

Kansas Department of Transportation

Standing Permit Policy for Land Surveyors working within the State Highway System Right-of-Way

The Kansas Department of Transportation (KDOT) establishes the following policy regarding survey activities within the Right-of-Way of the State Highway System of the State of Kansas. All survey activity occurring within the Right-of-Way of the State Highway System shall be governed by this policy. Surveyors functioning as a subcontractor (Contractor Construction Staking) on a construction project shall abide by the contract requirements, but will not be required to obtain a permit. KDOT survey personnel are also exempted from the permit requirement.

A surveyor, as an individual or as a business firm (henceforth referred to as the Surveyor), shall obtain a Standing Permit from each District in which their work is to be performed. Standing permits may be granted, at the discretion of the District Engineer, to individuals or firms with satisfactory compliance with permit conditions. Standing permits may be issued for a maximum period of one year.

The Surveyor shall request a standing permit by submitting a D.O.T. Form No. 304 – Highway Permit, Use of Right of Way. A separate permit request shall be submitted for each District. When the request has been approved and returned to the Surveyor, it shall be the responsibility of the Surveyor to have a copy of the signed permit on site while working within the State Highway System Right-of-Way.

All traffic control used on the State Highway Right-of-Way shall conform to the current Manual on Uniform Traffic Control Devices (MUTCD) and established State Traffic Control standard drawings. Traffic Control Standard drawings (TE700SI, TE702SI, TE704SI, TE710SI, TE720SI, TE722SI, TE730SI, TE744SI, TE746SI and TE748SI or other applicable standard drawings), developed from the MUTCD for ease of interpretation are available for reference.

The Surveyor shall notify the appropriate KDOT Area Office prior to actually commencing any activities within the State Highway Right-of-Way covered by the standing permit. The area office shall also be notified upon the completion of work. The location and dates of the beginning and completion of all work will be documented and logged by the Surveyor. This documentation log shall be kept with the standing permit. Approval of such work may be given by e-mail, fax or in writing. The Surveyor shall record the name of the individual giving authorization and the date authorization was received.

Vehicles within the State Highway Right-of-Way and within 30 feet of the travel way shall utilize amber rotating lights or amber strobe lights mounted on the top of the vehicle. Unattended vehicles and equipment should be parked off of State Highway Right-of-Way or no closer than 30 feet from the travel way.

All personnel working outside of a vehicle and anywhere within the State Highway Right-of-Way shall wear, as a minimum, a high visibility (American National Standards Institute, Inc. (ANSI) Class II) safety vest with retro-reflective striping.

The permit of any individual or firm who fails to follow this policy may be revoked. Future requests for a permit may also be denied for failure to follow this policy.

D.O.T. Form No. 304 and Traffic Control Standard drawings may be picked up at any KDOT Area Office. There will be no fee for a standing permit.

(11-06-2003)

Recommended by:



G. David Comstock, P.E.
Director of Engineering and Design

11-14-03

Date

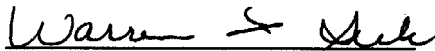


Mike Crow, P.E.
Director of Operations

11/16/03

Date

Approved by:



Warren L. Sick, P.E.
Assistant Secretary &
State Transportation Engineer

11/17/03

Date