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DEPARTMENT OF TRANSPORTATION

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SUBJECT: Design Manual
Part 1A
Appendix G Points-of-Access

TO: All District Executives

FROM: Brian G. Thompson, P.E. /s/ David J. Azzato, P.E.
Director
Bureau of Design

This Strike-off Letter (SOL) is time and cost neutral. It is to issue a new Appendix G, Points-of-Access, to the July 2009 Edition of Publication 10A (Design Manual, Part 1A) which will be incorporated into the next update of Design Manual, Part 1A.

The new Points-of-Access (POA) guidelines provide standardized requirements and format for POA Requests, as well as a standardized PennDOT routing process. It has been developed to be consistent with the Federal Highway Administration's (FHWA) "Access to the Interstate System" revised policy that was published in the August 27, 2009 Federal Register. It also requires that Local Governments endorse privately sponsored POA Requests prior to them being submitted to PennDOT for approval.

The attached new Appendix G replaces the current Appendix G of the July 2009, Edition of Design Manual, Part 1A in its entirety.

These changes are effective for POA Requests that will not have received "conceptual" approval as of April 1, 2010. However, POA Requests affecting the Interstate System are subject to FHWA's "Access to the Interstate System" revised policy that was published in the August 27, 2009 Federal Register.

Please contact Mr. R. Wayne Willey, P.E., Acting Chief, Highway Quality Assurance Division, Bureau of Design, at 717-787-5023, if you have questions regarding this Strike-off Letter.

Attachment

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APPENDIX G

POINTS-OF-ACCESS

G.O INTRODUCTION

This Appendix is intended to provide guidelines regarding the applicable procedures, processes and documentation required for requesting, evaluating and obtaining new or revised point-of-access approvals on limited access roadways.

Requests for new or revised point(s)-of-access to limited access roadways greatly concern PennDOT and the FHWA. A point-of-access is any interchange, ramp or locked gate that provides access between a limited access roadway and a non-limited access roadway including local road systems or between two intersecting limited access roadways. New points-of-access, excluding locked gate access, should be consistent with sensible growth of the transportation system as part of sound access management and land use practices including encouraging economic development and/or relieving congestion on a local road system. However, the public and local interests in a new point-of-access must be evaluated in consideration of potential adverse impact on the existing limited access roadway.

Requests for at-grade intersections on limited access roadways should follow the point-of-access process as presented in this appendix. However, due to their potentially unique effects on limited access facilities they may require additional or different information than presented in this appendix on a case-by-case basis. At-grade intersections are not permitted on Interstates.

Limited access roadways are typically designed to carry large volumes of traffic at high speeds between relatively distant access points. An additional interchange and/or ramp can significantly reduce the capacity of an existing facility, particularly if located in an urban area with heavy traffic volumes and closely spaced interchanges. Adding a point-of-access and maintaining the safety and capacity of the existing facility may require significant modifications, including additional lanes, improved signing and lighting, as well as total reconfiguration and reconstruction of existing interchanges and/or intersections.

Thorough coordination between all public and private entities involved in planning, design, review and approval of the proposed point-of-access is necessary to assure that the proposed facility is developed properly with minimal adverse impact to the existing system. Collaboration with PennDOT's District Office and Central Office, the FHWA, Local Governments and planning agencies is important to ensure any transportation system changes are consistent with the local and regional congestion management strategies, land use and infrastructure plans.

The impacts of a new point-of-access on the local roadway system should also be considered and mitigated with appropriate improvements. Additional points-of-access should not be requested unless the local roadway system can accommodate the increased traffic and the necessary transportation improvements are on a funding plan and fiscally constrained program. Prior to receiving final approval, all requests for new or revised access must be included in an adopted Metropolitan Transportation Plan, in the adopted Statewide or Metropolitan Transportation Improvement Program (STIP or TIP), and the Congestion Management Process within transportation management areas, as appropriate.

Developers and other private entities can only make improvements on their own land. Therefore, a governmental agency with the power of eminent domain may obtain right-of-way for transportation improvements, even if the private entity is providing all funding.

G.1 OVERVIEW

These guidelines are provided to promote the application of uniform analysis and documentation procedures for the preparation and review of Point-of Access (POA) Request Reports. These guidelines apply to all limited access

roadways, regardless of the funding source for the original construction or the proposed POA. They have been developed to be consistent with the FHWA's policy on Interstate access The POA Request Report processes are discussed under Section G.4.

Each entrance and exit point, including "locked gate" access, to the mainline is considered to be an access point. Revised access is considered to be a change in an interchange configuration even though the number of actual access points has not changed.

Actions Requiring a POA:

- New Interchange
- Major modification of an existing interchange
  - Adding new ramp(s)
  - Removing ramp(s)
  - Changing the interchange configuration
  - Completing basic movements at a partial interchange
  - Adding a new access point within an interchange
- New partial interchanges or new ramps to-from frontage roads
- Locked gate access and other Special Purpose access
- Abandonment or closure of ramps or interchanges

Actions Not Requiring a POA:

- Addition of turn lane storage and through travel lanes on the crossroad at a ramp termini
- Relocation or shifting the existing on-ramp or off-ramp termini along the crossroad
- Relocating entrance or exit ramp gore points along the mainline when adjacent interchange is more than one mile (gore to gore)
- Conversion of one lane ramp to two lane ramp
- Widening existing entrance or exit ramps to provide auxiliary lanes
- Increasing the length of a deceleration lane or an acceleration lane
- Adding an auxiliary lane between two adjacent interchange ramps
- Traffic signalization or channelization improvements of ramp terminal intersection with crossroad
- New signing, striping and/or resurfacing of an entrance or exit ramp, where geometric features are not changed
- Ramps providing access to rest areas, information centers, and weigh stations within the Interstate controlled access

Minimal improvements at an existing access point may not require the development of a POA Request Report. The potential applicability of minimal improvement should be discussed with the Bureau of Design and the FHWA, as appropriate.

Non-State and Non-Federal Government POA Request Reports may be created and funded by a private entity on behalf of the Local Government. However, the Local Government will be the applicant and must endorse the POA Request Report. The Local Government may permit the private entity to be the applicant, if the POA is required due to impacts to an interchange that does not connect directly to a local roadway. However, the Local Government must still endorse the POA Request Report. The District shall review the POA Request Report, and if acceptable, submit it to the Bureau of Design with a recommendation for approval. All POA Request Reports affecting the Interstate system or routes approved as a future part of the Interstate system require FHWA review and approval upon PennDOT's recommendation for approval. POA Request Reports on all other limited access facilities require review by the Bureau of Design and approval by the Deputy Secretary for Highway Administration.

To offer maximum flexibility, the POA Request Report for any proposed access point should be submitted for a determination of engineering and operational acceptability prior to the completion of the environmental process. This is commonly known as Conceptual POA approval. Appropriate environmental and preliminary engineering activities need to be conducted to produce an acceptable document. Conceptual POAs shall be reevaluated

whenever a significant change in condition occurs (e.g. land use, traffic volumes, roadway configuration or design, environmental commitments) or if the project has not progressed to construction within eight (8) years of receiving Conceptual POA approval. Final POA approval cannot be granted until planning requirements have been satisfied and environmental clearance is obtained. The POA Request Report must demonstrate the need for the facility and the benefits to be derived from it, including benefits to the transportation system and that the proposal is in the public interest. The report shall be clear, concise and comprehensive, and shall present the study area and proposed concept of the POA with appropriate graphics. The level of detail provided in the report should be commensurate with the location and complexity of the proposed POA. POAs in rural areas will typically not require the same level of detail as POAs in urban settings. Refer to Publication 319, *Needs Study Handbook*, for a guide to key transportation planning issues to consider in preparing a POA Report.

