

Alabama Department of Transportation

Levels of Review and Approvals

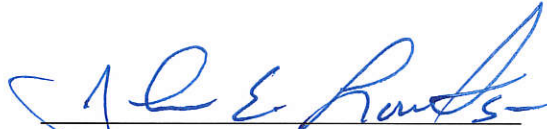
ALDOT Maintenance Operations Documents and Forms

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Date:

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Permits for Work on ALDOT ROW

Permits are agreements that are executed between the applicant and ALDOT. The permit language present in a standard agreement template has been developed for specific reasons and is to be used statewide. No changes are to be made to the standard agreement templates without prior review and approval by the Central Office. Examples of such changes include deletion of standard paragraphs, modification of standard paragraphs and addition of new paragraphs.

Review and approval of permits at all levels is to be in accordance with the ALDOT Access Management Manual, the ALDOT Permit Manual, the ALDOT Utility Manual and other ALDOT standards as applicable.

Copies of all approved permits are to be sent to the Maintenance Bureau.

Form BM-111-A, Permit to Construct a Turnout to Provide Access to a State Highway (Private Drive to a Residence Only)

- The ALDOT Access Management Manual is to be followed.
- The ALDOT Permit Manual is to be followed.
- Approval should be at the **District** level.

Form BM-111-B, Permit to Construct a Turnout to Provide Access to a State Highway (Commercial Entrance)

- The ALDOT Access Management Manual is to be followed at all levels of approval.
- The ALDOT Permit Manual is to be followed at all levels of approval.
- For permit requests received from applicants with a statewide presence (such as Wal-Mart, CVS, Walgreens, Dollar General, Family Dollar, etc.) the appropriate ALDOT approval level shall consult with the Central Office during the review of the application.
- Approval should be at the **District** level when all of the following cases apply:
 - Low volume routes or route segments with an ADT less than or equal to 2000 vehicles per day (vpd).
 - Construction of a single entrance along with a right turn lane and drainage modifications that are associated with that access only.
 - The proposed work is not performed with other permitted work on ROW.
 - The requested entrance satisfies both the ALDOT Access Management Manual and the ALDOT Permit Manual, and meets ALDOT standards.
- Approval should be at the **Division/Region/Area** level when any one of the following cases apply:
 - Routes or route segments with an ADT greater than 2000 vpd.
 - Multiple access locations requested by the applicant.

- Complex entrances and those that do not satisfy the ALDOT Access Management Manual or the ALDOT Permit Manual, or meet ALDOT standards.
- The proposed work is in conjunction with other permitted work on ROW.
- Access locations on interstate service roads that are outside the denied access fence.
- Variations from ALDOT standards and/or application of access management retrofitting techniques as described in the ALDOT Access Management Manual, Chapter 5.
- Approval should be at the **Central Office** level when the following applies:
 - Access locations on interstate ROW, except for service roads outside the denied access fence

Form BM-166, Permit to Construct Median Crossover

- Approval should be at the **Division/Region/Area** level.
- The Division/Region/Area should consult with the Central Office as needed.
- The ALDOT Access Management Manual is to be followed.
- The ALDOT Permit Manual is to be followed.

Form MB-01, Permit Agreement for the Accommodation of Utility Facilities on Public Right of Way

- Approval should be at the **District** level for the following cases:
 - Aerial crossings on non-interstate routes that do not require additional poles on the highway right of way.
 - Utilities on non-interstate routes that are installed parallel to the roadway and outside the roadway prism.
 - Uncased service lines on non-interstate routes that cross the roadway, are 2” in diameter or less, and meet all requirements of the Utility Manual.
 - Cased utilities on non-interstate routes that cross the roadway, are 4” in diameter or less, and meet all requirements of the Utility Manual.
 - Utility poles located outside the clear zone on non-interstate routes.
- Approval should be at the **Division/Region/Area** level for the following cases:
 - Cased utilities on non-interstate routes that cross the roadway, are greater than 4” in diameter and meet all requirements of the Utility Manual.
 - Utilities on non-interstate routes that are installed parallel to the roadway and inside the roadway prism, after consultation with the Central Office.
 - All other utilities not approved at the District or Central Office levels.
 - Utility poles located inside the clear zone on non-interstate routes.
- Approval should be at the **Central Office** level when the following applies:
 - Utilities on or crossing interstate right of way.
 - Utilities are to be attached to a bridge structure.
 - The applicant proposes an alternative to required encasements.

- Use of Pisces/Technical Toolbox report, or ALDOT approved equal, is required during the review of the permit.

