on both sides



- An individual steel or copper service line of 2” or smaller may cross under the roadway without encasement.
  - Copper line must be Type “K”, continuous roll and be labeled on the plans to cross under the roadway without encasement
  - Municipex Type A may be used in equivalent applications
- Spacer Detail (wooden spacers not permitted for use in ROW)
- Request for variance of encasement for a utility line along/across the highway, accompanied by software-generated report adhering to the standards of API RP 1102 and PRCI PR-227-144507-R01
- Show abandoned utility lines
  - Abandoned lines 4” or greater shall be filled with grout or removed.
- All patches shall be made in accordance with ALDOT patch detail requirements (include detail in submittal)
- Depth of Bury (36” minimum beneath the flow line of ditch all ROW, 48” minimum under pavement). Additional depth may be required at Departmental discretion.
- Boring Method Details to include:
  - Type of Bore with procedure and specifications, boring head, reamer size & fluid type
  - Directional bores shall include bore design information signed by the Engineer of Record, including fluid type & normal operating GPM and PSI (the maximum allowable fluid rate is 15 GPM at 350 PSI)
  - Include Note: “The maximum allowable limits will not be exceeded without prior ALDOT approval.”
- Profile of manholes, if permitted (Manholes must be flush with existing ground line)
- Bores that require bore pits must state/depict bore pit dimensions (length x width x depth)
- Bore pits must be located outside denied-access fence on interstate crossings
- Side roads must be bored & encased if ADT > 500
- Plowing or trenching will not be allowed within the roadway prism area
- Profile of proposed Bore Crossings (label ROW, pipe, ground, etc.)
- All meters shall be installed off ALDOT rights-of-way
- 25’ minimum horizontal distance from bridge footings or drainage structures when crossing stream or river
- Type of marking to be placed with underground power lines and/or non-metallic conduit (metallic tape, flagging, etc.)

## CHAPTER 14

### PUBLIC SAFETY SENSOR PERMITS

#### 14.1 FORM AND PURPOSE

Applicants should submit **Permit Form MB-14** when seeking the accommodation on State ROW of public safety sensors—including but not limited to license-plate readers (LPRs), gunshot detection devices, and surveillance cameras.

ALDOT will only grant permits for the accommodation of public safety sensors to law enforcement agencies, whether connected to city/municipality, county, or State government. The use of accommodated sensors and all collected data must be strictly limited to law enforcement or public safety purposes.

#### 14.2 GUIDANCE

Recognizing the law enforcement benefit of locating public safety sensors along and within State ROW while at the same time acknowledging privacy concerns that exist, ALDOT desires to appropriately accommodate said sensors by establishing requirements that (1) can be reasonably and consistently applied to all entities seeking accommodation; (2) limit impacts to the safety of the traveling public; (3) preserve the primary usage for which these ROW were acquired; and (4) restrict the use of the collected data to legitimate law enforcement purposes.

To ensure compliance with state and federal data management regulations specifically related to law enforcement activities and with Alabama Justice Information Commission Admin. Code Ch. 265-X-6, Applicants must provide a verifiable Originating Agency Identifier (ORI) and any relevant Alabama Law Enforcement Agency Criminal Justice Information Services (ALEA CJIS) Access Security Agreements. Failure to do so will result in a denied application.

As part of accommodation, ALDOT reserves the right to seek access to sensors or data streams that could aid in the accomplishment of ALDOT public safety operations. Furthermore, any data collected via public safety sensor cannot be monetized or remonetized post-collection or used for purposes beyond the scope of the agreement(s) approved as part of a permit. Failure to abide by this condition will result in any connected permit agreement being revoked.

Attachment of permanent facilities to existing structures will be limited to utility and luminaire poles. ALDOT may also choose to accommodate attachment to wooden traffic signal power disconnect poles located at signalized intersections. This will be left up to the discretion of the Area Traffic Engineer to prevent interruption to signal operation and maintenance. ALDOT may

also choose to accommodate attachment on the vertical elements of overhead sign structures or on the vertical elements of green destination signs.

Attachment within controlled-access ROW will be limited to the vertical elements of overhead sign structures and to the vertical elements of green destination and/or blue information signs located well outside the limits of the traveled way. Accommodation for attached sensors will not be made on any other type of roadway sign—regulatory, warning, cultural interest, recreational, memorial, etc.

The installation of new structures for sensor accommodation will be restricted to locations approved by ALDOT personnel, with the primary goals of (1) monitoring a corridor of traffic rather than a specific location and (2) limiting impact to maintenance operations and other current and future accommodated utilities. Installation of these new structures will be located outside of the established clear zone. If ALDOT allows a device to be located within the clear zone, that device must be mounted on a breakaway post selected from the ALDOT List of Qualified Materials, Sources, and Devices. New structures may be accommodated on controlled-access ROW only within the limits of an interchange. Any installed posts must stand no more than 10 feet above ground level. Improperly located facilities will be considered an unlawful encroachment and ALDOT will pursue removal per procedures established in the permit agreement.

Devices proposed for controlled-access routes (i.e. interstates) may be permitted within one (1) mile each direction of the limits of an interchange.

ALDOT will allow only one device per structure for green destination and blue information sign structures. Applicants will also be limited to one device per structure as a rule for all other circumstances unless (1) the Applicant can demonstrate, using engineering documentation, that a given structure can safely support more than one device and (2) ALDOT allows the placement of more than one sensor on said structure.

Portable facilities cannot be placed on controlled-access ROW. Portable facilities may be accommodated within non-controlled-access ROW at ALDOT discretion, provided they comply with applicable road safety provisions, including but not limited to appropriate stopping sight distance, clear zone restrictions, and lack of impact to maintenance operations. In no case shall a portable facility be located immediately adjacent to a traveled way or within the limits of a safety shoulder. All such facilities should remain in a single location for a period no greater than one (1) month in duration. The Applicant should notify the local ALDOT District Office when the facilities are first placed on ROW and any time said facilities are relocated. Again, improperly located facilities will be considered an unlawful encroachment and ALDOT will pursue removal per procedures established in the permit agreement.

