

# Guidelines and Procedures for Processing Requests related to STAA Vehicles

July 29, 2020

## I. Purpose

These guidelines and procedures exist to clarify the steps necessary to verify, review, evaluate, process, and approve/deny requests for reasonable access and designations for Surface Transportation Assistance Act (STAA) dimensioned vehicles. The movement of these types of vehicles on routes other than the [National Network](#) is covered by general statutes ([§20-115.1](#) and [§20-116](#)) and the administrative code ([19A.02E.0426](#)).

## II. Definitions

### A. Overview

**Surface Transportation Assistance Act (STAA)** – An act passed in 1982 by the federal government for the movement of trucks and trailers with specific combinations, lengths, or widths.

**STAA-Dimensioned Vehicle** – The following vehicle combinations are defined as STAA-dimensioned vehicles:

- Type A - Truck tractor semi-trailer (TTST) vehicle combinations with semi-trailer lengths exceeding 48 feet but not exceeding 53 feet ([§20-115.1, b](#))
- Type B - Truck tractors pulling two trailing units (trailer and semi-trailer) with trailer and semitrailer lengths not exceeding 28 feet (1983 or newer models) or trailer and semitrailer lengths not exceeding 28.5 feet (1982 or older models) – also called “twins” or “twin trailers” ([§20-115.1, a](#))
- Type C - Truck tractor semi-trailer (TTST) vehicle combinations with semi-trailer widths exceeding 96 inches but not exceeding 102 inches ([§20-115.1, c](#))

**STAA Program Coordinator** – Where mentioned in these guidelines, this role represents the individual directly responsible for coordinating and performing the daily functions of the STAA program, their immediate supervisor, or their designee.

**Reasonable Access (A)** – The condition where STAA-dimensioned vehicles have statutory access to “terminals, facilities for food, fuel, repairs, and rest and points of loading and unloading” within three road miles of interstates, designated highways, or primary routes, provided the routes are safe ([§20-115.1, f](#)) – see “Red Line” and “Gray Line” (Refer to Page 3).

**Reasonable Access (B)** – The condition where one or more types of STAA-dimensioned vehicles have NCDOT approval to access terminals and points of loading and unloading more than three miles beyond an interstate, designated route, or primary route ([§20-115.1, f](#)) – see “Blue Line (solid)”.

**Terminal** - Any location where freight either originates, terminates, or is handled in the transportation process, or where commercial motor carriers maintain operating facilities (i.e. factories, plants, warehouses, distribution centers, shopping centers, etc.).

## **B. Route Types**

**Designated Route** – A route approved for use by one or more types of STAA vehicles (see “Red Line”). Interstate routes are automatically approved for use by all types of STAA vehicles. Routes not already designated on either the [National Network](#) or the [North Carolina Truck Network](#) must go through a designation process to become part of one, or both, of these networks ([§20-115.1, g](#)). Designated routes follow the route name and not the pavement, so if a route is moved then the designation is also moved.

**Federal Aid Primary (FAP) System** – The Federal Aid Primary System was replaced by the National Highway System in 1991.

**National Highway System (NHS)** – This system replaced the Federal Aid Primary System in 1991.

**National Network (NN)** – The network of routes available to all types of STAA vehicles either designated by the United States Secretary of Transportation, or designated by North Carolina and submitted to, and approved by, the United States Secretary of Transportation. All [National Network](#) routes are on the [North Carolina Truck Network](#). All new interstate routes are automatically added to the National Network. Other routes designated by NCDOT for use by all types of STAA vehicles may be elevated to [National Network](#) status.

**North Carolina Truck Network (NCTN)** – The network of routes in North Carolina, which includes the [National Network](#), where at least one type of STAA vehicle may travel.

**Reasonable Access Route** – A reasonable access route is a route approved for use by one or more types of STAA vehicles, to travel between an interstate or designated route and a specific terminal ([20-115.1, f](#), and [19A:02E.0426](#)). Reasonable access routes are specific to the destination and, therefore, follow the pavement and not the route name so if a route is moved the reasonable access does not move. This may also be referred to as a “terminal specific access” route. Only terminal officials and truck operators may apply for reasonable access.

**Short-Cut Route** – A route connecting two or more [National Network](#) routes. These routes are not authorized for reasonable access ([19A:02E.0426 \(2\)\(b\)\(vii\)](#)). Routes connecting non-National Network routes, and routes connecting a National Network route and a non-National Network route, are not considered short-cut routes.

**State Highway System (SHS)** – The network of roads in North Carolina composed of interstate (I), primary (US and NC), and secondary (SR) routes.

### C. *Map Route Classifications*

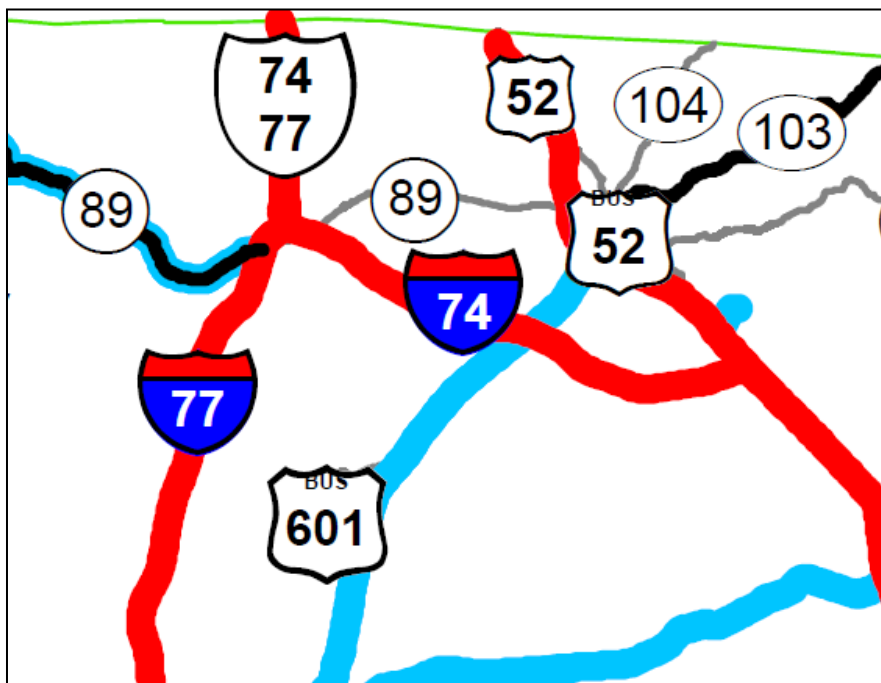
**Black Line (bold)** – A primary or secondary route that has a truck restriction, which may affect one or more types of STAA vehicles. Black lines may be on top of red lines or blue (solid) lines.

**Blue Line (dashed)** – A route approved for use by type “A” vehicles. Blue lines are not on the National Network and only began showing up on the [North Carolina Truck Network](#) on September 1, 2008 as a result of [Session Law 2008-221 \(Senate Bill 1695\)](#). Blue lines were a temporary condition and were under investigation by NCDOT for restrictions. However, the deadline for investigating these routes was May 31, 2009 and they were removed from the map effective December 22, 2011.

**Blue Line (solid)** – A route approved for reasonable access for one or more types of STAA dimensioned vehicles.

**Gray Line** – A route statutorily approved for use by type “A” vehicles. Primary routes not on the National Network, but on the Federal Aid Primary system as of June 1, 1991, were automatically designated as gray lines on the [North Carolina Truck Network](#) in February 2008 due to an advisory ruling by the North Carolina Attorney General’s office. All other primary routes not already designated as red or gray lines automatically became gray lines (unless restrictions were put in place) on September 1, 2008, due to the passage of [Session Law 2008-221 \(Senate Bill 1695\)](#). On October 12, 2017, the State Traffic Engineer interpreted that the intent of the General Assembly through their legislative change in Section 5 of [Session Law 2008-221 \(Senate Bill 1695\)](#) was to allow truck tractors with 53-foot trailers on all public roads within North Carolina.

**Red Line** – An interstate or route designated for use by all types of STAA vehicles. Red lines are a part of the [North Carolina Truck Network](#), and may be a part of the [National Network](#). Routes are automatically identified as red lines if on the [National Network](#), but not all red lines are part of the [National Network](#). A route designated as a red line by NCDOT may only be on the [National Network](#) if submitted to, and approved by, the United States Secretary of Transportation.



