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|  | M-950 R1 (03-25) | |  |  |  |  | |  | |  | |  |  | | |
| Access Approval Procedure – Impacts to Access of Neighboring Owners Worksheet | | | | | | | | | | | | | | |
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| Directions: | | | | This worksheet is intended to help HOP applicants through the access approval procedures (Pub. 282, Ch. 2.6 - HOP Guidelines). Document all property owners within the limits of work,  and work across the columns to determine whether an approval (letter or signed plan), indemnification or HOP application (M-950 A or M-945 A) is required. Please use the included  sample letter templates if warranted.  *Note: For PennDOT to accept indemnification, the applicant must first notify the property owner of their right to intervene via the letter template included with this worksheet and participate in a public meeting for the proposed development.* | | | | | | | | | | |
|  | | All Property Owners within the Limits of Work | | Property Owner Address | | Property Impacted by Proposed Improvements (See Pub. 282,  Ch. 2.6 - Approval Procedures)? | Existing Driveway accessing SR? | | Driveway Needs Reconstructed, Relocated or Restricted? | | Approval Obtained? | | Application Obtained? | Indemnification Provided? |
| Yes = Next Column | Yes = Next Column | | Yes = Obtain Application | | Yes = End of procedure | | Yes = End of procedure | Yes = End of procedure |
| No = No Approval Necessary | No = Obtain Approval, indemnify, or modify design to avoid impacts | | No = Obtain Approval, indemnify, or modify design to avoid impacts | | No = Indemnify or modify design to avoid impacts | | No = Indemnify or modify design to avoid impacts | No = Obtain approval or modify design to avoid impacts |
| 1 | | smith | |  | | Yes | No | | N/A | |  | |  |  |
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Property owner name(s)

Street Address

City, State ZIP

Date

HOP Applicant

Street Address

City, State ZIP

RE: Approval for Impacts to Access of Neighboring Property Owners

Highway Occupancy Permit (HOP) Application No. 123456

Municipality Name, County Name

SR 1234 Segment 0000 Offset 0000

To whom it may concern:

I have reviewed the proposed highway improvements along my property frontage associated with your HOP application referenced above. I am aware that an auxiliary lane and/or other features under the HOP Permit will be installed along my property frontage Choose an item.

I am also aware that the proposed improvements located along my property frontage may restrict where a future access may be located and/or may restrict certain turning movements at a future access.

With that understanding, I approve the proposed improvements along my property frontage as shown on your plan titled xxxxxxxxxx and dated xx/xx20xx.

Sincerely,

Property owner name

Property owner name(s)

Street Address

City, State ZIP

Date

HOP Applicant

Street Address

City, State ZIP

RE: Right to Intervene for Impacts to Access of Neighboring Property Owners

Highway Occupancy Permit (HOP) Application No. 123456

Municipality Name, County Name

SR 1234 Segment 0000 Offset 0000

To whom it may concern:

As outlined in 67 Pa. Code Chapter 441, Pennsylvania Department of Transportation (PennDOT) regulates the location, design, construction and drainage of access driveways, local roads, and other property within State highway right-of-way for the purpose of security, economy of maintenance, preservation of proper drainage and safe and reasonable access. Pursuant to the regulations, PennDOT requires property owners to apply for and obtain a Highway Occupancy Permit (HOP) prior to the construction or alteration of a driveway or local road accessing the State highway and any associated roadway improvements.

As described in the TIS/TIA Executive Summary of Improvements and depicted in the set of HOP plans included with this letter, proposed roadway improvements associated with the HOP application referenced above include modifications along the frontage of your property. The improvements have been determined by PennDOT to be necessary to mitigate the traffic impacts associated with the applicant’s project. These improvements preserve the access rights of abutting property owners including, but not limited to, relocating an existing access.

Prior to HOP issuance, the regulation (67 Pa. Code Chapter 441) requires the applicant secure your approval for the proposed roadway improvements or indemnify the Commonwealth against any action brought against the Commonwealth. If you are agreeable to the proposed roadway improvements, please sign the approval letter included as an attachment to this letter and return to the applicant for inclusion with their application for HOP approval.

If you do not wish to approve the proposed roadway improvements, the applicant has the right to indemnify the Department and you have the right to petition to intervene or protest the HOP Application pursuant to the General Rules of Administration Practice and Procedure, 1 Pa. Code, Chapters 31-35, and PennDOT’s rules of Administrative Practice and Procedure, 67 Pa. Code, Chapter 491. The filing of a petition to intervene may result in a hearing to determine whether the proposed improvements unreasonably interfere with your rights to ingress and egress on and off the highway and to reasonably connect to the public road system. The applicant indemnifying the Commonwealth is not a substitute to the applicant and its agents applying sound engineering practices to develop and design the traffic mitigation solutions required.

In addition, Pennsylvania’s Sunshine Act requires that you have an opportunity to participate in public municipal meetings and/or hearings related to the approval process for the subject application’s land development. Such meetings are required to be advertised in a local newspaper and provide another avenue for engagement on the roadway improvements associated with this application.

For additional information on PennDOT’s Highway Occupancy Permit (HOP) program, including the regulation (67 Pa. Code §441.8(j)), policy (Publication 282, Chapter 2.6) governing the rights of adjacent property owners, and a PennDOT point of contact, please visit <https://www.pa.gov/services/penndot/apply-for-a-penndot-highway-occupancy-permit.html>.

If you have questions related to the proposed roadway improvements associated with this application, please contact the applicant, XXX at XXX or PennDOT as noted in the paragraph above.

Attachments

Sincerely,

Applicant’s / applicant’s representative name

Attachments:

1. TIS/TIA Executive Summary of Improvements
2. HOP Construction Plans
3. “Approval for Impacts to Access of Neighboring Property Owners” Letter

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