Facilities should utilize self-contained power sources, such as a solar panel, and should utilize wireless data transmission, such as cellular, when practical. Any facility located within controlled-access ROW must transmit wirelessly and run on self-contained power. Standard utility permitting requirements must be followed for the installation and plan dimension

denotation of all facilities and any fiber or power connection required for data and device operation.

Applicants must submit requests for accommodation electronically as a combined package to [publicsafetysensors@dot.state.al.us](mailto:publicsafetysensors@dot.state.al.us) or by mail to:

The Alabama Department of Transportation  
Attn: Maintenance Bureau, Permits & Operations  
1409 Coliseum Blvd.  
Montgomery, AL 36110

Applicants can contact the applicable ALDOT District Office before submitting a permit application to confirm requirements for a complete package. District personnel will remain the Applicants' main points of contact regarding in-process or permitted sensors.

Any permanent facility must be constructed within one (1) year of receiving an approved permit. Approved permits will be valid for a contract period of three (3) years. The Applicant will be responsible for maintaining internal records of the renewal timeline for any active permit(s) and for seeking reapplication in a timely manner to avoid any lapse in permitted accommodation.

A consolidated application for the accommodation of multiple sensors may be submitted using a single permit form and package, provided that all sensors are of the same type (with permanent and portable being considered separate types), within a single entity's jurisdiction, and within the limits of a single ALDOT District. Proposed sites within a consolidated application will be evaluated individually, and one or more sites may be denied without resulting in the denial of the application entirely. Individual sites may become ineligible in the future without revoking an entire permit.

Information about each application will be posted by ALDOT on the Public Safety Sensors webpage as one or more entries in a list made available for public viewing during application review and for a minimum of ninety (90) days after approval or denial of a proposed device location. Each entry will include the Applicant, Applicant contact information, the county, the state route, the location along the route, and a brief description of the installation.

### 14.3 REQUIRED INFORMATION

The following items represent the most common requirements from applicants for submittals of this type. Applicants should consult the District office to develop a complete permit application based on the scope of an individual proposal. ALDOT, at Departmental discretion, may require additional information not listed herein to better define project scope or variance to common procedures.

- Originating Agency Identifier (ORI) for the Applicant
- ALEA CJIS Access Security Agreement for each and every LPR Vendor

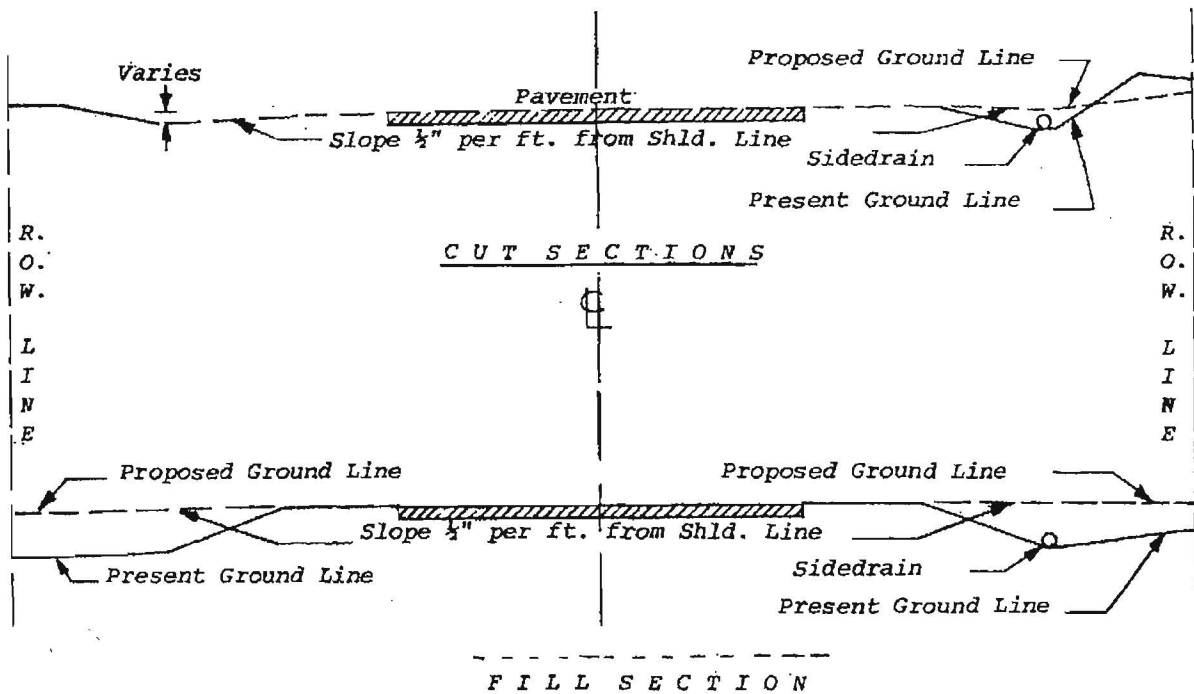
- North arrow and legend
- Posted Speed Limit
- Scale
- Highway plan view including:
  - Interstate or State highway numbers and milepost to the nearest 0.01 mile
  - Highway width (include median width if multiple lanes)
  - All travel ways if multiple lane and service roads
  - Name and direction of nearest town each way
- Distance from EOP to facility location
- Distance from facility location to ROW line
- Lat/Long for each device location
- Indication of device orientation and field of view
- Device specifications (including power source, method of data transmission, and manufacturer details)
- If external fiber or power connection required/allowed:
  - Depth of Bury along path to connection point (36” minimum beneath the flow line of ditch all ROW, 48” minimum under pavement). Additional depth may be required at Departmental discretion.
  - Survey of existing utilities and possible conflicts (2’ minimum separation from existing buried utilities)
  - Compliance with relevant Utility Permitting requirements found in the latest edition of the *ALDOT Utilities Manual*.
- Diagram of structure, whether attachment or installation
  - If new structure for permanent installation, a survey of existing utilities in ground is required.
  - New structures must appear on the ALDOT List of Qualified Materials, Sources, and Devices.
- Stopping sight distance profile for portable facilities
- Temporary traffic control plans for placement/installation
- Applicable ALDOT standard permitting notes

