

# Bureau of Planning and Research Transportation Planning Division

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## STATE HIGHWAY TRANSFER POLICIES AND PROCEDURES MANUAL



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## **SECTION 100**

# **THE GUIDELINES AND PROCESS MANUAL FOR THE TRANSFER OF STATE HIGHWAYS TO LOCAL GOVERNMENT OWNERSHIP**

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## FOREWORD

The Pennsylvania Department of Transportation has prepared this policies and procedures manual to provide an overview of the process necessary to transfer state highways to local government ownership per Act 1981-32, Act 1983-32 and Act 2006-70. These legislative actions authorize the funding that is to be used for the rehabilitation and transfer of functionally-local state highways to the municipalities in which they are located, accompanied by an annual maintenance payment of \$4,000 per linear mile.

This manual shall serve as a source document for any employee responsible for administering to or any municipality participating in the State Highway Transfer (Turnback) Program.

Revisions will be periodically made to this publication as they become necessary. Any questions or requests for information should be directed to the District and Central Office Turnback Coordinator. Refer to Pennsylvania Consolidated Statutes - Title 75, Chapter 92, Transfer of State Highways and Chapter 95, Taxes for Highway Maintenance and Construction, Section 9511.

***The publications and forms referenced in this Publication can either be found at [www.pa.gov/penndot](http://www.pa.gov/penndot), Forms and Publications or obtained by contacting your District Municipal Services Representative.***

## **BACKGROUND**

From 1945 until 1981 numerous study groups, such as the Automotive Safety Foundation and the Transportation Advisory Committee produced documents giving in-depth coverage of the topic of highway transfers, down to the point of identifying more than 12,000 miles of state highway that are functionally classified as local roads. These roads are generally narrow, fragmented, have low traffic volume, and essentially serve only local purposes.

1945 – Initial legislation for the reduction of state highway mileage was enacted in 1945 under Act 428, “the State Highway Law”. This legislation established guidelines for legislative review and approval for each and every abandonment, vacation or road transfer to a local municipality. However, everyone involved in this process found it to be very time consuming, burdensome and often resulting in considerable misunderstandings and missed time frames.

1980 – The Commonwealth owned and maintained more than 45,000 miles of roadway, making it the fourth largest transportation system in the nation. In comparison, California maintains about 14,600 miles and New York 12,500.

1981 – Another state highway reduction mechanism was realized in Act 1981-81, State Highway Law, Section 222. It stated: “The Secretary of Transportation may abandon any highway route on the state highway system, or part thereof, if the municipality wherein it is located by ordinance or resolution approves the action and agrees to assume expense of maintenance and improvement of the same.” “The authority given the Pennsylvania Department of Transportation under Act 1981-81 was the result of earlier studies which determined that certain highways could be better maintained at the local level. Act 1981-81, however, did not authorize any funding for a transfer program. As a result, project rehabilitation costs came directly from the PennDOT County Maintenance budget and the only payment that accompanied a transferred road was an increase in the municipality’s liquid fuels allocation, which is based in part on the size of the municipality’s transportation system.

1983 – Act 1983-32 established the Highway Transfer “Turnback” Program by providing guidance for highway transfers and dedicated funding to be allocated to municipalities for maintenance purposes at the rate of \$2,500 per mile of Turnback roadway. Secondly, funding was provided for the rehabilitation of candidate roadways into a satisfactory condition for transfer. This legislation, coupled with top management commitment to the program, has successfully provided for the rehabilitation, transfer, and maintenance of over 4,700 miles of roadway.

2006 – Act 70 authorized an increase in the annual maintenance payment for all Turnback projects from \$2,500 per mile to \$4,000 per mile of roadway – the first rate increase in the history of the program.

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**ACT 1981-81:  
AN ACT SB 153 SESSION of 1981**

Amending the act of June 1, 1945 (P.L. 1242, No 428), entitled, - "An act relating to roads, streets, highways and bridges; amending, revising, consolidating and changing the laws administered by the Secretary of Highways and by the Department of Highways relating thereto," providing for removal by the secretary of routes on the State Highway system.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. The act of June 1, 1945 (P.L. 1242, No. 428), known as the – "State Highway Law," is amended by adding a section to read:

Section 222. Abandonment of Routes on State Highway System. – The Secretary may abandon any highway route on the State highway system, or part thereof, if the municipality wherein it is located by ordinance or resolution approves the action and agrees to assume expense of maintenance and improvement of the same. The procedure authorized by this section shall not be used by the department as a means or method for the mass turn back of State highway routes to municipalities.

Section 2. This act shall take effect in 60 days.

APPROVED – The 10th day of July, A.D. 1981

DICK THORNBURGH

## **Highway Transfer Program - § 9511 of Title 75**

State Highway Transfer Restoration Restricted Account is expanded to include local bridges. The amount increased to 3 mills. For fiscal year 2017-2018 and each year thereafter 1 ½ mills is to be deposited into the account for highway transfer payments. For fiscal year 2017-2018 and each year thereafter 1 ½ mills is to be deposited into the account for local bridges. The annual maintenance payments remain at \$4,000/mile.

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## TURNBACKS

The primary objective of the Highway Transfer (Turnback) Program is to provide for the rehabilitation, maintenance, and transfer of highways identified as functionally local state highways to the municipalities in which the roads are located. Acts 1981-32, 1983-32, and 2006-70 authorize the release of funds to accomplish these objectives. The turnback of a roadway is done on a cooperative and voluntary basis.

Turnbacks also offer the municipality the opportunity to improve their local transportation system, further develop their community, and provide a positive impact on the economic development of their community.

Consideration of roadways in the Highway Transfer Program will be based on priorities which include:

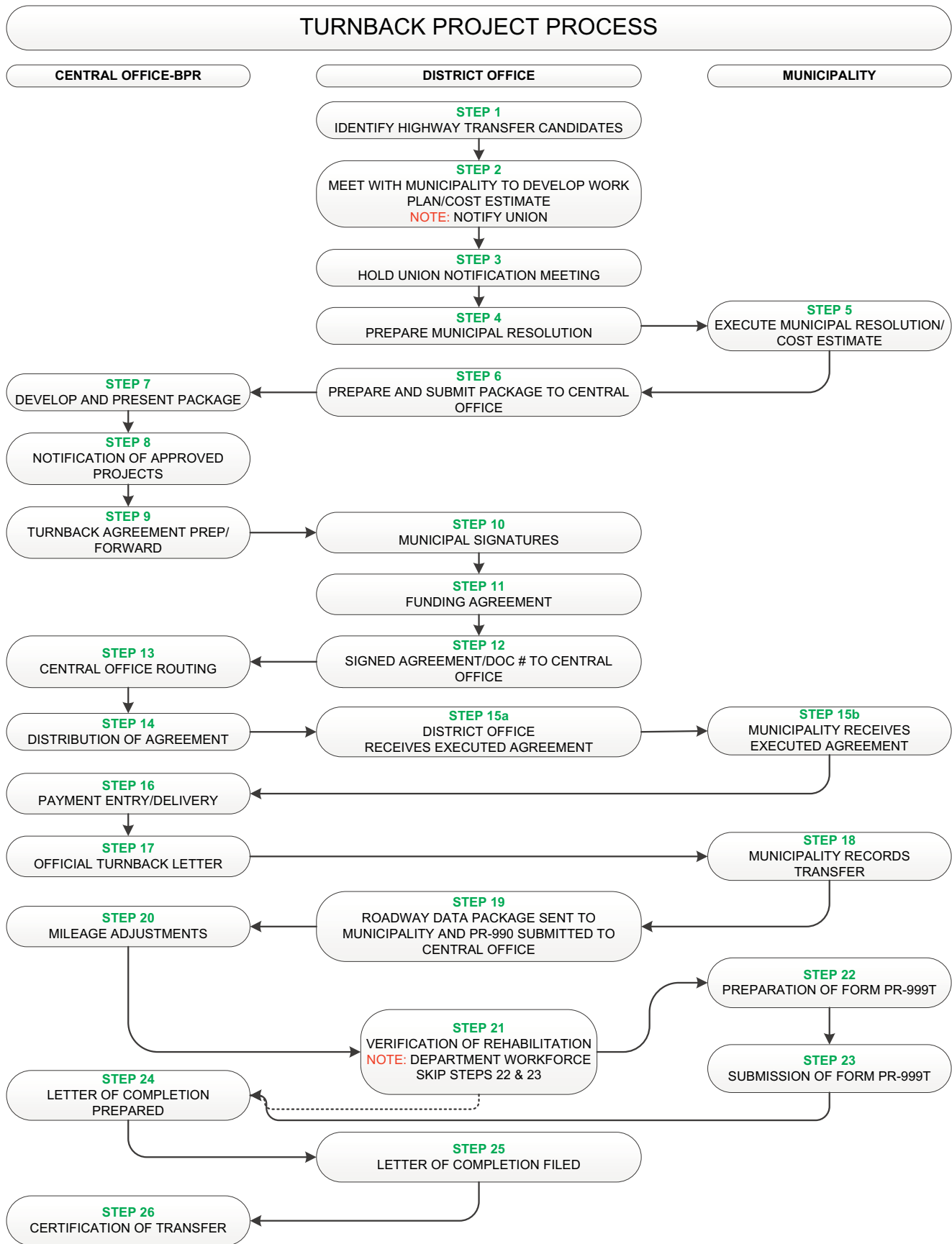
- Primary local traffic generators.
- Local traffic generators that provide a short distance of travel to recreational facilities, hospitals, schools, shopping malls, and local industries.
- Fragmented segments of roadways that would best fit the local municipality but are currently owned by the state.
- Dirt and gravel roads on the state highway system.
- Local highways that are designated as part of the Federal-aid System.

When a roadway has been approved for a turnback the roadway will be rehabilitated according to one of the following methods for its official transfer to the municipality:

- PennDOT, using PennDOT forces or a PennDOT contractor, will perform the necessary rehabilitation and charge the work against the Highway Transfer Program or maintenance funds, as appropriate. This approach allows direct oversight of the project by PennDOT. Labor costs for the project must be included in the original estimate submitted to Central Office.
- PennDOT will provide funding to the municipality for completing the necessary rehabilitation using municipal forces or a contractor. The delivery of funding to the municipality will be in accordance with the payment procedures set forth in the Highway Transfer Agreement.
- The necessary rehabilitation can be provided by any combination of the above two options. Both options have been employed with success.
- The roadway may also be transferred “as is” and at no cost if rehabilitation is determined not to be necessary.

The turnback statute, 75 Pa. C.S. Chapter 92, does not prescribe any minimum standards that a state highway must meet for transfer to local jurisdiction. Instead, the parties determine what is needed to place the road in “satisfactory condition”.

The next section outlines and describes the Highway Transfer Program and the person(s) responsible for completing the process.



## **ROLES AND RESPONSIBILITIES**

Several functional areas have responsibilities in the transfer of state highways to local jurisdiction. Those functional areas include:

- Central Office Turnback Coordinator
- District Executive
- District Turnback Coordinator
- District Municipal Services Staff
- District Posting and Bonding Coordinator
- Senior Management/Program Management Committee (PMC)

The roles and responsibilities are included in this manual as a guide and mention other PennDOT personnel who may be involved in this program. Each District may interpret the steps in the process to accommodate a successful transfer program, but by following the process included in this manual, the program can be a success.

