

		<b>CLEARANCE TRANSMITTAL</b>		<b>Date Sent:</b>	02/25/2026								
		CT-26-001		<b>Date Due:</b>	03/25/2026								
↓	Send to Organization Checked Below	<input type="checkbox"/> Step 1 Internal	<input checked="" type="checkbox"/> Step 1 External	<input type="checkbox"/> Step 2									
<input checked="" type="checkbox"/>	Secretary of Transportation	<b>FROM:</b> Doug Tomlinson P.E., Chief, Highway Safety Traffic and Operations, BOO											
<input type="checkbox"/>	Comptroller's Office	ATTACHED MATERIAL IS SUBMITTED FOR YOUR REVIEW AND COMMENTS. UNLESS ADVISED OTHERWISE, WE WILL CONSIDER MATERIAL APPROVED IF NOT RETURNED BY DATE DUE.											
<input checked="" type="checkbox"/>	Office of Chief Counsel												
<input type="checkbox"/>	Office of Legislative Affairs	<b>TITLE:</b> Right-of-Way Procedures for HOP Applicants											
<input checked="" type="checkbox"/>	Press Office												
<input checked="" type="checkbox"/>	Policy Office	<b>REMARKS:</b>  The Department is updating its right-of-way (ROW) policy and procedures associated with highway occupancy permits (HOP). The policy and procedures are found in Publication 282 (Highway Occupancy Permit Operations Manual).  Specific items of interest to review are shown on the attachments to this OS-329 Form and include:  1) Draft Strike-off-letter; 2) Pub 282, Ch 2.6-Right-of-Way Procedures for HOP Applicants (revi											
<input type="checkbox"/>	Deputy Secretary for Administration												
<input type="checkbox"/>	Bureau of Fiscal Management	Please note that only comments provided using MS Excel file titled "CT-26-001 Right-of-Way Procedures Comment Form" will be accepted. Please download the spreadsheet, populate it with your comments, save it with a new filename, and return to RA-PDBOMO-CT@pa.gov.											
<input type="checkbox"/>	Bureau of Equal Opportunity												
<input type="checkbox"/>	Bureau of Office Services	<b>ORIGINATOR:</b> Michael J. Dzurko, Manager, Highway Occupancy Permit Program											
<input type="checkbox"/>	Bureau of Innovations												
<input type="checkbox"/>	Bureau of Business Solutions and Services	<b>YOUR COMMENTS:</b>  <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> MODIFIED <i>If disapproved or modified give reason WHY (Use Reverse Side if Necessary).</i>											
<input type="checkbox"/>	Bureau of IT Project Development												
<input type="checkbox"/>	Infrastructure and Econ Development (BHR)	<table border="0" style="width:100%"> <tr> <td style="width:50%">_____</td> <td style="width:50%">_____</td> </tr> <tr> <td style="text-align:center"><i>Name (Print)</i></td> <td style="text-align:center"><i>Phone Number</i></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td style="text-align:center"><i>Organization</i></td> <td style="text-align:center"><i>Date</i></td> </tr> </table>				_____	_____	<i>Name (Print)</i>	<i>Phone Number</i>	_____	_____	<i>Organization</i>	<i>Date</i>
_____	_____												
<i>Name (Print)</i>	<i>Phone Number</i>												
_____	_____												
<i>Organization</i>	<i>Date</i>												
<input type="checkbox"/>	Deputy Secretary for Planning												
<input type="checkbox"/>	Center for Program Development and Mgmt	<input checked="" type="checkbox"/> <b>CHECK THIS BOX FOR RETURN TO:</b>											
<input type="checkbox"/>	Bureau of Planning and Research												
<input type="checkbox"/>	Deputy Secretary for Driver/Vehicle Services	<b>NAME</b> Anthony Patno											
<input type="checkbox"/>	Bureau of Driver Licensing												
<input type="checkbox"/>	Bureau of Motor Vehicles	<b>BUREAU</b> Bureau of Operations											
<input type="checkbox"/>	Information/Fiscal Services Office												
<input type="checkbox"/>	Risk Management Office	<b>DIVISION</b> Director's Office											
<input type="checkbox"/>	Bureau of Support Services												
<input checked="" type="checkbox"/>	Deputy Secretary for Highway Administration	<b>BUILDING / ROOM NO.</b> Keystone Building, 6th Floor, 400 North St, Harrisburg, PA 17120											
<input checked="" type="checkbox"/>	Chief Executive / Chief Engineer												
<input checked="" type="checkbox"/>	Bureau of Operations	<b>PHONE</b> (717) 857-3202 <b>EMAIL</b> apatno@pa.gov											
<input checked="" type="checkbox"/>	Bureau of Maintenance												
<input type="checkbox"/>	Bureau of Construction and Materials												
<input checked="" type="checkbox"/>	Bureau of Design and Delivery												
<input type="checkbox"/>	Bridge Office												
<input checked="" type="checkbox"/>	District Executives												
<input checked="" type="checkbox"/>	Assistant District Executives-Construction												
<input checked="" type="checkbox"/>	Assistant District Executives-Design												
<input checked="" type="checkbox"/>	Assistant District Executive-Operations												
<input checked="" type="checkbox"/>	Assistant District Executive-Maintenance												
<input type="checkbox"/>	Maintenance Services Executives												
<input type="checkbox"/>	County Maintenance Managers												
<input type="checkbox"/>	Assistant County Maintenance Managers												
<input type="checkbox"/>	Deputy Secretary for Multi-modal Trans.												
<input type="checkbox"/>	Bureau of Aviation												
<input type="checkbox"/>	Bureau of Public Transportation												
<input type="checkbox"/>	Bureau of Rail Freight/Ports/Waterways												
<input checked="" type="checkbox"/>	District Traffic Engineers												
<input type="checkbox"/>	SUBJECT AREA "Optional"												
<input type="checkbox"/>	Municipal Advisory Committee												
<input type="checkbox"/>	Associated PA Constructors (APC)												
<input checked="" type="checkbox"/>	Intelligent Transportation Society of PA -ITSPA												
<input checked="" type="checkbox"/>	Mid-Atlantic Section of ITE (MASITE)												
<input type="checkbox"/>	Local Technical Assistance Program (LTAP)												
<input checked="" type="checkbox"/>	Federal Highway Administration (FHWA)												
<input type="checkbox"/>	PA Turnpike												
<input checked="" type="checkbox"/>	Jason Bewley												
<input checked="" type="checkbox"/>	Bureau of Municipal Services												
<input checked="" type="checkbox"/>	PSAB												
<input checked="" type="checkbox"/>	PSATS												
<input checked="" type="checkbox"/>	District ROW administrators												
<input checked="" type="checkbox"/>	District HOP Managers												
<input checked="" type="checkbox"/>	PA Municipal League												

