

ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP

TR-0154 (REV. 04/2022)

TO:		DISTRICT PERMITS BRANCH, CHIEF	DATE
FROM:	DIVISION	UNIT	BUSINESS PHONE
PROJECT NAME	PROJECT LOCATION	PROJECT ADMINISTRATOR	

The Office of _____ is requesting that an Encroachment Permit (EP) be issued for construction purposes for the above noted project. I certify that without any further coordination required, that the project has been reviewed and approved. Page 2, lists the functional reviewing units, and completed documentation included in this package.

Charges to the project shall be made to:

PROJECT CODE (ID) _____ **PHASE** _____ **SUBJECT** _____ **ACTIVITY** _____

The following staff will provide project inspection, as applicable:

Roadway, Civil (R.E.)	Name: _____	Unit _____	Phone Number _____
Electrical	Name: _____	Unit _____	Phone Number _____
Landscaping	Name: _____	Unit _____	Phone Number _____
Maintenance	Name: _____	Unit _____	Phone Number _____
Right of Way	Name: _____	Unit _____	Phone Number _____
Structures (Br. Rep.)	Name: _____	Unit _____	Phone Number _____
METS (SMR)	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____

Approved permit, including plans and documents, must be filed and distributed to the permittee and the following inspectors and staff:

Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____
Name: _____	Unit _____	Phone Number _____

NOTES: _____

PREPARED BY	TITLE (Project Administrator: PM, DLA, etc.)	SIGNATURE	DATE
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Total size of the project (acres)?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ENCROACHMENT PERMIT TYPE:	FEES EXEMPT:		
Within State R/W (acres)?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Engineering Services; (Soil Analysis, Survey) YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
								Final Construction: (Project Approved) YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						Contractor's Permit (Double Permit) YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		

PROJECT REVIEWING UNITS	YES	NO	N/A	PROJECT REVIEWING UNITS (cont)	YES	NO	N/A
Construction				Transportation Permits (CPB 99-8)			
DARC (District Airspace Review Committee)				Transportation Planning			
Design				Geotechnical Services			
Environmental				Hazardous Waste			
Hydraulics & Hydrology				Utility Engineering Workgroup			
District Landscape Architecture				FHWA			
Maintenance				Aeronautics			
Right-of-Way Air Space Development				Electrical (Traffic or Maintenance)			
Right-of-Way Engineering				Signal Operations			
Right-of-Way Utilities							
Stormwater (NPDES)							
Structures Construction							
Structures Design							
Structures Maintenance							
Structures Materials (METS)							
Traffic Design							
Traffic Engineering							
Traffic Management							
Traffic Safety							

DOCUMENTS	ATTACHED?		AVAILABLE?		N/A
	YES	NO	YES	NO	
Completed and Signed Standard Encroachment Permit Application					
ADA/DIB 82 Compliance					
Construction Cooperative Agreement					
DTM Approved TMP					
DTM Closure Hours					
Encroachment Exception and Utility Exception Approval					
Environmental Documentation					
Design Standard Decision Document (DSDD)					
Final Stamped Project Plans					
Maintenance Agreement					
Payment / Performance Bond(s) or Liability Insurance					
Design Engineering Evaluation Report (DEER)					
Project Delivery Agreement (Co-op/HIA/CUPA etc.)					
Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR)					
Quality Management Plan (QMP) (Construction Manual)					
Right-of-Way Air Space Agreement / Site License Agreement					
Right-of-Way Certification					
Source Inspection Quality Management Plan (SIQMP) (Construction Manual)					
Special Provisions / Specifications					
Stormwater Design (SWDR)					
Stormwater Construction (SWPPP/WPCP/WDID No.)					
Stormwater NPDES (Dewatering Plan/WDID No.)					
DIB 91 Compliance - Form CEM-1302					
Notice to Owner (RW-1304)					
Letter of Authorization					
Vertical/Horizontal Clearance or Bridge Weight Rating Changes (Forms TR-0019, TR-0029, or TR-0020)					