# **APPENDIX A**

## **TYPICAL TURNOUT INFORMATION**

TYPICAL SECTIONS

TURNOUTS



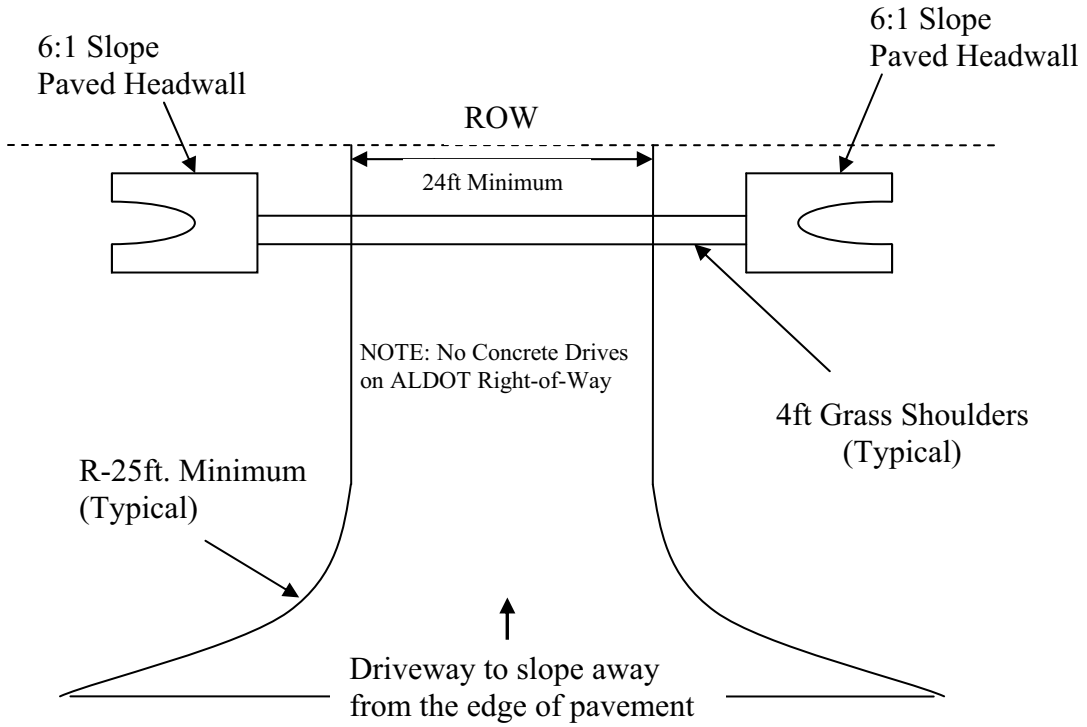
**NOTE:** Under all conditions, a slope of not less than  $\frac{1}{4}$ " per ft. must be maintained from shoulder line to a point in line with typical ditch section on both sides of turnout. The slope from this point to R.O.W. limits may vary according to section desired by property owner.

No Sidedrain Pipe will be necessary at locations on crests of grades. Where required, Sidedrain Pipe shall be placed in accordance with State of Alabama Highway Department Specifications and under the supervision of an authorized representative of the Department.

In no case shall drainage from beyond the R.O.W. Limits be directed toward the roadway.

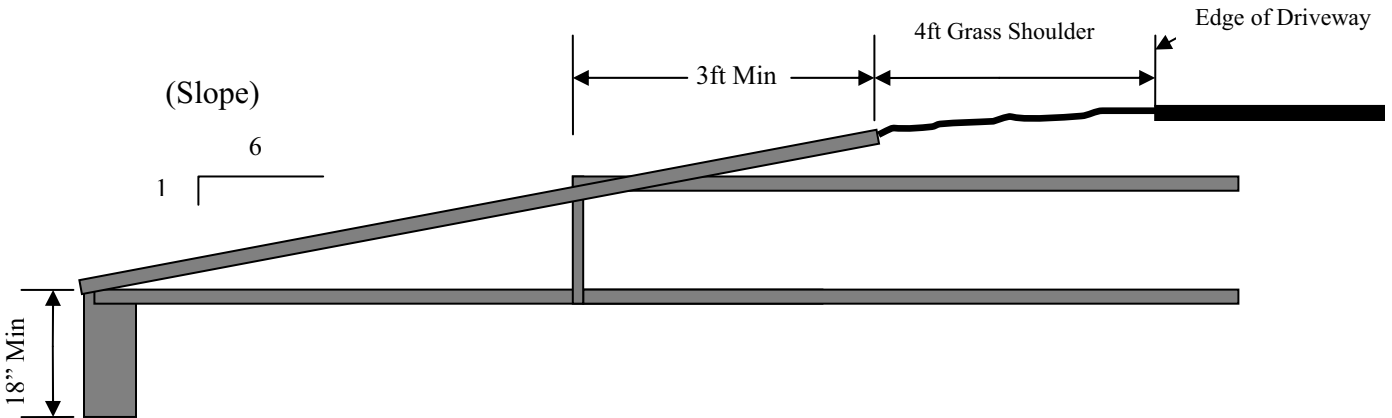
All structures, including gas pumps, tanks, sheds, signs, etc. must be placed beyond the R.O.W. and in no way encroach thereon.