All required engineering and environmental studies and public involvement activities shall be conducted according to the procedures described in this and other PennDOT publications.

A. Control of Access. Control of access shall be required for all sections of the Interstate System, including the full length of ramps and terminals on the crossroads. Control of access at connections to the crossroads should extend beyond the ramp terminals and corner right-of-way areas by purchasing access rights and providing frontage roads. Such control should extend along the crossroads beyond the ramp terminal about 30 m (100 ft) or more in urban areas and about 90 m (300 ft) or more in rural areas and should include both sides of the crossroads even when ramp construction is limited to one side. The above access controls are also applicable to Non-Interstate, limited access facilities.

B. Control of Access on Interchange Ramps. In the development of all limited access facilities, the need to protect the operation and safety of the facility, with respect to access control, has long been recognized. This is particularly applicable in interchange areas where merge and exit conditions, as well as cross traffic and turning movements occur.

New or additional access points to and from existing full-access controlled interchange ramps can reduce the capacity of the ramp(s). The access points can create a safety problem by increasing crash potential through conflicting movements and may not serve the interests of the public. These access points within interchanges, especially on freeway-to-freeway ramp facilities, generally violate driver expectancy. They introduce additional decision points where the information processing task is already complex, provide high potential for traffic back up and create the possibility of wrong-way movements since full directional service is seldom provided. Complete control of access along all interchange ramps and their termini is essential for preservation of highway capacity and improved safety to highway users. Approval for new or additional access points on to ramps should be strictly limited to locked gate access.

C. Environmental Regulations. All federal-aid projects require compliance with the National Environmental Policy Act (NEPA). When the POA affects the Interstate, FHWA approval is required and compliance with NEPA is required. Therefore, the requirements of NEPA and other related environmental statutes and regulations shall be completed. These could include, for instance, compliance with Section 106 of the National Historic Preservation Act of 1966. These regulations apply if any phase of the proposed activity involves a federal action (e.g. Federal funding, Section 404 permit, etc.). PA Act 120 environmental review will also apply (71 P.S. § 512).

Where the limited access roadway is not on the Interstate and the POA activity does not involve a federal action, then PA Act 120 environmental review will apply, not NEPA.

Construction of additional interchanges on existing limited access facilities may significantly affect the environment and could require the preparation of an Environmental Impact Statement. The determination of the level of environmental documentation for a project shall be based on an assessment of project impacts in coordination with FHWA when applicable.

Minimal actions such as a simple change or modification to access control, operational measures, maintenance access, ramp widening projects, temporary ramps, weave improvements, deletion of unauthorized accesses and acceleration/deceleration lane lengthening can typically be processed as Categorical Exclusion Evaluations.

D. Planning Requirements. The proposal considers and is consistent with local and regional land use and transportation plans. Prior to receiving final approval, all requests for new or revised access must be included in an adopted Metropolitan Transportation Plan, in the adopted Statewide or Metropolitan Transportation Improvement Program (STIP or TIP), and the Congestion Management Process within Transportation Management Areas, as appropriate.

E. Utility Involvement. The development of new or revised access points may require extensive coordination with utility companies having existing facilities in the area of the proposed POA. Utility company access to these facilities may be impaired by the control of access restrictions associated with limited access highways. Where it is necessary to provide access for utility companies and/or their emergency equipment, these access points should be included as part of the coordination process. The policy and guidelines presented in Publication 16M, *Design Manual Part 5*, shall be used for all utility installations or adjustments.

F. Public Involvement. Public involvement is vital to virtually all highway and bridge projects. Therefore, for all Non-State and Non-Federal Government sponsored POA requests the Local Government or the private entity on their behalf must solicit public input regarding the proposed POA prior to submitting the POA Request Report for approval. A summary of all relevant public input should be submitted with the POA Request Report. Refer to PennDOT's Publication 295, *Public Involvement Handbook* for guidance on the public involvement process. Public involvement is also required for all State Government sponsored POAs.

G. POA Relation to Highway Occupancy Permit (HOP). When a POA is needed as a result of improvements required in the HOP process, the POA is part of the HOP process. Therefore, POA Request Reports should be developed and evaluated with consideration of the HOP which comes after completion of the POA Process, when applicable. The HOP approval process is rarely applicable to State or Federal sponsored POAs.

POAs are not to conflict with regulations or PennDOT policies governing highway occupancy as described in Pennsylvania Code, Title 67, Transportation, Chapter 441, *Access to and Occupancy of Highways by Driveways and Local Roads* and Chapter 459, *Occupancy of Highways by Utilities*.

A Transportation Impact Study (TIS) report may be required as part of the HOP process. Portions of the TIS report may be incorporated into or extracted from the POA Request Report as prudent to avoid duplication of effort. Those responsible for reviewing and recommending approval of POAs should be the same as, or coordinated closely with, those reviewing and recommending issuance of HOPs. The HOP Process is provided in PennDOT's Publication 282, *Highway Occupancy Permit Guidebook.*

G.2 PRE-POA REQUEST REPORT ACTIVITIES AND MEETINGS

The activities discussed in this Section shall be conducted prior to the applicant initiating development of the POA Request Report. These activities are also applicable to State or Federal sponsored POAs which should include Local Government coordination

A. Planning and Funding. Preliminary information related to funding sources and conformance with area transportation plans should be known prior to initiating contact with PennDOT or conducting the Scoping Field View. A Concept Introduction meeting is recommended to be held between the stakeholders (Local Government, private entity, PennDOT, FHWA). At that meeting planning and funding is to be discussed.

B. Scoping Field View. A POA Scoping Field View is required to be scheduled with the appropriate PennDOT Engineering District upon acknowledgement from PennDOT or FHWA, as required, that a POA is appropriate.

The purpose of the Scoping Field View is to provide the participants with an opportunity to gain an understanding of the existing conditions and to assist in identifying any sensitive resources, problem areas, engineering and environmental constraints. The appropriate level of environmental documentation should be determined at the Scoping Field View.

The Scoping Field View should be requested through the District's Assistant District Executive for Design or their designee. The Local Government that will be requesting the POA or the private entity on their behalf is responsible

for coordinating the Scoping Field View. The District will coordinate with the Central Office, as appropriate and the Central Office will coordinate with the FHWA, as appropriate. The Local Government's representative or the private entity on their behalf will be responsible for developing and submitting minutes of the Scoping Field View to the District. The District's assigned Project Manager will circulate the minutes internally and to Central Office and the FHWA for concurrence as appropriate. PennDOT's standard CE or EA Scoping form should be used as applicable.

C. POA Development Meetings. In addition to the Concept Introduction meeting and the Scoping Field View, additional meetings are recommended to be held between the stakeholders such as, Alternatives development and refinement meetings and a preliminary POA Request Report review meeting.

G.3 POA REQUEST REPORT FORMAT AND REQUIRED INFORMATION

The format and required information discussed in this section pertains to all POAs (Conceptual and Final) for new or revised access points requested with the possible exception of POAs as discussed under Section G.4.C. Although, this section is consistent with the FHWA's policy on Interstate Access, that policy should be consulted when developing POA requests that affect the Interstate system or routes approved as a future part of the Interstate system.

The POA Request Report is a compilation report document which shall include the following Sections:

- Executive Summary, Introduction & Requirements
- Engineering Study
- Estimate, Funding and Schedule
- Land Use & Access Management Report
- Environmental Compliance
- Summary and Recommendations
- Local Government Agreements
- Appendices Documentation

A. Executive Summary, Introduction & Requirements

1. Executive Summary. A clear and concise Executive Summary shall be provided at the beginning of the report expressing the purpose, need, goals and objectives of the proposed action. The purpose and need statements shall identify or define the performance criteria and deficiency which the project is intended to address or overcome. The Executive Summary shall include a statement describing the recommendation, or recommended/preferred alternative. The alternative should not be referred to as a preferred alternative until after the environmental document has been approved.

