

Applicant Checklist For Low, Medium, & High Volume Driveways and Local Roads HOP Part 1: EPS and Application Requirements

Instructions: Complete all applicable items in the checklist. Mark items as Completed (C), Not Applicable (N), or See Additional Notes (S). For items marked See Additional Notes, provide necessary additional information on the Additional Notes section on the last page of this checklist. Checklist items with multiple requirements shall be completed as shown. If part of the checklist item is not completed, provide reason(s) or justification in the Additional Notes section.

Checklist regulation and publication references can be found in the following documents:

- [Act 167 - Stormwater Management Act of 1978](#)
- [25 Pa. Code Chapter 102 – Erosion and Sediment Control](#)
- [25 Pa. Code Chapter 105 – Dam Safety and Waterway Management](#)
- [67 Pa. Code Chapter 441 – Access to and Occupancy of Highways by Driveways and Local Roads](#)
- [Publication 213 – Temporary Traffic Control Guidelines](#)
- [Publication 282 – Highway Occupancy Permit Operations Manual](#)
- [Publication 584 – PennDOT Drainage Manual](#)
- [Publication 574 – Access Management Model Ordinances for PA Municipalities Handbook](#)
- [Publication 783 – Environmental Permitting Handbook](#)

Section 1 – EPS Prerequisite Requirements

C N S

- (1) Submit Scoping Meeting Application to applicable District office prior to creating a new HOP application
(**Pub 282, Ch. 2.2**)
- (2) Obtain an EPS Business Partner ID (**Pub 282, Ch. 5.2**)

Section 2 – EPS Requirements

C N S

- (1) Create new HOP Application as (*check only one*):
 - (a) Agent for Applicant if submitting application on behalf of a HOP Applicant. If selecting this option, attach a completed Form M-950AA (**Pub. 282, Ch. 2.2**)
 - (b) Applicant if you are the “owner” as defined in **67 Pa. Code §441.1**
- (2) Fill in required Application Information and Application Details (**Pub. 282, Ch. 2.2**)
- (3) Complete Applicant Team and add all applicable team members (**Pub. 282, Ch. 9.2**)
- (4) Complete Application Identification and include the following:
 - Scheduled work start (**Pub. 282, Ch. 9.2**)
 - Approximate completion date (**Pub. 282, Ch. 9.2**)
 - Anticipated Average Daily Traffic (**67 Pa. Code §441.4(i)(7)**)
- (5) Complete Work Summary and Locations and include the following: (**Pub. 282, Ch. 9.2**)
 - Detailed description of work to be performed
 - Location of the work (County, State Road (SR), Location Details)

Section 2 – EPS Requirements (Continued)

C N S

- (6) Provide the following as attachments:
- Proof of ownership (**67 Pa. Code §441.3(e)(6)**)
 - Local government acknowledgment letter (**67 Pa. Code §441.3(j)(3)**)
 - Construction Plan (**67 Pa. Code §441.3(i)**; See **Driveway HOP Checklist, Part 2**)
 - Land Use Questionnaire (**Form M-950MPC**)
 - Construction cost estimate (**Pub. 282, Ch. 2.6, Access Security**)
- (7) Complete the Fee Information section and include the following:
- Permit issuance and general inspection fee according to the appropriate regulation reference numbers (**67 Pa. Code §441.4**)
 - Estimated construction costs (**Pub. 282, Ch. 2.6, Access Security**)

Section 3 – Additional Driveway Application Requirements

C N S

- (1) Submit a TIS/TIA if warranted (See TIS/TIA Checklist on HOP webpage and in EPS). Follow the *Policies and Procedures for Transportation Impact Studies* found in **Pub. 282, Appendix A**. A TIS/TIA approval should be received prior to submitting detailed construction plans. (**Pub 282, Ch. 2.6**).
- (2) Submit a Traffic Signal Permit through the Traffic Signal Portal (TSP) in EPS if traffic signal warrants in **Pub 46, Ch. 4.3** are met at the proposed driveway(s).
- (3) Submit a Signal Warrant Traffic Analysis and a municipal awareness letter if signal warrants are met. (**Pub 46, Ch. 4.3 & 67 Pa. Code §212.5(b)**).
- (4) Submit a Temporary Traffic Control Plan if (*check all that apply*): (**67 Pa. Code §441.3(f)**. See **Driveway HOP Checklist: Part 2**.)
- (a) Work requires closing a portion of a lane to vehicular traffic
 - (b) Work is anticipated to be a potential hazard or interference to road users
- (5) Submit a notarized and recorded Access Covenant (Form M-946) if property may be subdivided in the future resulting in an unacceptable number of driveways consistent with **67 Pa. Code §441.6(16)**
- (6) Submit a Drainage Control Plan/Drainage Impact Report if (*check all that apply*): (**67 Pa. Code §441.3(g)**)
- (a) There is an increase in the flow of water onto the highway right-of way or into highway drainage facilities
 - (b) There is an increase in flow rate or flow velocity of water onto another owner's property
 - (c) There is an area of known drainage or flooding problems