### III. Requests for Reasonable Access

The State Traffic Engineer shall have ninety (90) calendar days, once an [application](#) has been received, to approve or deny any request for reasonable access ([19A:02E.0426 \(2\)\(b\)\(viii\)](#)). During this ninety (90) calendar-day period, the following steps should occur to process, verify, evaluate, and respond to each request:

- A. Receipt and Processing of Application
- B. Route and Terminal Verification
- C. Public Notice
- D. Review, Evaluation, and Recommendations
- E. Approval
- F. Denial

*NOTE – Steps A and B must be completed, in order, prior to moving to the remainder of the steps. However, steps C and D may be completed concurrently prior to moving to either step E or step F (as appropriate).*

#### **A. Receipt and Processing of Application**

Individuals requesting reasonable access beyond three road miles from the [North Carolina Truck Network](#) must submit a signed [application](#) to the State Traffic Engineer for each route being requested. Each [application](#) must indicate the type(s) of vehicles for access, the specific route and destination (road names, addresses, etc.), applicable maps, and contact information (names, emails, phone numbers, etc.) of the requestor. Only terminal officials and truck operators may apply for reasonable access, and an [application](#) shall only be considered received when dated by the STAA Program Coordinator. [Applications for reasonable access](#) are available on the internet.

[Application](#) processing shall be completed by the STAA Program Coordinator within five (5) business days, beginning the first full business day following receipt of the application.

1. Indicate the date the [application](#) is received, and log it in. **This is the date from which the ninety (90) calendar-day period begins, and all dates shall be calculated from this date unless indicated otherwise.**
2. Review the [application](#) to make sure all required information has been provided. This includes origination and destination locations and addresses, map(s), requestor name and contact information, and signature. Incomplete applications will be returned to the requestor.
3. Identify the appropriate tier(s) of the requested route(s) – statewide, regional, or division.
4. Create [2000 and 3000 series orders](#) in the Work Management System (WMS).
5. Electronically scan the entire [application](#) (including maps) and any support material (previously approved routes, etc.) into a color PDF document. Email it to the appropriate Regional Traffic Engineers for route and terminal verification (and carbon copy the regional support engineers, regional safety engineers, regional processing assistants, and the appropriate Mobility and Safety Field Operations Engineers). Be sure to request a return receipt.

## **B. Route and Terminal Verification**

A verification process is required to determine if an [application for reasonable access](#) contains all necessary information for a safety evaluation of the requested route. This step shall be completed by Regional staff within ten (10) business days, beginning the first full business day following receipt of the email requesting verification of the reasonable access route. This step is only to verify that a complete, accurate, and continuous route has been provided and understood, and that no safety investigation or response development is required at this point.

1. Ensure that terminals provide a well-defined loading/unloading area and an adequate turnaround site. **Reasonable access shall not be approved for terminals where trucks must load/unload in the road or on the shoulder, or where trucks must turn around in the road.**
2. If the request for reasonable access is initiated by a delivery entity and not from a destination terminal, then the specific destination terminal shall be contacted to verify the desire of deliveries or pickups by the requestor. **Reasonable access shall not be approved for routes where terminals do not desire deliveries or pickups from the requestor.**
3. Review the [application](#) and the origination and destination points. Verify, using local regional knowledge and route familiarity, that the requested route is complete, accurate, and continuous between the origination and destination points.
4. Review any previously approved routes for the requested vehicle types.
5. Review the application map for impacts by approved routes, designated routes, truck restrictions, and/or the three miles reasonable access limit.
6. Review TEAAS ordinances for existing reasonable access routes and, if one or more approved routes currently exist for the requested vehicle type, identify the dates of the appropriate ordinance packages.
7. Identify and inventory all State highway system roads and their associated local names between the origination point to the destination point (a simple list is fine – see example at bottom).
8. If necessary, contact the requestor for additional information or to discuss potential alternate routes. Be sure to carbon copy the STAA Program Coordinator on any contacts.

**Note 1 – Minimal contact should be sufficient for additional information or clarification.**

**Note 2 – Even though alternate routes (for whatever reason) may be identified, suggested, and discussed with the requestor, the originally requested route cannot be changed without approval by the requestor.**

9. If the request includes truck tractors with 53-foot trailers, skip to step 12.

10. Email the STAA Program Coordinator with the following:

- Application number
- A statement that the terminals have well defined loading/unloading areas and adequate turnaround sites
- A statement that the destination terminals desire deliveries and/or pick-ups from the requestor (if the request was initiated by a delivery entity)
- A statement that the route description is complete, accurate, and continuous
- A statement that the route is consistent with previously approved routes (if any)
- Any additional statements regarding the requested route and/or comments/clarifications from the requestor (as needed and if applicable)
- A list of counties and cities (if any) affected by the route
- A list of newspapers regularly circulated in the affected area recommended for public notices
- A description of the route, by county, using State highway system roads and their local names, as indicated by the following example:

*Surry County: NC 752 between I 77 and US 601, US 601 between NC 752 and NC 268, NC 268 between US 601 and SR 1003 (Siloam Road), SR 1003 (Siloam Road) between NC 268 and the Hardy Brothers Inc. terminal located at 2916 Siloam Road.*

11. The verification process is now complete. The STAA Program Coordinator is to proceed to the next subsection (Subsection C “Public Notice”).
12. If truck restrictions exist on any portion of the requested route, then verify that the restrictions are still necessary. If not, repeal the restrictions and go to step 15. If the restrictions are still necessary, go to step 10.
13. If truck restrictions do not exist on any portion of the requested route and are not necessary, then go to step 15.
14. If truck restrictions do not exist on any portion of the requested route but are needed, then write appropriate truck restriction ordinances and go to step 10.
15. If the request includes truck tractors with twin trailers, then go to step 10.
16. Email the STAA Program Coordinator with a statement that reasonable access is not necessary as existing truck restrictions are being repealed or no truck restrictions exist.
17. The verification process is now complete.
18. The STAA Program Coordinator shall notify the requestor that reasonable access is not necessary. Stop here and do not proceed to the next subsection – the reasonable access process is not necessary (see Section II, Subsection C, “Gray Lines”).

### C. *Public Notice*

Public notice of each application by the NCDOT is required by the North Carolina Administrative Code ([NCAC 19A.02E.0426 \(2\)\(b\)\(iv\)](#)).

Once the route has been verified, public notice of the request for reasonable access shall be published in a newspaper regularly circulated in the affected area(s) on the same day for two consecutive weeks – such newspapers shall be recommended by the Regional Traffic Engineer(s). The public notice shall state the requested routes and terminals, and state that all comments are requested to be submitted by a date of approximately thirty (30) calendar days following the anticipated second (last) publication date.

Following publication of the public notices, each newspaper shall submit a copy of each notice, and an “affidavit of publication” from indicating the dates of the notice, in order for the STAA Program Coordinator to process invoices for payment of the public notices.

**NOTE – Public notices shall be published and proved in accordance with general statutes [§1-597](#), [§1-598](#), [§1-599](#), and [§1-600](#). Also, in order to comply with [Title VI of the Civil Rights Act of 1964](#), as amended, and [Executive Order 13166](#) (“Improving Access to Services for Persons with Limited English Proficiency”), all public notices shall also be published in a Hispanic language publication (if available in that area).**

### D. *Review and Evaluation*

For steps 1-5 of this section, the standard carbon copy (cc) distribution list is as follows...

- Board of Transportation member(s)
- Secretary of Transportation
- Chief Engineer
- Deputy Chief Engineer
- State Traffic Engineer
- Division Engineer(s)

...and the standard blind copy (bcc) list is as follows...

- State Traffic Safety Engineer
- Mobility and Safety Field Operations Engineer(s)
- Regional Traffic Engineer(s)
- Division Operation Engineer(s)
- Division Traffic Engineer(s)
- Traffic Safety Systems Engineer
- Highway Safety Improvement Program Engineer
- Mobility and Safety Information Engineer
- STAA Program Coordinator (if the work is being performed by a contractor)



1. The requestor shall be notified by email (or letter if the requestor does not have email) that their [application](#) has been received and verified by a date of no later than five (5) business days following completion of the verification process (Sub-Section B, above). The correspondence shall be from the STAA Program Coordinator to the requestor with copies and blind copies, as appropriate, being sent to the standard distribution lists (see top of Section D).
2. A notification (see Appendix A for example) of the request for reasonable access shall be emailed to the following individuals with written comments requested to be submitted by a date of no later than sixty (60) calendar days of the first day of the ninety calendar-day period...
  - Director of SHP’s Motor Carrier Enforcement and Special Operations
  - County Manager of each affected county
  - City/Town Manager of each affected municipality with a copy being sent to the Mayor (if the municipality does not have a City/Town Manager, then send it to the Chief of Police or, if no Chief of Police, then send it directly to the Mayor)
  - Municipal Planning Organization (MPO) Director of each affected MPO (if the MPO does not have a Director, then the letter shall be to the senior planner/transportation planner)
  - Rural Planning Organization (RPO) Director of each affected RPO (if the RPO does not have a Director, then the letter shall be to the senior planner/transportation planner)

...with copies or blind copies, as appropriate, being sent to the standard distribution lists (top of Section D), and additional blind copies (bcc) being sent to the following individuals...