# Commercial Turnout Drawing



## Headwall Drawing Detail

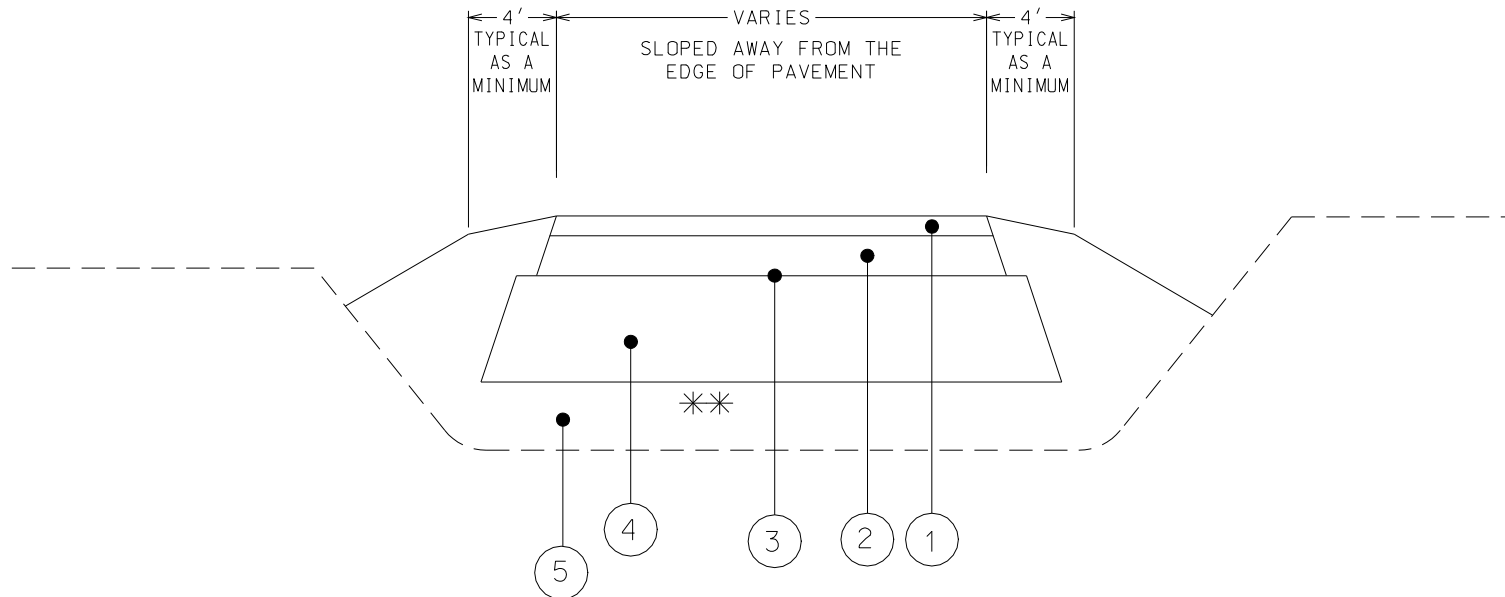
See ALDOT Standard Drawing HW-614-SP





# TYPICAL SECTION (Intended to be a Guide for the Designer)

TYPICAL SECTION TO BE USED FOR: Commercial Driveway (Asphalt)

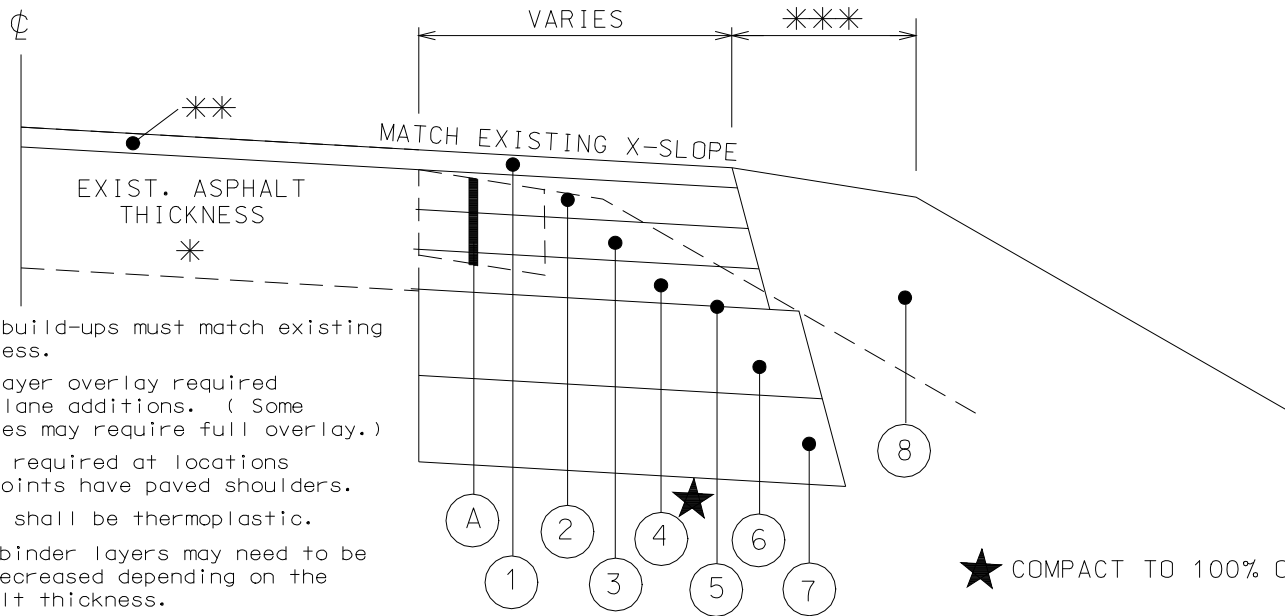


1. Superpave Bituminous Concrete Wearing Surface Layer, 1/2" Maximum Aggregate Size Mix, ESAL Range C/D, Approximately 125 Pounds Per Square Yard  
Item: 424A-360
2. Superpave Bituminous Concrete Upper Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range C/D, Approximately 250 Pounds Per Square Yard  
Item: 424B-651
3. Bituminous Treatment A  
Item: 401A-000
4. Crushed Aggregate Base Course, Type B, Plant Mixed, 6" Compacted Thickness  
Item: 301A-012
5. Borrow Excavation [(A-2-4(0) or A-4(0)]  
Item: 210D-012

\*\* Note: Compact to 100% of AASHTO T-99

# TYPICAL SECTION (Intended to be a Guide for the Designer)

TYPICAL SECTION TO BE USED FOR: Right or Left Turn Lane Additions



- \* Lane addition build-ups must match existing asphalt thickness.
- \*\* Full wearing layer overlay required for left turn lane additions. (Some right turn lanes may require full overlay.)
- \*\*\* Paved shoulder required at locations where tie in points have paved shoulders.
  - All restriping shall be thermoplastic.
  - The number of binder layers may need to be increased or decreased depending on the existing asphalt thickness.