2. Introduction. An introduction to the project shall be provided that summarizes the following:

a. Project Description (proposed actions) and Location. Include maps and aerial photography of the project area and area of influence, identify the subject interchange location and a brief description of the area of influence. Aerial photos, conceptual layouts or schematic drawings should be to an appropriate scale and show distances between interchanges, intersections, and other key features. The subject interchange location should be identified by milepost, distance to adjacent interchanges and system linkages. Factors used to define the area of influence should be discussed, including interchange spacing, signal locations, anticipated traffic impacts, anticipated land use changes or proposed transportation improvements. The report should identify whether the proposed interchange is located within a Transportation Management Area (TMA) as defined in 23 CFR 450.104.

b. Purpose and Need. The project's purpose and objectives shall be identified. Describe the needs, an explanation of specific problems or deficiencies the project is intended to address or overcome. Changes to access to limited access roadways can be justified a number of ways. The following are some of the more common justifications:

- Systems linkage or connectivity
- Road user benefits
- Access to areas currently not served
- Address an existing congestion or safety problem
- Prevention of future congestion or safety problems

This section shall also define the performance criteria that will be used to measure the effectiveness by which the project alternatives satisfy the stated purpose and objectives. The evaluation of alternatives should be made using measures of effectiveness that allow comparisons to the conditions anticipated to occur in the analysis years under the No-Build Alternative. Refer to PennDOT/NJDOT, "*Smart Transportation Guidebook*" for additional information on measures of success/effectiveness.

c. Background. This section should discuss the project history and relationships to other projects planned, pending, under construction or recently completed in the area of influence. A summary describing consistency with the local planning process should also be included. Identify any supporting information from previous studies or data acquired to support the project purpose.

3. Requirements for Approval of Access. PennDOT identifies eight (8) requirements necessary for approval of access. These are consistent with the FHWA's policy on Interstate access.

The documentation shall include a section describing how the proposed action is consistent with each of the policy requirements. This is a vital component of the documentation since appropriately satisfying the eight requirements is the primary basis for approving the recommended change in access. Each of the following eight requirements should be addressed individually with a summary of how that requirement will be satisfied by the proposed action:

a. The need being addressed by the request cannot be adequately satisfied by existing interchanges to the limited access facility, and/or local roads and streets in the corridor can neither provide the desired access, nor can they be reasonably improved (such as access control along surface streets, improving traffic control, modifying ramp terminals and intersections, adding turn bays or lengthening storage) to satisfactorily accommodate the design-year traffic demands.

b. The need being addressed by the request cannot be adequately satisfied by reasonable Transportation System Management (such as ramp metering, mass transit, and HOV facilities), geometric design, and alternative improvements to the limited access facility without the proposed change(s) in access.

c. An operational and safety analysis has concluded that the proposed change in access does not have a significant adverse impact on the safety and operation of the limited access facility (which includes mainline lanes, existing, new, or modified ramps, ramp intersections with crossroad) or on the local street network based on both the current and the planned future traffic projections. The analysis shall, particularly in urbanized areas, include at least the first adjacent existing or proposed interchange on either side of the proposed change in access. The crossroads and the local street network, to at least the first major intersection on either side of the proposed change in access, shall be included in this analysis to the extent necessary to fully evaluate the safety and operational impacts that the proposed change in access and other transportation improvements may have on the local street network. Requests for a proposed change in access must include a description and assessment of the impacts and ability of the proposed changes to safely and efficiently collect, distribute and accommodate traffic on the limited access facility, ramps, intersection of ramps with crossroad, and local street network. Each request must also include a conceptual plan of the type and location of the signs proposed to support each design alternative.

d. The proposed access connects to a public road only and will provide for all traffic movements. Less than “full interchanges” may be considered on a case-by-case basis for applications requiring special access for managed lanes (e.g., transit, HOVs, HOT lanes) or park and ride lots. The proposed access will be designed to meet or exceed current standards.

e. The proposal considers and is consistent with local and regional land use and transportation plans. Prior to receiving final approval, all requests for new or revised access must be included in an adopted Metropolitan Transportation Plan, in the adopted Statewide or Metropolitan Transportation Improvement Program (STIP or TIP), and the Congestion Management Process within Transportation Management Areas, as appropriate.

f. In corridors where the potential exists for future multiple interchange additions, a comprehensive corridor or network study must accompany all requests for new or revised access with recommendations that address all of the proposed and desired access changes within the context of a longer-range system or network plan.

g. When a new or revised access point is due to a new, expanded, or substantial change in current or planned future development or land use, requests must demonstrate appropriate coordination has occurred between the development and any proposed transportation system improvements. The request must describe the commitments agreed upon to assure adequate collection and dispersion of the traffic resulting from the development with the adjoining local street network and limited access facility access point.

h. The proposal can be expected to be included as an alternative in the required environmental evaluation, review and processing. The proposal should include supporting information and current status of the environmental processing.

B. Engineering Study. The Engineering Study is an engineering evaluation performed for an existing completed section of limited access roadway. The study is to determine the influence of a new or revised access point on existing levels of service and to adjacent roadway facilities including interchanges. The study area for a new or revised POA shall be large enough to encompass all of the transportation facilities affected by the POA. This could include consideration of all existing or planned intermodal facilities, including park-and-ride lots or truck terminals, and major trip generators such as shopping malls. The Engineering Study should be detailed enough to identify any existing access and operational problems.

1. Existing Conditions. This section shall identify the conditions existing in the project's base year. Text, figures and tables should be used to provide relevant information to describe the existing transportation system, demand, performance, land use and environmental conditions considering the following:

Description of existing and proposed interchanges:

- Configuration of the existing and proposed interchange(s) including an arrow diagram depicting the number of lanes throughout the affected area to assist in visualizing the critical areas for the Level of Service.

- Distances to adjacent interchanges in each direction, from crossroad to crossroad and distance to adjacent ramp termini, from gore to gore including any anticipated improvements.

- Reasonable alternatives considered including improvements to existing interchanges, local roads and streets instead of new access.

- Descriptions of any existing exceptions to current design criteria.

- Mainline and crossroad traffic volumes (ADT) including the turning movements for the current year in comparison to opening year and design year. The design year shall be 20 years after the opening year unless PennDOT or the FHWA approve the use of a different time period.

- An evaluation of the impact of the proposed point-of-access on the study area's existing highways as determined by an analysis of the Levels of Service of existing and future traffic. The analysis shall

include all affected interchanges and intersections, connecting roads and streets and the proposed point-of-access itself. An origin and destination study may be required. The analysis shall evaluate the geometric aspects of the existing roadways and proposed improvements, including number of lanes, merge and diverge lengths, weave areas and climbing lanes. All proposed improvements shall be developed to preclude or minimize any significant degradation in level of service of the limited access highway.