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## CENTRAL OFFICE TURNBACK PROGRAM RESPONSIBILITIES

The following duties are the responsibility of the Central Office Statewide Highway Turnback Coordinator and staff:

- Periodically provides the eleven Engineering Districts with their respective counties State Highway Transfer Restoration Restricted Account expenditures.
- Maintains highway transfer mileage inventory.
- Maintains the database inventory of local highways being transferred in a given calendar year. This information is utilized to calculate the annual \$4,000 per mile maintenance payment, as of the first business day of January. **NOTE:** The distribution of the annual maintenance payment will occur annually on the first business day in March following the year after the year of transfer. Example: If a Highway Transfer is completed between January 1, 2024 and December 31, 2024, the \$4,000 maintenance payment will occur annually beginning March 1, 2026.
- Presents all Highway Turnback candidate projects to the Program Management Committee (PMC), or designee. **NOTE:** All Highway Transfer Program expenditures must have the Secretary of Transportation's approval, or their designee. All Highway Transfer Program expenditures must have the Secretary of Transportation's approval, or the Deputy Secretary for Planning, as their designee, in accordance with PennDOT policy. See Step 7 of the Turnback Project process for additional information.
- Provides listings of all Highway Turnbacks, Abandonment's, Legislative Deletions, Vacations, and Adoptions since 1981, in accordance with Act 1983-32, to each County's Recorder of Deeds.
- § 9203 of Title 75 certifies transferred highway information to the Pennsylvania Bulletin staff for publishing.
- Provides inventory and cartographic information to the Central Office Cartographic Unit.
- Prepares all State Highway Transfer Agreements.
- Audits municipalities' Highway Transfer Accounts including review of the project completion reports and restoration project completion reports.
- Develops, updates, and monitors PennDOT's Highway Transfer Program policies, procedures, and guidelines as required by changes in the program.
- Provides program guidance to the Districts and field view projects as required.

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## **DISTRICT TURNBACK PROGRAM RESPONSIBILITIES**

PennDOT has established the following general criteria to benefit each District's Turnback Program:

### **The District Executive (DE) must:**

1. Clearly define key district personnel who have the authority and responsibilities of those involved in the Turnback Program, such as the following:
  - District Turnback Coordinator
  - Municipal Services Supervisor
  - Assistant District Executive for Maintenance
  - County Maintenance Manager
  - District Road Management Coordinator
  - Assistant District Executive for Design
  - District Fiscal Officer
  - District Bridge Engineer
  - District Permit Engineer
  - District Utility Unit Supervisor
  - District Right-of-Way Supervisor
  - District Plans Engineer
  - District Traffic Engineer
  - District Posting and Bonding Coordinator

### **The District Staff must:**

1. Continue to foster efforts toward municipalities performing rehabilitation work, by contract or with municipal forces, in lieu of PennDOT performing the work, by contract or with PennDOT forces. A "reimbursement" transfer agreement has a safeguard that includes a deadline for completing the work and a provision if work is abandoned or postponed.
2. If rehabilitation work is being performed by PennDOT forces or through an outside contractor hired by PennDOT, PennDOT will have full oversight of such work. Coordination between District and Central Office fiscal staff is required to ensure the project is properly funded as needed throughout the entirety of the rehabilitation process.

3. Encourage package turnback deals, i.e., larger projects which include increased miles, bridges or other structures that can be interfaced with other district restoration projects thereby reducing the average cost per mile over the entire package transfer.
4. Consider carefully when issuing district winter maintenance agreements on maintenance functional classification (MFC) D or E roads. These agreements may cause a negative incentive in the district for turnbacks.
5. Carefully consider the transfer of bridges. Before a bridge may be transferred, the Pennsylvania Historic and Museum Commission (PHMC) should be notified of the transfer and given the opportunity to comment on the historic nature of the bridge. Transfer of the bridge to local government does not relieve the municipality from PHMC's oversight and/or approval.
6. Consider mutual recommendations from the County Maintenance Manager, District Highway Turnback Coordinator, District Municipal Services Supervisor, and when appropriate, the District Bridge Engineer for selection of potential district turnback candidates.
7. Consider the following suggested criteria when selecting the best candidate for road and bridge projects:
  - A municipality has expressed an interest in owning;
  - A municipality has the ability to maintain;
  - Are a part of the local road network, serve the local community and do not serve in a statewide or regional capacity;
  - Have low average daily traffic (ADT);
  - Are MFC Class D or E or dirt and gravel roadways;
  - Are already programmed for betterment or restoration;
  - Require maintenance, materials, and/or equipment that could be better maintained on a local level;
  - Are identified by County Maintenance Managers as roads better suited to be maintained by a municipality;
  - Establish a sound foundation, goodwill, and a good track record for future turnback negotiations;
  - Bridges on the state highway system that were not transferred with previous turnbacks
8. For large-size, high-cost projects encourage the municipality to bid on rehabilitative work in stages, especially for projects with work extending more than two years. This staged approach to bidding is to account for potential changes in costs of materials and services during the duration of the project, and avoid supplemental-cost funding being needed to complete the work.

## **DISTRICT HIGHWAY TURNBACK COORDINATORS' RESPONSIBILITIES**

The District Highway Turnback Coordinator will ensure that the District Transfer Program is being performed in accordance with Act 1983-32 and this policies and procedures manual. In addition, the District Highway Turnback Coordinator is also responsible for the following program areas and/or assignments:

- During negotiations with local government officials, it would be advisable to utilize the District Municipal Services Supervisors and/or the District Municipal Services Specialists in the actual development of the project rehabilitation cost(s). It is also advisable for the District Municipal Services staff to continue to be involved on all subsequent and ongoing contacts with municipal officials.
- The coordinator is responsible for submitting, throughout the year, candidate projects via the Highway Transfer Project Submission Form (PR-996), Highway Transfer Program Municipal Resolution Form (PR-997), and a Type 5 Map of the project area that show the cost of the project, the roadway segments and lengths, signed by the District Executive, District RMS Coordinator, District Bridge Engineer, and others designated by the District. New projects will be considered if budget capacity is available.

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## **DISTRICT MUNICIPAL SERVICES STAFF RESPONSIBILITIES**

District Municipal Services staff members normally make the initial contact with the municipality to inform them of the PennDOT's readiness to have the state highway(s) located within their boundary transferred to them.

In addition to attending the Turnback meetings, the District Municipal Services staff should provide or assist the District personnel who may also be included in discussions by performing the following activities or duties:

- Work with the District Highway Turnback Coordinator to develop one local and one county map showing the exact location of the State Route and Legislative Route of the candidate project(s).
- Assist the municipality in executing their portion of the Highway Transfer Program Municipal Resolution Form (PR-997) and Highway Transfer Agreement.

Once the rehabilitation project starts, the District Municipal Services staff members will perform spot inspections as well as final inspections of the project in their respective areas. This includes checking traffic control items and documentation that all work is being performed in accordance with the Department of Transportation's specifications, policies, and procedures which can be found in Pub 213 -Temporary Traffic Control Guidelines - Supplementing Federal Highway Administration's Manual on Uniform Traffic Control Devices. This will ensure maximum effort is being given to this phase. The inspections should also ensure each and every item of funded rehabilitation work listed on the PR-996 Highway Transfer Project, which should be attached as Exhibit A – to the PR-997-Highway Transfer Program Agreement, are completed and documented on the PR-999T-Turnback Project Completion Report form and PR-999TRC – Turnback Record of Check form.

Any changes to the project's scope of work, items necessary to complete the project, project timeline, or other factors affecting project completion or delay, should be clearly documented within the justification attached to the PR-999T form and PR-999TRC form when submitted. Documentation should also include the method used to estimate initial project cost per item. This information will assist the Central Office-BPR staff in closing out the project agreement. Example of additional justification could be as follows: municipality utilized pipe and aggregates from municipal stockpile that were purchased prior to negotiating and/or receiving turnback funds; labor equipment was not charged to the project; the actual material cost was lower than originally estimated.

The PR-999T form and the PR-999TRC form must be submitted annually by December 31st for all open rehabilitation projects. Open rehabilitation projects include all rehabilitation projects for which a final PR-999T form and PR-999TRC form has not been submitted. District Municipal Services staff are responsible for ensuring that municipalities submit the PR-999T form and PR-999TRC form annually. These forms aid the District Municipal Services in monitoring the progress of the project. Municipalities with open rehabilitation projects that do not submit the PR-999T form and PR-999TRC form reporting project cost activity will not be eligible for payment of the Turnback Program Annual Maintenance (Act 1983-32) payment, unless it is part of a Pennsylvania Infrastructure Bank (PIB) Loan.

Another key area of responsibility assigned to the District Municipal Services staff is the completion of the PR-990 Municipal Road Data Processing Report (see Step 20 for more information). Subsequent to the municipality providing proof of recording the Highway Transfer Agreement in the County Recorder of Deeds Office, this form should be submitted, minus any excluded bridge footage, noting any included bridge footage, and the transfer date to the Central Office Mileage Coordinator for verification and incorporation into Act 1983-32 annual maintenance payment records. The PR-990 form should be submitted within three months of the agreement execution date or no later than one year after the effective turnback date.

## STEP 1 – CENTRAL OFFICE/DISTRICT/MUNICIPALITY

### Identify Highway Transfer Candidates:

Chapter 92, Section 9203 of the PA Vehicle Code requires that PennDOT annually list and describe the proposed local highways to be transferred, categorized by municipality, including a map showing location, length, and type of roadway and right-of-way. District Turnback coordinators are to compile this list and submit to the Central Office Turnback Coordinator.

Chapter 92, Section 9204 of the PA Vehicle Code requires that PennDOT notify each municipality on the list of candidate roadways of PennDOT's readiness to transfer to it all local highways located within the municipality. This notice shall include a copy of PennDOT's highway description and map.

The Central Office Turnback Coordinator will review the submitted candidate information and authorize negotiations to initialize a formal Highway Transfer Agreement for the candidate roadway/structure.

Upon approval of candidate projects, Central Office-BPR will notify the District Turnback Coordinators of approval to proceed with negotiations for the submitted projects. District Turnback Coordinators are to proceed with the following steps to prepare and submit a project submission package to Central Office-BPR for the initiation of a Highway Transfer Agreement.

In addition to this candidate list of roads functionally classified as local, other turnback candidates may be developed through municipal contact initiated through:

- Municipalities
- Elected Officials
- County Management
- Citizens
- District Municipal Services Unit
- MPOs and RPOs

## STEP 2 – District/Municipality/Central Office

### Meet with Municipality to Develop the Proposed Scope of Work/Cost Estimate:

The District Turnback Coordinator along with additional PennDOT personnel as required will meet with municipal representatives to discuss specific turnback candidates. The purpose of this meeting is to determine the feasibility of candidates and proposed scope of work to bring the candidate road into satisfactory condition for transfer.

**\*\*NOTE:** If PennDOT forces are to be committed to the rehabilitation effort, the County Manager or designee should be included in this meeting. The County Manager should be advised that they have the option of using Highway Transfer Program funding, as approved by the Program Management Committee (PMC), instead of using PennDOT Maintenance funding to complete PennDOT forces work.

PennDOT forces' prices shall only be used if the County Maintenance organization will be performing the items of work and must be reviewed and approved by the District and County Manager. These cost estimates include labor costs for PennDOT employees performing the work which must be provided prior to approval. Utilizing County Maintenance to perform work

should only be done if all other options have been explored to avoid conflict with seasonal maintenance. The rehabilitation work must be completed in a timely manner upon project approval, operationally permitting

The District Turnback Coordinator in conjunction with other appropriate District Staff and the municipality will develop cost estimates for the Turnback candidate.

This cost estimate will include general information specific to the turnback candidate such as length in feet and miles and to and from (segments, offsets, and stations). Actual field measurement verification needs to be completed and all lengths on the PR-996 – Highway Transfer Project Submission Form and PR-997 – Highway Transfer Program Municipal Resolution Form must be populated.

All roadway information on the cost estimate (PR-997) must be reviewed and signed off on the estimate by the District RMS Coordinator.

**\*\*NOTE:** It is required to provide the length in feet and miles (RMS standard, 3 decimal places) and to and from (segments, offsets, and stations) to Central Office-BPR for review and concurrence before completing the PR-996-Highway Transfer Project Submission Form and PR-997-Highway Transfer Program Municipal Resolution Form. The lengths must match. If the lengths do not match, the request will be returned and not processed until the values match. If field measurements show differences in segment(s) and/or offset(s) the District (MSR) must notify the District RMS coordinator of the potential changes prior to submitting the forms. Due to station information being outdated and no longer updated, use the segment and offset information to provide an accurate location.

