

DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY

Date Request Received _____ Date Owner Contacted _____
(Owner should be contacted within 14 business days of date request is received.)

District _____ Request Processed By _____ (District Permit Specialist)

District Personnel to Review

Comments:

District Traffic Operations Engineer (Print & Initial) Date _____
Phone # _____ email: _____

Area Engineer (Print & Initial) Date _____
Phone # _____ email: _____

Date Traffic Engineering Management Section Received

Headquarter Personnel to Review

Traffic Engineering Management Administrator (Print & Initial) Date _____
Phone # _____ email: _____

Notification of Receipt Sent to Applicant by _____ **Date** _____
(with or without comments or resubmission instructions)

Denial Letter Sent to Applicant by _____ **Date** _____