

**DATE:** November 13, 2023

**SUBJECT:** Transportation Impact Study/Transportation Impact Assessment Checklists and Highway Occupancy Permit (HOP) Application Project Checklists

**TO:** District Executives

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

The purpose of this Strike-off-Letter (SOL) is to ensure each HOP applicant or applicant's engineer provides a complete HOP application submission. In 2021, the Department encouraged applicants to utilize the updated Transportation Impact Study (TIS)/Transportation Impact Assessment (TIA) and HOP Application Project checklists to assist in meeting the Department's expectations when submitting an HOP application. In light of Governor Shapiro's Executive Order 2023-07 directing Commonwealth agencies to eliminate barriers to economic development and increase the efficiency in processing permits, the Department will begin requiring completed checklists be included with all low-, medium-, and high-volume driveway and local road HOP application submissions. This SOL is time and resource neutral, but will allow the applicant or applicant's engineer to verify they have met the Department's expectations prior to submission.

This SOL is effective for all HOP applications for which an initial submission has not occurred prior to January 1, 2024. However, it should be applied to any project currently under design as practical. The [Transportation Impact Study \(TIS\) / Transportation Impact Assessment \(TIA\) Review Checklist](#) and the HOP Application Project Checklists, [Part 1](#) and [Part 2](#), found in Publication 282. Completed checklists should be submitted within the Electronic Permitting System (EPS) as part of their submission to the appropriate District Permit Office.

Chapter 2.2 (pg. 18) and Appendix A (*Policies and Procedures Transportation Impact Guidelines*, pg. 43) of Publication 282: Highway Occupancy Permit Operations Manual have been updated to reflect this new requirement as highlighted in the attached. Additionally, the HOP Project Checklist, Part 2 was updated to include a new checklist item in Section 3 regarding pedestrian and bicyclist accommodations. These changes will be incorporated into a future update of Publication 282.

Should you have any questions or require additional information, please contact Michael Dzurko, Manager, HOP Program, at 717.783.6080.

Attachments

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ACEC/PA

### Pre-Application Reviews

When planning on submitting an HOP application, the applicant or applicant's engineer should contact the District to set up a project scoping meeting. The scoping meeting is vital for outlining the expectations of the project and design in accordance with this chapter. The Transportation Impact Study Guidelines (Appendix A) provides a scoping meeting checklist of items to be covered and addressed during the meeting for a successful application.

District staffs will honor requests made by developers for pre-application reviews. These reviews have a positive impact and increase the likelihood that the formal HOP application package will be acceptable and will reduce the number of issues that would otherwise need to be addressed by PennDOT during the 60-day statutory time limit for formal driveway application reviews.

Some of the items that may be appropriate to address in the pre-application review stage include methods to determine trip generation, pass-by trip percentages, background traffic growth rate, Transportation Impact Study area boundaries, and conceptual design issues (e.g., number and location of driveways).

Scoping meetings are also a good opportunity to facilitate early coordination with municipalities and planning commissions which may have recommendations or requirements impacting PennDOT's review of the project.

Comments for pre-application recommendations are not binding on PennDOT.

## 2.2 – REQUIRED APPLICATION INFORMATION FOR ALL TYPES OF PERMITS

The initial formal step in the issuance of the HOP is the submission of a properly completed application by the applicant (e.g., an applicant in Chapter 441 (Driveways/Local Roads) or Chapter 459 (Utilities)) via EPS or, at the discretion of PennDOT, a properly completed application (Form M-945A or M-950A) to the PennDOT County Permit Office in the county where the proposed work will be performed. Non-electronic paper applications are not routinely accepted; these applications will only be accepted as a last resort at the discretion of the District.

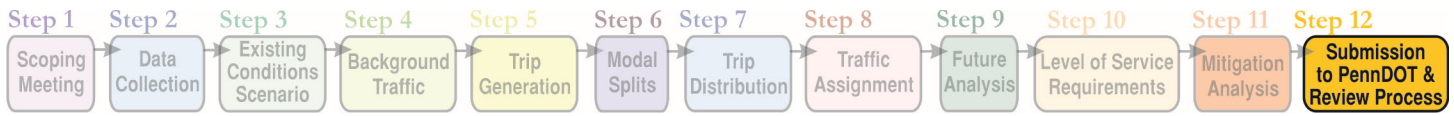
A properly completed application is one that is in full compliance with the regulations, particularly 441.3 or 459.3, as applicable.

The application should be submitted at least 30 calendar days in advance of the anticipated start of routine utility work and work on Minimum Use driveways. For substantial utility projects or complex driveway/local road applications, the application will likely require multiple reviews and longer permit issuance timeframe. Upon receipt of an application, by the District or County Office, the date received shall be documented in either EPS or in writing.

When submitting via EPS, an authorized agent may submit the HOP application on behalf of a permit applicant if a properly completed M-950AA (Applicant's Authorization for Agent to Apply for HOP) form is provided and accepted as part of the application package submission. For guidance on the proper use of this form, please refer to Chapter 9 of this manual.

All information must be correctly completed by the applicant or their agent upon submission. All low, medium, and high volume driveway and local road submissions must include correctly completed HOP project application checklists, both part 1 and part 2, which are located in Appendix C1. PennDOT staff will assist applicants while also verifying each application complies with applicable laws, regulations, and statewide policy.

For additional information on completing an HOP application using EPS, Form M-945A, or Form M-950A, refer to Chapter 9. See [Publication 312 - Guide for Obtaining Minimum Use Driveway Permit](#).



