

APPENDIX A– POLICIES AND PROCEDURES FOR TRANSPORTATION IMPACT STUDIES RELATED TO HIGHWAY OCCUPANCY PERMITS

The following pages are considered a stand-alone document for the development of Transportation Impact Studies but are implemented as part of this policy by incorporation into the Appendices.

POLICIES and PROCEDURES For

TRANSPORTATION

IMPACT

STUDIES AND

ASSESSMENTS

Related to Highway Occupancy Permits

Pennsylvania Department of Transportation
Bureau of Operations

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INTRODUCTION

State Highway Law and PennDOT regulations support mobility needs of the traveling public, which are balanced with the needs of property owners accessing the State highway right-of-way.

PennDOT regulation, *Title 67 PA Code Chapter 441, Access to and Occupancy of Highways by Driveways and Local Roads*, provides PennDOT with authority to ensure the location and design of driveways and local roads within State highway right-of-way preserve safe and reasonable access.

PennDOT has established a Highway Occupancy Permit (HOP) Program to control design, construction, location, maintenance, and drainage of driveways for the safety and welfare of the traveling public.¹ PennDOT has regulatory authority to make such investigations and require such additional information as it deems necessary from property owners requesting access to the state highway system.²

As part of the process to obtain an HOP, applicants may be tasked with identifying impacts of the proposed access on the transportation system in the surrounding area and identifying mitigations to offset that impact through development of a Transportation Impact Study (TIS) or a Transportation Impact Assessment (TIA).

Once a TIS or TIA is determined to be necessary in the HOP process, PennDOT will review it in accordance with these guidelines, PennDOT regulations governing access to and occupancy of highways by driveways and local roads, and the requirements of the Municipalities Planning Code (MPC). In accordance with the established time period, the MPC requires PennDOT to approve, reject, or return the study for additional information.³ The regulations allow PennDOT to reject any study submitted for review if it is not satisfied with its genuineness, regularity, or legality.⁴

PennDOT reviews the TIS or TIA to assure safe and reasonable access as well as safe and convenient passage of traffic on the State highway. PennDOT is also responsible for ensuring that driveways safely and efficiently function as an integral component of the highway system based on the amount and type of traffic expected to be served and the type and character of roadway being accessed.⁵ PennDOT will use the TIS or TIA to provide direction to the applicant on needed improvements.

The purpose of these Guidelines is to provide direction to the applicant on the requirements of the TIS or TIA, and how it will be used by PennDOT and other levels of government involved in the development review process. The ultimate goal of the process is a safe and efficient transportation system.

¹ 67 Pa. Code §441.2(a).

² 67 Pa. Code §441.3(k)

³ 53 P.S. §10508(6)

⁴ 67 Pa. Code §441.3(k)

⁵ 67 Pa. Code § 441.2(a) and 67 Pa. Code 441.8(a)(1)

Roles and Authority

The roles of the participants in the HOP Process are described below:

PennDOT

PennDOT is the approving agency for all permits to access the state highway system or occupy state-controlled highway right-of-way.

PennDOT is divided into [11 Engineering Districts](#). The District Permit Office manages the HOP application submission and issuance of the HOP within its respective region. Each District has a sole point of contact for applicants and can provide assistance as needed. They will be responsible for providing Department and Federal Highway Administration (FHWA) review and comment coordination. HOP contacts can be found on the PennDOT [website](#).

PennDOT makes the final determination on design parameters for the TIS or TIA and concept plans. The ePermitting system will send email correspondence to other stakeholders identified by the applicant, which should include the municipality, the county planning office, and the Metropolitan Planning Organization (MPO) or Rural Planning Organization (RPO) in certain instances.

PennDOT coordinates communications and reviews with FHWA if HOP applications involve interstate highway access or improvements within an interstate highway right-of-way.

Municipalities

As described in these guidelines, municipalities are invited and encouraged to participate in the Scoping Application process, TIS or TIA review process, and HOP application review process within their jurisdictions. Municipalities will have the opportunity to provide input on the TIS or TIA scoping limits, TIS or TIA mitigation strategies, as well as concurrence on Alternative Transportation Plans through the HOP process. Applicants must include a record of all correspondence with the municipalities with every submission.

Municipalities are asked to coordinate subdivision and land development approvals with the District Permit Office.

Applicants

As the owner, the applicant determines the type, size, and layout of development that will occur on the property they control, subject to municipal zoning requirements. Applicants should design their site plan consistent with local and regional transportation planning efforts, applying sound land use and congestion management practices.

The applicant is responsible for preparing an HOP application and, when required, a TIS or TIA consistent with these guidelines. The TIS or TIA must be conducted under the supervision of a person who possesses a current Professional Engineer's (PE) license issued by the Pennsylvania Department of State and preferably possessing a Professional Traffic Operations Engineer (PTOE) certification. Each submission of the TIS or TIA must be signed and sealed by a PE licensed in Pennsylvania.