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 1 Completeness Check

C N/A

☐   HOP Plans Checklist (Parts 1 & 2). (Pub. 282, Page 56)

☐ ☐   Business Partner ID (BPID) activated, if not activated in Phase 1. (Pub. 282, Page 190)

☐   Proof of ownership (Deed uploaded to EPS?). (Pub. 282, Page 19)

☐ ☐   If applicant is not fee owner, the following completed forms are attached: M-950CFO, M-950IC, M-950IFO. (Pub. 282, Pages 19 and 20)

☐   Local Government Acknowledgement Letter. (67 Pa. Code §441.3(j)(3))

☐ ☐   Form M-950AA, if not provided in Phase 1. (Pub. 282, Page 18)

☐   Proper permit type and permit subtype selected. (Pub. 282, Page 198)

☐   HOP Construction Plans signed and sealed by a P.E., P.L.S., or R.L.A. (67 Pa. Code §441.3(i))

☐ ☐   Drainage Control Plan. (Pub. 282, Page 62)

☐ ☐   Link additional HOP applications in the appropriate name, if applicable. (Pub. 282, Pages 18 to 28)

☐ ☐   Proof of submission of the plan to Pennsylvania Historic and Museum Commission, if applicable, is required if proposed work includes construction of an auxiliary lane or other widening of the improved area or whether additional right-of-way will be required by PennDOT. (Pub. 282, Page 54)

☐   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)

☐ ☐   Documentation of Phase 1 mitigation acceptance.

☐ ☐   Documentation that a traffic study is not required.

☐   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 and/or Alteration:

☐ ☐   Letter of financial commitment from local government, if it's a new traffic signal. (Pub. 46, Page 4-11)

☐ ☐   Link Traffic Signal application to HOP application.

☐ ☐   Municipality has Traffic Signal Maintenance Agreement in place or has signed and submitted one. (Pub. 46, Page 4-12; Pub 191 Section 2.1)

☐ ☐   Traffic Signal Plans, if required. (Pub. 46, Page 4-17)

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

☐ ☐   Traffic signal clearance calculations, if required. (Pub. 46, Page 4-36 to 4-41)

☐ ☐   TE-672 Form, if required. (Pub. 149, Page 4-1 to 4-2)

☐ ☐   PUC Coordination Letter, if the application includes a railroad crossing. (Pub. 282, Page 24)

If ADA facilities being installed or altered:

☐ ☐ CS-4401 and/or TIF for each ramp. (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 Preliminary Right-of-Way Plans 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 1 Completeness Check

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☐ Preliminary Right-of-Way Plans. (Pub. 282, Page 69)

☐ Title Search. (Pub. 282, Page 72)