- Identification of all existing transportation resources within the study area, including any other existing limited access highways, crossroads and/or streets.

a. Existing Facility and Roadway Network. Facilities within the project area of influence shall be identified by functional classification, number of lanes and access control (e.g., limited, controlled or uncontrolled access). In addition to a discussion, a figure should be provided illustrating each facility within the study area. This section should also summarize the existing traffic volumes, operating conditions (Level of Service) of the facility and network. Tables and figures should be employed to summarize operational performance.

b. Existing Interchanges. This section shall describe the existing configuration, geometry and other design features of existing interchanges and crossroads in the area of influence, including identifying any elements that do not meet current design standards. This section should summarize existing conditions based upon field reviews and site visits during peak and off-peak periods. Information on geometric conditions should include: Number of lanes, lane widths, shoulder widths, acceleration lane lengths, deceleration lane lengths, weave section lengths, grades, horizontal and vertical curvature and available sight distances at key locations. This section should also identify any approved but not yet constructed interchanges, defining their geometry and status. Also any other interchanges being developed in the area of influence should be identified.

c. Existing Safety and Operational Conditions. This section shall summarize an analysis of the nominal and substantive safety performance of the existing conditions including existing crash data supporting the need for the project. This section should also summarize existing operational conditions (daily volumes, peak hour volumes, LOS, delay, queue lengths or other criteria) of the system within the area of influence.

d. Existing Land Use and Demographics. Existing land use within the project area shall be summarized by general land use classifications (residential, commercial, industrial, institutional, recreational, etc.). Major developments within the study area should be identified. This section should also identify significant population and employment statistics and trends within the project area. If appropriate, include a summary of traffic analysis zones for the base year from the selected travel demand forecasting model. Planned Land Use is to be discussed in the Land Use & Access Management Report discussed in Section G.3.D.

e. Alternative Travel Modes. Existing single occupant vehicle (SOV) alternatives related to the project shall be identified in this section. Alternative travel modes may include special use/HOV, park and ride, bus transit, fixed-guide way mass transit, airports, ports and forms of non-motorized transportation facilities.

f. Environmental Constraints. This section shall identify any known major environmental issues or areas of concern that will be addressed in subsequent project studies. This analysis is not intended to provide extensive examination of environmental and community impact issues that will be accomplished in the Environmental/NEPA process, but should describe any known controversies or issues of community concern associated with this or related projects.

2. Methodology. This section shall summarize the methodology for performing the analyses used in developing the access request. The discussion should provide sufficient detail for the reader to understand the tools and processes used and summarize the assumptions made in the analyses. Examples of what should be included here are descriptions of the basis for selecting the project influence area and the analysis years. Also,

this section should describe the basis used for deriving the future year traffic forecasts, any deviations or refinements from established planning models, sources of the traffic volumes used, assumed growth rates, assumed peak hour factors, truck percentages, K-factors, and other assumptions used in the analyses.

a. Future Year Traffic Development. This section shall include a narrative on the development of the future year design traffic used for evaluating the alternatives. Information to be contained should include network and project validation, future travel demand projections and the design traffic projections.

b. Area of Influence. The access request shall identify an area of influence based on safety and operations concerns. The area of influence for safety and operational considerations should be based on appropriate boundaries for examining the potential impacts of the proposed action, upstream and downstream of the new or modified access. At a minimum the area of influence should extend to the adjacent interchanges and along the crossroad extending one-half mile from the ramp terminal, or at least to the first adjacent signal in either direction along arterial roadways, or to the first major intersection.

3. Alternatives. This section shall thoroughly discuss the alternatives considered. A narrative regarding the location and design elements should be provided for each alternative. At a minimum, the following alternatives will be considered:

- No-Build Alternative
- Transportation System Management Alternatives
- Improvements to Existing Interchanges and Arterial/Local Road Network
- Build Alternatives Involving New or Modified Access

Issues for consideration in alternatives development:

- System improvements needed to support the interchange operations
- Consequences of phased construction of an ultimate improvement
- Select a design Level of Service and design criteria consistent with project context
- Construction feasibility (constructability and maintenance & protection of traffic)
- Costs of structures and retaining walls
- Traffic control strategies at the intersections
- Coordination and/or impacts to future planned improvements to the corridor and adjacent interchanges
- Environmental, social and economic impacts
- Consistency with Comprehensive Plans, current zoning and local land use ordinances
- Consistency with Local Access Management Plans and ordinances
- Overall cost

4. Alternatives Analysis. This section shall describe the alternatives that have been considered and discuss the analysis of alternatives based on the established evaluation criteria as well as how the alternatives satisfy the purpose and need, the applicable engineering policies and standards, traffic operations and environmental impacts. The alternatives analysis for the POA Request and the Environmental/NEPA documentation should be consistent. The alternatives may then be evaluated in economic cost and benefits terms. A summary of the analysis that was performed, the methods and tools utilized, the assumptions and the conclusions is recommended. Information should include a description of the process followed to analyze different access changes and other transportation improvement alternatives considered and selected as the proposed recommendation (e.g., Interstate System facility, ramps, ramp terminal, crossroad and local street network).

Capacity analysis shall be conducted utilizing the appropriate traffic engineering software approved by PennDOT's Traffic Resource Education and Computing Support Group, as identified in Publication 46, *Traffic Engineering Manual*, unless otherwise directed in writing by PennDOT.

The Alternatives Analysis should typically consider, at a minimum, the following:

a. Safety. A safety assessment, including the potential safety benefits shall be discussed if the proposed improvements will contribute to a reduced number and/or severity of crashes. This section shall also discuss the project's relationship regarding public safety issues such as emergency service and evacuations if appropriate. The following assessments shall be included:

- Nominal safety assessment
  - Conformance with applicable design criteria.
  - Selection of good geometry and design choices.
  - Check the simplicity of interchange signing.
- Substantive safety assessment
  - Overrepresentation of crash frequency, crash types, or crash severity.
  - Comparison of past safety performance to statistical estimates.
  - Assessment of future safety performance.

In some cases, especially for major POAs, Safety Audits, in accordance with Appendix E, *Safety Review Procedures*, may be considered as a tool to identify opportunities to improve safety.

b. Operational Performance. The quality of operational service for various network elements within the interchange area of influence (including and along the crossroads) for the existing and proposed access conditions shall be presented. The operational performance shall be addressed in accordance with the performance targets established for the project. These measures may include Level of Service (LOS), the project's effect on system wide vehicle-hours of travel, average travel speed or other measures of effectiveness (MOE).

(1) Operational Analysis. The traffic operational analysis shall consider conditions in the current year, the opening year, and design year (typically 20 years from opening year) for Build and No-Build scenarios. The analysis should include adjacent segments of the freeway as well as adjacent existing and proposed interchanges.

The following are typical components of a traffic operational analysis:

- Summarize traffic volumes (for peak hours typically including both an AM and PM Peak Hour):
  - Opening Year
  - Design Year No-Build
  - Design Year Build
  - Interim Year as warranted or needed
- Analysis utilizing the methodology of the Highway Capacity Manual
  - Basic Freeway Segments LOS
  - Ramps and ramp junctions LOS
  - Weaving LOS
  - Ramp termini (intersection) LOS
  - Arterial operations as warranted
- Analysis using other traffic analysis tools (i.e. simulation modeling) as appropriate and having prior approval by PennDOT.
- Provide analysis input data, calibration adjustments and assumptions used.
- Identify assumptions and variables used (PHF, K, T, terrain, etc.)
- Summarize results on a schematic or table for easy interpretation
- A summary of the traffic operational analysis must be presented in a form readily understandable and usable to a reviewer unfamiliar with the project.

