M-4902APPL (5-15)

**APPLICATION FOR LETTER OF LOCAL DETERMINATION**

**PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK** www.dot.state.pa.us

**User Information** The U.S. Census Bureau NAICS Code can be found at: <http://www.census.gov/eos/www/naics/>

|  |  |  |
| --- | --- | --- |
| 1. User Name:      | 2. NAICS Code:       | 3. Industry Code:       |
| 4. Street Address:      |
| 5. City      | 6. State:       | 7. Zip Code:       |
| 8. Contact Person Name:      |
| 9. Office Phone Number:       | 10. Mobile Phone Number:      | 11. FAX Number:       |
| 12. Email Address:       | 13. F I D Number:       |

**Load and Vehicle Information**

|  |  |
| --- | --- |
| A. Most frequently hauled freight or cargo: |       |
| B. Industry most frequently hauling for: |       |
| C. Describe your primary business activity: |       |

D. Vehicle Types and Quantity:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Single Unit (s) |       | GVW |       | No. of Axles: |       |  | **Department Use Only**ESAL Truck Factor       ESAL Truck Factor        |
| Combination (s) |       | GVW |       | No. of Axles: |       |  |
|  |  |  |  |  |  |  |

E. Total Number       of vehicles to carry the requested LoLD

F. Have all existing weight-restricted permits held by the User been closed-out in accordance with the Yes [ ]  No [ ]
Excess Maintenance Agreement for the requested routes?

G. Do you intend to haul during the Freeze-thaw Period? (Typically February 15 through April 15 but can vary by Yes [ ]  No [ ]
District. Verify Dates with the District Posted and Bonded Coordinator. Hauling is prohibited under a LoLD during Freeze-thaw.)

H. Do you plan to haul any oversize loads? (Any vehicle plus load over 73280 LBS, (combinations over Yes [ ]  No [ ]
80000 LBS), 13.5' high, 8.5' wide or trailers over 53' long must have a special hauling permit from APRAS))

The requested vehicle generating the largest Equivalent Single Axle Load (ESAL) will be used to calculate all authorized loads for all requested routes. Districts may issue no more than 700 loads per year per LoLD per route based on the structural capacity of the route, the remaining pavement life and any other previously granted requests for a LoLD.

|  |
| --- |
| **USER AUTHORIZATION** |
| Print Name      | Title      |
| User Signature        | Date       |
| **POSTING AUTHORITY AUTHORIZATION** |
| Reviewed/Approved By:        | Date       |
| Print Name:       | **LoLD #**  |
| Posting Authority Signature       | Date      |
| Comments:       |

M-4902APPL (5-15)

|  |  |
| --- | --- |
| 1. User Name:       | 2. County:       |
| 3. Hauling Beginning Date:       | 4. Hauling Ending Date:       |

 A map of posted and/or bonded roads and their route number(s) can be found at**\***: [http://w](http://www.dot.state.pa.us/PBV/index.htm)ww.dot.state.pa.us/PBV/index.htm

 State route numbers, segments, offsets as well as video log information can be found at\*\*: [http://ww](http://www.dot7.state.pa.us/PavementHistory)w.dot7.state.pa.us/PavementHistory

|  |  |
| --- | --- |
| **This Section to Be Completed by User/Applicant** | **Posting Authority use only** |
| **State Route\*** | **Beginning Location**\*\* | **Ending Location\*\*** | **Requested Loads Per Week** | **Requested Total Loads For Route** | **Closed Out\*\*\*** | **Bonded by UOG** | **Authorized loads/ESALs** |
| **SR #** | **Segment** | **Offset** | **Segment** | **Offset** | **Yes/No** | **Yes/No** | **Daily** |
| **1** |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| 2 |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| 3 |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| 4 |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| **5** |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| **6** |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| **7** |       |       |       |       |       |       |       |       |       |       |
| Comments/     Route Name:      |
| **\*\*\*The Applicant must close-out their existing over-posted-weight permit on route(s) above prior to authorization for a LoLD.** |
| **Route Instructions, Directions, Restrictions** |
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**Instructions for Completing the Application for Letter of Local Determination**

