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| PERMITS | Chapter GRADING |
| | Subject Application Documentation and Processing Procedures |

Summary:

This subject details the documentation necessary when applying for a grading permit and the procedures that are followed when processing an application request.

**PROCESSING
RESPONSIBILITY:**

DISTRICT PERMIT ENGINEER - The District Permit Engineer reviews and processes all grading permit applications. This responsibility includes, but is not limited to, assigning the application a permit number, distributing copies for review through applicable District Offices and Central Office Divisions, and final processing of the application after appropriate signatures, recommendations and/or comments are obtained.

CHIEF DISTRICT ENGINEER - Responsible for reviewing permit requests, furnishing recommendations and/or comments, and making the final decision on the applications approval or disapproval. After the final signing of the application by the Chief District Engineer, the application becomes a permit.

CENTRAL OFFICE -

- A. All applications that require central office review must be processed in the district up to the final signature by the Chief District Engineer, including assigning application numbers.
- B. These applications must be submitted to the Central Office Permits Branch with the District's recommendation.
- C. The Central Office Permits Branch will obtain recommendations from appropriate divisions, regardless of the project's phase.
- D. If the application contains features requiring consideration by any other Central Office areas, the Central Office Permits Branch will ensure that the appropriate people are contacted before proceeding.
- E. If recommended by the appropriate groups, the Central Office Permits Branch will submit the application for review by the Federal Highway Administration, Consultant Engineer or the Turnpike Authority, if applicable, for their opinion.

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**PROCESSING
RESPONSIBILITY
(Cont.):**

CENTRAL OFFICE (Cont.)

- F. If approval is recommended, the Central Office Permits Branch will retain one (1) copy and send remaining copies of the permit to the District Permit Engineer with a concurrence and with additional requirements, if any.
- G. If disapproved, one (1) copy will be retained for Central Office Permits Branch files and remaining copies will be returned to the District Office for further action or final disapproval.

**APPLICATION
DOCUMENTATION:**

MUST INCLUDE THE FOLLOWING:

- A. Vicinity Map
- B. Encroachment Permit Form TC 99-1 (completed)
- C. Plan Sheets
- D. Roadway Plan Sheets
- E. Cross Sections
- F. Quantities of Material Involved
- G. Other pertinent information which may include deeds verifying adjacent ownership as requested.

REQUIRED NUMBER OF COPIES FOR GRADING PERMIT APPLICATION (TC 99-1) - Applications approved at the District Office require four (4) copies. Applications requiring Central Office review need six (6) copies, with three (3) being sent to the Central Office.

PERMIT APPROVAL:

DISTRICT OFFICE - The Chief District Engineer has the authority to approve or disapprove all applications for right-of-way encroachment permits. Permit requests for less than 10,000 c.y. may be approved by the Chief District Engineer unless there is significant drainage.

PERMITS REQUIRING CENTRAL OFFICE REVIEW - Permit requests involving 10,000 c.y. or more or significant drainage must be submitted to the Central Office for review before approval can be granted by the District Office.

DISTRIBUTION:

See Chapter PE-105-4

