

DATE:

SUBJECT: ROW Procedures for HOP Applicants

TO: District Executives

FROM: Daniel P. Farley, P.E., Director for
Bureau of Operations

This time and resource neutral Strike-Off Letter revises PennDOT's right-of-way (ROW) procedures for highway occupancy permit (HOP) Applicants as described in Publication 282, the Highway Occupancy Permit Operations Manual.

The purpose of the revisions is to provide clarity and highlight the need to start the ROW process very early in the HOP application review phase once it is determined that additional highway ROW is necessary and that it must be deeded to the Department.

Changes include:

- Reduced redundancy and narrative detail as many repetitive or highly technical instructions are removed or condensed.
- Adds technical clarity which aligns with survey standards.
- The process outline in Appendix C3 has been completely replaced with a flow chart that stresses early coordination and depicts when the ROW plan and title information must be submitted and reviewed throughout the various stages of the HOP application review.
- ROW Pre-Meetings with PennDOT is now optional with simplified agenda if questions remain after earlier meetings.
- New standard forms are provided for applicants' use.

The revised content is effective immediately and will be incorporated into the next update to PennDOT's Publication 282 in the following sections, which are also attached:

- Publication 282, Chapter 2.6 – Right-of-way Procedures for HOP Applicants
- Publication 282, Chapter 9 – Use of Forms
- Publication 282, Appendix C3 - OUTLINE OF RIGHT-OF-WAY ACQUISITION PROCEDURES FOR HIGHWAY OCCUPANCY PERMITS

Also attached are the two new forms that are being referenced in Pub. 282 for the applicants' use:

- Form M-950ORT (Opinion of Record Title)

- Form M-950ROLC (Record Owner and Lien Certificate)

Should you have any questions, please contact Michael J. Dzurko, Manager, HOP Program at (717) 783-6080 or mdzurko@pa.gov.

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