Highway Transfer Project cost estimates of funding requested for the rehabilitation of candidate roadways and/or structures are to be based on and/or comparable to local municipal contract pricing.

Both the municipality (representative authorized in the municipal resolution) and respective District Executive must sign the cost estimate.

While preparing the cost estimate, if whether or not an item is eligible for Highway Transfer program funds is questionable, the District Municipal Services Office should contact Central Office-BPR for guidance.

If a contingency item is included in the estimate, the purpose for the contingency must be justified, and details describing the purpose must be added to the work item's description. Listing the item simply as "contingency" without any other supporting information is not permitted and will not be approved.

If a municipality does not possess the funding capability to pay for the costs of rehabilitation up front, they may elect to use a "cash for work" transfer agreement, rather than use a "reimbursement" transfer agreement. See Step 16 for more information on payment delivery.

For projects where the municipality is hiring a contractor, the same guidelines apply for the advertising and bidding process as listed in PUB 9, Policies and Procedures for the Administration of the Liquid Fuels Tax Act 655. The tabulation of bids and all supporting proposal/contract documents should be maintained in the municipality's records.

If using a PennDOT system to develop the costs, the information must be reviewed with the District Maintenance Program Engineer prior to developing the turnback package.

**\*\*NOTE:** All proceeds of a bank loan incurred by a municipality for a Highway Transfer project must be used exclusively for rehabilitation and not for an unrelated purpose. The interest accrued during the lifetime of the loan is not an eligible expense of Highway Transfer Program funds

### STEP 3 – DISTRICT

#### Hold Union Notification Meeting:

Because the turnback program removes portions of the state's roadway inventory, which is used in calculation for County Maintenance Office Resources, discussions with the Union are necessary to explain the reason for turning back the candidate roadways. Rarely does the mileage transferred impact the calculations but providing the justification for the road transfer supports the relationship between the Union, Management, and the Municipal Community.

### STEP 4 – DISTRICT

#### Prepare Municipal Resolution:

The Highway Transfer Program Municipal Resolution, Form PR-997, is the municipality's authority to enter into an agreement with PennDOT to transfer a specified roadway or portion thereof. The resolution is to be completed by the District Turnback Coordinator and signed by the municipality. This resolution must include any relevant structure information. Structure information must include the Bridge Management System Identification Number (BMSID), span length, and identify which structure(s) will and will not be included in the turnback.

**\*\*NOTE:** As stated in Step 2, it is required to provide the length in feet and miles (RMS standard, 3 decimal places) and to and from (segments, offsets, and stations) to Central Office-BPR for review and concurrence before completing the PR-996-Highway Transfer Project Submission Form and PR-997-Highway Transfer Program Municipal Resolution Form. The lengths must match. If the lengths do not match, the request will be returned and not processed until the values match. If field measurements show differences in segment(s) and/or offset(s) the District (MSR) must notify the District RMS coordinator of the potential changes prior to submitting the forms. Due to station information being outdated and no longer updated, use the segment and offset information to provide an accurate location.

### STEP 5 – DISTRICT/MUNICIPALITY

#### Execute the Municipal Resolution/Cost Estimate:

The District Turnback Coordinator presents the municipality with the cost estimate (PR-996-Highway Transfer Project Submission Form) and resolution (PR-997-Highway Transfer Program Municipal Resolution Form) to be signed by the responsible parties.

A resolution is required when an entity designates signature authority to any authorized official. The authorized official, as specified by the municipality's resolution, must sign the PR-996-Highway Transfer Project Submission Form.

All signatures on the PR-996-Highway Transfer Project Submission Form and PR- 997-Highway Transfer Program Municipal Resolution must be dated within six months of submittal to Central Office-BPR. Office of Chief Counsel policy considers signatures dated past six months as being "stale" and will not accept them. If signatures are six months or older, the forms will be returned for new signatures.

**\*\*NOTE:** Per Office of Chief Counsel, the "Fill & Sign" feature of Adobe software may be used by PennDOT personnel to electronically sign all forms, agreements, and letters, in place of hand signing with ink.

## **STEP 6 – DISTRICT**

### **Preparation and Submission of Project Approval Package to Central Office:**

A complete Turnback Candidate package will be prepared, signed, and submitted to Central Office-BPR by the District Turnback Coordinator and must include:

- PR-996 – Highway Transfer Project Submission Form
- PR-997 – Highway Transfer Program Municipal Resolution Form
- PDF map of the project's location and limits
- Copy of the Union approval letter (optional)

**\*\*NOTE:** The District Turnback Coordinator will make one copy of this package to keep on file at the District Office.

## **STEP 7 – CENTRAL OFFICE-BPR**

### **Develop and Present Turnback Candidate for Approval:**

Upon receipt of the complete Turnback Candidate Package from the District Turnback Coordinator, the Central Office-Turnback Coordinator will:

- a. For previously approved projects (without major project differences), proceed to Step 8.
- b. For newly proposed projects, a request is prepared for formal review. This request provides a background of the project and includes the turnback candidate package documents. The request is forwarded to the BPR Director for approval prior to its submission to the Project Management Committee (PMC), or Deputy Secretary for Planning, as designee, for review and approval, on behalf of the Secretary of Transportation. Requests which are recommended to be denied must be presented to the PMC for final review and consideration.

**\*\*NOTE:** Requests for supplemental funding for any project which includes a funding increase of greater than 10% of the original rehabilitation cost must be presented to the PMC for final review and consideration.

## **STEP 8 – CENTRAL OFFICE-BPR**

### **Notification of Approved Projects:**

Following the PMC's decision on the turnback candidate project, the Central Office-Turnback Coordinator will notify the District Turnback Coordinator of the action taken. District Municipal Services staff are responsible for notifying the municipality of said action.

## **STEP 9 – CENTRAL OFFICE-BPR**

### **Highway Transfer Agreement Preparation and Forwarding:**

Central Office-BPR prepares the Highway Transfer Agreement package based on the type of agreement used. These agreement templates include Reimbursement, Cash for Work, Department Workforce, and No Cost turnback. The cost estimate (PR-996-Highway Transfer Project Submission Form) is attached to the Highway Transfer Agreement as Exhibit A. The

municipal resolution (PR-997-Highway Transfer Program Municipal Resolution Form) also becomes an exhibit of the agreement.

A complete Highway Transfer Agreement Package will include the following:

- Highway Transfer Agreement, (1 copy)
- Highway Transfer Cost Estimate
- Municipal Resolution
- Copy of the map showing the turnback
- Commonwealth Standard Terms and Conditions

**\*\*NOTE:** Due to the processing of agreements electronically instead of paper, only 1 copy of the Highway Transfer Agreement is required to be signed by the municipality and fully executed.

While a workable standard agreement form is currently used for the different types of turnbacks, additional clauses and terms are often necessary. The fact that each turnback project is unique makes this inevitable.

Any amendment to a Highway Transfer Agreement must be accomplished through a supplemental agreement signed by all parties and with the same formality as the original agreement. A supplemental agreement may be requested in order to change the terms or conditions of the original agreement, for example: work completion date, funding, scope of work, or additional unplanned work. Supplemental agreements can be processed only if a copy of the original agreement and any previous supplemental agreements are attached for comparative review.

**\*\*NOTE:** If an ongoing project will not be completed prior to its work completion date, it is the responsibility of the municipality to request an extension to the project's work completion date.

A request for a supplemental agreement shall be submitted to the District Municipal Services by the municipality at least six months prior to the work completion date found in the original agreement, or as amended by a previous supplemental agreement. All requests shall be in writing, in the form of a letter on municipal letterhead. The letter should specify the change(s) being requested and provide justification for why the change(s) is necessary. The letter must be signed by the appropriate municipal officials and dated.

If a supplemental agreement request includes a funding increase of greater than 10% of the original rehabilitation cost, the request is required to go through the formal review and approval process, as required for newly proposed projects. Such requests must be presented to the PMC for final review and consideration.

If applicable under the terms and conditions of the original agreement, the work completion date may be extended via a letter of adjustment. The letter must be signed by the municipality, PennDOT, and the Office of Comptroller Operations, to be effective.

The Office of Chief Counsel will draft a custom amendment to change the terms and conditions of the original agreement (or previous supplemental agreement) as needed, for use as the supplemental agreement. This is also required to ensure the supplemental agreement adheres to all current Commonwealth clauses and provisions.

**\*\*NOTE:** Supplemental agreements must be signed the authorized municipal official as specified by the municipality's resolution. If the original authorized official is unavailable, a new resolution must be executed by the municipality and submitted with a request for a supplemental agreement.

Upon completing the Highway Transfer Agreement Package, the Central Office Turnback Coordinator forwards it to the District Turnback Coordinator for execution by the municipality.

## **STEP 10 – DISTRICT/MUNICIPALITY**

### **Municipal Signatures:**

The completed Highway Transfer Agreement package is received by the District Turnback Coordinator to forward to the municipality to have one (1) original agreement signed by the designated authority as shown on the attached resolution.

**\*\*NOTE:** Only the authorized official as specified by the municipality's resolution is permitted to sign the transfer agreement on behalf of the municipality.

## **STEP 11 – DISTRICT**

### **Funding the Highway Transfer Agreement:**

District Turnback Coordinators are to work in conjunction with their respective District Fiscal Officer to accurately complete the SAP-7 –SAP Funds Commitment/Reservation Form (FMZ1/FMX1), - earmark or – commit the funds.

The District Turnback Coordinator will supply the 9-digit document number generated by this transaction in SAP. If no number is automatically generated by SAP, the District Turnback Coordinator will create a unique number (6 to 9 digits) for the purpose of serving as the agreement's identifying number. The agreement number is used for tracking purposes and is noted at the top of the agreement's first page.

## **STEP 12 – DISTRICT**

### **Signed Highway Transfer Agreement to Central Office-BPR:**

The one (1) original signed Highway Transfer Agreement (or electronic copy) shall be forwarded to the Central Office-Turnback Coordinator for execution and payment. This agreement package should include the following:

- SAP-7 Form with SAP Document Number
- OS-528C-CRP Form
- 1 original signed Highway Transfer Agreement (or electronic copy)

## **STEP 13 – CENTRAL OFFICE**

### **Central Office Routing:**

Central Office Turnback Coordinator forwards one (1) electronic copy of the signed Highway Transfer Agreement through the Central Office execution process as follows:

1. The BPR director, as Deputy Secretary designee, reviews the agreement and signs.

The agreement document number is logged into the Legal Approval Tracking System (LATS). The Central Office Turnback Coordinator electronically submits the agreement to the Office of Chief Counsel.

2. The Office of Chief Counsel assigns an attorney to give the agreement a preliminary review. The Office of Chief Counsel forwards the agreement to the Office of General Counsel.
3. The Office of General Counsel reviews the agreement for compliance, signs, and returns it to the Office of Chief Counsel. The Office of Chief Counsel forwards the agreement to the Office of Attorney General.
4. The Office of Attorney General reviews the agreement for compliance, signs, and returns it to the Office of Chief Counsel. The Comptroller's Office reviews and validates all fiscal documents, signs, and returns it to the Office of Chief Counsel.
5. The Office of Chief Counsel performs a final review before forwarding the fully executed agreement to the Central Office Turnback Coordinator.

## **STEP 14 – CENTRAL OFFICE-BPR**

### **Distribution of Executed Highway Transfer Agreement:**

Upon full Central Office execution of the Highway Transfer Agreement, the Central Office Turnback Coordinator makes four (4) copies of the agreement and distributes them as follows:

- 1 electronic copy to the Municipality (via the District Turnback Coordinator)
- 1 electronic copy to the District Turnback Coordinator
- 1 paper copy to the Department of the Treasury, Treasury Audits
- 1 electronic copy to the Bureau of Fiscal Management.

