

*Timelines	Approach Permit Application Timeline
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Step 1: Pre-Application

No timeline	An applicant may request a pre-application meeting with the appropriate ODOT district office for any highway approach permit application.
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Step 2: Processing an Approach Permit Application and Making a Decision

30-day review	1. Assembling all the information needed to process the application.		
	a) An applicant submits a complete <i>Application for State Highway Approach</i> form, signed by the property owner or designee, with the required attachments to the ODOT District office.		
	b) ODOT receives and reviews the application materials for completeness during a 30-day time period.		
	c) ODOT notifies an applicant within 30 days if additional information is needed to complete the application. An applicant has up to 60 days to provide the requested information. The 30 days does not include the time an applicant has to provide additional information.		
	d) ODOT deems an application complete when all of the requested information is received.		
	120-day statutory timeline	30-day review	2. Reviewing a complete application and issuing a final decision, including a decision resulting from an appeal.
			a) ODOT reviews the complete application.
		60-day review	b) ODOT reviews applications that meet the spacing sight distance and channelization standards within 30 days.
			c) ODOT reviews applications that don't meet spacing, sight distance and channelization standards within 60 days.
			d) ODOT and applicant participate in a pre-decision collaborative discussion, as needed.
Appeal period	e) ODOT makes a final decision to approve or deny an approach permit application.		
	3. Appealing a decision.		
	a) An applicant has a right to appeal an ODOT decision.		
		b) The final step, an appeal to the Office of Administrative Hearings, must be completed within the 120-day timeline. The post decision collaboration and the Dispute Review Board processes occur outside the 120-day timeline.	

Step 3: Approving the approach design and issuing a Permit to Construct

Timeline varies based on complexity	<ol style="list-style-type: none"> 1. ODOT must approve the approach design and construction plans and issue a <i>Permit to Construct</i> before an applicant starts construction. 2. ODOT sends construction specifications and maintenance requirements to the applicant. 3. An applicant has up to 60 days to: 1) accept the construction specifications; and 2) provide proof of construction liability insurance and bond. 4. ODOT issues a <i>Permit to Construct</i> the approved approach.
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Step 4. Issuing the Permit to Operate, Maintain and Use the Approach

No timeline	<ol style="list-style-type: none"> 1. ODOT issues a <i>Permit to Operate, Maintain and Use</i> the approach. 2. An applicant operates, maintains and uses the approach according to the permit requirements.
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***Note:** Any timeline can be extended when the applicant and ODOT agree in writing to extend the time. OAR 734-051-3040(7)(c)