



Administratively Complete Checklist

Phase 2 (HOP Plans Phase)

(For Applicant Use Only)

Instructions: Prior to submitting Highway Occupancy Permit Plans through the EPS system, ensure the following items are marked Completed (C) or Not Applicable (N/A). If any one of the following items are missing or not completed, the submission will be returned to the applicant for resubmission. Once all items are determined to be administratively complete the Department will begin their technical review.

Applicant Name: _____

Application Number: _____

Phase 2 – Cycle 3 Completeness Check

C N/A

- ☐ Responses to PennDOT's comment letter. (67 Pa. Code §441.3(k) and EPS response letter)
- ☐ ☐ Record of municipal correspondence. (67 Pa. Code §441.3(k))
- ☐ ☐ HOP Collaboration meeting minutes, if occurred following Cycle 1. (SOL 494-24-01)
- ☐ Updated HOP Construction Plans signed and sealed by a P.E., P.L.S., or R.L.A. (67 Pa. Code §441.3(i))
- ☐ ☐ Blueline markups to redline plan comments, if redlines provided in Cycle 1. (67 Pa. Code §441.3(k) and EPS response letter)
- ☐ ☐ Updated Drainage Control Plan, if not approved in Cycle 1. (Pub. 282, Page 62)
- ☐ ☐ Updated Construction Cost Estimate for improvements within DOT ROW. (Pub. 282, Page 63)
- ☐ ☐ Pavement Design, if required. (Pub. 282, Page 147)
- ☐ ☐ Stormwater Consistency Letter. (Pub. 584, Page 4C-1)
- ☐ Prelim/Final Subdivision and Land Development Ordinance (SALDO) plan. (67 Pa. Code §441.3(i))
- ☐ Estimated Construction Cost within DOT ROW. (Pub. 282, Page 63)



- ☐ Administratively complete checklist is attached to the application with the “Document Type” “ClearPath Completeness Checklist.”

If right-of-way is required:

See administratively complete right-of-way checklist on page 3.

If an auxiliary lane must be located in front of property of another person:

- ☐ ☐ Form M-950R1 (Impacts to Neighboring Properties). (SOL 494-25-7)
- ☐ ☐ Approvals from impacted property owners (optional). (67 Pa. Code §441.8(j)(5))
- ☐ ☐ Form M-950IA (Indemnification (Driveway)) (optional). (67 Pa. Code §441.8(j)(5))
- ☐ ☐ Form M-950IC (Declaration of Covenant Running with Land) (optional). (67 Pa. Code §441.8(j)(5))

If traffic signal installation/alteration:

- ☐ ☐ Updated Traffic Signal Plans, if required. (Pub. 46, Page 4-17)
- ☐ ☐ Updated Traffic Signal Design Report, if required. (Pub. 149, Page 17-1 to 17-3)

If ADA facilities being installed or altered:

- ☐ ☐ Updated CS-4401 Forms and/or TIF, if modifying ADA ramps and not approved in Cycle 1. (Pub. 282, Page 37 and Pub. 13M, Page 6-6)
- ☐ ☐ Detailed plans of ADA designs. (Pub. 282, Page 37)



Administratively Complete Checklist

Phase 2 (Plans Phase – Right-of-Way)

Instructions: Prior to submitting the Deed and Associated Forms through the EPS system, ensure the following items are marked Completed (C). If any one of the following items are missing or not completed, the submission will be returned to the applicant for resubmission. Once all items are determined to be administratively complete the Department will begin their technical review.

Phase 2 - Cycle 3 Completeness Check

C

- ☐ Title documentation (record owner and lien certificate). (Pub. 282, Page 72)
- ☐ Final deed forms (M-950D1 or M-950D2). (Pub. 282, Page 71)
- ☐ Plot plan or metes and bounds description (if only fee simple title is being transferred).
(Pub. 282, Page 72)