★ COMPACT TO 100% OF AASHTO T-99

- A. In Place Bituminous Plant Mix (Shoulder) Approximately 5" Thick (TO BE REMOVED)
- 1. Superpave Bituminous Concrete Wearing Surface Layer, 1/2" Maximum Aggregate Size Mix, ESAL Range C/D, Approximately 125 Pounds Per Square Yard  
Item: 424A-360
- 2. Superpave Bituminous Concrete Upper Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range C/D, Approximately 250 Pounds Per Square Yard  
Item: 424B-651
- 3. & 4. Superpave Bituminous Concrete Lower Binder Layer, 1" Maximum Aggregate Size Mix, ESAL Range C/D, Approximately 250 Pounds Per Square Yard  
Item: 424B-681
- 5. Bituminous Treatment A  
Item: 401A-000
- 6. Crushed Aggregate Base Course, Type B Plant Mixed, 6" Compacted Thickness  
Item: 310A-012
- 7. Borrow Excavation [(A-2-4(0) or A-4(0)]  
Item: 210D-012
- 8. Unclassified Excavation  
Item: 210A-000

# **APPENDIX B**

## **TURN LANE DESIGN AND INFORMATION**



## ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36130-3050



March 29, 2000

Don Siegelman  
Governor

G. M. Roberts  
Transportation Director

### MEMORANDUM

**TO:** All Division Maintenance Engineers

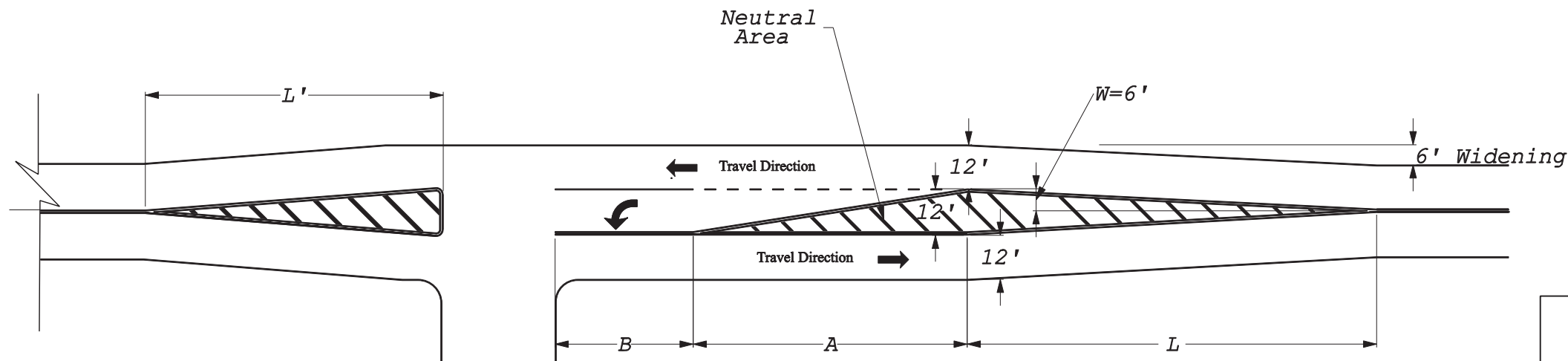
**FROM:** John E. Lorentson  
Maintenance Engineer

**RE:** Policy Regarding Utilities Under Pavement on Right-of-Way

This is to clarify the Department's policy regarding utilities under streets, service roads, speed change lanes, etc. Our policy is not to allow utilities under any pavement on right-of-way. It is the responsibility of the applicant to seek relocation of all utilities in accordance with the Department's Utility Manual prior to issuance of permits for work requiring paving. Please see that this policy is followed for any new requests for permits that require paving on ALDOT right-of-way.

Please contact this office at 242-6474 if more information is needed.

JEL/JRB/kp

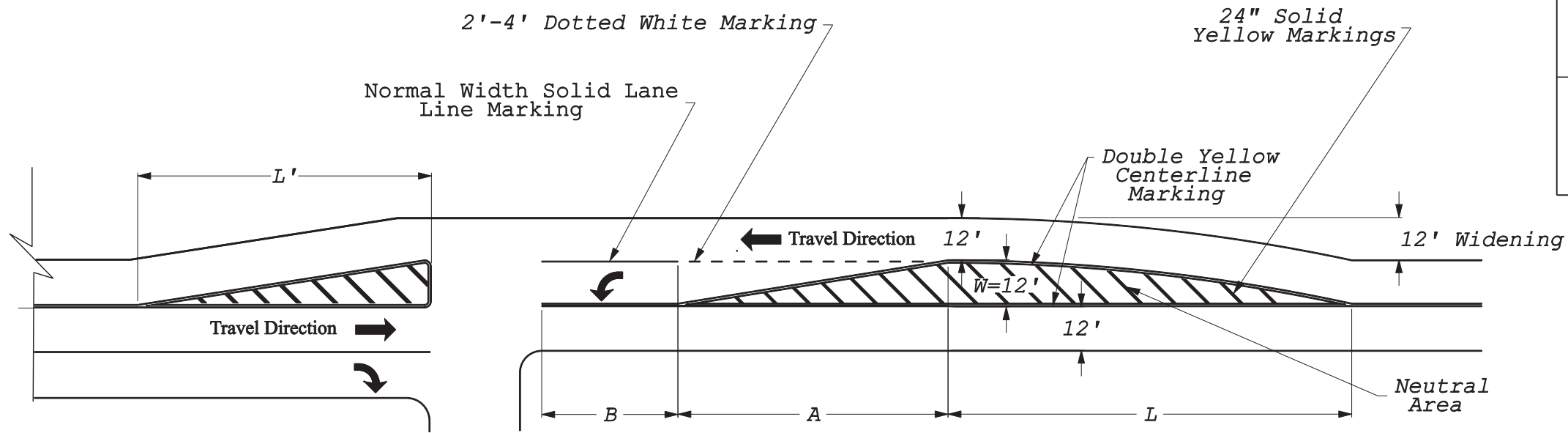


Details of Left Turn Lane & Transition on Two-way Highway with equal widening on each side  
(W = 6')