(2) Capacity Analysis. The capacity of all affected roadways shall be determined. The following shall be provided when checking the calculations of the LOS and evaluating the operational analysis impact:

- Lane widths and offset distances to side obstructions.
- Distances between gore points.
- Peak hour traffic and directional factors and peak hour AM and PM traffic volumes.
- Terrain characteristics (level, rolling or mountainous/percent and length of grade).
- Composition of truck traffic for all movements expressed as a percentage of the total traffic during the design hour of total two-way traffic (for two-lane highway facilities) or as a percentage of total traffic in the predominant direction of travel (for multilane highway facilities).
- Any special situations relative to truck type and power (truck mass/power ratios).
- Design speed of the facility (in miles per hour and kilometers per hour).
- Adjustment factors (driver population factor) for the character of the traffic stream that reflect the influence of driver population.
- Special weave details for the operation and presentation of weaving sections if they are not obvious from the configuration and arrow diagram.
- Length of weaving sections.
- A schematic diagram with the Level of Service superimposed for the AM and PM peak traffic volumes for existing and proposed situations.
- A summary of the operational analysis showing the LOS of each element (basic freeway, all ramp gores, weaving sections) for the AM and PM and for existing and proposed situations.

c. Stakeholder and Environmental Concerns. This section shall summarize stakeholder involvement or any public involvement which has occurred during the project study and summarize any issues identified. A preliminary assessment of potential environmental impacts considering all Environmental/NEPA elements from a fatal flaw perspective for each alternative should be presented.

d. Conformance with Transportation Plans. This section shall discuss the proposal's relationship to Corridor Studies or similar investment studies.

This section should identify the attainment status of the area for the National Ambient Air Quality Standards (NAAQS) established in the Clean Air Act Amendments.

The relationship of the proposed improvements to the conforming TIP, State Transportation Improvement Program (STIP) and MPO or RPO Long Range Transportation Plan should be discussed.

This section should also identify all known or planned transportation improvements and/or land uses within the project study area. Consideration of the area's long term transportation plan is necessary to obtain maximum benefit from limited transportation funds and avoid potential future conflicts.

A cost/benefit analysis may be helpful to justify the POA, but is not required. Such an analysis should not be the sole or even the major determinant for justification of a POA.

e. Evaluation Matrix. A matrix that summarizes the analysis of the alternatives using the key alternative evaluation criteria shall be developed to examine the trade-offs and potential consequences of the alternatives.

f. Design Exceptions. A list of anticipated design exceptions must be provided.

5. Engineering Study Appendices. Appendices will be used for other supporting documents such as traffic operational analysis documentation. Preliminary design (functional design) plans showing lane configurations and proposed design features should be provided. These figures should clearly show dimensions for the

acceleration and deceleration lane spacing, lane transition taper lengths, auxiliary lanes, grades, horizontal and vertical curvature and interchange spacing (measured from the centerline of grade separation structures or crossroad). A conceptual signing and marking plan should also be provided.

The following are guidelines for appropriate design level of effort:

- Horizontal plan concept or schematic with sufficient detail to establish geometry typically a scale of 1" = 200' or 1"=100' is acceptable. However, a scale of 1"=50' may be required for tight locations.
- Cross section, profiles or other sketches as necessary
- Detail sufficient to provide reasonable cost estimate
- Summary of alternatives considered and reasons for recommended/preferred plan
- Supporting information (e.g. bridge and retaining walls)

It is critical to accurately develop and reflect geometry on urban freeways and in locations where right-of-way is tight.

C. Estimate, Funding and Schedule. This section shall include the project estimate for design, construction, right-of-way and utilities. It shall identify the projected funding sources (including any private sources or toll revenues) needed to implement the proposed improvements. The project schedules should also be discussed (anticipated right-of-way acquisition, construction, etc.). It should also provide the correlation between the highway improvement schedule and the local land development process schedule.

D. Land Use & Access Management Report. A Land Use & Access Management Report shall be developed to verify that the proposed POA achieves the following:

- The POA is in the public interest. This requires documentation of public involvement. Refer to Publication 295, *Public Involvement Handbook.*
- The POA benefits the transportation system.
- The POA utilizes sound access and congestion management principals.
- The POA location has been selected upon potential environmental impacts being identified and considered. Environmental clearance, NEPA and/or PA Act 120 is required prior to final POA approval.
- The POA is consistent with Comprehensive Plans, current zoning and local land use ordinances.
- The POA is consistent with Local Access Management Plans and ordinances.

Refer to Publication 574, *Access Management Model Ordinances for Pennsylvania Municipalities Handbook* and PennDOT & NJDOT's "Smart Transportation Guidebook."

E. Environmental Compliance. This section shall provide information regarding the status of environmental compliance. The status shall include verification that all applicable environmental requirements and approvals including permits have been or will be obtained and should identify all pertinent issues. Information, such as the design year, provided in both the environmental document and the POA must be consistent.

The POA Request Report should be submitted for conceptual approval prior to completion of the environmental process. Appropriate environmental and preliminary engineering activities need to be conducted to produce an acceptable document. Although, final POA approval cannot be granted until environmental clearance is obtained, conceptual POA approval may be granted prior to environmental clearance.

If the required level of environmental document is a Level 2 Categorical Exclusion Evaluation, Environmental Assessment or Environmental Impact Statement, the FHWA will be the approval authority for the environmental document even if PennDOT is the approval authority for the POA. Therefore, PennDOT actions should be closely coordinated with FHWA.

F. Summary and Recommendations. This section shall summarize the requested change in access, identify the recommended (Conceptual POA) or preferred (Final POA) alternative (or alternatives), summarize the results of the analysis for engineering and operational acceptability and state recommendations for further action, such as

obtaining NEPA clearance or programming final design.

The level of detail and effort included in the POA Request Report should be sufficient to give assurance that the plan will not substantially change as the project moves ahead through preliminary and final design.

G. Local Government Agreements. All Non-State and Non-Federal Government sponsored POA Requests shall include written documentation to PennDOT from the Local Government agreeing to the following statements:

- The proposed access is in the public interest including the highway user.
- The proposed access is endorsed by the Local Government and they concur with the POA Request.
- The proposed access will be owned and maintained by the Local Government, if it is not part of an existing State Route.
- All applicable environmental requirements and approvals including permits will be obtained. (Conceptual POA approval may be given prior to environmental clearance. However, environmental clearance is required for Final POA approval.)

This section should also provide a list and description of any agreements between the local government and any other entity pertaining to the proposed POA.

H. Appendices Documentation

- Existing or proposed Act 209, "Transportation Impact Fee Studies"
- Capital Improvement Plans
- County or Municipal Comprehensive Plans
- Congestion Management Plans
- MPO or RPO plan showing proposed project
- Previous engineering studies or reports
- Letters of support from units of government

G.4 POA REQUEST REPORT PROCESSES

POA Request Reports are applicable to the below listed two (2) types of limited access roadway classifications. Approval responsibility is shown as designated in the Stewardship and Oversight (S&O) Agreement between the FHWA and PennDOT.

- Interstate – Federal Approval
- Non-Interstate – PennDOT Approval

In accordance with the Pennsylvania Municipalities Planning Code (MPC), all Non-State and Non-Federal Government sponsored POA Requests, Conceptual and Final, require an "action" response from PennDOT to the Local Government within sixty (60) calendar days from receipt of the POA Request regardless of whether or not approval from the FHWA is required. The action response must approve, deny or return the POA request for additional information. Because the Federal Government is not bound by the MPC's 60 calendar day requirement, PennDOT will typically need to provide an action response prior to receiving a determination from the FHWA for POA Requests that require Federal approval. If it appears the Federal Government will not provide a response in time to meet the 60 calendar day requirement, PennDOT must request the applicant to waive the 60 calendar day requirement. If the applicant does not agree to waive the 60 calendar day requirement, PennDOT will need to deny the request because FHWA approval has not been received. That denial must be made within the 60 calendar days.

Sections G.4.A and G.4.B discuss the POA Request Report processes for Non-State and Non-Federal Government sponsored POA Request Reports. The processes are applicable to Conceptual and Final POA requests. However, if a Conceptual POA Request Report went through the process, then the Final POA request will begin at Step 5 of the process and may only require back-check of comments made during the conceptual process. Flowcharts of the processes are provided as Figures G.1 and G.2.