- Colonel of the State Highway Patrol (SHP) (currently Col. Glenn McNeill Jr.)
- SHP’s Motor Carrier Enforcement, Size and Weight Division (currently F/Sgt. T. W. Peterson, [timothy.peterson@ncdps.gov](mailto:timothy.peterson@ncdps.gov))
- SHP’s Unit Commander of Motor Carrier Enforcement (currently Capt. Shannon McLaughlin) [Shannon.McLaughlin@ncdps.gov](mailto:Shannon.McLaughlin@ncdps.gov)

3. The STAA Program Coordinator shall email the appropriate Regional Traffic Engineer(s) and the Highway Safety Improvement Program Engineer that the review and evaluation process has begun and shall include the appropriate reasonable access request number and WMS order numbers.
4. On receiving a copy of the notification email from the STAA Program Coordinator to the requestor, the Highway Safety Improvement Program Engineer shall initiate expedited crash, crash rate, and critical crash rate analyses of the requested route(s) and send the information directly to the appropriate Mobility and Safety Field Operations Engineer(s) and the appropriate Regional Traffic Engineer(s) by a date of no later than thirty-five (35) business days of the first day of the ninety calendar-day period. **Highway Safety Improvement Program staff shall not TECO any WMS orders related to the request.**



5. On receiving a copy of the notification email from the STAA Program Coordinator to the requestor, the appropriate Regional Traffic Engineer(s) shall initiate a field investigation of the requested route (see the most current version of the “STAA Field Investigation Procedures”). If a requested route affects multiple regions, the region with the majority of the route will be responsible for coordinating and/or conducting the entire field investigation. Field investigations shall be concluded by a date of no later than fifty (50) business days of the first day of the ninety calendar-day period.

**NOTE – If loads and/or trailers are wider than 102 inches (8.5 feet), then the entire route, including the initial three miles, shall be reviewed for safety and capacity for both length and width. However, a test vehicle is not required for any reviews within the initial three miles.**

6. The Regional Traffic Engineer (or, if multiple regions are affected, the Regional Traffic Engineer with the majority of the route within their region) shall submit a formal and written recommendation, with appropriate supporting documentation and ordinance numbers, to the State Traffic Safety Engineer with copies going to other affected Regional Traffic Engineer(s), if any, appropriate Mobility and Safety Field Operations Engineer(s), and the STAA Program Coordinator. Recommendations shall be received by the STAA Program Coordinator by a date of no later than fifty (50) business days of the first day of the ninety calendar-day period.
  - If recommending approval, the Regional Traffic Engineer shall write appropriate reasonable access ordinances and submit the ordinance numbers.
  - If reasonable access is being recommended for any roadway segments where truck restriction(s) exist then the Regional Traffic Engineer shall rescind or rewrite the truck restriction ordinance(s) to eliminate any conflicts with the recommended reasonable access and submit the ordinance numbers – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.
  - If recommending denial, and no truck restriction currently exists, the Regional Traffic Engineer shall write appropriate truck restriction ordinance(s) for the route, or each portion thereof, where the safety issue(s) exist based on the specific reason(s) leading to the denial and submit the ordinance numbers – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.
7. The STAA Program Coordinator shall revise the description of WMS work orders and STAA database based on the information provided in the formal and written recommendation from the Regional Traffic Engineer.
8. The State Traffic Safety Engineer shall, by signature and date, concur with, or change, recommendations made by the Regional Traffic Engineer by a date of no later than five (5) business days following receipt of the recommendations.
9. The State Traffic Engineer shall review and concur with, or change, recommendations made by the Regional Traffic Engineer and the State Traffic Safety Engineer.

10. The STAA Program Coordinator shall prepare a final response to the requestor from the State Traffic Engineer and have it sent out by a date of no later than five (5) business days of the State Traffic Safety Engineer's review (see "Approval" and "Denial", below, for additional information).

#### ***E. Approval***

If the request is approved...

1. If the affected Division(s) and/or Region(s) recommended denial of the requested route(s) but the denial was overturned by the State Traffic Engineer, then the State Traffic Engineer's agent shall enter appropriate draft reasonable access ordinances and click the ordinance approval buttons for those individuals recommending denial.
2. The STAA Program Coordinator shall send by email (or letter if the requestor does not have email) a copy of the signed ordinance package (including the final response letter and map) to the requestor and state that the requested route(s) have been approved, that a copy of the ordinance package should be carried at all times, and that all weight limits that may exist along the approved route shall be observed. Copies or blind copies, as appropriate, of this correspondence shall be sent to the standard distribution lists (see top of Section D), with additional blind copies (bcc) to the individuals listed in Section D, item 2, the Director of Preconstruction, the State Asset Management Engineer, the Safety Planning Engineer, and the Safety Evaluation Engineer.
3. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.
4. The STAA Program Coordinator shall TECO all related WMS orders no later than three (3) months following the date of approval or denial.

## ***F. Denial***

If the request is denied...

1. The STAA Program Coordinator shall draft a response letter from the State Traffic Engineer to the requestor with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section D), with additional blind copies (bcc) to the individuals listed in Section D, item 2. The denial letter shall have the following information:
  - Date
  - Reasonable access request number
  - Name of Company or Individual
  - Type of denied vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of reasonable access route including terminals or NN/NCTN connection
  - Reason(s) for denial
  - Signature of the State Traffic Engineer
2. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.
3. The STAA Program Coordinator shall TECO all related WMS orders no later than three (3) months following the date of approval or denial.

## ***G. Revocation Due to Safety***

The following steps should be completed if an existing route is revoked due to safety considerations...

1. Regional Traffic Engineers shall submit truck restriction ordinance(s) for the route, or each portion thereof, where the safety issue(s) exist based on the specific reason(s) leading to the revocation – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.
2. Regional Traffic Engineers shall recommend repeal of the affected reasonable access ordinances.
3. Regional Traffic Engineers shall submit the ordinance numbers for all affected ordinances (truck restriction and reasonable access) to the STAA Program Coordinator.

4. The STAA Program Coordinator shall draft a revocation letter from the State Traffic Engineer to the original requestor with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section D), with additional blind copies (bcc) to the individuals listed in Section D, item 2. The revocation letter shall have the following information:
  - Date of letter
  - Revocation date (must be at least 30 days from the date of the letter)
  - Reasonable access request number
  - Name of Company or Individual
  - Type of vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of reasonable access route including terminals or NN/NCTN connection
  - Reason(s) for revocation
5. The STAA Program Coordinator shall have the revocation date entered as the repeal date in the affected reasonable access ordinance(s) and as the effective date of the truck restriction ordinance(s).
6. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.

#### ***H. Removal Due to Obsolescence***

The following steps should be completed if an existing route is rendered obsolete by route changes, legislative changes, or the closure/relocation of a terminal...

1. Reasonable access ordinances rendered obsolete by route changes or legislative changes shall be included in route change packages (if affected by route changes) or in a stand-alone ordinance package with a copy of the session law (if affected by legislative changes).
2. The STAA Program Coordinator shall draft a letter to the original requestor with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section D), with additional blind copies (bcc) to the individuals listed in Section D, item 2, with the following information:
  - Date
  - Reasonable access request number
  - Name of Company or Individual
  - Type of vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of reasonable access route including terminals or NN/NCTN connection
  - Date of removal (route change approval date or session law effective date)
  - Reason(s) for removal
3. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.

## **IV. Requests for Designation**

### ***A. Requests***

Routes may be designated for use by one or more types of STAA-dimensional vehicles by the Department or at the request of individuals. Designations should be logical extensions of the current [North Carolina Truck Network](#). Requests for designation of a route by individuals must include a signed [application](#) sent to the State Traffic Engineer that indicates the type(s) of vehicle combinations for designation, the specific route to be designated, the terminal (beginning and ending) routes or locations, applicable maps, and contact information (name, email, phone numbers, etc.). An [application](#) shall only be considered received when dated by the STAA Program Coordinator. [Applications for route designations](#) are available on the internet.

Note – The STAA Program Coordinator shall identify the appropriate tier(s) of the requested route(s) – statewide, regional, or division – and open [WMS Orders](#) when an application is received.

### ***B. Route Verification***

The verification process is required to determine if the information on the [application](#) or request is complete and correct. A maximum of thirty (30) business days will be allowed for verification, and each [application](#) or request will have the date of verification indicated on it. This step may be completed by internal staff or contracted out. This step is only to verify that a complete, accurate, and continuous route has been provided and understood, and that no safety investigation or response development is required at this point.

1. Review the [application](#) and the route. Verify, using local regional knowledge and route familiarity, that the requested route is complete, accurate, and continuous.
2. Identify and inventory all State highway system roads and their associated local names along the route (a simple list is fine – see example at bottom).
3. If necessary, contact the requestor for additional information or to discuss potential alternate routes. Be sure to carbon copy the STAA Program Coordinator on any contacts.

