



**Return Completed Form to the District Permit Specialist at the DOTD District Office where subject property is located.**  
**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: \_\_\_\_\_

\_\_\_\_\_

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

**Denial Letter Sent to Applicant by** \_\_\_\_\_ **Date** \_\_\_\_\_