A. Interstate POA Request Report Process. All Interstate POAs require FHWA approval as per the S&O Agreement.

1. PennDOT's District Office is contacted by the Local Government to request change to or new access within limited access. The Local Government is the applicant and is the official PennDOT contact even if the POA is being sponsored by a private entity unless deferred to the private entity as per Section G.1.

2. The District notifies local government of the following:

- Roadway – Breaks in limited access will not normally be issued for occupancy of or access to any limited access highway. However, an exception may be made in an "exceptional case" as per Title 67, Section 441.5.
    - If the local government requests definition of an exceptional case, the District should explain that an exceptional case may exist whenever reasonable access cannot be provided to a lower class roadway and the proposed access is shown to be in the public interest and benefits the transportation system. Also, interchanges on the Interstate system provide access to local areas, not to individual developments or parcels.
- Private Driveway – Breaks in limited access right-of-way along the highway mainline for private drives, including commercial drives, are not permitted.

3. The District notifies the Local Government of PennDOT's POA and HOP requirements.

4. If PennDOT in coordination with the FHWA, as appropriate, deems that the Local Government may have an "exceptional case" for which a POA may be appropriate, the Local Government or the private entity on their behalf will coordinate a Scoping Field View with the District Office. The POA process will then continue, if deemed applicable by PennDOT and the FHWA, as appropriate.

5. The Local Government or the private entity on their behalf develops and submits a POA Request Report as described under Section G.3 with an official transmittal letter from the Local Government endorsing the POA Request Report. The number of copies requested by the District should be provided to assist in expediting the review.

6. The District evaluates the POA Request Report using applicable manuals, standards, criteria and policies. The POA Request Report is circulated via a POA District Office Review Routing Form (Figure G.3), requiring approval recommendation signatures from each appropriate District Unit (Permits, Traffic, Right-of-Way, Environmental, etc.), including the District's Safety Review Committee.

- The District evaluation should cover all information required in a POA Request Report as defined in this Appendix.
- The District evaluation should consider Smart Transportation themes.
- The District should not recommend approval of a POA for which they foresee potential concern with the HOP.

7. The District either denies the POA request and notifies the Local Government or recommends approval to the Director of the Bureau of Design (BOD).

- An approval recommendation must be via an official transmittal letter from the District Executive to the Director of the BOD.
- The District should provide two (2) copies of the completed POA Request Report to the BOD. The BOD may request additional copies to expedite review.

8. The BOD's Highway Quality Assurance Division (HQAD) will review and coordinate review of the POA Request Report within Central Office (C.O.). The POA Request Report is circulated via a POA Central Office

Routing Form (Figure G.4), requiring approval recommendation signatures from each appropriate C.O. Bureau and/or Division (Bureau of Highway Safety and Traffic Engineering (BHSTE), BOD, etc.).

- The C.O. evaluation should cover all information required in a POA Request Report as defined in this Appendix.
- The C.O. evaluation should consider Smart Transportation themes.
- The C.O. Bureau's and/or Divisions/Sections should not recommend approval of a POA for which they foresee potential concern with the HOP.

9. If the C.O. evaluation concludes that the POA is acceptable, the Bureau of Design will submit it to the FHWA for approval. The number of copies requested by the FHWA should be submitted to assist in expediting the review. The FHWA may submit the POA to their Washington, D.C. Headquarters for review.

10. If the FHWA finds the POA acceptable they will notify PennDOT via an approval transmittal. The approval transmittal will be one of the following:

- Conceptual approval with comments.
- Conceptual approval without comments.
- Final approval with comments. (If NEPA approved and planning requirements satisfied)
- Final approval without comments. (If NEPA approved and planning requirements satisfied)

11. If the FHWA finds the POA request unacceptable they will notify PennDOT via a denial transmittal. The denial transmittal will include comments regarding what needs to be addressed for them to reconsider approval.

12. The HQAD coordinates development of the denial or approval response to be sent to the District with the FHWA's approval or denial transmittal. The response transmittal will be from the Director of the Bureau of Design.

13. The District disseminates the C.O./FHWA response to the Local Government under an official District transmittal letter.

14. If the POA request is denied the process ends or the POA Request Report is revised as recommended and resubmitted by the Local Government.

15. If the POA request is approved the Local Government continues with the Project Development and HOP processes.

Note – Conceptual POA approval may be given prior to NEPA clearance. However, planning requirements must be satisfied and NEPA clearance is required for Final POA approval.

B. Non-Interstate, POA Request Report Process. All Non-Interstate POAs require PennDOT approval. However, if the required level of environmental document is a Level 2 Categorical Exclusion Evaluation, Environmental Assessment or Environmental Impact Statement, the FHWA will be the approval authority for the environmental document. Therefore, the conceptual and final approval of the POA should be coordinated with the FHWA when they are the approval authority for the environmental document.

The Non-Interstate Process is the same as the Interstate Process as described under Section G.4.A through Step 8. The process will then continue as follows:

9. If the C.O. evaluation concludes that the POA is acceptable, the Director of the Bureau of Design will request the Deputy Secretary for Highway Administration's approval. However, if the FHWA has environmental approval authority, HQAD may submit the POA Request to the FHWA for concurrence prior to requesting approval.

10. If the Deputy Secretary for Highway Administration approves the POA Request and the FHWA has concurred, if applicable, the Bureau of Design will notify the District via transmittal. The transmittal will be one of the following:

- Conceptual approval with comments.
- Conceptual approval without comments.
- Final approval with comments. (If Environmental/NEPA approved and planning requirements satisfied)
- Final approval without comments. (If Environmental/NEPA approved and planning requirements satisfied)

11. If the C.O. finds the POA request unacceptable they will notify the District via a denial transmittal from the Director of the Bureau of Design. The denial transmittal will include comments regarding what needs to be addressed for them to reconsider approval.

12. The District disseminates the C.O. response to the Local Government under official District transmittal letter.

13. If the POA request is denied the process ends or the POA Request Report is revised as recommended and resubmitted by the Local Government.

14. If the POA request is approved the Local Government continues with the Project Development and HOP processes.

Note – Conceptual POA approval may be given prior to environmental clearance. However, planning requirements must be satisfied and environmental clearance is required for Final POA approval.

C. Other Types of POAs. Other types of POAs are evaluated on a case-by-case basis to determine the required level of documentation and review/approval process.

1. Special Purpose POAs. Special Purpose POAs include locked gate access and ramp connections to roadside park-and-ride lots. These facilities should be treated as special cases with the required movements addressed on a case-by-case basis.

Locked gate access points on the Interstate system are used primarily to provide access for fire, medical and other emergency vehicles to reduce travel time. The FHWA approval of a locked gate access point is limited to unusual circumstances.