Section 3 – Additional Driveway Application Requirements (Continued)

C N S

- (7) *Preparation of a Drainage Impact Report* found in **Pub. 282, Appendix B1** and include the following information as applicable (*check all that apply*):
- (a) Obtain a NPDES permit if the disturbed area exceeds 1 acre (**25 Pa. Code §102.5 & Pub. 584, Ch. 12.1.B**)
 - (b) Obtain GP-4 approval from the local conservation district if the development creates a new point source discharge. Coordinate with the local municipality to determine if this is required (**25 Pa. Code §105 & Pub. 783, Ch. 4**)
 - (c) Submit a notarized and recorded Drainage Release (Form M-947) if it can reasonably be anticipated that there will be an increase in the flow of water onto the property of some other person as a result of action, authorized by the permit. (**67 Pa. Code §441.3(h)**)
- (8) Provide Access Security in the form of an Irrevocable Letter of Credit (Form M-950L) unless compelling reasons are provided to accept another form of security, such as an individual or “blanket” bond, or escrow agreement (**Pub. 282, Ch. 2.6**)
- (9) Submit proof of Insurance if requested by the Department (**67 Pa. Code §441.6(14)**)
- (10) Submit a right-of-way plan, deed, and documentation of title if a proposed highway facility, drainage structure, or any other highway related structure falls outside of the existing legal right-of-way. Follow Right-of-Way Procedures outlined in **Pub. 282, Subchapter 2.6**
- (11) Request a **Waiver of Design Requirement** if a design requirement for the proposed driveway/local road or related state highway improvements cannot be met, per **67 PA Code §441.5** and consistent with the policy and procedure found in Pub. 282, Ch. 2.6.
- (12) Submit a completed Form M-950R1 and follow the Access Approval Procedures – Impacts to Access of Neighboring Owners if an auxiliary lane must be located in front of property of another person (**Pub. 282, Ch. 2.6**)
- (13) Complete appropriate indemnification form and Form M-950IC if (*check all that apply*):
- (a) Applicant is not the fee title holder (Form M-950IFO) (**67 Pa. Code §441.3(e)(7)**)
 - (b) Applicant is unable to obtain a drainage release, and PennDOT determines that there is no reasonable and prudent alternative available to the applicant Form (M-950ID) (**67 Pa. Code §441.3(h)**)
 - (c) PennDOT has agreed to waive a design requirement (Form M-950IDW) (**67 Pa. Code §441.5(e)(1)(v)**)
 - (d) Applicant is unable to secure the approval of the property owner where an auxiliary lane is being installed, and PennDOT determines that reasonable mitigation and/or offers of compensation have been unreasonably rejected by the affected property owner (unless interference with access is unreasonable) (Form M-950IA) (**67 Pa. Code §441.8(j)(5)**)
- (14) Submit proof of submission to the Pennsylvania Historical and Museum Commission (PHMC) if permitted work includes construction of an auxiliary lane or other widening of the improved area or whether additional right-of-way will be required. (**Pub 282, Ch. 2.6**)

Section 3 – Additional Driveway Application Requirements (Continued)

C N S

- (15) If applicable, provide the Municipality Approval letter from the Post Construction Stormwater Management (PCSM) Plan that was completed to meet the Local Stormwater Management (SWM) Ordinance (**Act 167 Stormwater Management Plan & Pub. 584, Ch. 4, App. C**)

- (16) If applicable, provide proof of Public Utility Commission (PUC) coordination regarding any construction, relocation, suspension, and abolition of railroad crossings. (**66 Pa. Code §2702**)

For any items marked See Additional Notes (i.e., S), provide necessary additional information. For ease of reference, please refer to the applicable comment by its numerical number (For example, 1.2, 3.5, etc.).

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