



SHA's Access Permit Approval Process

May, 2010



THE PURPOSE OF SHA'S ACCESS PERMIT PROCESS IS TO ENSURE THAT DEVELOPMENT AND PERMITTED ACCESS DOES NOT COMPROMISE PUBLIC SAFETY AND CAPACITY OF THE STATE HIGHWAY SYSTEM.



LEGAL AUTHORITY

***THE ANNOTATED CODE OF MARYLAND AND
CODE OF MARYLAND REGULATIONS
(COMAR) GRANT SHA THE STATUTORY
AUTHORITY TO REGULATE ACCESS TO
STATE HIGHWAYS FROM RESIDENTIAL AND
COMMERCIAL PROPERTIES.***



SHA'S GUIDING PRINCIPLES

- ▶ ***MAINTAIN PUBLIC SAFETY***
- ▶ ***PROVIDE ADEQUATE CAPACITY***
- ▶ ***PROVIDE ACCESSIBILITY FOR ALL MODES OF
TRANSPORTATION***
- ▶ ***SUPPORT ECONOMIC DEVELOPMENT***
- ▶ ***ENSURE SUSTAINABILITY AND MAINTAINABILITY***
- ▶ ***PROVIDE EXCELLENT CUSTOMER SERVICE***



SHA ISSUES ACCESS PERMITS FOR:

- ▶ ***COMMERCIAL/ INDUSTRIAL ENTRANCES***
- ▶ ***SUBDIVISION/ PUBLIC STREET CONNECTIONS***
- ▶ ***OFF-SITE IMPROVEMENTS REQUIRED BY LOCAL ADEQUATE PUBLIC FACILITIES ORDINANCE***
- ▶ ***LOCAL JURISDICTION PROJECTS AND SUBSTANTIAL INFRASTRUCTURE IMPROVEMENTS OF ANY KIND WITHIN SHA R/W***
- ▶ ***RESIDENTIAL ENTRANCES***



ESSENTIAL FUNCTIONS OF EAPD:

- ▶ ***REVIEW PROPOSED SITE ACCESS AND ASSOCIATED HIGHWAY IMPROVEMENTS***
- ▶ ***COORDINATION WITH LOCAL PLANNING AND ZONING OFFICIALS TO EVALUATE TRAFFIC IMPACTS AND IDENTIFY APPROPRIATE HIGHWAY IMPROVEMENTS TO MITIGATE THOSE IMPACTS***
- ▶ ***COORDINATION WITH DEVELOPERS REGARDING SITE ACCESS, DESIGN, PERMITTING, ETC.***



ESSENTIAL FUNCTIONS OF EAPD (cont.):

- ▶ ***LIAISON WITH LOCAL ELECTED OFFICIALS ON ACCESS RELATED ISSUES.***
- ▶ ***PREPARE RECOMMENDATIONS FOR BREAKS IN ACCESS CONTROLS***
- ▶ ***INTERACT WITH FHWA FOR DEVELOPMENTS REQUIRING INTERSTATE ACCESS POINT APPROVAL***



ESSENTIAL FUNCTIONS OF EAPD (cont.):

- ▶ ***REVIEW OF EXCESS LAND FOR DISPOSAL***
- ▶ ***ISSUANCE OF PERMITS & CONSTRUCTION ADMINISTRATION FOR IMPROVEMENTS REQUIRING PERFORMANCE BONDS.***
- ▶ ***SUPPORT STATEWIDE SYSTEM PRESERVATION AND FUTURE HIGHWAY NEEDS THROUGH ADHERANCE TO ACCESS MANAGEMENT PRACTICES.***



LAND DEVELOPMENT APPROVAL

- ▶ *Roles of SHA and Local Government*



SHA AND LOCAL ROLES DIFFER

- ▶ **LOCAL GOVERNMENT ROLE IS TO OVERSEE PLANNING AND ZONING APPROVALS AND ISSUANCE OF PERMITS RELATED TO LAND DEVELOPMENT**
- ▶ **SHA'S ROLE IS TO:**
 - **ADDRESS THE EFFECT OF DEVELOPMENT ON THE STATE TRANSPORTATION SYSTEM**
 - **REGULATE DIRECT ACCESS TO STATE HIGHWAYS**
 - **APPROVING OFF-SITE IMPROVEMENTS TO STATE HIGHWAYS REQUIRED BY LOCAL GOVERNMENT S**



***SHA'S ROLE IN
LAND DEVELOPMENT APPROVAL:***

- ▶ ***PROVIDE INPUT TO LOCAL GOVERNMENT ABOUT***
 - ***TRAFFIC IMPACTS***
 - ***THE NEED FOR ACCESS IMPROVEMENTS***
 - ***OFFSITE INFRASTRUCTURE IMPROVEMENTS***
 - ***SWM REQUIREMENTS RELATED TO TREATING IMPROVEMENTS MADE ON STATE R/W***
- ▶ ***REVIEW TRAFFIC IMPACT STUDIES AND PROVIDE COMMENTS***



