

Transmittal Number PT 16-026	Date April 2016
Publication Distribution To: <i>Development Services Manual</i> holders	
Publication Title <i>Development Services Manual – April 2016</i>	Publication Number M 3007.01
Originating Organization WSDOT Engineering and Regional Operations – Development Division – Design Office, Access & Hearings Section	

REMARKS AND INSTRUCTIONS

2016 Changes to the Development Services Manual:

Changes to the *Development Services Manual* include the following.

- Chapter 5 - The purpose of this Development Services Manual Supplement is to revise Washington State Department of Transportation (WSDOT) policy relating to Subterranean Monitoring Device Permits, and Transit Stop Permits.

Remove/Insert instructions for those who maintain a printed manual:

Chapters	Remove Pages	Insert Pages
Title Page	Front and Back	Front and Back
Contents	I - VI	I - VI
Chapter 5 Agreements		5-21 – 5-24

Publications Services:

To access the latest *Development Services Manual* revision package or separate sections, or to get the latest information on individual WSDOT publications, go to the Publications Services website: www.wsdot.wa.gov/publications/manuals/

HQ Design Office Signature /s/ Jeff Carpenter	Phone Number: 360-705-7231
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**Washington State
Department of Transportation**

Development Services Manual

M 3007.01

April 2016

Engineering and Regional Operations

Development Division, Design Office

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- Appendix 3: Significant Court Case Decisions Affecting Developments and Access Control
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- Appendix 5: Example of a Developer Agreement
- Appendix 6: Developer Agreement/Access Permit Process Flow Chart
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- Appendix 9: Example of a Roadway Section
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- Appendix 11: A City Or County Interlocal Agreement Model
- Appendix 12: Highway Access Management RCW 47.50
- Appendix 13: Highway Access Management - Administrative Process WAC 468-51
- Appendix 14: Highway Access Management - Access Control Classification System and Standards WAC 468-52
- Appendix 15: City Streets As Part of State Highways RCW 47.24
- Appendix 16: Limited Access Facilities RCW 47.52
- Appendix 17: Limited Access Highways WAC 468-58
- Appendix 18: Limited Access Hearings WAC 468-54
- Appendix 19: Application For Access Connection
- Appendix 20: Access Connection Permit (Form224-005) and Example Including Exhibits
- Appendix 21: Blank (To be inserted at future updates)
- Appendix 22: Sample Cover Letters When Sending Access Connection Permit Forms
- Appendix 23: Example Road Approach Installation Checklist
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- Appendix 25: Blank (To be inserted at future updates)
- Appendix 26: Plan Review Checklist
- Appendix 27: Construction Inspection Checklist
- Appendix 28: Local Transportation Act
- Appendix 29: LOS Standards Set By MPOs/RTPOs for Regionally Significant (non-HSS) State Highways
- Appendix 30: Developer Agreement Mitigation Form
- Appendix 31: Guideline for Determining Responsibility for Developer-Required Utility Relocation

5.4.05 Subterranean Monitoring Permits

All monitoring wells and piezometers will be handled by a Subterranean Monitoring Permit. This permit allows the use of WSDOT's property for the installation, monitoring and removal of subterranean monitoring devices. The consideration shall include supplying WSDOT with all reports, data and analysis related to the studies conducted on the property.

The applicant will submit requests to the Development Services Office in the Region where the monitoring device will be located. The Regional Development Services Office may forward the request to another regional office for processing of the permit.

Each permit application will include the following:

- The real property identified by sketches, maps, construction plans and must include an annotated WSDOT Right of Way plan.
- The number of proposed devices/borings including the exact location, type and the purpose.
- The proposed duration including construction dates and inspection/frequency of monitoring.
- Proof of all local and environmental permits and approvals.
- Access to each individual boring/device including traffic control plans, if required.

WSDOT will review the written notification and determine the following:

- Verification of ownership and research to determine that the property is not currently under lease, franchise, permit, and other encumbrance that would prohibit the use of the identified property for the proposed use.
- The property is not presently, nor in the foreseeable future, needed for highway purposes.
- The proposed devices/borings can be accommodated on the WSDOT property.

Note: In some instances the location will require a break in Limited Access that will require additional reviews and approvals from the WSDOT's HQ Access & Hearings Office. The Region Development Services office will coordinate the additional review process. The Region Development Services office may obtain additional input from other WSDOT offices based on device/boring locations (i.e. – environmental, hydraulics, traffic, maintenance, etc.)

The Region has the responsibility and authority to:

- Issue Subterranean Monitoring Permits.
- Deny a permit application.
- Enter the permit information into the Roadway Access Permit Management System (RAMPS) database.