The Central Office Turnback Coordinator files one (1) paper copy of the transfer agreement in the turnback project file in Central Office-BPR.

## **STEP 15a – DISTRICT**

### **District Office Receives Executed Highway Transfer Agreement:**

Upon receipt of the fully executed Highway Transfer Agreement, the District Turnback Coordinator files the executed agreement in the turnback project file. A routing memo is sent through the District Office to prepare the roadway data package for the municipality. The complete roadway package will include:

- Straight Line Diagram
- Right-of-Way Information
- Bridge and Roadway Weight Limit Postings and Restrictions and Studies (if appropriate)
- Traffic Engineering Documentation
- Active Highway Permits
- Utility Information
- Railroad Crossing Information
- P.U.C. Orders
- Construction Plan

## STEP 15b – MUNICIPALITY

### Municipality Receives Executed Highway Transfer Agreement:

The District Turnback Coordinator forwards the fully executed Highway Transfer Agreement to the municipality to file accordingly.

**\*\*NOTE:** If the municipality, by contract or with its own forces, is performing rehabilitative work under the Highway Transfer Agreement, work may begin as of the agreement’s execution date. Work is not permitted to begin prior to the agreement being fully executed by all parties. Refer to the fully executed agreement for terms and conditions.

All items of work performed by the municipality under the Highway Transfer Agreement must be done in conformance with PUB 408 – Maintenance Manual Production Performance Standards and will be subject to spot inspection during the rehabilitation process.

## STEP 16 – CENTRAL OFFICE-BPR/DISTRICT/MUNICIPALITY

### Payment Entry/Delivery:

PennDOT will provide funding to the municipality for necessary rehabilitation in accordance with the procedures and responsibilities as set forth in the Highway Transfer Agreement.

If a “reimbursement” transfer agreement is used, PennDOT will pay the municipality, on a reimbursement basis, for the municipality’s work as described in Exhibit A. Payment will be made up to the maximum sum (i.e. Grand Total) of the cost estimate found in Exhibit A.

The municipality is responsible for submitting invoices to PennDOT, either periodically or at the end of the project, to receive payment.

**\*\*NOTE:** If submitting periodic invoices, the municipality may submit a maximum of two (2) invoices per month.

The payment of invoices will be made based upon justification provided by the municipality via a reimbursement request package.

The reimbursement request package shall include:

- Letter requesting reimbursement
- Invoice(s)
- Verification of payment to consultant(s), contractor(s), or vendor(s)

The letter requesting reimbursement must be on municipal letterhead, dated, and signed by the municipality’s official. The letter shall specify the funding amount that is being requested for reimbursement.

The invoice shall list a description of the work items as they are described in Exhibit A of the Highway Transfer Agreement and include the associated quantity, unit price, and cost of each item, and a subtotal of all items. The subtotal of work items on the invoice shall equal the amount requested by the municipality as specified in their letter. Only work items funded by turnback funds should be included, and any non-turnback items should not be listed on the invoice. The invoice must also be dated.

The verification of payment can be in the form of a copy of a canceled check or a certified letter from the consultant(s), contractor(s), or vendor(s) acknowledging payment. The letter must be dated and signed by the consultant, contractor, or vendor's representative.

If work was performed by municipal forces, the municipality shall provide the payroll documentation showing the rate paid and hours spent per line item, as verification of payment.

The following procedure applies for processing reimbursement payments:

1. The municipality will submit a reimbursement request package to the District Turnback Coordinator.
2. Following review and finding the invoice(s) satisfactory, the District Turnback Coordinator will forward the reimbursement request package to the Central Office Turnback Coordinator.
3. The Central Office Turnback Coordinator will review and, if found satisfactory, approve the invoice(s) for payment.
4. The Central Office Turnback Coordinator initiates the payment process through the FB60 transaction in SAP. The document number generated by this transaction must be recorded on Central Office's paper copy of the Highway Transfer Agreement.
5. The full invoicing process can take up to 30 days. Delivery of funds to the municipality can be expected within 2 to 4 weeks following the invoice's "cleared" status in SAP.

Per a "reimbursement" transfer agreement, if the municipality abandons or indefinitely postpones the work described in Exhibit A prior to its completion, the municipality permits PennDOT to complete the unfinished work. In this event, the municipality shall reimburse PennDOT an amount equal to 10% of the cost required to complete the unfinished work within 45 days of receipt of a written request. This "administrative" cost is used to reimburse the design, engineering, bidding, and management required to complete the unfinished work. The municipality shall still assume ownership of the roadway following the completion of work by PennDOT if not already transferred.

If a "cash for work" transfer agreement is used, the municipality is permitted to request payment from PennDOT to pay for the costs of work described in Exhibit A. Payment will be made up to the maximum sum (i.e. Grand Total) of the cost estimate found in Exhibit A. The municipality is not required to submit verification of payment to consultants, contractors, or vendors to receive payment, as required by the "reimbursement" transfer agreement. Rather, the municipality will use the funding received from PennDOT to pay consultants, contractors, and vendors.

The municipality is responsible for submitting requests to PennDOT. These requests will consist of invoices from the municipality's consultant(s), contractor(s), or vendor(s), and other cost documentation, including contract estimates or other evidence of incurred costs for work in-place and materials, supplies, or equipment provided.

**\*\*NOTE:** The municipality may submit invoices as they receive them.

The payment of invoices will be made based upon justification provided by the municipality in their request.

The payment request shall include:

- Letter requesting payment
- Invoice(s)
- Supporting documentation consisting of contract estimates, invoices, or other evidence of incurred costs

The letter requesting payment must be on municipal letterhead, dated, and signed by the municipality's official. The letter shall specify the funding amount that is being requested for payment.

The invoice shall list a description of the work items as they are described in Exhibit A of the Highway Transfer Agreement and include the associated quantity, unit price, and cost of each item, and a subtotal of all items. The subtotal of work items on the invoice shall equal the amount requested by the municipality as specified in their letter. Only work items funded by turnback funds should be included, and any non-turnback items should not be listed on the invoice. The invoice must also be dated.

The same procedure for the processing of reimbursement payments mentioned above, unless noted otherwise, applies to the processing of non-reimbursement payments.

The timely processing of invoices is required to assure prompt payment of the municipality's consultant(s), contractor(s), or vendor(s). Failure to follow the steps as shown above may cause delays.

**\*\*NOTE:** Transfer of jurisdiction of the state highway shall not occur until PennDOT delivers the first payment of rehabilitation funding to the municipality or until PennDOT completes unfinished work as discussed in Step 17. Until the transfer of jurisdiction occurs, PennDOT is responsible for the maintenance of the highway, including providing winter maintenance services.

The Central Office Turnback Coordinator will notify the District Turnback Coordinator of the delivery of payment to the municipality.

The municipality is responsible for completing all work within the specified timeframe as specified in the Highway Transfer Agreement. Any changes to the project's scope of work, items necessary to complete the project, project timeline, or other factors affecting project completion or delay, should be clearly documented, and the District Municipal Services Office notified. If the project is not going to be completed prior to the completion date of work as specified in the Highway Transfer Agreement, an extension to the completion date of work may be requested. Such requests for a "time-extension" shall be made by the municipality at least six months in advance of the agreement's completion date of work.

If applicable, the municipality may submit invoices for payment up to six months after the agreement's completion date of work. The municipality is responsible for ensuring all invoices are received by PennDOT no later than this date. PennDOT is not obligated to provide payment to the municipality for invoices received beyond six months after the agreement's

completion date of work.

PennDOT recommends that the municipality utilize the PR-999T - Turnback Project Completion Report form and the PR-999TRC – Turnback Record of Checks form to document project expenses until all items of work listed in Exhibit A of the Highway Transfer Agreement are satisfactorily completed. The PR-999T form and the PR-999TRC form must be submitted annually by December 31st for all open rehabilitation projects. Open rehabilitation projects include all rehabilitation projects for which a final PR-999T form and final PR-999TRC form have not been submitted. Municipalities with open rehabilitation projects that do not submit the PR-999T form and the PR-999TRC form reporting project activity will not be eligible for payment of the Turnback Program Annual Maintenance (Ac 1983-32) payment.

If excess rehabilitation funds remain from the cost estimate described in Exhibit A of the Highway Transfer Agreement upon completion of the project, unless specified otherwise in the terms and conditions of the Highway Transfer Agreement, those excess funds will remain in the State Highway Transfer Restoration Restricted Account to use for other projects.

## **STEP 17 – CENTRAL OFFICE-BPR**

### **Official Transfer Letter:**

Upon transfer of jurisdiction, Central Office Turnback Coordinator prepares an Official Turnback Letter for the Secretary or their designee's signature. This letter will designate the highway transferred and detail the beginning and ending (segments, offsets, and stations) for the transferred roadway. This letter will also contain the official transfer date for the specified highway.

**\*\*NOTE:** Pursuant to the decision of the Pennsylvania Supreme Court in the case of Mullin vs. the Department of Transportation, Supreme Court of Pennsylvania, Nos. 158 and 159 MAP 2002, Decided March 29, 2005 – the date on which the municipality assumes jurisdiction and liability will be the date on which payment occurs, as opposed to earlier agreement execution date. By contrast, when PennDOT performs the rehabilitative work, either with its own forces or through an outside contractor hired by PennDOT, the transfer of jurisdiction is postponed until the work is completed, as Section 9207(a) of the Vehicle Code expressly provides.

## **STEP 18 – MUNICIPALITY**

### **Municipality Records Transfer:**

Upon receipt of the executed Highway Transfer Agreement, it is the responsibility of the municipality to have the Highway Transfer Agreement recorded by the respective County Recorder's Office within 3 months of the agreement's execution date.

After the transfer is recorded, the municipality will notify the District Turnback Coordinator with proof of the transfer recording. The proof of recording is maintained at the District Office in the turnback project file.

## **STEP 19 – DISTRICT**

### **Roadway Data Package Forwarded to the Municipality:**

The Roadway Data Package items defined in Step 15a are forwarded to the municipality.

## **STEP 20 – DISTRICT**

### **Mileage Adjustment:**

Upon being provided proof of the recording of the Highway Transfer Agreement, the District Municipal Services Office will prepare the PR-990-Municipal Road Data Processing Report form based upon the executed agreement and submit to Central Office-BPR.. The PR-990-Municipal Road Data Processing Report form must be submitted by December 31st of the calendar year following the transfer. The adjusted mileage is then used to determine the municipality's Turnback Program Annual Maintenance (Act 1983-32) payment.

PR-990 forms may be completed through the PennDOT Local Road Mileage System, found at <https://pdprgisweb.penndot.pa.gov/lrms/>. For any questions or concerns relating to this system, please contact the Central Office Mileage Coordinator.

## **STEP 21 – DISTRICT**

### **Verification of Rehabilitation Work:**

The District Office, through spot and final field inspections, verifies that the rehabilitation work, as defined in the Transfer Agreement, has been completed.

## **STEP 22 – MUNICIPALITY/DISTRICT**

### **Preparation of Form PR-999T:**

Upon completion of the rehabilitation project, municipalities should promptly complete their copy of the final PR-999T – Turnback Project Completion Report and final PR-999TRC – Turnback Record of Checks form and submit both forms to the District Turnback Coordinator. It would also be to a municipality's advantage to have PennDOT perform a final inspection and mileage verification as soon as possible. District Municipal Services staff will sign the final PR-999T form certifying final inspection has satisfactorily been completed.

## **STEP 23 – DISTRICT/MUNICIPALITY**

### **Submission of Form PR-999T:**

Upon receipt of the final PR-999T – Turnback Project Completion Report form and final PR-999TRC – Turnback Record of Checks form, a copy is made and filed in the District's turnback project file. The District Turnback Coordinator verifies that all elements of the Highway Transfer Agreement have been satisfied before forwarding the original final PR-999T form and final PR-999TRC form to the Central Office Turnback Coordinator.

