

**PHASE 1: PRE- APPLICATION**

The purpose of this pre-application is to help interested persons gather the information necessary for assistance from the Agency of Transportation (AOT) for the temporary use of space in a State Highway Right of Way for a demonstration project. AOT will use this information to provide early feedback to the applicant and to assist them with preparing the required Section 1111 Access Permit for work in the State Highway Right of Way.

**INSTRUCTIONS:** Submit completed application and required materials to AOT Planning Manager, [amy.bell@vermont.gov](mailto:amy.bell@vermont.gov). Pre-applications are accepted throughout the year.

| PROJECT INFORMATION   |                             |
|---|-----------------------------|
| STATE HIGHWAY NAME & ROUTE NUMBER:  |                             |
| PROPOSED PROJECT LOCATION: <i>[Nearest street address, Town/City]</i>   |                             |
| PROJECT TYPE: <i>(i.e. bike lane, curb extension, median refuge island, parklet, wayfinding sign, pedestrian plaza, etc.)</i> |                             |
| POSTED SPEED LIMIT IN PROJECT AREA:   |                             |
| TARGET INSTALLATION DATE:   | TARGET REMOVAL DATE:        |
| APPLICANT INFORMATION   |                             |
| APPLICANT NAME:   | MAILING ADDRESS:            |
| PHONE:  | E-MAIL:                     |
| TITLE:  | ORGANIZATION/BUSINESS NAME: |
| CO-APPLICANT <i>(if applicable)</i>   |                             |
| CO-APPLICANT NAME:  | MAILING ADDRESS:            |
| PHONE:  | E-MAIL:                     |
| TITLE:  | ORGANIZATION/BUSINESS NAME: |

**PROJECT DETAILS**

Describe the goal/intent of the project.

Are there residents, business owners, organizations, or property owners from the surrounding area (adjacent to the project site) engaged in project planning, or indicating support of the project? *(If yes, list name below. Include relevant materials such as letters of support with your pre-application).*

Describe your public notice and engagement plan. How will you disseminate information about the project to adjacent property owners, businesses, the traveling public, and community members?

Describe all anticipated activities (e.g., music performances, eating and drinking, gathering crowds, etc.) and participants (volunteers, professionals, non-professionals, third-parties, etc.) involved in your proposed project. For each activity and participant, please describe what insurance coverage you will obtain to protect the Agency against their associated risks.

*Activities:*

*Participants:*

*Insurance Coverage:*

Describe how you intend to evaluate the project. Please include details of when evaluation activities will occur, and how many volunteers/people will be involved in each of your planned evaluation activities. *(Please refer to Section 8: Data Collection and Evaluation in the Demonstration Projects in State Highway Right of Way Guidance for requirements and best practices.)*

**Installation, Maintenance and Removal Plan**

Describe how the project will be **installed**, how long installation is expected to take, and who will be involved in installation.

Describe how the project will be **maintained** during the demonstration and who will be involved in maintenance.

Describe how the project will be **removed**, how long removal is expected to take, and who will be involved in removal.

| Please answer the following questions:   | YES | NO |
|--|-----|----|
| Is your project located in a <a href="#">designated downtown or village center</a> ?<br><i>Visit <a href="http://planningatlas.vermont.gov">planningatlas.vermont.gov</a> for land use planning data.</i>  |     |    |
| Does the project propose a speed limit reduction?  |     |    |
| Will the project avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick up? If project will impact these services, alternate access must be provided and negotiated with impacted parties.                         |     |    |
| Does your project design preserve access to public utilities, utility covers, valves, building standpipes, etc.?   |     |    |
| Does your project design preserve vehicle access within 25 feet of any fire hydrants?  |     |    |
| Does your project preserve normal access to driveways and street intersections? <i>Projects should not block or limit driveway access, unless the driveway owner specifically permits the use of their driveway for the demonstration (demonstrated by letter of support).</i> |     |    |
| Does your project design preserve full access for emergency vehicles?  |     |    |
| Does your project design preserve normal street/sidewalk access for individuals with disabilities?   |     |    |
| Are any street closures needed for your project?   |     |    |
| Do you have an Engineering Partner identified to help you review your proposal and to create a Traffic Control Plan in the event that one is required?   |     |    |

| <b>EXISTING CONDITIONS SKETCH PLAN &amp; PHOTOS</b>   |
|---|
| <p>The Applicant must submit an Existing Conditions Sketch Plan and 3-5 photographs of the proposed project location highlighting current conditions. The plan may be hand-drawn or utilize a base map (i.e. Google Earth), as long as all of the required elements are included and legible.</p> <p>Required elements:</p> <ul style="list-style-type: none"> <li>○ Proposed site</li> <li>○ 20 feet on either side of the proposed site</li> <li>○ Proposed footprint of improvements with dimensions</li> </ul> <p>Additional elements, as applicable:</p> <ul style="list-style-type: none"> <li>○ Parking stalls with dimensions</li> <li>○ Adjacent vehicular lane &amp; shoulder width dimensions</li> <li>○ Location of existing utilities</li> <li>○ Location of storm drains</li> <li>○ Driveways, alleyways and accesses</li> <li>○ Sidewalk dimensions (if applicable)</li> <li>○ Street trees and tree wells</li> <li>○ Permanent above the ground street fixtures (such as utility poles, street lights, parking meters, electrical boxes, signs, signal controller box, fire hydrants, etc.)</li> <li>○ Movable above the ground street fixtures (such as trash bins, planters, benches etc.)</li> <li>○ Property lines</li> <li>○ Building entrances</li> </ul> |

## EXISTING CONDITIONS PHOTOS

The Applicant must submit **Existing Conditions Photos** like those shown below with the application.



**BUILDING ELEVATION:** Take a photo of the proposed site from across the street. Center the proposed site within the frame, including the sidewalk (if applicable), fronting, and adjacent buildings.



### UPSTREET SIDEWALK/STREET

**APPROACH:** Take a photo of the proposed site from the sidewalk (if applicable) or the road shoulder.



### DOWNSTREET SIDEWALK/STREET

**APPROACH:** Take a photo of the proposed site from the sidewalk (if applicable) or the road shoulder.



**UTILITIES, GUTTER, & DRAINS:** Take photos of the curb (if applicable), gutters, where the proposed improvements will connect with the sidewalk or road shoulder. Include photos of storm drains and utilities within 20 feet to either side of the proposed site.



**ABOVE GROUND FIXTURES:** Take photos of existing above ground-fixtures within 20 feet to either side of the proposed improvement site. Include utility poles, parking meters, street trees, benches, etc.

*Note: Application and photos adapted from the City of Montpelier*