

## **[MN-8] PUBLIC ACCESS FUNDS**

The following process is to be followed for requests for Public Access funds.

### A. Applicant's Responsibility

Requests for Public Access funds will be received from schools, volunteer fire departments and industrial entities.

A written request should be submitted to the Division Engineer or Chief Engineer's office providing technical information such as location, improvements being requested, timing, job and investment information, etc. for thorough review. If initial request is made to Chief Engineer, it is forwarded to division for processing.

### B. Technical Review and Approval by NCDOT

1. Division Engineer does field inspection, investigates other possible projects in the area, previous work and/or funding by NCDOT, and determines traffic and safety concerns.
2. Division Engineer completes check list (attached) with recommendation and submits to Chief Engineer for review.
3. Chief Engineer approves all school requests and fire department requests. The Access Review Committee reviews and approves all industrial requests.
4. If approved by the Committee, Chief Engineer will place project funding on Board agenda for approval. If request is approved but no funds are available, request is filed pending available funds.
5. The Chief Engineer will advise Division Engineer of final action. Division Engineer will give a written response to the applicant on approval or denial. The Division Engineer will be the contact person for the applicant.

### C. Access Review Committee

The Access Review Committee is to be formed and will be comprised of the Chief Engineer – Operations, Deputy Highway Administrator for Preconstruction and the State Highway Administrator.

Click here for a copy of the [Request for Public Access Funds](#) form.