## STEP 12: SUBMISSION TO THE DEPARTMENT AND REVIEW PROCESS

### General Formatting

To facilitate Department review, the TIS report shall contain a cover page, table of contents, body of report, and appendices containing data collection and analyses. As mentioned in Step 2, a sample TIS format is contained in Attachment C (Figure 7).

The Department may reject the TIS if it does not conform to the format provided in Attachment C.

To help ensure that the TIS is in conformance with these policies and procedures, applicants must complete the TIS/TIA Review Checklist provided in Appendix A, Attachment F and submit it with the TIS.

### Special Review

Median break studies or Point of Access Studies required or requested as part of the TIS shall not be approved prior to obtaining all necessary Department and/or FHWA approvals.

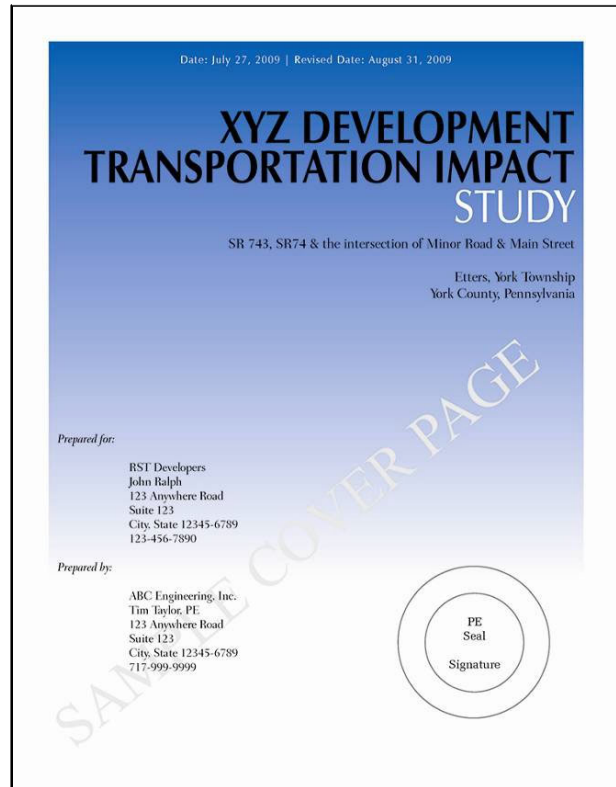
TIS reports that utilize Alternative Transportation Plans as a mitigation strategy shall not be approved by the District Permit Office prior to obtaining review and approval by the Central Permit Office.

As mentioned in Step 2, applicants may request to submit to the Department a Preliminary TIS for larger projects in which the project's data collection and trip forecasting elements are provided prior to addressing operations and mitigation options.

### The Department Review Process

The District HOP Manager will be the point of contact for the entire permit process and related submissions. Upon receipt of a TIS, the Department will review the applicant's assessment of the need for capacity, safety or other enhancements to mitigate transportation impacts.

Figure 7: Sample Cover Page



Section 3 – Driveway/Access Configuration (Continued)

C N S

- (10) Ensure local road width and radius returns in accordance with **Pub. 13M**
- (11) Ensure returns offset meet (at minimum) 3R criteria (**Pub. 13M, Ch. 1.2**)
- (12) Ensure radius returns extend full quadrant (**Pub. 282, Ch. 2.4**)
- (13) Ensure driveway is designed to discourage wrong way movements (**67 Pa. Code §441.8(a)(2)**)
- (14) Ensure radius return design is sufficient for trucks/large vehicles/anticipated traffic (minimum of 5') (**67 Pa. Code §441.9 & Pub. 282, Ch. 2**)
- (15) Ensure 14' min. lane width if channelization island (**Pub. 282, Ch. 2**)
- (16) Ensure driveway throat length min. (*check all that apply*):
  - (a) 50' for low volume driveways (**Pub. 574 IB.1**)
  - (b) 120' for medium volume driveways (**Pub. 574 IB.1**)
  - (c) 150' for high volume driveways (**Pub. 574 IB.1**)
- (17) Identify and dimension PC/PT/PCC break points (**Pub. 14M, Ch. 2**)
- (18) Provide spot elevations along radii at 10' intervals (**Pub. 13M, Ch. 7**)
- (19) Ensure driveway design accommodates bikes and peds. (**Pub. 13M, Ch. 7, Pub. 13, Ch. 14**)

Section 4 – Driveway/Access Profile

C N S

- (1) Maintain State Route travel lane and shoulder cross slope when designing/constructing the driveway (**67 Pa. Code §441.8(i)(4) & Fig. 1**)
- (2) Ensure difference between cross slope of roadway shoulder and grade of driveway does not exceed 8% (**67 Pa. Code §441.8(i)(5)**)
- (3) Ensure maximum grade of driveway within the right of way does not exceed  $\pm$  (5% to 8%) for low, medium, or high volume driveways (**67 Pa. Code §441.8 Fig. 1**)
- (4) Show vertical curvature – AASHTO criteria (PVI Station, Elevation, VC, MO, SSD/HLSD, PVC, PVT) (**Pub. 14M, Ch. 2.6**)

Section 5 – Sight Distance for Driveway

C N S

- (1) Ensure safe sight distance (SSD) minimums from **Tables 1-6 in 67 Pa. Code §441.8(h)(1-2)** using the posted speeds unless operating speeds vary more than 10 mph from the posted speed
- (2) Provide justification for sight distance values that are less than the SSD values in **Tables 1-6 of 67 Pa. Code §441.8(h)(2)(iv)**
- (3) Ensure driveway location meets min. safe stopping sight distance (SSSD) value computed from the formula (**67 Pa. Code §441.8(h)(2)(iv)**)