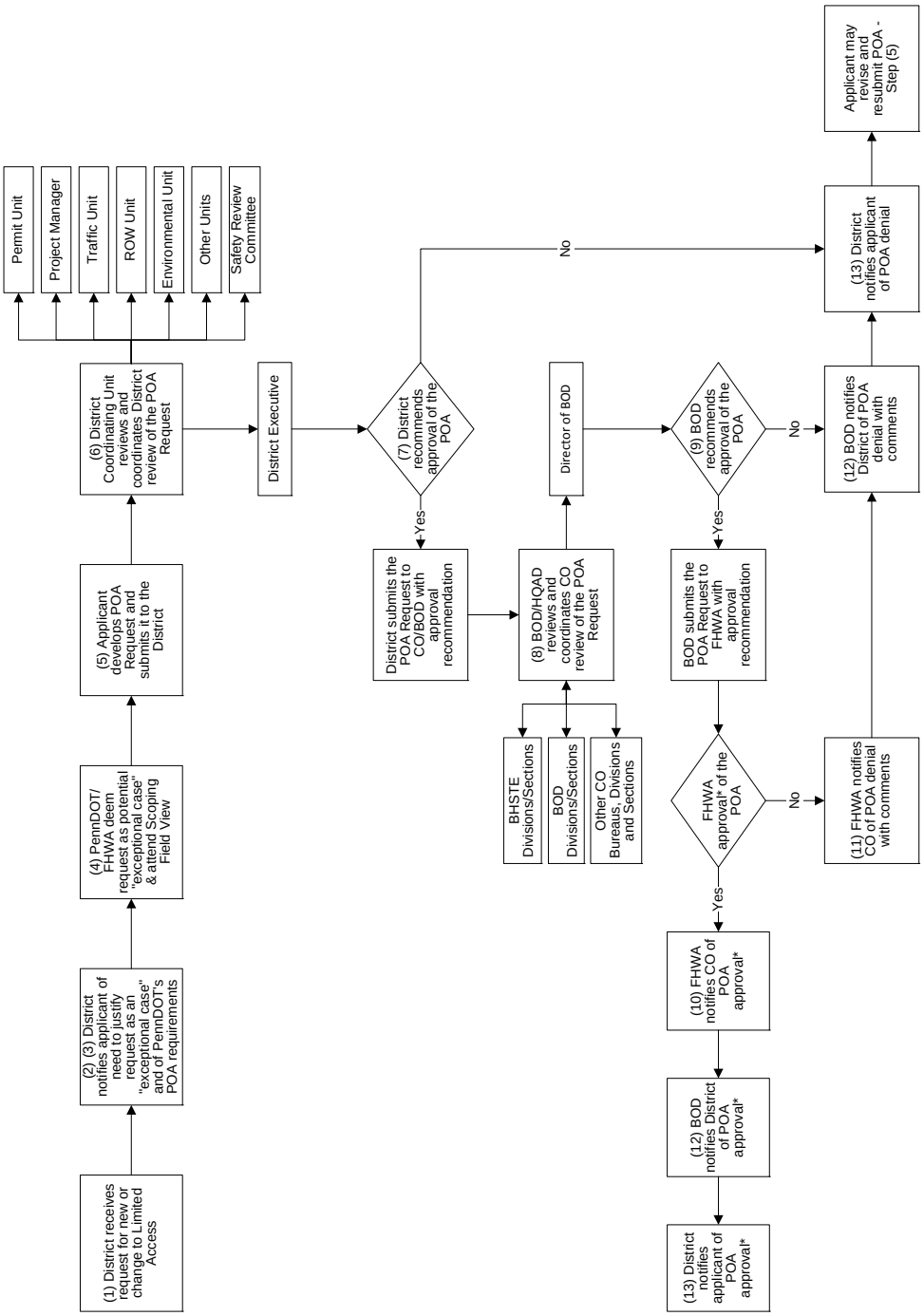
2. State or Federal Sponsored POAs. State or Federal sponsored POAs will be evaluated on a case-by-case basis to determine the appropriate level of documentation required and the review/approval process. However, Section G.3, *POA Request Report Format and Required Information*, is still applicable. As with Non-State and Non-Federal POAs, preliminary funding information and conformance with transportation plans should be known prior to initiating development of the POA Request Report. A Scoping Field View is also required and should involve all stakeholders. Concept Introduction, Alternatives development and refinement meetings, and Preliminary POA Request Review Report meetings should also be held.

The POA Request Report Process should follow the steps provided in Sub-Sections G.4.A and G.4.B. However, the process will begin at Step 5 with the State or Federal Government developing the POA and completing the activities required in the subsequent steps. Although the Local Government is not the applicant, they are to be coordinated with as a project stakeholder.

G.5 REFERENCES

1) Pennsylvania Code, Title 67, Transportation, Chapter 441, *Access to and Occupancy of Highways by Driveways and Local Roads*.
2) Pennsylvania Code, Title 67, Transportation, Chapter 459, *Occupancy of Highways by Utilities*

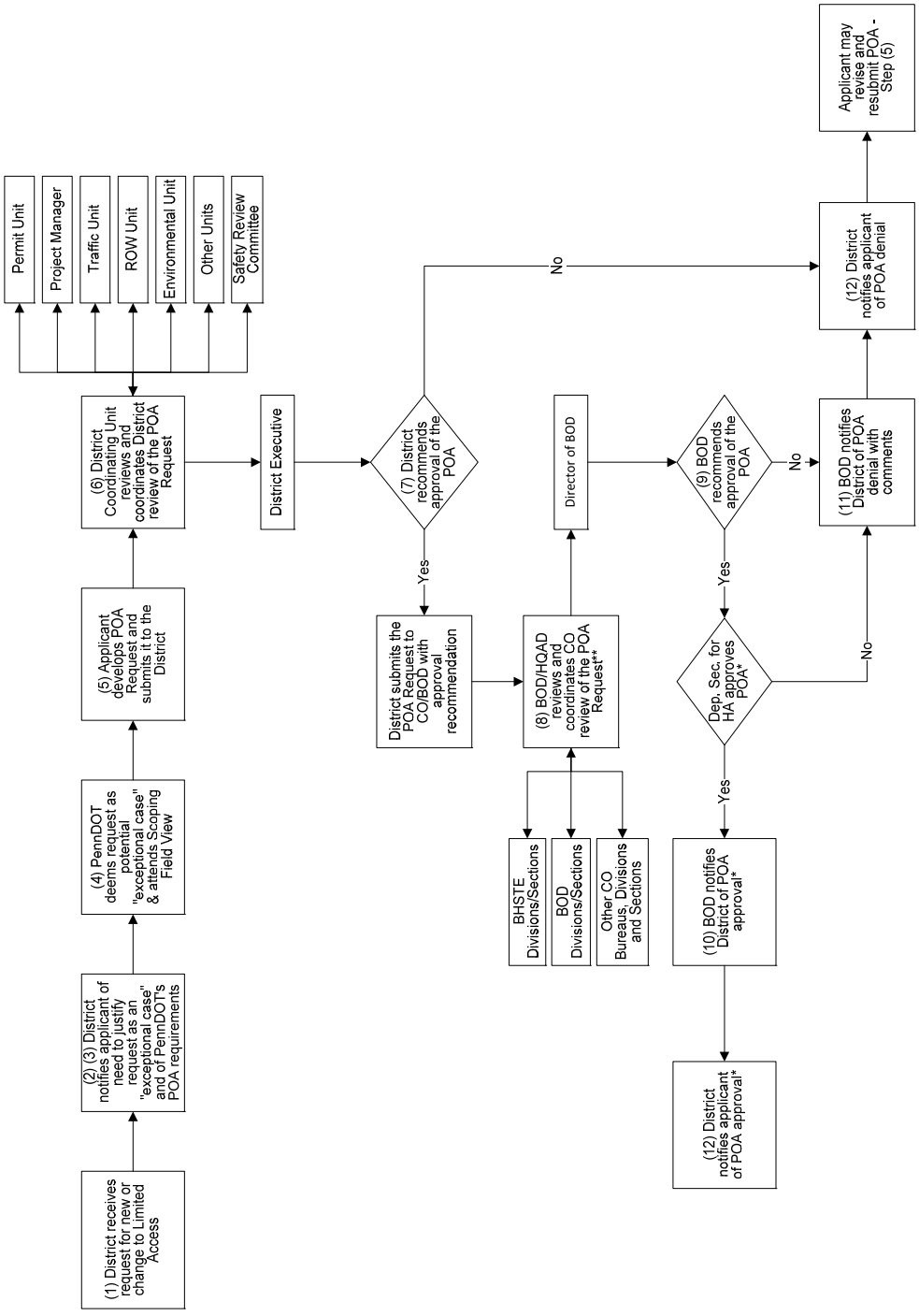
3) Transportation Impact Study Guidelines.
4) Pennsylvania Municipalities Planning Code.
5) PennDOT & NJDOT's Smart Transportation Guidebook.
6) Publication 13, *Design Manual, Part 2*, Highway Design.
7) Publication 15M, *Design Manual, Part 4*, Structure Design.
8) Publication 16M, *Design Manual Part 5*, Utility relocation.
9) Publication 46, *Traffic Engineering Manual*.
10) Publication 72M, *Roadway Construction Standards*.
11) Publication 218M, *Bridge Design Standards*.
12) Publication 219M, *Bridge Construction Standards*.
13) Publication 282, *Highway Occupancy Permit Guidelines*.
14) Publication 319, *Needs Study Handbook*.
15) Publication 574, *Access Management Model Ordinances for Pennsylvania Municipalities Handbook.*
16) Title 23 Code of Federal Regulations, Highways.
17) AASHTO, *A Policy on Geometric Design of Highways and Streets*.
18) AASHTO, *A Policy on Design Standards, Interstate System, January 2005*.
19) Federal-Aid Highways Stewardship and Oversight Agreement, June 2007 Appendix B:
20) FHWA Interstate System Access Informational Guide.
21) FHWA Revised Policy Statement, *Access to the Interstate System*, Federal Register, Volume 74, No. 165, Thursday, August 27, 2009.