Form MB-02, Special Permit Agreement for Installation of Utilities on Public Right of Way (Roadway Crossing Only)

- Approval should be at the **District** level for the following cases:
 - Aerial crossings on non-interstate routes that do not require additional poles on the highway right of way.
 - Uncased service lines on non-interstate routes that cross the roadway, are 2” in diameter or less, and meet all requirements of the Utility Manual.
 - Cased utilities on non-interstate routes that cross the roadway, are 4” in diameter or less, and meet all requirements of the Utility Manual.
- Approval should be at the **Division/Region/Area** level for the following cases:
 - Cased utilities on non-interstate routes that cross the roadway, are greater than 4” in diameter, and meet all requirements of the Utility Manual.
 - All other utilities not approved at the District or Central Office levels.
- Approval should be at the **Central Office** level when the following applies:
 - Utilities on or crossing interstate right of way.
 - The applicant proposes an alternative to required encasements.
 - Use of Pisces/Technical Toolbox report, or ALDOT approved equal, is required during the review of the permit.

Form MB-03, Permit Agreement for the Accommodation of Utility Type Facilities on Public Right of Way (Privately Owned Utilities)

- Approval should be at the **District** level for the following cases:
 - Aerial crossings on non-interstate routes that do not require additional poles on the highway right of way.
 - Utilities on non-interstate routes that are installed parallel to the roadway and outside the roadway prism.
 - Uncased service lines on non-interstate routes that cross the roadway, are 2” in diameter or less, and meet all requirements of the Utility Manual.
 - Cased utilities on non-interstate routes that cross the roadway, are 4” in diameter or less, and meet all requirements of the Utility Manual.
 - Utility poles located outside the clear zone on non-interstate routes.
- Approval should be at the **Division/Region/Area** level for the following cases:
 - Cased utilities on non-interstate routes that cross the roadway, are greater than 4” in diameter, and meet all requirements of the Utility Manual.
 - Utilities on non-interstate routes that are installed parallel to the roadway and inside the roadway prism, after consultation with the Central Office.
 - All other utilities not approved at the District or Central Office levels.
 - Utility poles located inside the clear zone on non-interstate routes.

- Approval should be at the **Central Office** level when the following applies:
 - Utilities on or crossing interstate right of way.
 - Utilities are to be attached to a bridge structure.
 - The applicant proposes an alternative to required encasements.
 - Use of Pisces/Technical Toolbox report, or ALDOT approved equal, is required during the review of the permit.

Form MB-05, Agreement for Grading and/or Landscaping on Right of Way

- Approval should be at the **Division/Region/Area** level except as noted below.
- Permit applications involving landscaping shall have a conceptual review by the State Agronomist (Central Office) prior to approval by the **Division/Region/Area**.
- Permit applications involving sidewalks and improvements outside the roadway prism shall have a Cooperative Maintenance Agreement (MB-06/MB-06A), along with an accompanying resolution passed by the city council or county commission, executed prior to approval by the **Division/Region/Area**.
- Permit applications for monitoring wells are to be approved at the **Central Office** level.
- Permit applications for work inside the denied access areas of interstate routes are to be approved at the **Central Office** level.
- Permit applications for the removal of dirt, including purchase when applicable, from ALDOT ROW are to be approved at the **Division/Region/Area**.

Form MB-06, Agreement for the Cooperative Maintenance of Public Right of Way (Mowing)

- Approval should be at the **Division/Region/Area** level.
- Agreements shall be reviewed for form and signed off by an ALDOT attorney.
- The Central Office is to review and approve any changes that are made to the standard agreement template.

Form MB-06A, Agreement for the Cooperative Maintenance of Public Right of Way (Structures)

- Approval should be at the **Division/Region/Area** level.
- Agreements shall be reviewed for form and signed off by an ALDOT attorney.
- The Central Office is to review and approve any changes that are made to the standard agreement template.

Form MB-06B, Agreement for the Cooperative Maintenance of Public Right of Way with Reimbursement (Mowing)

- Approval should be at the **Division/Region/Area** level.
- Agreements shall be reviewed for form and signed off by an ALDOT attorney.
- The Central Office is to review and approve any changes that are made to the standard agreement template.

Form MB-07, Special Agreement for Installation of Drainage Structures on Highway Right of Way

- Approval should be at the **District** level when the following applies:
 - Proposed drainage structure work does not require the submission of drainage calculations by the applicant.
- Approval should be at the **Division/Region/Area** level when the following applies:
 - Proposed drainage structure work requires the submission of drainage calculations by the applicant.