## **STEP 24 – CENTRAL OFFICE-BPR**

### **Letter of Completion Prepared:**

The Central Office Turnback Coordinator reviews the final PR-999T form and final PR-999TRC form for compliance and prepares a Turnback Project Completion Letter. This letter is signed by the Director of the Bureau of Planning and Research. The Central Office Turnback Coordinator distributes a copy of the letter to the District Municipal Services Office and municipality.

## STEP 25 – DISTRICT

### Letter of Completion Filed:

The District Turnback Coordinator files their copy of the Turnback Project Completion Letter in the District's turnback project file. The Central Office Turnback Coordinator files a paper copy of the Turnback Project Completion Letter in Central Office-BPR's turnback project file

## STEP 26 – CENTRAL OFFICE-BPR

### Certification of Transfers:

Act 1983-32 requires that the Bureau of Planning and Research certify a list of completed Highway Transfers to the Pennsylvania Bulletin and respective County Recorder's office.

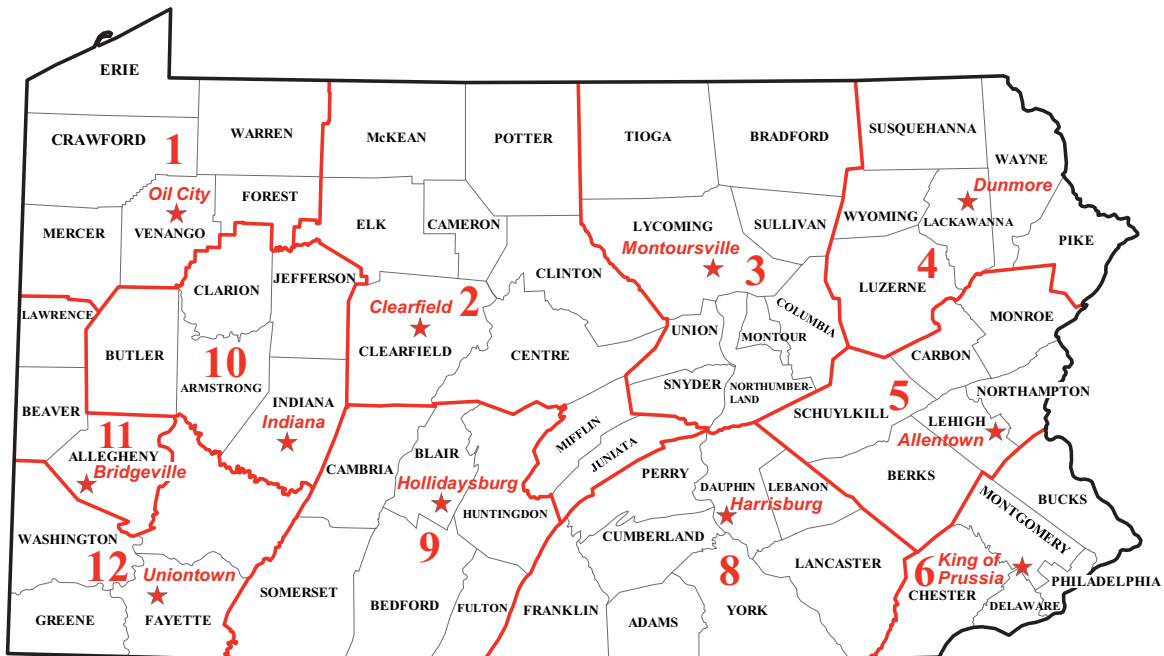
**If you are interested in the Turnback of a roadway or bridge in your municipality, contact your local District Turnback Coordinator.**

Engineering District	Turnback Coordinator	Engineering District Unit	Telephone	Fax
1-0	Troy Cyphert <a href="mailto:tcyphert@pa.gov">tcyphert@pa.gov</a>	Municipal Services Unit	(814) 678-5038	(814) 678-7040
2-0	Randy Albert <a href="mailto:galbert@pa.gov">galbert@pa.gov</a>	Maintenance Unit	(814) 765-0408	(814) 765-0487
3-0	Gregory Dibble <a href="mailto:grdibble@pa.gov">grdibble@pa.gov</a>	Municipal Services Unit	(570) 368-4239	(570) 368-4343
4-0	Christian Goetz <a href="mailto:cgoetz@pa.gov">cgoetz@pa.gov</a>	Municipal Services Unit	(570) 963-4117	(570) 963-4949
5-0	John Davis <a href="mailto:johndavis@pa.gov">johndavis@pa.gov</a>	Municipal Services Unit	(610) 871-4151	(610) 871-4614
6-0	Marjorie Parris <a href="mailto:mparris@pa.gov">mparris@pa.gov</a>	Municipal Services Unit	(610) 205-6540	(610) 205-6910
8-0	James Leshar <a href="mailto:jalesher@pa.gov">jalesher@pa.gov</a>	Municipal Services Unit	(717) 772-2171	(717) 705-4285
9-0	Michael Bowser <a href="mailto:mibowser@pa.gov">mibowser@pa.gov</a>	Municipal Services Unit	(814) 696-7220	(814) 696-7121
10-0	Steve Vasbinder <a href="mailto:svasbinder@pa.gov">svasbinder@pa.gov</a>	Municipal Services Unit	(724) 618-2402	(724) 357-1904
11-0	Jay Okain <a href="mailto:jokain@pa.gov">jokain@pa.gov</a>	Maintenance Unit	(412) 429-3787	(412) 429-3784
12-0	Stephanie Whitlatch <a href="mailto:swhitlatch@pa.gov">swhitlatch@pa.gov</a>	Municipal Services Unit	(724) 415-3528	(724) 437-5713
Central Office	Manny Wilson <a href="mailto:emmwilson@pa.gov">emmwilson@pa.gov</a>	Central Office	(717) 787-7661	(717) 783-9152

The full listing of Municipal Services Representatives for each Engineering District can be found at: [www.pa.gov/penndot](http://www.pa.gov/penndot), Contact Us.

Engineering District	Mileage Coordinator	Engineering District Unit	Telephone	Fax
Central Office	Mike Ballinger <a href="mailto:miballinge@pa.gov">miballinge@pa.gov</a>	Central Office	(717) 214-8688	(717) 783-9152

For further information or questions, please contact us at: [RA-PDHWYTRANSFERPROG@pa.gov](mailto:RA-PDHWYTRANSFERPROG@pa.gov)



## **SECTION 200**

# **THE GUIDELINES AND PROCESS MANUAL FOR THE ABANDONMENT OF STATE HIGHWAYS**

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## FOREWORD

The Pennsylvania Department of Transportation has prepared the following guidance manual for the abandonment of state highway control to local government per the State Highway Law of 1945, 36 P.S. Section 670-210 and 670-214 which authorize the Secretary of Transportation to abandon relocated segments of state highway to local government per the alteration of any state highway or intersecting route to correct danger or inconvenience to the motoring public or lessen the cost to the Commonwealth of maintaining, constructing, or reconstructing our roadways.

This manual shall serve as a source document for any employee responsible for administering to or any municipality participating in the abandonment of state highways to local governments.

Revisions will be periodically made to this manual as they become necessary. Any questions or requests for information should be directed to the District Municipal Services Representative.

***The publications and forms referenced in the Publication can either be found at [www.pa.gov/pennidot](http://www.pa.gov/pennidot), Forms and Publications or obtained by contacting your District Municipal Services Representative.***

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## **State Highway Law of 1945, 36 P.S.**

### **670-210. Relocation, etc; abandonment as state highway, vacation**

The Secretary is hereby empowered to change, alter, or establish the width, lines, location or grades of any state highway or any intersecting road in any township, borough, or incorporated town, in such manner as, in their discretion, may seem best, in order to correct danger or inconvenience to the travelling public, or lessen the cost to the Commonwealth in the construction, reconstruction, or maintenance thereof. After the relocation has been opened to traffic, the Secretary, by notice to local authorities, shall abandon as a state highway route or vacate the section of highway between the termini of the relocation. Where the new route, in the judgment of the Secretary, supplies and takes the place of any part of the old highway, and such part is of a length of not more than two miles, the Secretary, being of the opinion that such part is unnecessary for public use and travel, or burdensome or dangerous, and having due regard for the convenience of access to the new highway by the owners of property abutting on such part, may, at any time, by written order declare such part to be vacated. Thereafter, the part so vacated shall be closed to public use and travel, and shall no longer be a public road. Before any change or order of vacation is made, the Secretary shall first submit a plan of the proposed change or any proposed order of vacation duly acknowledged to the Governor; and the same shall be approved by and him, and filed as a public record in the office of the Department and copy thereof shall be recorded in the office for the recording of deeds in the proper county at the expense of the Department in a plan book or books provided by the county for that purpose. The approval of such plan or plans by the Governor shall be considered to be the condemnation of an easement for highway purposes from all property within the lines marked as required for right-of-way and the condemnation of an easement of support or protection from all property within the lines marked as required for slopes. All plans or orders so approved, filed, and recorded, shall indicate the names of the owners or reputed owner of the land affected by taking or vacation and of lands abutting the same. It shall be the duty of the recorder of deeds of each county to provide a plan book or books for the recording of such plans and orders, and to maintain an adequate locality index for the same.

### **670-214. Maintenance of parts of roads abandoned as state highways; vacation when not of full width**

Where any section of a state highway route shall be, or has been relocated, the portion of the public road or highway, thus abandoned as a state highway route, shall be maintained by, and at the expense of, the township, borough, incorporated town or city wherein it is located, but the Department shall in each case, before abandoning such portion of public road or highway, improve and repair the same so that it shall be in first class condition when it is taken over by the township, borough, incorporated town or city.

Where the width, lines or location of a state highway shall be or have been changed, altered, or established, according to law, in a manner which does not create an entirely new highway, the section or sections, or portion of the right-of-way of the highway, as previously established, which are not included within the changed, altered, or established widths shall be considered vacated, if such portion or sections are not full width of the highway, as previously established.

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## State Highway Abandonment: A General Overview

Abandonment of a state highway is the transfer by PennDOT of the jurisdiction and maintenance of an existing state highway to a municipality.

Whether a roadway should be abandoned, vacated, or “turned-back” is dependent on many factors, including safety, convenience of access to property owners (Sections 210 and 214 of the 1945 State Highway Law, 36, P.S. 670-210 and 670-214), and possible damage claims under Section 715 of the Eminent Domain Code.

Roads are abandoned because they are no longer necessary as part of the state highway system but are still necessary as part of the public highway system.

Please note that abandonments are different from “turnbacks”. As long as legal requirements are met, a road may be abandoned to a municipality without its consent. Turnbacks, on the other hand, are purely voluntary agreements between PennDOT and the municipality, transferring jurisdiction of a road segment back to the local government.

When properly abandoned, the municipality must maintain the roadway segment as a local road for it to be eligible for liquid fuels funds.

Abandonment decisions are made by the District Executive in consultation with PennDOT's Right-of-Way Administration and the District Municipal Services Office.

Highway segments held in fee or as easements may be abandoned to local government.

