

## **II. PROJECT REVIEW AND APPROVAL PROCESS**

The Permit Office's primary function is to serve the needs of our customers. Customers are any individual, utility, agency or developer who need to obtain highway permits to perform work within the County highway right-of-way. **We recommend that any potential permittee contact the Permit Office to review the scope of the project before design begins.** Doing so will insure the permittee is aware of all the steps that need to be followed to facilitate project approval.

### **STEPS:**

- A. The developer and/or the project engineer submits the project reports, plans, specifications, etc., to the town or village planning board.
- B. The town or village planning board submits copies of the project reports, plans, specifications, etc., to the Monroe County Department of Planning and Development. (MCDOPD)
- C. MCDOPD, through its Development Review Committee (DRC), submits the above to all its member agencies for a coordinated review.
- D. Plans are received electronically from the DRC every Tuesday. MCDOT has one week to review the submittals and respond back to DRC. The Permit Office has developed a DRC report check list that contains general comments and room to write-in additional comments. (See Appendix B -- Permit Office Forms). Monroe County Department of Transportation submits a DRC report form for each project.
- E. A copy of the Monroe County Department of Transportation DRC comments are also submitted to the engineer by fax or e-mail upon request.
- F. MCDOPD collects the comments from all member agencies and prepares a DRC response form summarizing all of the comments for each project. These are submitted to the appropriate town or village planning board the following Tuesday.
- G. At the next scheduled town or village planning board meeting, the DRC comments and recommendations are reviewed with the developer and/or project engineer.

**From this point on, the Permit Office works directly with the developer or project engineer. (Skip to Step I).**

- H. For projects that are proposed by towns, villages, or utility companies, the approval process starts here. **One set of plans is required to be submitted for our review.** Our review period is approximately two weeks depending on complexity of project. Comments are forwarded to the applicant by fax, e-mail or mail using our DRC report form.
- I. Revised plans are submitted for projects from Steps G and H. If there are any additional comments, the project engineer will be notified of them. This step is repeated until the plans are acceptable and project approval can be granted.
- J. The consultant should submit a set of **reproducible plans** and a set of prints for approval. Project approval is granted by the Permit Office by placing an approval stamp and signature on the appropriate reproducible original plan sheets for the project.
- K. **The type of permits, special conditions of the permit, fees and security deposits (if applicable) that are required are determined.** Monroe County Department of Transportation provides a listing of the permit fees and security deposits (if applicable) to the engineer. Any unusual special conditions will be identified that the permittee may be required to adhere to.
- L. **The 136 Highway Work Permit applications will be accepted any time after project approval.**