The Subterranean Monitoring Permit will be substantially the same form as the draft exhibit attached hereto and made a part of.

5.4.06 Transit Stop Permits

The Washington State Department of Transportation is hereinafter referred to as the “STATE”, the Federal Highway Administration is referred to as “FHWA”, and the Transit Stop Permit applicant is referred to as the “AGENCY.” The transit stop, with or without a shelter or other amenities, is referred to as the “FACILITY.”

The STATE may issue a Transit Stop Permit, for an AGENCY requested FACILITY on a state highway or Interstate under the jurisdiction of the STATE and/or FHWA, provided the FACILITY meets the requirement of the STATE and/or FHWA as listed below. FHWA approval is required on all FACILITIES located within Interstate right-of-way.

The STATE may issue Transit Permits for a FACILITY provided the following conditions are met:

- At no time shall the FACILITY exceed 1,000 square feet in size on STATE right-of-way and/or Interstate (with or without a shelter). The roadway pavement for the bus pullout, sidewalks integral to the STATE highway, and any fiber optic service and/or utilities that will serve the FACILITY will not be counted against the 1,000 square foot FACILITY limit.
- At no time shall the Transit Stop Permit be used for a FACILITY located on an Interstate Highway mainline.
- No advertising will be allowed at any Transit Stop.
- The FACILITY is 1,000 square feet or less and no two FACILITIES may adjoin each other on the same side of the STATE highway. If the FACILITY is over 1,000 square feet, then an Air Space Lease is required.
- The FACILITY may have more than one shelter, provided the overall square footage, as described above, is less than 1,000 square feet.
- STATE does not issue permits within incorporated cities or towns on managed access highways. Cities and towns issue permits within their incorporated boundaries on STATE managed access highways. The STATE will issue permits on all limited access highways.

Based upon the FACILITY’S proposed location, the AGENCY may submit an Application for Transit Stop Permit to the appropriate STATE (WSDOT) Regional Office. The Regional Development Services Office may forward the request to another regional office for processing of the permit.

The STATE’s Regional Office will:

- Verify WSDOT’s ownership and that the property is not currently under lease, franchise, permit, and other encumbrance that would prohibit the use of the identified property for the proposed use.
- Verify the property is not presently, nor in the foreseeable future, needed for highway purposes.
- Coordinate a review of any application on Interstate property with the HQ Development Services & Access Manager.

Transit Stop Permits are issued at no cost to the AGENCY, provided the STATE's effort to process and prepare the permit, including any field inspection that may be needed, is routine or minimal as determined by the STATE. In the rare occurrence when the AGENCY requested Facility will result in the STATE expending additional time and resources beyond what would normally be expected for a typical review, the STATE may require a reimbursable account to be established with the AGENCY to recoup those extraordinary expenses. The STATE's applicable regional Development Services Office will coordinate the additional review process.

The STATE has the responsibility to:

- Issue Transit Stop Permits as noted above, utilizing the guidance of the WSDOT Design Manual Chapter 1430.
- Deny a permit application for safety or operational concerns.
- Notify the AGENCY if there are any site plan deficiencies or other items that must be corrected before a Transit Stop Permit can be issued.
- Retain ownership of the state highway right of way on which the transit stop improvements are made.
- Enter the permit information into the Roadway Access Permit Management System (RAMPS) database.
- Hold responsibility for all revisions to the Transit Stop Application, Transit Stop Permit and the Transit Stop Policy, and will coordinate all requisite manual updates.
- Not charge rent for the FACILITY after construction, except as noted above when an Air Space Lease is required.

The AGENCY is required to:

- Maintain the FACILITY in a safe and presentable condition and remove all trash, repair damage, and remove graffiti in a timely manner, and any other conditions that may be specified in the Transit Stop Permit.
- If requested by the STATE, a preconstruction conference must be held within ten (10) working days at which the STATE, the AGENCY and the AGENCY's contractor (if applicable) shall be present.
- Retain ownership of all improvements constructed/installed on the STATE right of way for by the AGENCY for the FACILITY.
- Remove the FACILITY at its sole expense within 90 calendar days after receiving written notice of termination from STATE, or immediately in the case of an emergency as determined by the STATE.
- If any additional parties request to use the FACILITY as a transit stop, AGENCY shall require that the additional party obtain a Transit Permit from STATE prior to using the FACILITY.

The Transit Stop Application and Transit Stop Permit will be in substantially the same form as the draft exhibit attached hereto and made a part of.

