

# Transit Stop Permit Policy and Procedure

## Policy

The Washington State Department of Transportation is herein referred to as “State”. The permit applicant is herein referred to as the “Agency”. The transit stop, with or without a shelter is herein referred to as the “Facility”.

The guidelines for the use of this permit for transit stops and bus shelters on managed access and limited access highways are as follows:

- A Facility must be less than 1000 square feet, and no two Facilities may adjoin each other. If the Facility is over 1000 square feet, then an Airspace Lease is required
- A Facility may have more than one shelter.
- Cannot be used for Facilities located on Interstate Highway mainline or ramps (must follow the Airspace Lease process).
- Incorporated cities on managed access highways will do their own permitting.

An applicant should be directed to the Region Development Services Office or the Traffic Office. The appropriate office must review each permit application following the Traffic Manual Chapter 7.9 “Transit Vehicles Stop Zones” and the 28 pages of Appendix 7.2 “Transit Vehicles Stop Zones Guidelines” as revised, along with any other region review procedures. Region Real Estate Services (RES), Development Services or the Traffic Office will confirm the legal ownership of the right of way, and check for leases or other encumbrances that would prohibit the use of the identified right of way for the use of the proposed Facility. Region RES will communicate their findings and generate an Inventory Control Number (IC#) to the region Development Services or Traffic Office.

In some instances the transit Facility location will require a break in Limited Access that will require additional reviews and approvals from other offices inside/outside of the State. The Region Development Services or Traffic Office will coordinate the additional review process. Additional approvals will come from, but not limited to:

- Approval from WSDOT’s Development Division Access and Hearings Office for breaks in Limited Access prior to issuing the permit.
- Facilities located on city streets that are within Interstate Right of Way. The region will contact the Development Division Access and Hearings Office requesting the approval for the Facility from the Federal Highway Administration (FHWA) before issuing the permit.

The Region has the responsibility and authority to:

- Issue permits
- Deny a permit application for safety or operational concerns.
- Propose alternative Facility locations.
- Notify the Agency that there are site plan deficiencies that must be cured or corrected before a permit can be issued.
- Declare a Facility location to be unacceptable under any situation or condition.
- Make every reasonable effort to facilitate a Facility site solution, and will not unreasonably withhold approval.
- Not charge for issuing the permit or charge rent for the facility after constructed.

The Agency is required to:

- Maintain the Facility and remove all trash, fix damage, and remove graffiti.
- Schedule a preconstruction meeting with previously identified region prior to starting construction.
- Maintain ownership of the Facility and all necessary accoutrements thereto.
- Relocate the Facility at its sole expense within 60 days after receiving written notice from WSDOT.

Two permit numbering systems will be used, because of the independent nature of the RAMPS and Integrated Realty Information System (IRIS) databases:

- RAMPS database numbers will start with TSP (Transit Stop Permit), followed by the number generated by the database.
- Inventory Control Numbers (IC#) start with the regions/district two digit number followed by the two digit county number. The remaining digits are generated by the database.

The Public Transportation Division shall retain ownership of the permit form 510-006EF, and will be responsible for all form revisions.

### **Procedure**

1. Agencies (permit applicants) will be directed to contact the appropriate region's Development Services, or Traffic Office to begin the permit application process.
2. Each permit will be reviewed in accordance with the Traffic Manual as specified above, and other region policies. Region RES will conduct their review (as described above) and report their findings along with an IC# to the region's Development Services, or Traffic Office.
3. If the region approves the permit, then one permit will be issued for each transit Facility.
4. The region Development Services or Traffic Office will enter the permit into the RAMPS database. Said office will send one copy of the fully executed permit containing both the RAMPS and IC# to the region RES office and to the Public Transportation Division.
5. File the permit.