Design Length of Turn Lane & Taper *			
S (MPH)	A Taper (FT)	B Lane (FT)	L Transition (ft)
25	100	100	10.4 W
30	130	100	15.0 W
35	160	100	20.4 W
40	190	135	26.7 W
45	210	165	45.0 W
50	230	195	50.0 W
55	250	213	55.0 W
60	270	230	60.0 W
65	290	260	65.0 W

W = Width of transition in feet  
S = 85th Percentile speed of off peak approach traffic (mph)

\* 2% grade or less




Details of Left Turn Lane & Transition on Two-way Highway with widening on one side  
(W=12')

1. A minimum of one turn lane use arrow shall be used in each required turn lane. For turn lane lengths greater than 200' a minimum of two turn lane use arrows shall be used.
2. A transition and neutral area shall be required on all left turn lanes developed on two lane, two-way roadways. The transition length (L) shall be determined by the width of transition widening and the speed of approach traffic (S).
3. The length of taper (A) and the full width turn lane (B) shall be determined by the speed of approach traffic (S). An increase in the length of taper and/or turn lane length may be required due to a capacity analysis, determination of maximum queue length, traffic signal cycle length or other engineering study or judgment.
4. Any design exception or variance shall be approved by the Permits and Operation Section of the ALDOT Maintenance Bureau prior to permit submission.

**Not To Scale**

THIS DRAWING REPRESENTS DESIGNS PREPARED FOR USE BY THE ALABAMA DEPARTMENT OF TRANSPORTATION AND IS NOT TO BE COPIED, REPRODUCED, ALTERED, OR USED BY ANYONE, OR ANY ORGANIZATION, WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE ALABAMA DEPARTMENT OF TRANSPORTATION REPRESENTATIVE AUTHORIZED TO APPROVE THIS USE. ANYONE MAKING UNAUTHORIZED USE OF THIS DRAWING MAY BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

REVISIONS	 <b>ALABAMA DEPARTMENT OF TRANSPORTATION</b> 1409 COLISEUM BOULEVARD MONTGOMERY, AL 36130-3050 Maintenance Bureau Special Drawing	<b>Details for Left turn lanes &amp; Transitions for Two lanes, Two-way Streets &amp; Hwy.</b>
DRAWN BY: R. A. DATE DRAWN: 3-17-2009		

# **APPENDIX C**

## **MONITORING WELL MEMORANDUM**



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36110



Bob Riley  
Governor

Joe McInnes  
Transportation Director

April 27, 2005

## MEMORANDUM

TO: All Division Engineers

FROM: Mr. John E. Lorentson  
Maintenance Engineer

ATTN: Maintenance Engineers

RE: Monitoring Wells on ALDOT ROW

Due to varying submittals from the divisions, the following are guidelines and procedures for the placement of monitoring wells on ALDOT right of way which should expedite the review and approval process.

Requirements for the submittal to the district office:

- 1) An executed Agreement for Grading and Landscaping on Right of Way (MB05). This is the form for ALL monitoring wells.
- 2) A detailed plan (to scale) showing right of way limits, north arrow, pavement widths, property lines, drainage structures, driveways, guardrail, existing utilities etc. in areas of proposed wells, including exact location of wells with distance from edge of pavement
- 3) A standard drawing showing specifications for well, including method of installation and removal.
- 4) A vicinity map showing highway, nearest milepost and directional arrows to nearest city or town.

- 5) The central office is working with ADEM on a statewide blanket bond, but until such time a surety bond will be required to insure work is done in accordance to ALDOT specifications.

The following are the guidelines for placement of these wells on ALDOT right of way:

- 1) Monitoring wells should be placed a minimum of 12' from the edge of pavement, drainage structures and bridge footings.
- 2) Monitoring wells should not be allowed in medians or on shoulders of roadway. A variance request will need to be submitted for approval before ALDOT will consider this installation.
- 3) Monitoring wells should be placed a minimum of 6' behind curb or guardrail.
- 4) On denied access facilities monitoring wells should be installed outside the clear zone and/or behind ditch line.
- 5) All monitoring wells shall be flush with existing ground line.

All request for monitoring wells should be reviewed at your earliest convenience to help expedite the testing and clean up of hazardous materials.

JEL/JRB/clk

cc: Buddy Cox, ALDOT Materials & Test  
Sonya Massey, ADEM



# **APPENDIX D**

# **ENCROACHMENT MEMORANDA**



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36110



Bob Riley  
Governor

Joe McInnes  
Transportation Director

## MEMORANDUM

August 1, 2005

**TO:**

DIVISION ENGINEERS

**FROM:**

  
Jim R. Ippolito Jr.  
Chief Counsel

**RE:**

**Encroachments – Requests for Legal Assistance**

The Legal Bureau receives requests for legal assistance in securing the removal of encroachments on the State's right of way. In order to expedite the process of filing lawsuits in these cases, I request you provide the following documentation at the time you send your request for legal assistance:

- Dated photographs showing the encroachment and the staked right of way. These photographs should be in the form of ".jpg" files which you can attach to an email message for transmittal to this office. Please send them to Mike Falzone at [falzonem@dot.state.al.us](mailto:falzonem@dot.state.al.us) and Leslie Bunn at [bunnl@dot.state.al.us](mailto:bunnl@dot.state.al.us).
- Copy of the recorded right-of-way deed showing ALDOT's claim to the right of way in question.
- Copy of the recorded right-of-way map delineating the right of way asserted.
- Copies of all correspondence sent by the district and division to the encroaching property owner.

Before an actual lawsuit can be filed, the Legal Bureau sends the encroaching party a 14-day-letter advising that the Department "is entitled to seek relief in the courts for [the] violation" and allowing 14 days for the encroachment to be removed. This letter is emailed to the district engineer for review prior to mailing to the encroaching property owner.