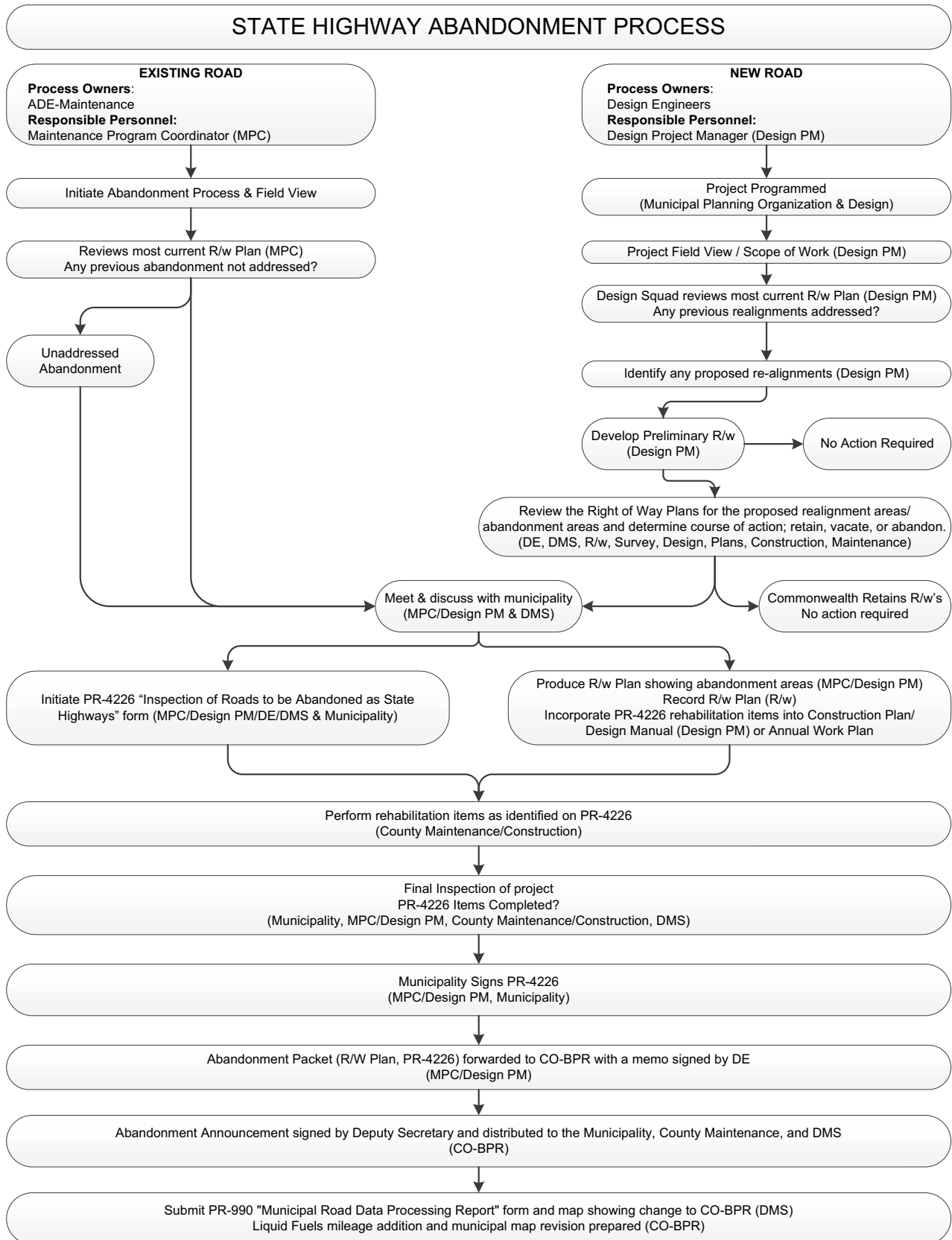
The portion of roadway to be abandoned shall be shown as "area to be abandoned" on a right-of-way plan and have arrows leading to the appropriate lines (plan presentation and certain policies relating to the abandonment of Department right-of-way are set forth in PUB 14M Design Manual Part 3, Chapter 3).

Inclusion of an abandonment on a plan approved by, or on behalf, the Governor is the first step in affecting abandonment. Abandonments, as shown on a plan, are effective only after the roadway has been opened to traffic and proper written notice has been given to the local municipality. The notice shall come from Central Office-BPR with the distribution of an official letter announcing the abandonment of the roadway.

The road segment must be in first class condition prior to being abandoned to a municipality. Form PR-4226-State Highway Abandonment Form should be used to document that the municipality agrees the roadway is in first class condition. The form must include any rehabilitative work items needed to place the roadway in a first class condition. Although not legally required to affect abandonment, this signatory agreement documenting the condition of the roadway prior to the transfer of jurisdiction avoids potential issues and is good policy.

District Municipal Services shall forward a packet containing form PR-4226, the R/W plan/sketch, and memo signed by the District Executive, to Central Office-BPR to file. The Central Office Turnback Coordinator will prepare an announcement letter for the Deputy Secretary of Planning's signature. The announcement letter will designate the portion of roadway abandoned and detail the beginning and ending (segments, offsets, and stations) of the roadway. A copy of the announcement letter and R/W sketch/plan is distributed to the municipality, County Maintenance, and District Municipal Services.

Upon receipt from the District Office of an approved PR-990-Municipal Road Data Processing Report form and a copy of the map showing the change, Central Office will add the abandoned road segment to the municipality's inventory and adjust their mileage accordingly. The additional mileage will increase the amount of Liquid Fuels Tax allocation that the municipality receives.



## **SECTION 300**

# **THE GUIDELINES AND PROCESS MANUAL FOR THE VACATION OF STATE HIGHWAYS**

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## FOREWORD

The Pennsylvania Department of Transportation has prepared the following guidance manual for the vacation of portions of state highways control to the abutting property owners per the State Highway Law of 1945, 36 P.S. Section 670-210 and 670-214 which authorizes the Secretary of Transportation to vacate relocated segments of state highway and attached land parcels to the abutting property owners per the alteration of any state highway or intersecting route to correct danger or inconvenience to the motoring public or lessen the cost to the Commonwealth of maintaining, constructing, or reconstructing our roadways.

This manual shall serve as a source document for any employee responsible for administering to or any person or entity participating in the vacation of a state highway. Revisions will be periodically made to this manual as they become necessary. Any questions or requests for information should be directed to the District Municipal Services Representative.

***The publications and forms referenced in this Publication can either be found at [www.pa.gov/pennndot](http://www.pa.gov/pennndot), Forms and Publications, or obtained by contacting your District Municipal Services Representative.***

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## **State Highway Law of 1945, 36 P.S.**

### **670-210. Relocation, etc; abandonment as state highway, vacation**

The Secretary is hereby empowered to change, alter, or establish the width, lines, location or grades of any state highway or any intersecting road in any township, borough, or incorporated town, in such manner as, in their discretion, may seem best, in order to correct danger or inconvenience to the travelling public, or lessen the cost to the Commonwealth in the construction, reconstruction, or maintenance thereof. After the relocation has been opened to traffic, the Secretary, by notice to local authorities, shall abandon as a state highway route or vacate the section of highway between the termini of the relocation. Where the new route, in the judgment of the Secretary, supplies and takes the place of any part of the old highway, and such part is of a length of not more than two miles, the Secretary, being of the opinion that such part is unnecessary for public use and travel, or burdensome or dangerous, and having due regard for the convenience of access to the new highway by the owners of property abutting on such part, may, at any time, by written order declare such part to be vacated.

Thereafter, the part so vacated shall be closed to public use and travel, and shall no longer be a public road. Before any change or order of vacation is made, the Secretary shall first submit a plan of the proposed change or any proposed order of vacation duly acknowledged to the Governor; and the same shall be approved by and him, and filed as a public record in the office of the Department and copy thereof shall be recorded in the office for the recording of deeds in the proper county at the expense of the Department in a plan book or books provided by the county for that purpose. The approval of such plan or plans by the Governor shall be considered to be the condemnation of an easement for highway purposes from all property within the lines marked as required for right-of-way and the condemnation of an easement of support or protection from all property within the lines marked as required for slopes. All plans or orders so approved, filed, and recorded, shall indicate the names of the owners or reputed owner of the land affected by taking or vacation and of lands abutting the same. It shall be the duty of the recorder of deeds of each county to provide a plan book or books for the recording of such plans and orders, and to maintain an adequate locality index for the same.

### **670-214. Maintenance of parts of roads abandoned as state highways; vacation when not of full width**

Where any section of a state highway route shall be, or has been relocated, the portion of the public road or highway, thus abandoned as a state highway route, shall be maintained by, and at the expense of, the township, borough, incorporated town or city wherein it is located, but the Department shall in each case, before abandoning such portion of public road or highway, improve and repair the same so that it shall be in first class condition when it is taken over by the township, borough, incorporated town or city.

Where the width, lines or location of a state highway shall be or have been changed, altered, or established, according to law, in a manner which does not create an entirely new highway, the section or sections, or portion of the right-of-way of the highway, as previously established, which are not included within the changed, altered, or established widths shall be considered vacated, if such portion or sections are not full width of the highway, as previously established.

## State Highway Vacation: A General Overview

Vacation is the return of a portion of any existing state highway to the private property owner whose abutting property originally contained that portion of state highway vacated.

Whether a roadway should be abandoned, vacated, or “turned-back” is dependent on many factors including safety, convenience of access to property owners (Sections 210 and 214 of the 1945 State Highway Law, 36, P.S. 670-210 and 670-214), and possible damage claims under Section 715 of the Eminent Domain Code.

Vacation decisions are made by the District Executive in consultation with PennDOT’s Right-of-Way Administrator and the District Municipal Services Office.

Please note that only easements can be vacated. Land owned by PennDOT in fee must be sold in accordance with the provisions of 71 P.S. 513 (e)(7).

Vacations are typically started by showing the appropriate areas as “to be vacated” on a right-of-way acquisition plan (plan presentation and certain policies relating to the vacation of PennDOT right-of-way are set forth in PUB 14M Design Manual Part 3, Chapter 3). Vacations, as shown on this plan, are effective only after an order of vacation has been executed by PennDOT is filed in the appropriate county courthouse.

Inclusion of a vacation on a plan approved by, or on behalf of, the Governor is the first step in the vacation process. When properly completed, there is no public ownership in the area vacated: the owner of the fee underlying the highway easement vacated owns the land unburdened by the highway easement. Road segments are vacated because they are no longer a necessary part of the state highway system or to provide public access to abutting properties.

Widening or shifting right-of-way lines can cause vacations. Where the width, lines or location of a state highway shall be or has been changed, altered, or established, according to law, in a manner which does not create an entirely new highway, the section, sections or portions of the right-of-way of the highway, as previously established, which are not included within the changed, altered or established widths shall be considered vacated, if such portions or sections are not the full width of the highway, as previously established. The portion of state highway to be vacated is shown on the plan as existing right-of-way and should be marked as “to be vacated.”

Individual parcels can also be vacated by PennDOT. This is typically applicable when parcels have been acquired for a project, but the project is not constructed.

When an easement is vacated, the underlying fee owner’s title is released from the burden of the public easement. A section of the General Road Law (36 P.S. 2131) provides that the adjoining owner or owners are authorized to reclaim the highway or street to the center thereof, unless the ground was originally taken in unequal portions from the then owners thereof, in which case the adjoining owners shall reclaim in the proportion contributed by such owners or their predecessors in title. This is consistent with case law establishing a presumption that the adjoining owner has title to the middle of the abutting highway or street. This presumption can be overcome with evidence that the underlying fee owner is some other party.

RW-376, entitled, “Settlement Agreement (Vacation)”, should be executed by each landowner

to whom land will be vacated. Although not legally required, this release avoids issues in the future and is good policy. It prevents the abutting owner from making a claim for interference with access due to vacating the right-of-way. The best practice is to record these releases respectively, even though they do not transfer title. Please refer to PUB 378 Right-of-Way Manual for more details and a copy of form RW-376.

Vacation is not effective until an order of vacation is executed by, or on behalf of, the Secretary of Transportation. Signatory approval must be in ink, either original or stamped, and notarized. Requests for orders of vacation are made to Central Office-BPR. The submission should indicate the section of highway or parcels being vacated and include a sketch showing the areas vacated and the names of underlying fee owners. These submissions are often made by the District Municipal Services Unit, but may be made by the District Right-of-Way Unit.

When received by the District, the order of vacation with attached sketch should be filed with the recorder of deeds or other office as directed by the court. Thereafter, the part of the highway so vacated shall be closed to public use and travel, and shall no longer be a public road.