(#) – Process step number.
*Conceptual POA approval may be given prior to environmental clearance. However, environmental clearance is required for Final POA approval.

Important – An approval, denial or request for additional information must be given to the Local Government within (60) sixty calendar days of receipt of the POA Request Report by the District.

Figure G.1
Interstate POA Request Report Process



(#) – Process step number,
*Conceptual POA approval may be given prior to environmental clearance. However, environmental clearance is required for Final POA approval.
**If FHWA has environmental approval authority, HQAD will submit the POA request to FHWA for concurrence.

Important – An approval, denial or request for additional information must be given to the Local Government within (60) sixty calendar days of receipt of the POA Request Report by the District.

Figure G.2
Non-Interstate POA Request Report Process

Figure G.3

POINT-OF-ACCESS (POA) REQUEST REPORT
DISTRICT REVIEW ROUTING FORM

Date POA Request Report Received by District*****: _____ POA Tracking No.: _____

Submission Cycle Count: ____ New ____ Resubmission # ____

Government Sponsor: ____ Local ____ State ____ Federal ____ Not Applicable

Government Applicant: _____
(Or) Non-Government Applicant: _____

County: _____
S.R.: _____ Section: _____ Start Segment: _____ Offset: _____ Stop Segment: _____Offset: _____

Date of Scoping Field View (SFV): _____ (Attach SFV Minutes)
(SFV to be held prior to accepting POA Request Report from an applicant)

Type of POA Request: (Check all that apply)
____ Interstate
____ Non-Interstate
____ Special Purpose ____ Locked Gate
____ State ___ Federal

Type of facility requested to access Limited Access roadway:
____ Locally Owned Roadway ____ State/Federal Owned Roadway

***** In accordance with the Pennsylvania Municipalities Planning Code (MPC), all Non-State and Non-Federal Government sponsored POA Requests, Conceptual and Final, require an "action" response from PennDOT to the Local Government within sixty (60) calendar days from receipt of the POA Request regardless of whether or not approval from the FHWA is required.

Refer to Design Manual, Part 1A, Appendix G for Guidance.

POA Coordinating Unit: _____ Date Received: _____
Recommend approval prior to routing? ____ Yes ____ No ____ N/A Date Routing Initiated: _____
Recommend approval after routing? ____ Yes ____ No ____ N/A Date Routing Completed: _____

Coordinator/Reviewer: _____ _____ _____
Print Name Signature Date

Determine appropriate Units for District Routing.
Comments: (Required if not recommending approval)

DISTRICT ROUTING – (If any routing Unit does not recommend approval the document should be returned to the District's POA Coordinating Unit.)

Permit Unit Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____
_____
Print Name Signature Date
Comments: (Required if not recommending approval)

POA Project Manager (PM) Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

PM/Reviewer: _____ _____
_____
Print Name Signature Date
Comments: (Required if not recommending approval)

Traffic Unit Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

Right-of-Way Unit Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

Environmental Unit Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

Safety Review Committee Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

Other Unit: _____ Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

District Executive or ADE Design: _____ Date Received: _____
Print Name

_____ Date: _____
Signature

Recommend Approval? ____ Yes ____ No ____ N/A

Comments: (Required if not recommending approval)

If Approval is recommended, submit POA Request Report with District Review Routing Form and the SFV Minutes to the Bureau of Design from the District Executive or ADE Design.

Figure G.4

POINT-OF-ACCESS (POA) REQUEST REPORT
CENTRAL OFFICE REVIEW ROUTING FORM

Date POA Request Report Received by BOD: _____ POA Tracking No.: _____

Submission Cycle Count: ____ New ____ Resubmission # ____

Government Sponsor: ____ Local ____ State ____ Federal ____ Not Applicable

Government Applicant: _____
(Or) Non-Government Applicant: _____

County: _____
S.R.: _____ Section: _____ Start Segment: _____ Offset: _____ Stop Segment: _____Offset: _____

Date of Scoping Field View (SFV): _____ (Attach SFV Minutes)
Central Office Represented at SFV? ____ Yes ____ No

Conceptual POA Request?____ Yes ____ No (Anticipated NEPA Level _____)
Final POA Request? ____ Yes ____ No (Approved NEPA Level _____ Date Approved: _____)
(Planning requirements satisfied _____ Yes _____ No)

Attach completed District Review Routing Form and SFV Minutes.

***** In accordance with the Pennsylvania Municipalities Planning Code (MPC), all Non-State and Non-Federal Government sponsored POA Requests, Conceptual and Final, require an "action" response from PennDOT to the Local Government within sixty (60) calendar days from receipt of the POA Request regardless of whether or not approval from the FHWA is required.

Refer to Design Manual, Part 1A, Appendix G for Guidance.

BOD/HQAD Date Received: _____
Recommend approval prior to routing? ____ Yes ____ No ____ N/A Date Routing Initiated: _____
Recommend approval after routing? ____ Yes ____ No ____ N/A Date Routing Completed: _____

Coordinator/Reviewer: _____ _____ _____
Print Name Signature Date
Determine appropriate areas for Central Office Routing.
Comments: (Required if not recommending approval)

CENTRAL OFFICE ROUTING – (If any routing Area does not recommend approval the document should be returned to the BOD/HQAD Coordinator)

BHSTE Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

BOD Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

Other: _____ Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

Other: _____ Date Received: _____
Recommend Approval? ____ Yes ____ No ____ N/A

Reviewer: _____ _____ _____
Print Name Signature Date
Comments: (Required if not recommending approval)

BOD Director Date Received: _____
If FO, recommend approval by FHWA? ____ Yes ____ No ____ N/A
Recommend Conceptual POA Approval? ____ Yes ____ No ____ N/A
Recommend Final POA Approval? ____ Yes ____ No ____ N/A

_____ _____
Signature Date

Comments:

Deputy Secretary for Highway Administration Date Received: _____

Conceptual POA Approved – ____ Yes ____ No ____ N/A
Final POA Approved – ____ Yes ____ No ____ N/A

_____ _____
Signature Date

Comments:

FHWA Date Received: _____

Conceptual POA Approved – ____ Yes ____ No ____ N/A
Final POA Approved – ____ Yes ____ No ____ N/A

_____ _____
FHWA Director of Operations Date

Comments:

BOD/HQAD Date Received: _____

Transmittal to District:

___ Approval
___ Denial
___ Request for additional information

Coordinator: _____ _____ _____
Print Name Signature Date
Comments:

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