**(Form M-4902APPL)**

**PLEASE APPLY FOR A LETTER OF LOCAL DETERMINATION AT LEAST 20 DAYS BEFORE HAULING BEGINS**

**Page 1 Instruction, Section 1: User Information:**

1. **User Name:** Enter the legal name of the User’s business entity.
2. **NAICS Code:** Enter the NAICS Code for the business entity (The U.S. Census Bureau NAICS Code may be found at: <http://www.census.gov/eos/www/naics> .
3. **Industry Code:** Enter the Industry Code (see the second page of these instructions for these Codes).
4. **Street Address:** Enter the street address of the User’s principal place of business where records are kept.
5. **City:** Enter the city where the User’s principal place of business is located.
6. **State:** Enter the state where the User’s principal place of business is located.
7. **Zip Code:** Enter the 5 or 9 digit Zip Code for the User’s principal place of business.
8. **Contact Person Name** Enter the name of the **contact person** responsible and knowledgeable of the application.
9. **Office Phone Number** Enter the phone number of the office at the where the contact person can be reached.
10. **Mobile Phone Number** Enter the mobile phone number of the contact person.
11. **FAX Number** Enter the FAX number of the office where the contact person can receive a FAX.
12. **E-Mail Address** Enter the e-mail address of the contact person responsible for the application.
13. **F I D Number** Enter the Federal Taxpayer Identification Number for the User’s business entity.

**Page 1 Instruction, Section 2: Load and Vehicle Information**

1. Enter the freight or cargo most frequently hauled by the User.
2. Enter the industry the User most frequently hauls for.
3. Enter the primary business activity of the User and applicant for this LoLD.
4. Vehicle types and quantity:

Enter the total number of User vehicles in each vehicle type classification;

Enter the heaviest registered Gross Vehicle Weight (GVW) in each classification;

Enter the number of axles for the vehicle with the heaviest registered GVW in each classification.

Classifications: ***Single Unit(s)*** - Includes Commercial Buses, Two, Three, Four and Five axle trucks.

***Combination(s)*** - Includes all trailer and semi-trailer combinations with two or more axles on the pulling vehicle and one or more axles on the trailer.

1. Insert the total number of vehicles requested to carry the LoLD. (This must not exceed the total number of the vehicles in all of the classifications)
2. Indicate if the existing weight restricted permits have been closed out on the requested routes.
3. Indicate if you intend to haul during the Freeze-thaw period. (Hauling is prohibited with a LoLD during Freeze-thaw.)
4. Indicate if your intent is to haul an oversize load. (If so, you must contact APRAS to get a special hauling permit.)

**User Authorization:**

Print the name and title of the person in the User’s organization that has authorization to sign this application.

The User’s authorized person must sign and date the application.

**Posting Authority Authorization:**

 Posting Authority Use Only.

**Page 2 Instructions:**

1. Enter the User’s Name.
2. Enter the County where the LoLD will be used. (An LoLD may only be issued for the requested routes within a single

County and may not be issued for an entire District. A separate LoLD must be applied for each County)

1. Enter the date the hauling will begin. (This is the date the LoLD is to become effective.)
2. Enter the date the hauling will end. (This is the date the LoLD expires. This cannot be more than one year from when the hauling begins.)

**Route Section:**

If possible the applicant should familiarize themselves with the physical aspects of the route on which they are seeking a LoLD. In addition, the applicant may go to the following web pages to find on-line tools that may help them to complete the application.

The applicant should first go to PennDot’s **Posted/Bonded Viewer** page to identify the State Routes upon which they are seeking a LoLD. This page can be found on the web by entering the following web address on your browser: <http://www.dot.state.pa.us/PBV/index.htm>

**Step 1: Identify your area of operation by using one of the three options:**

1. **Zoom to County:** Click on the County name from the drop down menu to display your desired county. Position your cursor on the area of the county you will operate in and click to zoom to the desired location.
2. **Zoom to Location:** Zoom to the location by typing in a street address and/or city and the web viewer will zoom to the location.
3. **Advanced Database Search:** Use the Advanced Database search by typing in county name, bond holder or Penn DOT four digit state route numbers, (i.e. Route 44 must be entered as “0044”), select the roadway segment of interest and the map viewer will zoom to the selected location.