Vacations cannot be made subject to the rights of existing public utility facilities to remain unadjusted within the area vacated if the utilities occupy the right-of-way by permit only. PennDOT cannot unilaterally reserve easements for other parties as against the land owner when it vacates public right-of-way.

A vacation and confirmation of disposition plan should be created following the disposition of right-of-ways owned in easement and fee simple. Such a plan for a highway section is the preferred method to affect formal vacations of highway easements and confirm the sale of fee-owned parcels that have been the subject of quit claim deeds in the disposition process. The less preferred method to document dispositions is to merely revise the right-of-way lines on the existing right-of-way acquisition plan.

A general note specifying that the vacation is made subject to the rights of existing public utility facilities to remain unadjusted within the area vacated is not appropriate if the utilities occupy the right-of-way by permit only. PennDOT cannot reserve an easement for a utility when it vacates public right-of-way. The method of doing so in the disposition process is to require the buyer to grant an easement to the utility as a condition of the agreement of sale.

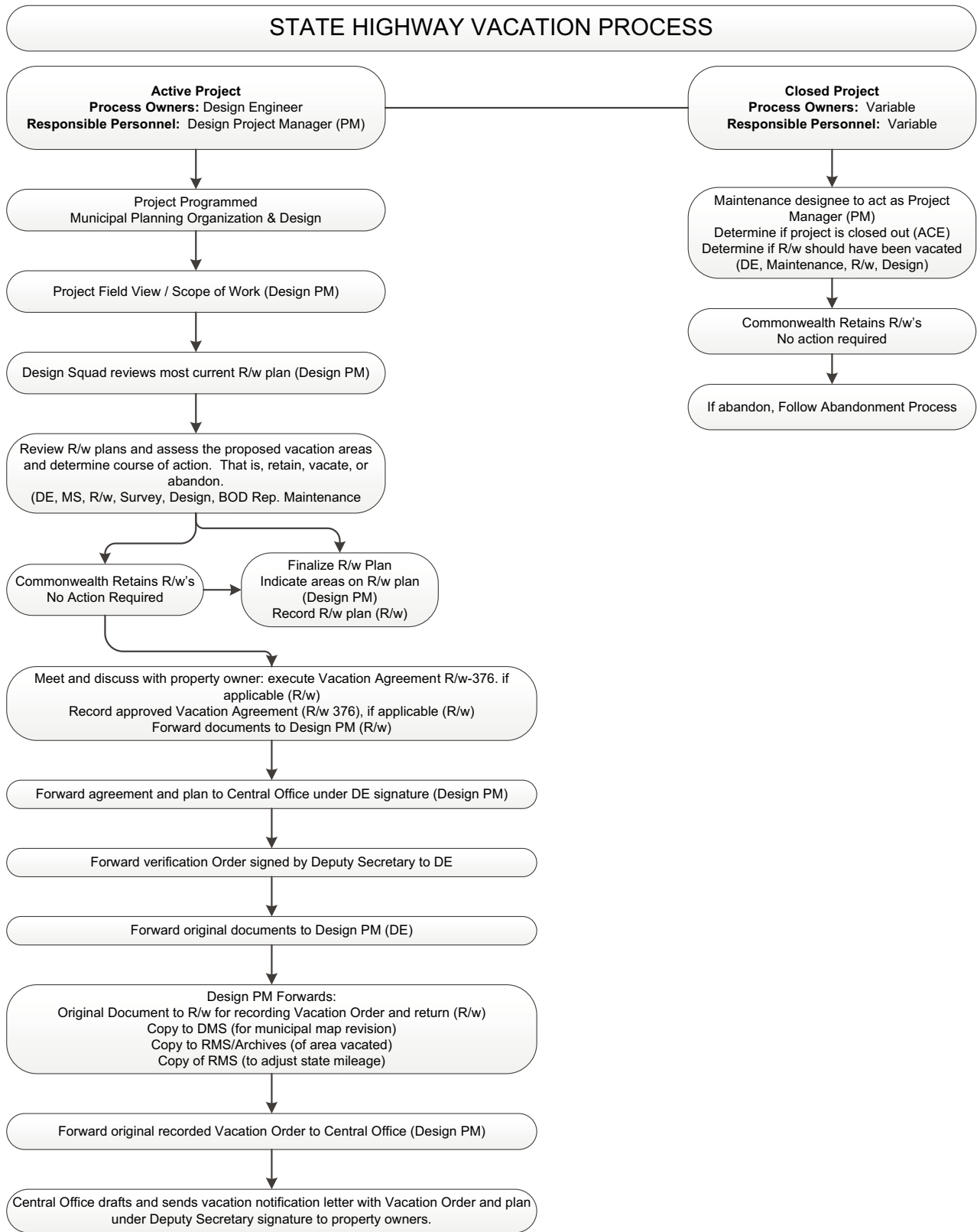
When a plan is filed to vacate a right-of-way and confirm the disposition of right-of-way after the disposition process, the following general note is included:

**THIS PLAN SHALL CONSTITUTE A WRITTEN ORDER AND DECLARATION UNDER SECTION 210 OF THE STATE HIGHWAY LAW, 36 P.S SECTION 670-210, THAT THE RIGHT-OF-WAY SHOWN AS VACATED IS VACATED IMMEDIATELY UPON THE RECORDING OF THE PLAN.**

The easement areas on such plans are not designated as areas “to be vacated”, but rather as areas “vacated”.

This type of plan is only appropriate after disposition of right-of-way under Pub 378 - Right-of-Way Manual procedures. The typical procedure for vacating road segments (i.e. execution and filing of a plan designating the segment as “to be vacated”, followed by execution and filing of an order of vacation) is not altered by the availability of this procedure which is applicable only to situations where the right-of-way disposition process has been used. The procedure is

appropriate in this limited situation because quit claim deeds are provided to the landowner during the disposition process.



## **Section 400**

# **THE GUIDELINES AND PROCESS MANUAL FOR THE ADOPTION OF STATE HIGHWAYS**

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## **FOREWORD**

The Pennsylvania Department of Transportation has prepared the following guidance manual for the adoption of state highways from local government per the State Highway Law of 1945, 36 P.S Section 670-217, 670-218, and 670-602 which authorizes the Secretary of Transportation to adopt segments of locally owned highway to Commonwealth ownership and control per the need to connect, lengthen or shorten a state route or connect a state route to a State park or military property.

This manual shall serve as a source document for any employee responsible for administering to or any municipality participating in the adoption of state highways to Commonwealth ownership and control.

Revisions will be periodically made to this manual as they become necessary. Any questions or requests for information should be directed to Central Office.

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## **State Highway Law of 1945, 36 P.S.**

### **670-217. Connecting roads between state highways**

The Secretary is hereby authorized to join two or more state highway routes in cities of the second class, second class A and third class, boroughs, incorporated towns, or townships, or in any two or more of such political subdivisions, by taking over or building a connecting road, not more than one mile in length, whenever such connecting road would lessen the distance between two points on separate routes, or provide a better alignment or grade. Such road, when constructed or taken over, shall become a State highway and subject to the laws relating to such highways.

Any damage occasioned by the taking of land for the construction of any such connecting road shall be determined and paid as provided by Article III of this act.

### **670-218. Lengthening or shortening intersecting routes to conform to relocations**

Where any section of any state highway route which contains the terminus of an intersecting state highway route does not fall within the limits of the relocated route, the Secretary may lengthen or shorten such intersecting route so that its terminus falls within the limits of the relocated state highway route. If the intersecting route is shortened, and the portion thereof abandoned as a state highway by reason thereof is, in the opinion of the Secretary, unnecessary for public use and travel, the Secretary may vacate said abandoned section. When any state highway route is lengthened under the provisions of this section and property is taken thereby, the damages shall be ascertained and paid as provided by Article III of this act.

### **670-602. Roads to State property used as parks or for military purposes**

The Secretary is hereby authorized to take over for construction, re-construction, improvement, and maintenance, and thereafter to construct, reconstruct, improve, and maintain at the expense of the Commonwealth, as a part of its system of state highways, any road leading from a state highway to any State property maintained as a park or used for military purposes. The Secretary shall first submit a plan of such road to the Governor, and the same shall be approved by him. After being approved, the plan shall be filed as a public record in the office of the Department.

Before the Secretary shall take over any such road for construction, reconstruction, improvement, or maintenance, they shall give notice, in writing, to the proper officers of the county or township in which said road shall lie of their intention to take over the same as a part of the system of state highways, as of the date when the Department will assume the care and maintenance thereof.

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## **State Highway Adoption: A General Overview**

Adoption is PennDOT's assumption of jurisdiction or ownership for a locally-owned roadway as a result of lengthening, shortening or relocating routes to connect to State routes or connect State routes to state parks or military properties.

Under current applicable State Highway Law, PennDOT may adopt routes up to 1 mile in length. Adoptions of larger highway segments are accomplished via specific legislation crafted for the purpose of transferring jurisdiction of the route to PennDOT.

The decision to adopt a roadway as a state highway is first approved by the respective District Executive, followed by the Deputy Secretary for Highway Administration. All adoptions require the final signature approval of the Secretary of Transportation.

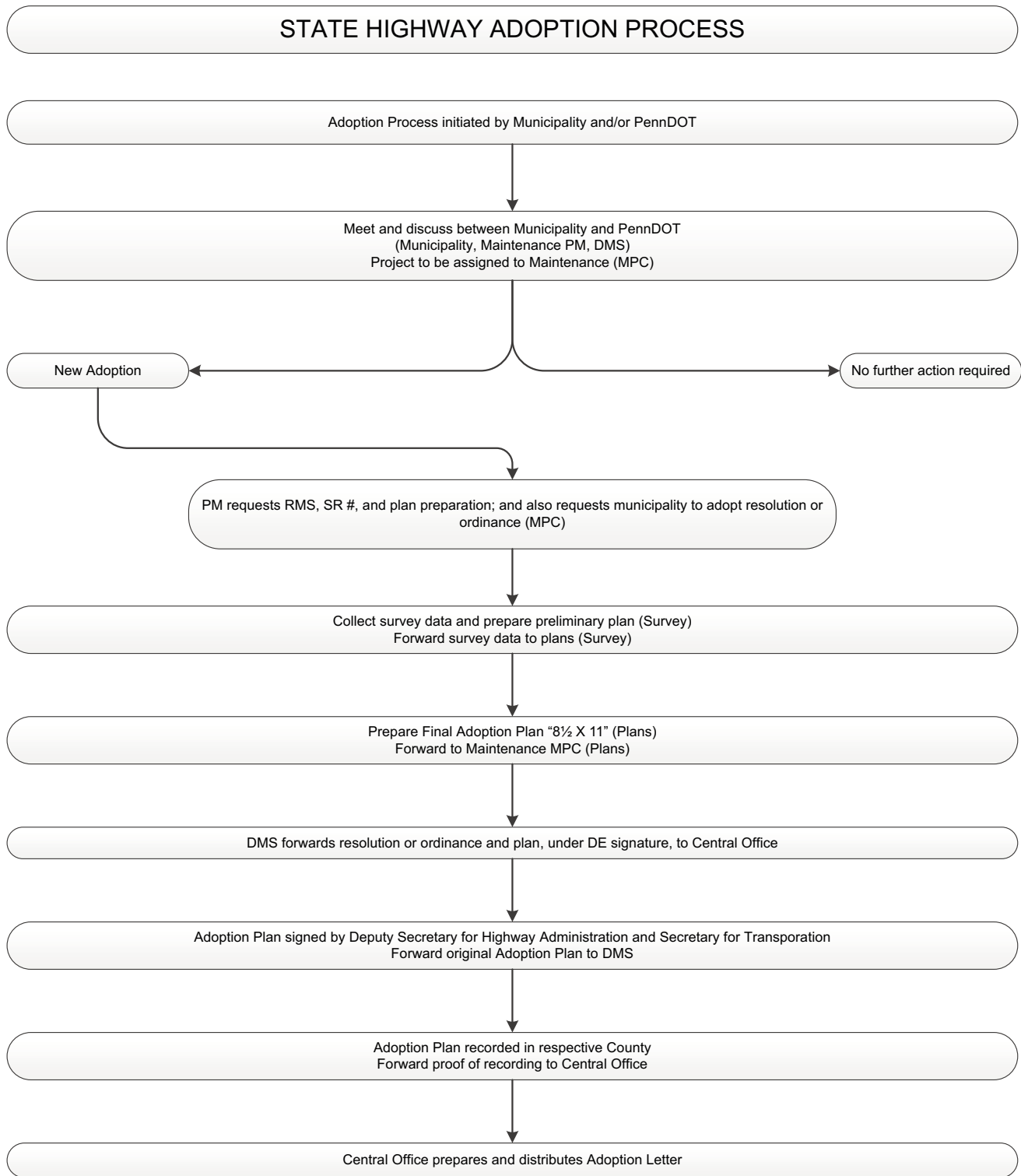
Adoptions are initiated through communication between PennDOT and the municipality in which the proposed adoption will take place. If both parties agree to the adoption of the roadway by PennDOT, a sketch of the proposed roadway adoption is developed.