The documentation listed above is needed before a Proposal to File can be submitted to the Attorney General's Office for approval. The Legal Bureau must make sure ALDOT's claim of title to the right of way in question is clear before legal action is initiated. Of course, ALDOT hopes informal efforts will cause the property owner to reconsider and remove the encroachment before a lawsuit must be filed. If the property owner removes the encroachment prior to the filing of a lawsuit, please advise the Legal Bureau immediately so that the filing can be avoided.

Your cooperation in streamlining this process is appreciated. If you should have any questions, please contact me at (334) 242-6350.

jrijr/maf



Bob Riley  
GOVERNOR

# Alabama Department of Transportation

1409 COLISEUM BOULEVARD, MONTGOMERY, ALABAMA 36110



Joe McInnes  
TRANSPORTATION DIRECTOR

November 28, 2007

## MEMORANDUM

TO: All Division Engineers

FROM: John E. Lorentson  
Maintenance Engineer

Re: Advertising on Right of Way

We are experiencing problems statewide with certain types of Advertising on ALDOT Right of Way. This memorandum is to stress the importance of the removal of these illegal forms of advertising. Section § 23-1-6 of the Code of Alabama stipulates signs, markers and advertising on right of way of state controlled highways are prohibited except those official signs or markers placed thereon by the Department of Transportation or under its authority. All advertising is illegal when placed on right of way and should be removed on a routine basis and the Department needs to be consistent in controlling these encroachments statewide. Following is a list of these problematic types of advertising:

**Banners:** Numerous towns and cities have entered into agreements with companies to place banners on signal, power and light poles that have a local theme or patriotic message that includes advertising or a sponsoring company's name attached. These banners are not only illegal but distract the motorist and compromise the safety of the traveling public.

**Signs:** Any sign placed on right of way that was not placed there by the Authority of the Department of Transportation is prohibited. Some cities have agreed to maintain the rights of way of state controlled highways including medians, and placed signs acknowledging companies that sponsor the maintenance of these areas. This is just another form of advertising on right of way. This type of advertising also distracts the traveling motorist.

**Variable message boards:** Some towns or cities will have a special event and will place a variable message or flashing board on right of way. Variable message boards are allowed if placed there under the authority of ALDOT and should contain traffic control or safety information only. Advertising, especially advertising that contains animated or moving messages will distract the traveling motorist and compromise safety of the highway user.

All of the advertising on ALDOT's Right of Way should be treated as encroachments and the Divisions should follow the established guidelines for their removal. Please take the necessary action to have these encroachments removed as expeditiously as possible.

If further information is needed, please advise.

JEL/JRB/ab

cc: Mr. Don Vaughn  
Mr. G.M. Harper  
File

# **APPENDIX E**

## **TREE TRIMMING MEMORANDA**



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36130-3050




Bob Riley  
Governor

July 27, 2006

Joe McInnes  
Transportation  
Director

## MEMORANDUM

**TO:** Mr. Johnny Harris      Mr. DeJarvis Leonard      Mr. J. M. Griffin  
Mr. James D. Brown      Ms. Dee Rowe      Mr. Jerry Holt  
Mr. Brian C. Davis      Mr. Randy Estes      Mr. Ronnie F. Poiroux

**FROM:**   
John E. Lorentson, State Maintenance Engineer

**RE:** Guidelines for Permitting Tree Removal along ALDOT Rights-of-Way

The removal of trees from the Interstate System and other State Highways has been a concern for the Department for some time. In an effort to be consistent statewide, this Office has developed a uniform guideline concerning what the Department will and will not allow regarding this issue.

**The following is a list of areas and/or reasons the Department will allow tree removal along ALDOT ROW.**

- Trees removed from the Clear or Safety Zone by Permit.  
*For the purposes of this guideline Figure 2-1: Minimum Clear Zone Distances and Table 2-1: Horizontal Curve Adjustments for Clear Zone from the AASHTO Roadside Design, latest edition shall be used (copy attached).*
- Limited tree removal for Permitted utility location or relocation. Care should be taken to ensure only minimal tree removal is allowed.
- Trees that are diseased or are considered by the Department to be a safety hazard, nuisance, or invasive plant specie.
- Trees removed as a result of grading operations performed under a Grading and Landscaping Permit. All permit requests of this type should include considerations for tree re-establishment along the ROW outside of the Clear Zone.

- Limited tree removal to promote growth of existing healthy trees. Undergrowth and trees less than four inches in diameter (at breast height) may be considered for removal with the proper Permit.
- Tree removal within the limits of a commercialized Interstate Interchange may be considered.

**The following is a list of areas and/or reasons the Department should not allow tree removal along ALDOT ROW.**

- Complete tree removal solely to provide visibility to a commercial or industrial area. Consideration may be given to providing reasonable sight distance triangles. Along the Interstate System, tree removal shall be limited to within the limits of a commercialized interchange.
- Landscaped areas where trees were planted using federal funds.
- Trees that provide a buffer zone between the roadway and adjacent property. However, these are areas where the removal of undergrowth and trees less than four inches in diameter (at breast height) may help the aesthetics of the highway. Recommendations for the extensive thinning of trees should be coordinated through a registered arborist.
- Trees blocking visibility of advertising structures.  
*For Permitted signs only, limited trimming is provided through the Highway Beautification Act, Promulgated Rule and Regulation #10.*

Please contact this office if further assistance is required concerning the intent of these guidelines.

JEL/JRB/clk  
Attachments

C: James R. Braden  
Howard Peavey  
File

## **Clarification of Vegetation Trimming Policy at Outdoor Advertising Structures**

A reduction in the number of trimming permits submitted repetitively by outdoor advertising companies is a benefit to ALDOT maintenance operations. Therefore, when reviewing and processing applications to trim vegetation at a sign, incorporate the guidance provided below.

### **Documentation of Trimming Limits**

On a permit application, mark the trimming limits on the sign photograph five (5) feet from each side of the sign face and five (5) feet below the sign face.