Form MB-08, Agreement for the Installation and Maintenance of Special Directional and/or Political Boundary Signs – Municipal Governments

- Approval should be at the **Division/Region/Area** level.
- Permit application must include a Municipal Council resolution in which the municipality agrees to maintain the sign.

Form MB-09, Agreement for the Installation and Maintenance of Special Directional and/or Political Boundary Signs – County Governments

- Approval should be at the **Division/Region/Area** level.
- Permit application must include a County Commission resolution in which the county agrees to maintain the sign.

Form MB-10, Application for Permit for Seismic Survey by Use of Vibroseis System

- If the sensors are located on ALDOT ROW but the vibration/impact is applied off ROW, approval should be at the **Division/Region/Area** level.
- If the vibration/impact is applied on ALDOT ROW, regardless of the location of the sensors, the **Division/Region/Area** level shall consult with Materials and Tests Bureau prior to approval.

Form MB-11, Permit for Placement of Herbicides on Rights-of-Way by Utilities

- Approval should be at the **Central Office** level.

Form MB-12, Agreement to Trim Trees and Underbrush by Utilities on Right of Way

- Approval should be at the **District** level.
- Cutting and/or removal of vegetation with a trunk diameter of more than four inches (4”) in diameter must use Form MB-05 instead.

Permits for Outdoor Advertising

Permits are agreements that are executed between the applicant and ALDOT. The permit language present in a standard agreement template has been developed for specific reasons and is to be used statewide. No changes are to be made to the standard agreement templates without prior review and approval by the Central Office. Examples of such changes include deletion of standard paragraphs, modification of standard paragraphs and addition of new paragraphs.

Copies of all approved permits are to be sent to the Maintenance Bureau.

Form OA-1, Application for Permit to Erect Outdoor Advertising Sign

- Approval should be at the **Division/Region/Area** level.
- Permit application must comply with applicable portions of federal and state laws and regulations pertaining to outdoor advertising.

Form OA-2, Application for Permit to Trim Trees and Underbrush, Pursuant to Section 23-1-270 through 23-1-288, Code of Alabama, 1975

- Approval should be at the **Division/Region/Area** level.
- Permit application must comply with applicable portions of federal and state laws and regulations pertaining to outdoor advertising.

Form OA-5, Application for Permission to Erect a Directional Sign

- Approval should be at the **Division/Region/Area** level.
- Permit application must comply with applicable portions of federal and state laws and regulations pertaining to outdoor advertising.

Other Agreements

Airspace Agreement

- Approval should be at the **Central Office** level.

Traffic Approvals, Agreements, Permits and Warrants

Standard agreement templates have been developed for specific reasons and are to be used statewide. No changes are to be made to the standard agreement templates without prior review and approval by the Central Office. Examples of such changes include deletion of standard paragraphs, modification of standard paragraphs and addition of new paragraphs.

Miscellaneous Guide Signs

- Approval of Miscellaneous Guide Signs should be at the **Central Office** level when proposed signs would require variances to the Miscellaneous Guide Sign Manual (MGSM).
- Approval of Miscellaneous Guide Signs should be at the **Division/Region/Area** when proposed signs meet the requirements of the MGSM.

Specific Service Signing Program (LOGO)

Copies of all approved Specific Service Signing agreements are to be sent to the Maintenance Bureau.

- Approval should be at the **Division/Region/Area** level.

Tourist Oriented Directional Signs (TODS)

Copies of all approved TODS agreements are to be sent to the Maintenance Bureau.

- Approval should be at the **Division/Region/Area** level.

Wayfinding Signs

- Approval should be at the **Division/Region/Area** level after consultation with the Central Office.

Memorial or Dedication Signs

- Approval should be at the **ALDOT Director** level.
- The Central Office will process the appropriate documents.

Speed Zone Studies

- Approval should be at the **Central Office** level.

Traffic Signal Installations and Warrant Analyses

An original copy of all executed traffic signal/street lighting agreements is to be sent to the Maintenance Bureau.

- Approval should be at the **Division/Region/Area** level.
- Areas that should include consultation with the Central Office include:
 - Traffic Impact Studies
 - Traffic Delay Studies
 - Highway Capacity Analyses
 - Use of Simulation Models such as Synchro, TSIS/CORSIM, SCATSIM, HCM/HCS, VISSIM, etc.
- Maintenance of traffic signal/street lighting agreement templates will be by Central Office.

History of Revisions

None