# INSTRUCTIONS

## Originator:

1. Fill in **DATE SENT** and **DATE DUE**. Allow a reasonable length of time as indicated in Publication 693, Specification Review Manual, Table 2.1.
2. Enter Clearance Transmittal Number below form heading. (Example: B-12-099; where the B = originating Division, 12 = originating year, 099 = a consecutive number generated by the originating Bureau's or Division's Specifications Coordinator)  
Originating Bureau/Division Sample Key:  
A = Asset Management; B = Bridge Design and Technology; F = Fleet Management; H = Highway Delivery;  
L = Maintenance Technical Leadership; P = Maintenance Performance; C = Construction and Materials;  
T = Highway Safety and Traffic Operations
3. Place a check mark next to the proper Step for the clearance transmittal.
4. Place a check mark in the box to the left of the Bureau or Division to indicate to whom the material is being sent.
5. Select the proper Division in the **FROM** drop-down menu.
6. Enter the title of the material after the word **TITLE**.
7. List the action to be taken or any instructions under **REMARKS**.
8. Enter the originator of the clearance transmittal after the word **ORIGINATOR**.
9. Fill in / select the contact information under **CHECK THIS BOX FOR RETURN TO:**

## Reviewer:

1. Place a check mark in 1 of the 3 boxes under **YOUR COMMENTS:**.
2. If disapproved or modification is indicated give reason **WHY** changes should be made.
3. Sign and date in space provided.
4. Place a check mark in the box to the left of **CHECK THIS BOX FOR RETURN TO:** to have the material returned to its originator.

YOUR COMMENTS (Continued)