***SHA'S ROLE IN
LAND DEVELOPMENT APPROVAL:***

- ▶ ***ISSUE PERMITS FOR NEW OR MODIFIED POINTS OF ACCESS TO STATE HIGHWAYS***
- ▶ ***RECOMMEND RIGHT OF WAY DEDICATIONS & RESERVATIONS, ETC., TO SUPPORT CURRENT & FUTURE HIGHWAY NEEDS***
- ▶ ***SIGN OFF (CONCUR/ OBJECT/ COMMENT) ON LOCAL PERMITS AND APPROVALS***



ADEQUATE PUBLIC FACILITY ORDINANCE (APFO)

- ▶ ***DIRECTS THE LOCAL COUNTIES TO APPROVE COMMERCIAL AND RESIDENTIAL SUBDIVISION PLANS ONLY AFTER FINDING THAT PUBLIC FACILITIES (ROADS, SCHOOLS, WATER, SEWER AND ELECTRIC) WILL BE ADEQUATE TO SERVE THE DEVELOPMENT.***

- ▶ ***THIRTEEN OUT OF TWENTY THREE MARYLAND COUNTIES CURRENTLY HAVE AN ADEQUATE PUBLIC FACILITY ORDINANCE.***



DESIGN CONSIDERATIONS

- ▶ ***ENTRANCE GEOMETRY, SITE DISTANCE, INTERNAL CIRCULATION***
- ▶ ***ADHERENCE TO SHA STANDARDS & SPECIFICATIONS***
- ▶ ***PAVEMENT WIDENING, AUXILIARY LANES, MEDIANS***
- ▶ ***GRADING, PAVING & ROADSIDE DESIGN***
- ▶ ***DRAINAGE/ HYDRAULICS/ HYDROLOGY/SWM***
- ▶ ***MAINTENANCE AGREEMENTS***
- ▶ ***SIGNING & PAVEMENT MARKING***
- ▶ ***TRAFFIC SIGNAL DESIGN & LIGHTING***
- ▶ ***ADEQUATE RIGHT-OF-WAY***
- ▶ ***ADA, BICYCLE AND PEDESTRIAN ACCOMODATIONS***
- ▶ ***CRITICAL AREA COORDINATION***



EAPD Customers & Stakeholders

- ▶ *County Agencies, Planning & Zoning Commissioners, Cities and Town Departments and Administrators*
- ▶ *Developers, Developers Consultants (Architect, Civil, Traffic, Hydraulics, etc.), Attorneys, Real Estate Brokers, Contractors, Bonding Companies, Banks and other lending institutions*
- ▶ *Federal and State Agencies (DBED, CAC, MHT, FHWA etc.)*
- ▶ *Citizens, Elected Officials, Property Owners, Utility Companies, News Media*
- ▶ *Internal SHA Divisions/Staff*



KEY ISSUES IDENTIFIED

- ▶ *TIMELINESS*
- ▶ *TRANSPARENCY*
- ▶ *CONSISTENCY/PREDICTABILITY*



TIMELINESS

- ▶ *SHA is not currently meeting expected review and response time frames as published in the Access Permits Manual*
- ▶ *SHA lacks a proactive permit tracking system to ensure timely review and response times*
- ▶ *EAPD's geographic based organizational structure is currently unable to adequately adjust to Statewide fluctuations in workload*



TRANSPARENCY

- ▶ *SHA lacks any public reporting on status of permit submissions*
- ▶ *SHA needs to review adequacy of documentation of policies and procedures regarding the Access Permit Process*
- ▶ *SHA needs to ensure that all new costs and fees associated with the permit review and approval process are easily identifiable and calculable up front*



CONSISTENCY/PREDICTABILITY

- ▶ *SHA needs to better identify and communicate the differences in the local permitting processes and technical requirements*
- ▶ *SHA needs to ensure uniformity of interpretation of requirements by SHA Staff statewide*
- ▶ *SHA needs a process to effectively communicate changes in laws, regulations, and processes that impact permits prior to final approval*



CONSISTENCY/PREDICTABILITY

- ▶ *SHA needs to define how to address pre-permit coordination consultations when requirements change and/or there is a significant time lapse between SHA comments and permit application.*
- ▶ *SHA needs to clarify to what extent off-site improvements may be required for access approval*
- ▶ *SHA needs to have a process to deal with situations where insufficient R/W exists to make improvements that meet SHA requirements*



CORRECTIVE ACTIONS ALREADY IDENTIFIED BY SHA

- ▶ ***New EAPD Customer Service directive***
- ▶ ***Database Development/Enhancement***
- ▶ ***Web Based Permit Tracking and Reporting***
- ▶ ***Development of Access Permit Process Manuals for each county***
- ▶ ***EAPD Reorganization***
 - ▶ *More flexibility of staffing state-wide*
 - ▶ *Improved Efficiencies (reduction of Consultants)*
 - ▶ *Centralized Expertise and Development of SOP's*
 - ▶ *Improved coordination of comments from other SHA Offices*



WHAT WE NEED FROM YOU

- ▶ ***WHAT IS SHA DOING RIGHT THAT SHOULDN'T CHANGE?***
- ▶ ***ARE THERE ADDITIONAL AREAS OF CONCERN THAT WE HAVE NOT IDENTIFIED?***
- ▶ ***DO YOU KNOW OF EXAMPLES OF BEST PRACTICES USED ELSEWHERE THAT WE SHOULD INVESTIGATE?***
- ▶ ***ARE THERE ANY OTHER SUGGESTIONS FOR IMPROVEMENTS?***