### **Removal of non-native and invasive species from the ROW**

When requested by the applicant, and when it would not otherwise create a problem on the ROW, removal of non-native and invasive species within 500 feet of a sign but outside the sight distance triangle should be allowed through the execution of an MB-05 Grading and Landscaping Permit. The MB-05 application must comply with all the normal requirements such as erosion control, treatment of bare ground, performance bonds, general ALDOT standards, etc. To obtain an official list of invasive species, visit the Alabama Invasive Plant Council web site at [www.se-eppc.org/alabama](http://www.se-eppc.org/alabama) and select the 2012 Updated Plant List link under the General Information heading.

### **Removal of non-native and invasive species from ROW fence lines**

In areas where it would not otherwise create a problem, applicants may request to clear fence lines within 500 feet of a sign, but outside the sight triangle, that are overgrown with non-native species or non-desirable native species. If the clearing is accomplished by removal of the existing fence and vegetation then the applicant shall install a new fence that satisfies ALDOT requirements. That request shall require the submission of an MB-05 Grading and Landscaping Permit. The MB-05 application must address the re-establishment of any disturbed ROW markers or other surveying monuments and must also comply with all the normal requirements such as erosion control, treatment of bare ground, performance bonds, fence replacement, general ALDOT standards, etc.

### **Removal of native species from ROW**

In cases where removal of desirable native, non-invasive species within 500 feet of a sign is deemed to be beneficial to ALDOT, consideration should be given to approval of an MB-05 Grading and Landscaping Permit. The MB-05 application must comply with all the normal requirements such as erosion control, treatment of bare ground, performance bonds, general ALDOT standards, etc.

### **Access to ROW**

In cases where the vegetation to be trimmed is on the ROW of a denied access route, the applicant shall not access the ROW from the travel way. Instead, the applicant may create a temporary opening in the denied access fence through which equipment may pass. The applicant is responsible for closing the temporary opening with temporary fencing whenever work is not being performed and for restoring the permanent fence when trimming operations are complete.



George H. Conner, PE  
State Maintenance Engineer

11.27.2013

Date



# Alabama Department of Transportation

1409 Coliseum Boulevard, Montgomery, Alabama 36110



Kay Ivey  
Governor

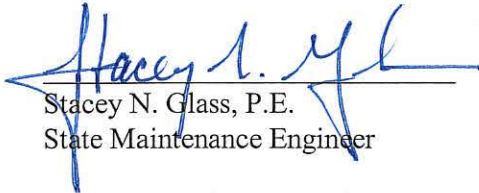
John R. Cooper  
Transportation Director

February 13, 2018

## MEMORANDUM

**TO:** All Region Engineers, Area Operations Engineers, Maintenance Engineers and District Administrators

**FROM:**

  
Stacey N. Glass, P.E.  
State Maintenance Engineer

**RE:** Seeking Reimbursement for Tree Removal along ALDOT Rights-of-Way

In the management of the landscaping of the Interstate System and other State Highways, the Department seeks to avoid the indiscriminate removal of healthy, mature trees along the limits of the rights-of-way, with guidance detailed in a previously issued Departmental memorandum entitled "Guidelines for Permitting Tree Removal along ALDOT Rights-of-Way", dated July 27, 2006. That memorandum is still in effect.

An applicant's request for tree removal as part of a permit submission—specifically involving the proposed grading and landscaping of the right-of-way, removal due to utility installation or relocation, or landscaping on the right-of-way in the vicinity of an Outdoor Advertising structure—may be granted at the Department's discretion. Should the Department determine the removal reasonable or beneficial to the State and to the maintenance of the Highway, the Department reserves the right to seek reimbursement from the applicant for some portion of the market value of the trees to be removed as noted below. The Department, at the discretion of the ultimate approving authority for a specific permit, can waive any reimbursement requirement for permit requests involving the installation or relocation of public utilities.

Minimum Recommended Values as of February 13, 2018

PINE TREES		OTHER TREES	
Tree Diameter	Cost/Tree	Tree Diameter	Cost/Tree
4" ≤ 11"	\$20	4" ≤ 12"	\$30
11" < 20"	\$40	12" < 26"	\$60
≥ 20"	\$70	≥ 26"	\$100

The diameter of each tree shall be measured, using calipers, at a point 54" above ground level. All trees to be removed as a part of the proposed activity shall be flagged and approved by the District Administrator prior to permit approval. All checks for tree removal shall be submitted prior to final permit approval and forwarded to the Department Finance Bureau. It is the responsibility of the applicant to restore all disturbed areas to the satisfaction of Department standards and of the District Administrator.

Please contact this office if further assistance is required concerning the intent of this policy.

SNG/KCN/BSO/eb  
Attachment



# **APPENDIX F**

## **OVERHEAD SIGNS ON ALDOT ROW**



Bob Riley  
GOVERNOR

# Alabama Department of Transportation

1409 COLISEUM BOULEVARD, MONTGOMERY, ALABAMA 36110



Joe McInnes  
TRANSPORTATION DIRECTOR

September 16, 2009

## MEMORANDUM

TO: All Division Engineers

FROM: George H. Conner  
Maintenance Engineer

This letter is to give the Divisions guidance in cases where a property owner has to relocate or construct an overhead sign on ALDOT's Right of Way.

All overhead signs are to meet Section 718 of the Standard Specifications for Highway Construction. The Department must review the plans to insure that these specifications are adhered to.

The following are a list of the steps used to facilitate this review.

- A Special Work Authorization must be submitted in the amount of \$2,500.00 to cover ALDOT costs for this review.
- An MB05, Grading and Landscaping permit must be completed with plans that show the location of the sign structure.
- A complete set of boring data for the sign footings.
- A complete set of footing design calculations.
- A complete set of sign design documents and construction plans for the sign.

Forward (3) complete sets of the required documents to the Maintenance Bureau for review and approval.

If all documents are completed properly, the review process should be completed within 45 days of being received by the Maintenance Bureau.

If further information is needed, please advise.

GHC/ab  
C: file

G-0007-1.02