The adoption plan/sketch of the proposed state roadway must include an area for the signatory approval of the adoption by the Secretary, Deputy Secretary for Highway Administration, and District Executive. The ink signatures can be original or stamped. The sketch must also include space for the sketch to be notarized and recorded by the respective County Recorder's Office.

Although State Highway Law does not require it, it is strongly recommended that the municipality adopt a resolution/ordinance regarding the adoption of the proposed roadway by the Department.

The transfer point for jurisdiction of proposed adoptions is provided within the notification to municipality that the adoption has occurred. The date of transfer listed is determined by the respective project manager as approved by the District Executive.

Adopted road mileage is immediately subtracted from the respective municipalities' Liquid Fuels Roadway Inventory and added to the state highway inventory within PennDOT's Roadway Management System (RMS).



## **Appendix**

### **Forms**

<b>PR-996</b> Highway Transfer Project Submission Form .....	<a href="#"><u>47</u></a>
<b>PR-997</b> Highway Transfer Program Municipal Resolution Form .....	<a href="#"><u>49</u></a>
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# PR-996 - Highway Transfer Project Submission Form

Identifies the work necessary to rehabilitate the roadway along with the cost for the rehabilitation.

PR-996 (6-17)



## HIGHWAY TRANSFER PROJECT

### GENERAL PROJECT INFORMATION

DATE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

AGREEMENT NUMBER: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

DISTRICT: \_\_\_\_\_ MUNICIPAL CODE: \_\_\_\_\_ FEDERAL ID #: \_\_\_\_\_ CVMU #: \_\_\_\_\_

STATE ROUTE #: \_\_\_\_\_ FROM SEGMENT/OFFSET: \_\_\_\_\_ TO SEGMENT/OFFSET: \_\_\_\_\_

LR #: \_\_\_\_\_ FROM STATION: \_\_\_\_\_ TO STATION: \_\_\_\_\_

LR #: \_\_\_\_\_ FROM STATION: \_\_\_\_\_ TO STATION: \_\_\_\_\_

A distance of \_\_\_\_\_ miles or \_\_\_\_\_ feet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(District RMS Coordinator)*

Is this road a local traffic generator?  YES  NO PROVIDES PROPERTY ACCESS TO:  RESIDENTIAL  COMMERCIAL  
 AGRICULTURAL  INDUSTRIAL

Union Notification:  YES  NO Meet and Discuss Date: \_\_\_\_\_

SURFACE WIDTH: \_\_\_\_\_ feet YEAR BUILT: \_\_\_\_\_ LEGISLATIVE DISTRICT: \_\_\_\_\_

R/WAY WIDTH: \_\_\_\_\_ feet LAST YEAR RESURFACED: \_\_\_\_\_ SENATORIAL DISTRICT: \_\_\_\_\_

MFC CODE: \_\_\_\_\_ FED AID: \_\_\_\_\_ ADT: \_\_\_\_\_ VERIFIED IN RMS?  YES  NO

### JUSTIFICATION FOR TRANSFER:

IT IS AGREED THAT THE COMPLETION OF THE WORK LISTED WILL PLACE THIS ROAD/STRUCTURE IN SATISFACTORY CONDITION:

_____ <small>(DISTRICT EXECUTIVE)</small>	_____ <small>(DATE)</small>	_____ <small>(MUNICIPAL OFFICIAL)</small>	_____ <small>(DATE)</small>
_____ <small>(TURNBACK COORDINATOR)</small>	_____ <small>(DATE)</small>	_____ <small>(MUNICIPAL OFFICIAL)</small>	_____ <small>(DATE)</small>

EXHIBIT "A"



# PR-997 - Highway Transfer Program Agreement Form

Municipalities authority to enter into an agreement with the Department to transfer a specified roadway or portion of roadway. The resolution is completed by District Turnback Coordinator and signed by the municipality.

PR-997 (6-17)



## HIGHWAY TRANSFER PROGRAM MUNICIPAL RESOLUTION

COUNTY: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

RESOLUTION NO: \_\_\_\_\_

**WHEREAS**, the Department of Transportation and this Municipality have agreed to transfer from state to municipal control the portion of:

STATE ROUTE #: \_\_\_\_\_ FROM SEGMENT/OFFSET: \_\_\_\_\_ TO SEGMENT/OFFSET: \_\_\_\_\_

LR #: \_\_\_\_\_ FROM STATION: \_\_\_\_\_ TO STATION: \_\_\_\_\_

A distance of \_\_\_\_\_ miles, in accordance with 75 Pa C.S., chapter 92 and the attached agreement

and;

STATE ROUTE #: \_\_\_\_\_ FROM SEGMENT/OFFSET: \_\_\_\_\_ TO SEGMENT/OFFSET: \_\_\_\_\_

LR #: \_\_\_\_\_ FROM STATION: \_\_\_\_\_ TO STATION: \_\_\_\_\_

A distance of \_\_\_\_\_ miles, in accordance with 75 Pa C.S., chapter 92 and the attached agreement

Actual field measured footage: \_\_\_\_\_ (in feet) Actual field measured in mileage: \_\_\_\_\_ (in miles)

REMARKS: List the excluded and/or included bridges and railroad crossings.

**NOW THEREFORE**, it is resolved by the \_\_\_\_\_ that \_\_\_\_\_ is authorized to execute this agreement, and any subsequent amendments, on behalf of the municipality.

**ATTEST:**

**BY:**

\_\_\_\_\_  
(Signature) (Date)

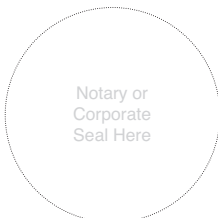
\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)



I certify that the foregoing is a true and correct copy of the Resolution adopted at a meeting of the Legislative Body held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of the Municipal Secretary/Clerk)

# PR-999T - Turnback Project Completion Report Form

All expenditures and interest accrual from the Turnback Project account must be tracked and reported on the PR-999T and PR-999TRC forms.

PR-999T (12-15)



## TURNBACK PROJECT COMPLETION REPORT

MUST BE SUBMITTED ALONG WITH PR-999TRC FORM

REPORT TYPE:  PARTIAL  FINAL  
 COUNTY: \_\_\_\_\_  
 MUNICIPALITY: \_\_\_\_\_  
 AGREEMENT #: \_\_\_\_\_

**TURNBACK FUNDS**  
 SETTLEMENT: \_\_\_\_\_  
 INTEREST: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

**LOCATION**

SR/SEG: \_\_\_\_\_  
 LENGTH: \_\_\_\_\_ MILES  
 WIDTH: \_\_\_\_\_ FEET  
 DEPTH: \_\_\_\_\_ INCHES

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LIST ALL WORK ITEMS BELOW AS SHOWN ON EXHIBIT "A" OF THE HIGHWAY TRANSFER AGREEMENT

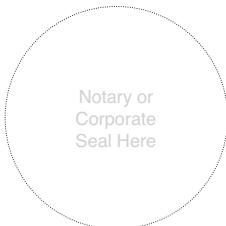
ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	BID UNIT PRICE	ACTUAL QUANTITY USED	ACTUAL UNIT PRICE	COST	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
SUBTOTAL								

DISTRIBUTION OF COSTS TO DATE				
	STATE FUNDS	TURNBACK FUNDS	OTHER FUNDS	TOTALS
CONTRACT INFO:				
ALL OTHER COSTS:				
TOTALS:				

**REMARKS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AMOUNT OF FUNDING TRANSFER: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby certify the work has been done in strict accordance with the Plans and Specifications approved by the Department of Transportation and that the contract has fully complied with the conditions of the contract.



Signed: \_\_\_\_\_ (Secretary) Work Started: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Completed: \_\_\_\_\_  
 \_\_\_\_\_

This report need not be notarized if a corporate seal is used. Sworn and subscribed to me this \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ Fiscal and Field Inspection by: \_\_\_\_\_  
 \_\_\_\_\_ (Municipal Service Representative)

# PR-999TRC - Turnback Record of Check Form

PR-999TRC (12-15)



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION  
www.penndot.gov

**RECORD OF CHECKS - TURNBACK FUND ACCOUNT**  
MUST BE SUBMITTED ALONG WITH PR-999T FORM

If more than one page is needed indicate here: **Page** \_\_\_\_\_ **of** \_\_\_\_\_

COUNTY: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_ DATE PROJECT STARTED: \_\_\_\_\_

AGREEMENT NUMBER: \_\_\_\_\_ DATE PROJECT COMPLETED: \_\_\_\_\_

*List only checks paid with Turnback Funds*

	Payee	Net Amount of Check	Check Number	Distribution	
				Date (mm/dd/yy)	Item # (PR-999T)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
<b>Page Totals</b>					

<b>Grand Total All Pages (show on last sheet only)</b>	<b>Grand Total of Net Amount of Check:</b>	<b>Grand Total of Amount Distributed:</b>
--	--	---

## PR-4226 - State Highway Abandonment Form

Roadway information and work required to place the road in acceptable condition for transfer.

PR-4226 (11-15)  <b>pennsylvania</b> DEPARTMENT OF TRANSPORTATION <small>www.penndot.gov</small>	<h3 style="text-align: center;">STATE HIGHWAY ABANDONMENT FORM</h3> <p style="text-align: center;">(INSPECTION OF ROAD TO BE ABANDONED)</p>
DATE: _____	
COUNTY: _____ MUNICIPALITY: _____	
STATE ROUTE #: _____ FROM SEGMENT/OFFSET: _____ TO SEGMENT/OFFSET: _____	
LR #: _____ FROM STATION: _____ TO STATION: _____	
A distance of _____ miles	
PAVEMENT TYPE: _____ WIDTH OF GRADED SECTION: _____ SURFACE: _____	
SHOULDERS: _____ DRAINAGE: _____ BRIDGES: _____	
MISCELLANEOUS: _____	
# OF DEPARTMENT OWNED SIGNS TO BE REMOVED: _____	
WORK REQUIRED TO PLACE ROAD IN SATISFACTORY CONDITION:	
<div style="border: 1px solid black; min-height: 280px;"></div>	
<b>IT IS AGREED THAT THE COMPLETION OF THE WORK LISTED WILL PLACE THIS ROAD/STRUCTURE IN SATISFACTORY CONDITION:</b>	
_____ <small>DISTRICT EXECUTIVE</small>	_____ <small>MUNICIPAL OFFICIAL</small>
_____ <small>DATE</small>	_____ <small>DATE</small>
<b>THE WORK ABOVE HAS BEEN COMPLETED AND IS IN SATISFACTORY CONDITION:</b>	
_____ <small>DISTRICT EXECUTIVE</small>	_____ <small>MUNICIPAL OFFICIAL</small>
_____ <small>DATE</small>	_____ <small>DATE</small>