**Note 1 – Minimal contact should be sufficient for additional information or clarification.**

**Note 2 – Even though alternate routes (for whatever reason) may be identified, suggested, and discussed with the requestor, the originally requested route cannot be changed without approval by the requestor.**

**Note 3 – If, by the end of the ten (10) business day period, clarification has not been provided or the requestor has not returned attempted contacts, then email the STAA Program Coordinator with this information, and the application will be considered unverified and incomplete and nothing further is required at this time.**

4. Once the route has been verified, email the STAA Program Coordinator with the following:

- Application number
- A statement that the route description is complete, accurate, and continuous
- Any additional statements regarding the requested route and/or comments/clarifications from the requestor (as needed and if applicable)
- A list of counties and cities (if any) affected by the route
- A list of newspapers regularly circulated in the affected area recommended for public notices
- A description of the route, by county, using State highway system roads and their local names, as indicated by the following example:

*Surry County: NC 752 between I 77 and US 601, US 601 between NC 752 and NC 268, NC 268 between US 601 and SR 1003 (Siloam Road), SR 1003 (Siloam Road) between NC 268 and the Hardy Brothers Inc. terminal located at 2916 Siloam Road.*

### **C. Review and Evaluation**

Following verification of an [application for designation](#), the Transportation Mobility and Safety Division, or contractor, shall complete the following to review and evaluate the request. For steps 1-5, the standard carbon copy (cc) distribution list is as follows...

- Board of Transportation member(s)
- Secretary of Transportation
- Chief Engineer
- Deputy Chief Engineer
- State Traffic Engineer
- Division Engineer(s)

...and the standard blind copy (bcc) list is as follows...

- State Traffic Safety Engineer
- Mobility and Safety Field Operations Engineer(s)
- Regional Traffic Engineer(s)
- Division Operation Engineer(s)
- Division Traffic Engineer(s)
- Traffic Safety Systems Engineer
- Highway Safety Improvement Program Engineer
- Mobility and Safety Information Engineer
- STAA Program Coordinator (if the work is being performed by a contractor)

1. The requestor shall be notified by email (or letter if the requestor does not have email) when their [application](#) has been received and verified by a date of no later than ten (10) business days of the verification process. The correspondence shall be from the STAA Program Coordinator to the requestor with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section C).
2. The STAA Program Coordinator or contractor shall email a notification (see Appendix B for example) of the request for designation to the following individuals with written comments requested to be submitted by a date of no later than ninety (90) calendar days of the verification date...
  - Director of SHP's Motor Carrier Enforcement and Special Operations
  - County Manager of each affected county
  - City/Town Manager of each affected municipality with a copy being sent to the Mayor (if the municipality does not have a City/Town Manager, then send it to the Chief of Police or, if no Chief of Police, then send it directly to the Mayor)
  - Municipal Planning Organization (MPO) Director of each affected MPO (if the MPO does not have a Director, then the letter shall be to the senior planner/transportation planner)
  - Rural Planning Organization (RPO) Director of each affected RPO (if the RPO does not have a Director, then the letter shall be to the senior planner/transportation planner)

...with copies or blind copies, as appropriate, being sent to the standard distribution lists (top of Section C), and additional blind copies (bcc) being sent to the following individuals...

- Colonel of the State Highway Patrol (SHP)
  - SHP's Motor Carrier Enforcement, Size and Weight Division (currently F/Sgt. T. W. Peterson, [timothy.peterson@ncdps.gov](mailto:timothy.peterson@ncdps.gov))
  - SHP's Unit Commander of Motor Carrier Enforcement (currently Capt. Shannon McLaughlin) [Shannon.McLaughlin@ncdps.gov](mailto:Shannon.McLaughlin@ncdps.gov)
3. The STAA Program Coordinator or contractor shall email the appropriate Regional Traffic Engineer(s) and the Highway Safety Improvement Program Engineer that the review and evaluation process has begun and shall include the appropriate designation request number and WMS order numbers.
  4. Expedited crash, crash rate, and critical crash rate analyses of the requested route(s) shall be initiated. This work shall be assigned by the STAA Program Coordinator to the Highway Safety Improvement Program Engineer, or contractor, who will send the information directly to the appropriate Mobility and Safety Field Operations Engineer(s) and the appropriate Regional Traffic Engineer(s) within sixty (60) business days of the verification process. **Highway Safety Improvement Program staff shall not TECO any WMS orders related to the request.**



5. A field investigation of the requested route shall be initiated. This work shall be assigned by the STAA Program Coordinator to the appropriate Regional Traffic Engineer or contractor. If assigned to Regional Traffic Engineers and multiple regions are affected, then the region with the majority of the route will be responsible for coordinating and/or conducting the entire field investigation. Field investigations shall include three road miles along each direction of any intersecting route(s) and shall be concluded within ninety (90) business days of the verification process.
6. The responsible Regional Traffic Engineer, or contractor, shall submit a formal and written recommendation, with appropriate supporting documentation, to the State Traffic Safety Engineer with copies going to other affected Regional Traffic Engineer(s), if any, appropriate Mobility and Safety Field Operations Engineer(s), and the STAA Program Coordinator. Recommendations shall be submitted within ninety (90) business days of the verification process.
7. The STAA Program Coordinator shall revise the description of WMS work orders and STAA database based on the information provided in the formal and written recommendation from the Regional Traffic Engineer or contractor.
8. The State Traffic Safety Engineer shall, by signature and date, concur with, or change, recommendations made by the Regional Traffic Engineer or contractor.
9. The State Traffic Engineer will decide whether the requested route can safely accommodate the requested vehicle combination(s), has sufficient capacity to handle the requested vehicle combination(s), and whether or not there is a public convenience and need for such designation.
10. If the State Traffic Engineer determines that the requested route cannot safely accommodate the requested vehicle combination(s), does not have sufficient capacity to handle the requested vehicle combination(s), or there is no need for the designation for public convenience, then the request is denied. Skip to Section H, below.
11. If the State Traffic Engineer determines that the requested route can safely accommodate the requested vehicle combination(s), has sufficient capacity to handle the requested vehicle combination(s), and there is a need for the designation for public convenience, then the STAA Program Coordinator will proceed with public hearings, or the opportunity for public hearings (continue to Section D, below).

#### D. *Public Hearings*

**NOTE – Public hearings, or the opportunity for public hearings, shall be published and proved in accordance with general statutes [§1-597](#), [§1-598](#), [§1-599](#), and [§1-600](#). Also, in order to comply with [Title VI of the Civil Rights Act of 1964](#), as amended, and [Executive Order 13166](#) (“Improving Access to Services for Persons with Limited English Proficiency”), all public hearings, or the opportunity for public hearings, shall also be published in a Hispanic language publication (if available in that area).**

1. **Skip this step if a request for public hearings was received for each affected county in comments from step 2 in the previous section (Section C, above).** The STAA Program Coordinator shall advertise the opportunity for public hearings in a news release through the NCDOT Communications Office (see Appendix C for example). Send an email to the Communications Officer that represents the Transportation Mobility and Safety Division (TMSD) with the wording attached and ask that it be posted. Set the due date for comments to be the last business day of the week, a minimum of three weeks from the date of the advertisement.
2. **Skip this step if a request for public hearings was received for each affected county in comments from step 2 in the previous section (Section C, above). Also, skip this step for a specific county if a request for public hearings was received for that county in comments from step 2 in the previous section (Section C, above).** The STAA Program Coordinator shall publish the opportunity for public hearings (see Appendix D for example) in the legal section of a newspaper in each affected county (in accordance with [§20-115.1, g. 3](#)).
3. **Skip this step if a request for public hearings was received for each affected county in comments from step 2 in the previous section (Section C, above).** The STAA Program Coordinator shall post the opportunity for public hearings in the county courthouse in each affected county (see Appendix D for example) in accordance with [§20-115.1, g. 3](#). Each courthouse will need to be contacted individually as this process is different for each courthouse.
4. **Skip this step if no public hearings were requested.** If a request for public hearing(s) has been received, the STAA Program Coordinator will coordinate with the NCDOT’s Public Involvement and Community Studies Group (PICS) to schedule and run the public hearing(s). The STAA Program Coordinator shall provide a handout to the PICS for the public hearings.
5. If public hearing(s) have been requested, or following the closing date for requesting public hearings, the STAA Program Coordinator shall notify the Chief Engineer of the proposed designation. This notification shall be in the form of a memo from the State Traffic Engineer to the Chief Engineer with copies going to the Secretary of Transportation, the Chief Operating Officer, appropriate Division Engineers, and the State Traffic Safety Engineer, and shall include a brief overview of the proposed route, the original requestor(s), a statement of compliance with [§20-115.1, g. 1-3](#), whether or not a public hearing has been requested, and the next step in the process.