**Step 2: Determine if the road is posted and/or bonded:**

Refer to the legend feature on the map for the definitions for each highlight color.

Click on the highlighted road to see the existing posting and/or bonding information for that road.

**Step 3: Haulers use the viewer to plan your route and identify the proper State Route number(s)**

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| --- |
|  |

Once the applicant has identified the posted state routes on which they are seeking a LoLD, the applicant should next go to Penn DOT’s **Pavement History** web page which may be found on the internet by entering this address on your internet browser: <http://www.dot7.state.pa.us/PavementHistory/>

This application provides a method for identifying Penn DOT highway segment locations and finding the offset distances for your route. It is advised that you follow the Pavement History Straight Line Diagram tutorial by clicking on the “Tutorial” tab prior to filling out the LoLD application.

**In the spaces and columns provided in the Route Section:**

**State Route:** Enter the **Four Digit SR number** in the space for each route you are applying for a LoLD.

 Enter your **Comment** in the space provided (you may wish to enter the road name here).

**Beginning Location:** Enter the **Segment Number** where you will enter the posted road.

 Enter the **Offset Distance** from the beginning of the segment to where you enter the posted road. (The offset is the distance from the beginning of the segment to the driveway or intersection where you enter the posted road. Refer to the Pavement History map, line diagram and Video Log link to find the offset distance).

**Ending Location:** Enter the **Segment Number** where you will leave the posted road.

Enter the **Offset Distance** from the beginning of the segment where you leave the posted road. (The offset is the distance from the beginning of the segment to the driveway or intersection where you leave the posted road. In some cases this distance will be the full length of the segment if the intersection or driveway ends at the end of the segment. Refer to the Pavement History map, line diagram and Video Log link to find the offset distance).

**Requested Loads:** Enter the number of loads you project that you will haul on a **Weekly** basis.

**Total Loads:** Enter the **Total** number of loads that you project you will haul over the posted route over the course of the moveor over the one year life of a LoLD**.**

**District posted and bonded roads information, addresses and coordinators may be accessed by entering this address on your internet browser:** ftp://ftp.dot.state.pa.us/public/Bureaus/BOMO/Marcellus/PBCoordinator.pdf

**List of Industry Codes:**

**C- COAL** - is designated as the activities included in the site development and hauling operations from a mine site to a distribution center or end user site (i.e. coal powered electric plant).

**L-LUMBER**- is designated as the finished product being shipped from the mill. (Note: if a Type 2 Permit has been issued to the mill, the activities associated with receiving the raw materials shall be considered lumber. This does not relieve the hauler delivering the raw material to the mill from any obligations under this program at the site where the raw materials are being produce/received)

**M- UNCONVENTIONAL OIL/GAS** - is designated as the drilling and/or well site development of horizontal wells. This type of activity is considered vertical/horizontal drilling greater than one (1) mile.\*

**N- NATURAL GAS** - is designated as the drilling and/or well site maintenance and repair activities at natural gas well/distribution sites. This includes all activity at wells drilled less than one (1) mile deep.\*

**O-OIL**- is designated as the drilling and/or well site maintenance and repair activities at oil wells/distribution sites, etc.

**Q- QUARRY** - is designated as the site where raw materials (aggregates) are picked up for distribution.

**T- TIMBER** - is designated as the activities associated with the removal of raw materials from the forest commonly known as logging.

**U- UTILITY** - is designated as activities associated with the construction, installation, repair and continued maintenance of the infrastructure utilized to provide services to the general public including potable water, electricity, sewer and storm water collection systems, phone service, cable service, windmills, etc.\*

**G- GENERAL** - is designated as any activity on a weight restricted highway that does not fit any category listed above. (Examples include construction, excavation, material suppliers)

\*Any pipelines or other static product transmission medium requiring a permit during the construction phase or to complete the continual maintenance and repair there of shall be coded under the original industry code. (Ex: A pipeline constructed to deliver natural gas to a distribution center shall be coded as an N).