6. **Skip this step if no public hearings were requested.** If a request for public hearing(s) has been received, and once the NCDOT's Public Involvement and Community Studies Group has scheduled the public hearing(s), the STAA Program Coordinator shall request a news release through the NCDOT Communications Office, shall advertise the public hearing(s) in the legal section of a newspaper in each affected county, and shall post the public hearing(s) at the courthouse in each affected county (in accordance with [§20-115.1, g. 3](#)). Refer to steps 1 through 3, above (see Appendix E and Appendix F for examples).
7. **Skip this step if no public hearings were requested.** If public hearing(s) have been requested and established, the STAA Program Coordinator shall notify, by email, the appropriate Division Engineer(s), Division Operations Engineer(s), Division Maintenance Engineer(s), Division Traffic Engineer(s), Mobility and Safety Field Operations Engineer(s), Regional Traffic Engineer(s), the State Traffic Engineer, the State Traffic Safety Engineer, and the North Carolina Trucking Association's (NCTA) Director of Safety and Security of the date(s), time(s), and location(s) of the hearing(s). The email will also state that the Regional Traffic Engineer or contractor conducting the field investigation, or their designee, is required to attend each appropriate hearing along with the State Traffic Engineer.
8. **Skip this step if no public hearings were requested.** The STAA Program Coordinator shall provide to the NCDOT's Public Involvement and Community Studies Group a handout (including maps, a copy of the field investigation and recommendations, and a comment sheet) appropriate for each public hearing scheduled. The comment sheet shall provide a minimum of two weeks following each hearing for postmarked/time stamped comments to be returned.
9. After completion of any and all public hearings, the State Traffic Engineer shall review any transcripts, comments, and other related information with the State Traffic Safety Engineer, the STAA Program Coordinator, the Mobility and Safety Information Engineer, appropriate Mobility and Safety Field Operations Engineer(s), and appropriate Regional Traffic Engineer(s). If no citizen comments have been received the STAA Program Coordinator shall contact the State Traffic Engineer to see if this review meeting should still be held or if we should proceed directly to the next step (if the State Traffic Engineer denies the request then go to Section H).

## ***E. Legislative Consultation***

1. After completion of any and all public hearings, and the review of any transcripts and comments, the STAA Program Coordinator shall prepare a draft letter from the State Traffic Engineer to the Joint Legislative Commission on Governmental Operations (JLCGO) recommending designation of the requested route(s) and send it, and any supporting documentation, to the State Traffic Engineer.
2. The State Traffic Engineer will provide the JLCGO draft letter, and any supporting documentation, to the Secretary's Office for a two (2) week review.
3. Following the Secretary's Office review, the State Traffic Engineer shall consult with the JLCGO regarding the route designation (in accordance with [§20-115.1, g](#)), and all correspondence shall be by email in accordance with [Commission Guidelines](#). This consultation shall take place in the form of a letter from the State Traffic Engineer to the chairpersons of the Commission with copies going to the Chair of the Board of Transportation, affected member(s) of the Board of Transportation, the Secretary of Transportation, the Chief Engineer, and the Department's Legislative Liaison. The letter shall include a brief overview of the proposed route, the original requestor(s), statement of compliance with [§20-115.1, g, 1-3](#), and any support and/or opposition (or a statement of no opposition if none has been received). Consultation shall conform to [Commission Guidelines](#) and will generally be completed within ninety (90) days unless additional information or consultation is requested by the Commission.

## ***F. Approval***

If the route is approved...

1. The STAA Program Coordinator shall notify the appropriate Regional Traffic Engineers to enter and approve appropriate designation ordinances for the approved vehicle combination(s) into the ordinance system – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.
2. The appropriate Regional Traffic Engineers shall also rescind or rewrite any truck restriction ordinance(s) that exist on the designated route(s) to eliminate any conflicts with the designation – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.

3. The requestor shall be notified by letter from the State Traffic Engineer to the requestor once a request has been approved. The letter shall have copies or blind copies, as appropriate, being sent to the standard distribution lists (top of Section C), with additional copies (cc) being sent to the Chair of the Board of Transportation, the Joint Legislative Commission on Governmental Operations and the Department's Legislative Liaison. Additional blind copies (bcc) shall also be sent to the individuals listed in step 2 of Section C and the Director of the Oversize/Overweight Permits Unit, the Director of Preconstruction, the Director of Asset Management, the Safety Planning Engineer and the Safety Evaluation Engineer. The notification letter shall have the following information:
  - Name of Company or Individual
  - Statement of approval
  - Type of approved vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of designated route including terminals or NN/NCTN connections
  - Date of approval (this shall be date of Board of Transportation approval)
  - Signature of the State Traffic Engineer
  - Tracking number (project number, designation request number, etc.)
  - Copy of the ordinance package
4. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.
5. The STAA Program Coordinator shall TECO all related WMS orders within three months following the date of the approval.

## **H. Denial**

If the route was denied by the State Traffic Engineer...

1. The requestor shall be notified by letter from the State Traffic Engineer to the requestor once a request has been denied (and must include the reason(s) for the denial). The letter shall have copies or blind copies, as appropriate, being sent to the standard distribution lists (top of Section C), with additional copies (cc) being sent to the Chair of the Board of Transportation, the Joint Legislative Commission on Governmental Operations and the Department's Legislative Liaison. Additional blind copies (bcc) shall also be sent to the individuals listed in step 2 of Section C and the Director of the Oversize/Overweight Permits Unit. The notification letter shall have the following information:
  - Name of Company or Individual
  - Statement of denial
  - Reason(s) for denial (if denied)
  - Type of denied vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of requested route including terminals or NN/NCTN connections
  - Date of denial
  - Signature of the State Traffic Engineer
  - Tracking number (project number, designation request number, etc.)
2. If the route designation (or portion thereof) is denied and no truck restrictions currently exists, Regional Traffic Engineers shall submit truck restriction ordinance(s) for the route, or each portion thereof, where the safety issue(s) exist based on the specific reason(s) leading to the denial – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.
3. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.
4. The STAA Program Coordinator shall TECO all related WMS orders within three months following the date of the approval/denial.

## **I. National Network**

If it is desired that the approved designated route be part of the [National Network](#), then the State Traffic Engineer, or his/her designee, shall work with the United States Department of Transportation, through their local office, to attain approval for addition of the designated route to the [National Network](#).

## **V. OSOW Permit Unit Requests – Routes Less than Three (3) Miles from the NCTN**

### ***A. Request Processing***

Requests from the Oversize/Overweight Permits Unit (OSOW) are generally for vehicle combinations and loads that have two dimensions requiring a permit (one dimension being a trailer length greater than 48 feet and less than or equal to 53 feet, and the other dimension being width, weight, or height). These requests are specific to terminals that are three (3) or less road miles from the North Carolina Truck Network (NCTN). If a terminal is greater than three (3) road miles from the NCTN, or from a primary that is not a NCTN route, then the normal reasonable access process shall be followed (see Section III).

The STAA Program Coordinator receives forms [PF-2](#) and [PF-2A](#) from OSOW. After receiving the email from OSOW, the following shall be completed within two (2) business days:

1. Indicate the date the OSOW forms are received and log it into the STAA database (using an “O” as the indicator).
2. Identify the appropriate tier(s) of the requested route(s) – statewide, regional, or division.
3. Create [2000 and 3000 series orders](#) in the Work Management System (using WMS quick card [WMS-QC-16](#), steps 1-20 only).
4. Forward the OSOW email to the appropriate Regional Traffic Engineer(s) and carbon copy the regional support engineers, regional safety engineers, regional processing assistants, and the appropriate Mobility and Safety Field Operations Engineer. Be sure to include the work order numbers and request a return receipt.

### ***B. Field Review***

On receiving the email from the STAA Program Coordinator, the appropriate Regional Traffic Engineer(s) shall initiate a field review of the requested route. If a requested route affects multiple regions, the region with the majority of the route will be responsible for coordinating and/or conducting the entire field review. Field reviews shall be concluded within ten (10) business days. Expedited crash, crash rate, and critical crash rate analyses may be requested from the Highway Safety Improvement Program Engineer at the discretion of the Regional Traffic Engineer(s) – if crash and rates analyses are requested then five (5) additional business days shall be added to the deadline.

1. Check to see if the requested route is within three (3) road miles of a designated route (red line).
2. Check to see if the requested route has any truck prohibitions/restrictions.
3. Review the requested route for safety and capacity issues from both length and width perspectives (a test vehicle is not required).



4. Upon completion of the field review, email the STAA Program Coordinator with the following:

- Application number
- A statement that the requested route is/is not within three (3) road miles of a designated route (red line)
- A statement that there are/are not truck prohibitions/restrictions along the requested route (if the reason for the truck prohibitions/restrictions no longer exist, then the truck prohibitions/restrictions should be re-written and/or repealed) – all ordinance numbers (existing, re-written, repealed, etc.) shall be provided
- A statement that there are/are not safety or capacity issues along the requested route (if safety or capacity issues exist then ordinance/s shall be written to address the issues, and the ordinance number/s shall be provided)
- A description of the route, by county, using State highway system roads and their local names, as indicated by the following example:

*Surry County: NC 752 between I 77 and US 601, US 601 between NC 752 and NC 268, NC 268 between US 601 and SR 1003 (Siloam Road), SR 1003 (Siloam Road) between NC 268 and the Hardy Brothers Inc. terminal located at 2916 Siloam Road.*

### **C. Final Processing**

Following a response from the Regional Traffic Engineer(s):

1. The STAA Program Coordinator shall forward the field review information to the original OSOW requestor with a copy to the Director of the Oversize/Overweight Permit Unit (if not the original requestor).
2. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.
3. The STAA Program Coordinator shall TECO all related WMS orders no later than three (3) months following the date of the final email.

## **VI. Deletion of a Non-Interstate Route, or Route Segment, from the National Network**

### **A. Requests**

All requests shall be reviewed and preliminarily approved by the State Traffic Engineer before they will be acted upon. Each requested route or route segment shall be processed individually, and all requests shall contain the following:

- Specific route or route segment to be deleted
- Terminal (beginning and ending) routes or locations
- Applicable maps
- Requestor's contact information (name, email, phone numbers, etc.)
- Reason for request

When a request is received the STAA Program Coordinator shall:

- Stamp the request with the date received
- Enter the request in the STAA database (using "R-YY-#")
- Open [WMS Orders](#)

### **B. Review and Evaluation**

Following receipt of a request for removal, the Transportation Mobility and Safety Division, or contractor, shall complete the following to review and evaluate the request.

For steps 1-5, the standard carbon copy (cc) distribution list is as follows...

- Board of Transportation member(s)
- Secretary of Transportation
- Chief Engineer
- Deputy Chief Engineer
- State Traffic Engineer
- Division Engineer(s)

...and the standard blind copy (bcc) list is as follows...

- State Traffic Safety Engineer
- Mobility and Safety Field Operations Engineer(s)
- Regional Traffic Engineer(s)
- Division Operation Engineer(s)
- Division Traffic Engineer(s)
- Traffic Safety Systems Engineer
- Highway Safety Improvement Program Engineer
- Mobility and Safety Information Engineer
- STAA Program Coordinator (if the work is being performed by a contractor)

1. The requestor shall be notified by email (or letter if the requestor does not have email) when their request has been received by a date of no later than ten (10) business days of the received date. The correspondence shall be from the STAA Program Coordinator to the requestor with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section B).
2. The STAA Program Coordinator or contractor shall email a notification (see Appendix G for example) of the request for deletion to the following individuals with written comments requested to be submitted by a date of no later than ninety (90) calendar days of the received date...

- Director of SHP's Motor Carrier Enforcement and Special Operations
- County Manager of each affected county
- City/Town Manager of each affected municipality with a copy being sent to the Mayor (if the municipality does not have a City/Town Manager, then send it to the Chief of Police or, if no Chief of Police, then send it directly to the Mayor)
- Municipal Planning Organization (MPO) Director of each affected MPO (if the MPO does not have a Director, then the letter shall be to the senior planner/transportation planner)
- Rural Planning Organization (RPO) Director of each affected RPO (if the RPO does not have a Director, then the letter shall be to the senior planner/transportation planner)

...with copies or blind copies, as appropriate, being sent to the standard distribution lists (top of Section B), and additional blind copies (bcc) being sent to the following individuals...

- Colonel of the State Highway Patrol (SHP)
- SHP's Motor Carrier Enforcement, Size and Weight Division (currently F/Sgt. T. W. Peterson, [timothy.peterson@ncdps.gov](mailto:timothy.peterson@ncdps.gov))
- SHP's Unit Commander of Motor Carrier Enforcement (currently Capt. Shannon McLaughlin, [Shannon.McLaughlin@ncdps.gov](mailto:Shannon.McLaughlin@ncdps.gov))
- President, North Carolina Trucking Association (currently Crystal Collins, [ccollins@nc trucking.com](mailto:ccollins@nc trucking.com))
- All companies and individuals having approved reasonable access routes attached to the route proposed to be deleted

3. The STAA Program Coordinator or contractor shall email the appropriate Regional Traffic Engineer(s) and the Highway Safety Improvement Program Engineer that the review and evaluation process has begun and shall include the appropriate tracking number and WMS order numbers.
4. Expedited crash, crash rate, and critical crash rate analyses of the requested route(s) shall be initiated. This work shall be assigned by the STAA Program Coordinator to the Highway Safety Improvement Program Engineer, or contractor, who will send the information directly to the appropriate Mobility and Safety Field Operations Engineer(s) and the appropriate Regional Traffic Engineer(s) (and copy the STAA Program Coordinator) within sixty (60) business days of the received date. **Highway Safety Improvement Program staff shall not TECO any WMS orders related to the request.**

5. A field investigation of the requested route shall be initiated. This work shall be assigned by the STAA Program Coordinator to the appropriate Regional Traffic Engineer or contractor. If assigned to Regional Traffic Engineers and multiple regions are affected, then the region with the majority of the route will be responsible for coordinating and/or conducting the entire field investigation. Field investigations shall include one road mile along each direction of any intersecting route(s) and shall be concluded within ninety (90) business days of the received date.
6. The responsible Regional Traffic Engineer, or contractor, shall submit a formal and written recommendation, with appropriate supporting documentation, to the State Traffic Safety Engineer with copies going to other affected Regional Traffic Engineer(s), if any, appropriate Mobility and Safety Field Operations Engineer(s), and the STAA Program Coordinator. **The formal and written recommendation shall address the issues in 23 CFR 658.11 (c) and shall contain a list of newspapers regularly circulated in the affected area for public notices.** Recommendations shall be submitted within ninety (90) business days of the received date.
7. The STAA Program Coordinator shall revise the description of WMS work orders based on the information provided in the formal and written recommendation from the Regional Traffic Engineer or contractor.
8. The State Traffic Safety Engineer shall, by signature and date, concur with, or change, recommendations made by the Regional Traffic Engineer or contractor.
9. The State Traffic Engineer will decide whether the requested route can be deleted from the National Network.
10. If the State Traffic Engineer determines that the requested route shall not be deleted from the National Network, then the request is denied (skip to Section F).
11. If the State Traffic Engineer determines that the requested route shall be recommended for deletion from the National Network, then the STAA Program Coordinator will proceed with a public notice (continue to Section C, below).

### C. *Public Notice*

1. Public notice of the request for deletion shall be published in a newspaper regularly circulated in the affected area(s) – such newspapers shall be recommended by the Regional Traffic Engineer(s) or contractor. The public notice shall state the requested route or route segment for deletion and terminals, and state that all comments are requested to be submitted by a date of approximately thirty (30) calendar days following the anticipated second (last) publication date (see Appendix H for example).

**NOTE – Public notices shall be published and proved in accordance with general statutes [§1-597](#), [§1-598](#), [§1-599](#), and [§1-600](#). Also, in order to comply with [Title VI of the Civil Rights Act of 1964](#), as amended, and [Executive Order 13166](#) (“Improving Access to Services for Persons with Limited English Proficiency”), all public notices shall also be published in a Hispanic language publication (if available in that area).**

2. The STAA Program Coordinator shall also advertise the public notice in a news release through the NCDOT Communications Office (see Appendix I for example). Send an email to the Communications Officer that represents the Transportation Mobility and Safety Division (TMSD) with the wording attached and ask that it be posted. Set the due date for comments to be the same date as the one included in the newspaper publication.
3. After the public notice comment period is complete, the State Traffic Engineer shall review any comments and other related information with the State Traffic Safety Engineer, the STAA Program Coordinator, the Mobility and Safety Information Engineer, appropriate Mobility and Safety Field Operations Engineer(s), and appropriate Regional Traffic Engineer(s). If no citizen comments have been received the STAA Program Coordinator shall contact the State Traffic Engineer to see if this review meeting should still be held or if we should proceed directly to the next step.

### D. *Legislative Consultation*

1. After completion of public notices, and the review of any transcripts and comments, the State Traffic Engineer shall consult with the Joint Legislative Commission on Governmental Operations (JLCGO) regarding the route deletion and all correspondence shall be by email in accordance with [Commission Guidelines](#). This consultation shall take place in the form of a letter from the State Traffic Engineer to the chairpersons of the Commission with copies going to the Secretary of Transportation, the Chief Engineer, and the Department’s Legislative Liaison. The letter shall include a brief overview of the proposed route or route segment, the original requestor(s), and any support and/or opposition (or a statement of no opposition if none has been received). Consultation shall conform to [Commission Guidelines](#) and will generally be completed within ninety (90) days unless additional information or consultation is requested by the Commission.

**E. *Intention to Recommend Deletion (BOT)***

1. Once the State Traffic Engineer has consulted with the Joint Legislative Commission on Governmental Operations, the State Traffic Engineer shall then notify the Board of Transportation of the intention to recommend deletion. All information shall be provided electronically – no hardcopies.
2. If the Board of Transportation does not approve the recommended deletion, then the request is denied (skip to Section F).
3. If the Board of Transportation approves the recommended deletion, then skip to Section G.

**F. *Denial of Deletion***

If the request for deletion is denied...

1. The STAA Program Coordinator shall draft a response letter from the State Traffic Engineer to the requestor with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section B), with additional blind copies (bcc) to the individuals listed in Section B, item 2. The denial letter shall have the following information:
  - Date
  - Removal request number
  - Description of the requested route or route segment (including terminals or NN/NCTN connection)
  - Reason(s) for denial
  - Signature of the State Traffic Engineer
2. The STAA Program Coordinator shall TECO all related WMS orders no later than three (3) months following the date of denial.

**G. *Intention to Recommend Deletion (FHWA)***

If the request for deletion is approved by the Board of Transportation...

1. The STAA Program Coordinator shall draft a letter from the State Traffic Engineer to the Division Administrator of the Federal Highways Administration, North Carolina Division, with copies or blind copies, as appropriate, being sent to the standard distribution lists (see top of Section B), with additional blind copies (bcc) to the individuals listed in Section B, item 2. The letter shall have the following information:
  - Date
  - Tracking number (R-YY-#)
  - Statement of request for deletion from the National Network in accordance with 23 CFR 658.11 (b, c)
  - Description of the requested route or route segment (including terminals or NN/NCTN connection)
  - Reason(s) for requesting removal (changed conditions, etc.)
  - Responses to items 1-6 of 23 CFR 658.11 (c)
  - Signature of the State Traffic Engineer
  - Attachment (map indicating route or route segment targeted for deletion)
2. The Federal Highways Administration (FHWA) will assess the request on the basis of criteria listed in 23 CFR 658.9, and will publish proposed deletions in the Federal Register as a “Notice of Proposed Rulemaking” (NPRM) in accordance with 23 CFR 658.11 (b).
3. If the FHWA denies the request for deletion, then the request is denied (go to Section F).
4. If the FHWA approves the request for deletion, then the request is approved (proceed to Section H).



## H. *Approval of Deletion*

1. The requestor shall be notified by letter from the State Traffic Engineer to the requestor once a request for deletion has been approved by FHWA. The letter shall have copies or blind copies, as appropriate, being sent to the standard distribution lists (top of Section B), copies or blind copies, as appropriate, being sent to the individuals listed in step 2 of Section B, and additional copies (cc) being sent to the Joint Legislative Commission on Governmental Operations, the Department's Legislative Liaison, and the Director of the Oversize/Overweight permits Unit. If approved, additional copies (cc) shall also be sent to the Director of Preconstruction and the State Asset Management Engineer, and additional blind copies (bcc) to the Safety Planning Engineer and the Safety Evaluation Engineer. The notification letter shall have the following information:
  - Statement of approved removal
  - Type of affected vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of affected route including terminals or NN/NCTN connections
  - Date of approval
  - Signature of the State Traffic Engineer
  - Tracking number (R-YY-#)
2. If the route or route segment is deleted based on safety and capacity reasons, Regional Traffic Engineers shall submit truck restriction ordinance(s) based on the specific reason(s) leading to the denial if appropriate for the remaining vehicle combinations that would still be allowed to travel on the route or route segment – see [Ordinance Manual Chapter 9 \(“Vehicle Routes and Restrictions”\)](#) for additional information.
3. The STAA Program Coordinator shall rescind and/or re-write existing National Network ordinances (ordinance type 43) and prepare an ordinance package for the State Traffic Engineer's signature. The package shall include any truck restriction ordinances written by the Regional Traffic Engineers (see step 2, above) as well as all supporting approval information (Board of Transportation approval/minutes, Federal Highways Administration approval, and State Traffic Engineer approval letter to the requestor).
4. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map, an updated [truck restriction table](#), and/or appropriate data files and shape files are loaded onto the internet, if needed.
5. The STAA Program Coordinator shall TECO all related WMS orders within three months following the date of the approval/denial.

## Appendix A

Example of reasonable access notification (to be sent on the current letterhead)...

\*\*\*\*\* NOTICE \*\*\*\*\*

### **REQUEST FOR REASONABLE ACCESS FOR TRUCKS WITH 53-FOOT TRAILERS AND TRUCKS WITH TWIN TRAILERS**

Date: December 3, 2012  
Reference Number: 3568-4  
Requestor: Redwood Distributors

The North Carolina Department of Transportation has received a request from the above to provide reasonable access on the following routes for use by trucks with 53-foot trailers and trucks with twin trailers in accordance with the North Carolina Administrative Code (19A:02E.0426):

STAA Reasonable Access Request No. 3568-4: Surry County: SR 1815 (Holly Springs Church Road) between the Redwood Distributors terminal (located at 567 Holly Springs Church Road) and US 52; US 52 between SR 1815 (Holly Springs Church Road) and the Davidson County line; Davidson County: US 52 between the Surry County line and I-85.

Any comments should be sent to Lisa N. Avery, Traffic Safety Project Engineer, [lavery@ncdot.gov](mailto:lavery@ncdot.gov), by 5:00 p.m. on Friday, January 4, 2013. Please contact Ms. Avery at 919-773-2893 if you need additional information.

## **Appendix B**

Example of designation notification (to be sent on the current letterhead)...

**\*\*\*\*\* NOTICE \*\*\*\*\***

### **REQUEST FOR DESIGNATION OF ROUTES FOR USE BY TRUCKS WITH TWIN TRAILERS**

Date: October 9, 2013  
Reference Number: D-12-8  
Requestor: Redwood Distributors

The North Carolina Department of Transportation has received a request from the above to review the following route for use by trucks with twin trailers in accordance with General Statute 20-115.1 (g):

STAA Designation Request No. D-12-8: Chatham County: US 64 between US 15-501 and the Wake County line; Wake County: US 64 between the Chatham County line and US 1.

Any comments should be sent to Lisa N. Avery, Traffic Safety Project Engineer, [lavery@ncdot.gov](mailto:lavery@ncdot.gov), by 5:00 p.m. on Tuesday, January 7, 2014. Please contact Ms. Avery at 919-773-2893 if you need additional information.

## Appendix C

Example of designation news release for public hearing opportunity sent to the NCDOT Communications Office...

Release: Immediate  
Contact: Jennifer Garifo, (919) 707-2660  
Release No.:

Date: May 22, 2013  
Distribution:

### **NCDOT Seeks Public Input Regarding Designating a section of U.S. 70 in Johnston County as a Twin-Trailer Route**

**RALEIGH** — The [N.C. Department of Transportation](#) is proposing to designate a section of U.S. 70 between U.S. 70 Alternate/JR Road in Selma and U.S. 70 Alternate/West Edward Street west of Princeton in Johnston County for use by truck tractors with twin trailers. A twin trailer is a truck that holds two trailers, one behind the other.

The department is soliciting interest in holding a public hearing in Johnston County and asking citizens if they would like to provide public comment.

Such designation is allowed by N.C. general statute (§20-115.1 (g)) under the following conditions:

- A determination of the public convenience and need for the trucks,
- A traffic engineering study which clearly shows the road can safely accommodate and has sufficient capacity to handle twin trailers, and
- A public hearing or the opportunity for a public hearing is held in each county the route passes through.

NCDOT has determined the first two requirements have been met.

Anyone desiring that a public hearing be held may make a request by email to NCDOT Traffic Safety Project Engineer Lisa N. Avery at [lavery@ncdot.gov](mailto:lavery@ncdot.gov), or by sending a letter to Avery at 1561 Mail Service Center, Raleigh, NC 27699-1561 by June 14. If additional information is needed, contact Ms. Avery at (919) 773-2893.

Additional information regarding this proposed designation can be found [here](#).

**\*\*\* NCDOT \*\*\***

***NOTE – Use the term “allowed” where the vehicle combinations are not currently allowed (i.e. greater than 3 miles from a designated route); use the term “designation” where the vehicle combinations are currently allowed (i.e. at or within 3 miles from a designated route).***

## Appendix D

Example of designation news release for public hearing for newspapers and courthouses...

### **NOTICE OF OPPORTUNITY FOR PUBLIC HEARINGS TO DESIGNATE US 70 BETWEEN US 70 ALTERNATE/SR 2375 (JR ROAD) IN SELMA AND US 70 ALTERNATE/SR 2532 (WEST EDWARD STREET) WEST OF PRINCETON IN JOHNSTON COUNTY AS A TWIN TRAILER ROUTE**

The North Carolina Department of Transportation proposes to designate US 70 between US 70 Alternate/SR 2375 (JR Road) in Selma and US 70 Alternate/SR 2532 (West Edward Street) west of Princeton in Johnston County for use by truck tractors with twin trailers. This notice is to solicit interest in holding public hearings in Johnston County to provide for public comments regarding this designation proposal.

Pursuant to §20-115.1 (g), the Department has determined that this route can safely accommodate and has sufficient capacity to handle these vehicle combinations, and that there is a public convenience and need for designation.

Anyone desiring that a public hearing be held may make a request by email or letter to Lisa N. Avery ([lavery@ncdot.gov](mailto:lavery@ncdot.gov)), Traffic Safety Project Engineer, 1561 Mail Service Center, Raleigh, NC 27699-1561 by June 14, 2013. If additional information is needed, contact Ms. Avery at (919) 773-2893.

For additional information regarding designation, please visit the following website:  
[https://connect.ncdot.gov/resources/safety/Tepp/Pages/Tepp-Topic.aspx?Topic\\_List=T52](https://connect.ncdot.gov/resources/safety/Tepp/Pages/Tepp-Topic.aspx?Topic_List=T52)

***NOTE – Use the term “allowed” where the vehicle combinations are not currently allowed (i.e. greater than 3 miles from a designated route); use the term “designation” where the vehicle combinations are currently allowed (i.e. at or within 3 miles from a designated route).***

## Appendix E

Example of designation news release for public hearing sent to the NCDOT Communications Office...

Release: Immediate	Date: June 11, 2013
Contact: Communications Office, (919) 707-2660	Distribution: Brunswick, New Hanover
Release No:	

### **NCDOT Schedules July 8 Public Hearing; Seeks Public Input on Allowing Twin Trailers to use U.S. 17 in Brunswick and New Hanover Counties**

**RALEIGH** — The N.C. Department of Transportation has scheduled a public hearing for Monday, July 8 in Wilmington concerning a proposal to allow trucks with twin trailers to use US 17 between US 17 Business (Market Street) in New Hanover County and U.S. 74/76 in Brunswick County.

N.C. state law (General Statute 20-115.1 (a)) allows such a change under the following conditions:

- A determination of the public convenience and need for the trucks,
- A traffic engineering study that clearly shows the road can safely accommodate and has sufficient capacity to handle twin trailers, and
- A public hearing or the opportunity for a public hearing is held in each county the route passes through.

NCDOT determined the first two requirements have been met. To meet the third requirement, the public hearing is set for 7 p.m. at Cape Fear Community College in room N-202 on the first floor of the “N” Building, 400 N. Front Street, Wilmington.

All statements and comments at the hearing will be recorded and transcribed. For more information, contact Lisa Avery, NCDOT Traffic Safety Unit, at (919) 773-2893, or at [lavery@ncdot.gov](mailto:lavery@ncdot.gov).

NCDOT will provide auxiliary aids and services under the Americans with Disabilities Act for disabled persons who want to participate in the hearing. Anyone requiring special services should contact Jamille Robbins of the NCDOT Human Environment Unit, at (919) 707-6085, or at [jarobbins@ncdot.gov](mailto:jarobbins@ncdot.gov) as early as possible so that arrangements can be made.

Additional information regarding the designation for allowing twin trailers can be found on the NCDOT [website](#).

\*\*\*NCDOT\*\*\*

***NOTE – Use the term “allowed” where the vehicle combinations are not currently allowed (i.e. greater than 3 miles from a designated route); use the term “designation” where the vehicle combinations are currently allowed (i.e. at or within 3 miles from a designated route).***

## Appendix F

Example of designation news release for public hearing sent to newspapers and courthouses...

### **NCDOT SCHEDULES PUBLIC HEARING AND SEEKS PUBLIC INPUT REGARDING DESIGNATION OF US 17 BETWEEN US 17 BUSINESS (MARKET STREET) IN NEW HANOVER COUNTY AND US 74/76 IN BRUNSWICK COUNTY FOR USE BY TWIN TRAILERS**

The N.C. Department of Transportation proposes to designate US 17 between US 17 Business (Market Street) in New Hanover County and US 74/76 in Brunswick County for use by trucks with twin trailers. Pursuant to §20-115.1 (g), the Department has determined that this route can safely accommodate and has sufficient capacity to handle these vehicle combinations, and that there is a public convenience and need for designation.

A public hearing has been scheduled on Monday, July 8, 2013 at 7:00 p.m. at Cape Fear Community College in room N-202 on the first floor of the “N” Building, 400 N. Front Street, Wilmington. All statements and comments will be recorded and transcribed. Anyone desiring additional information may contact Ms. Lisa Avery, Traffic Safety Unit, at 1561 Mail Service Center, Raleigh, NC 27699-1561, phone 919-773-2893, or email [lavery@ncdot.gov](mailto:lavery@ncdot.gov)

NCDOT will provide auxiliary aids and services under the Americans with Disabilities Act for disabled persons who wish to participate in this workshop. Anyone requiring special services should contact Mr. Jamille Robbins, Human Environment Unit, at 1598 Mail Service Center, Raleigh, NC 27699-1598, phone 919-707-6085, or email [jrobbins@ncdot.gov](mailto:jrobbins@ncdot.gov) as early as possible so that arrangements can be made.

Additional information regarding the designation for allowing twin trailers can be found at [https://connect.ncdot.gov/resources/safety/Teppl/Pages/Teppl-Topic.aspx?Topic\\_List=T52](https://connect.ncdot.gov/resources/safety/Teppl/Pages/Teppl-Topic.aspx?Topic_List=T52)

***NOTE – Use the term “allowed” where the vehicle combinations are not currently allowed (i.e. greater than 3 miles from a designated route); use the term “designation” where the vehicle combinations are currently allowed (i.e. at or within 3 miles from a designated route).***



## Appendix G

Example of notification (to be sent on the current letterhead) for removal of a non-interstate route or route segment from the National Network...

\*\*\*\*\* NOTICE \*\*\*\*\*

### **REQUEST FOR REMOVAL OF A NON-INTERSTATE ROUTE FROM THE NATIONAL NETWORK**

Date: October 9, 2013  
Reference Number: R-13-1  
Requestor: Wilmington MPO

The North Carolina Department of Transportation has received a request from the above to remove the following non-interstate route from the National Network in accordance with 23 CFR 658.11 (b, c):

National Network Removal Request No. R-13-1: New Hanover County: SR 1409 (Military Cut-Off Road) between US 74 () and US 17 Business (Market Street).

Any comments should be sent to Lisa N. Avery, Traffic Safety Project Engineer, [lavery@ncdot.gov](mailto:lavery@ncdot.gov), by 5:00 p.m. on Tuesday, January 7, 2014. Please contact Ms. Avery at 919-773-2893 if you need additional information.

## Appendix H

Example of news release for notification of the deletion of a non-interstate route or route segment from the National Network for newspapers ...

### **NCDOT Seeks Public Input Regarding Deletion of SR 1409 (Military Cut-Off Road) in New Hanover County from the National Network**

**RALEIGH** — The [N.C. Department of Transportation](#) is proposing to recommend to the Federal Highway Administration (FHWA) deletion of SR 1409 (Military Cutoff Road) between U.S. 74 (Eastwood Road) and U.S. 17 Business (Market Street) in New Hanover County, which will prevent its use by truck tractors with trailers longer than 48 feet and truck tractors with twin trailers (a twin trailer is a truck that pulls two trailers, one behind the other). Removal of non-interstate routes from the National Network is allowed by the Code of Federal Regulations ([23 CFR 658.11, b, c](#)).

All comments should be submitted by email to NCDOT Traffic Safety Project Engineer Lisa N. Avery at [lavery@ncdot.gov](mailto:lavery@ncdot.gov), or by sending a letter to Ms. Avery at 1561 Mail Service Center, Raleigh, NC 27699-1561 by June 14. If additional information is needed, contact Ms. Avery at (919) 773-2893.

## Appendix I

Example of news release for public notice of the request to delete a non-interstate route or route segment from the National Network to be sent to the NCDOT Communications Office...

Release: Immediate

Contact: Jennifer Garifo, (919) 707-2660

Release No.:

Date: May 22, 2013

Distribution:

### **NCDOT Seeks Public Input Regarding Deletion of SR 1409 (Military Cut-Off Road) in New Hanover County from the National Network**

**RALEIGH** — The [N.C. Department of Transportation](#) is proposing to recommend to the Federal Highway Administration (FHWA) deletion of SR 1409 (Military Cutoff Road) between U.S. 74 (Eastwood Road) and U.S. 17 Business (Market Street) in New Hanover County, which will prevent its use by truck tractors with trailers longer than 48 feet and truck tractors with twin trailers (a twin trailer is a truck that pulls two trailers, one behind the other). Removal of non-interstate routes from the National Network is allowed by the Code of Federal Regulations ([23 CFR 658.11, b, c](#)).

All comments should be submitted by email to NCDOT Traffic Safety Project Engineer Lisa N. Avery at [lavery@ncdot.gov](mailto:lavery@ncdot.gov), or by sending a letter to Ms. Avery at 1561 Mail Service Center, Raleigh, NC 27699-1561 by June 14. If additional information is needed, contact Ms. Avery at (919) 773-2893.

**\*\*\* NCDOT \*\*\***