



**Alaska
Department of
Transportation
and
Public Facilities**

**Right-of-Way
Delivery System
(ROWDyS)**

USER'S GUIDE

July 1, 2003

Please report any errors found in this guide,
or make suggestions for improvement to:

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INTRODUCTION

This user's guide for the Alaska Right-of-Way Delivery System (ROWDyS) is intended as a reference document for use by Department of Transportation & Public Facilities (DOT&PF) right-of-way (ROW) staff (permit officers and processing agents) and by review groups. It describes the steps involved in using ROWDyS to review and process an application submitted from the Web site by a customer who wants to use highway ROW for other than a highway purpose, or an application completed by a processing agent on the customer's behalf.

In February 1999, a ROWDyS team was established, comprised of ROW representatives from DOT&PF headquarters and the three DOT&PF regions. This team worked with other DOT&PF employees, attorneys at the Alaska Department of Law, and computer programming consultants to develop the first phase of the program. This first phase covers applications for a Lane Closure, Highway Event, or Driveway or Approach Road permit, and for a sign allowed under Alaska law: TODS, RCIA, Logo Sign, Memorial Sign, and Tourist Information Kiosk (see Chapter 9 of DOT&PF's ROW Manual).

The concept of a statewide permitting system has been discussed for many years. The ROWDyS team took the existing separate components relating to permits, regulations, reviews, and workflow to mold an effective, customer-friendly online system.

ROWDyS is envisioned to become a statewide database and workflow management system for all phases of the ROW process. Eventually, it will also contain data for engineering, design, financial management, and project acquisitions.

Alaska's size is an issue in managing DOT&PF's goals and objectives. Each of its three regions is larger than most states. Prior to the technological revolution, communications were not as they should have been, and regional differences developed. This created inconsistencies in the way regulations were interpreted, documents were prepared, and permits were processed.

ROWDyS is the first step toward creating a cohesive, consistent statewide permitting system that will better serve the customer and streamline DOT&PF's workflow.

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OVERVIEW OF CUSTOMER APPLICATION PROCESS

ROWDyS makes it possible for certain ROW permit applications and accompanying attachments to be electronically entered into the system by a customer, or by a processing agent on the customer's behalf. The applications are thereafter stored in a centralized database, and can be retrieved or monitored by a regional permit officer or a processing agent.

After an application is submitted, it is automatically routed by e-mail to the permit officer in the appropriate DOT&PF region. The permit officer assigns the application to a processing agent. The processing agent assigns it to one or more review groups, as appropriate. Permit officers and processing agents can track the progress of an application from submittal to final disposition.

Computer stations and scanners are located in each region so that a member of the public who does not have a computer can still use the system. Someone who has a computer, but does not have a scanner, can come to a regional office and have diagrams, maps, etc., scanned into the system so that this information can be electronically attached to the application.

ROWDyS covers applications for the following:

- Lane Closure Permit
- Highway Event Permit (HEP)
- Driveway or Approach Road Permit
- Signs allowed under Alaska law:
 - Tourist Oriented Directional Sign (TODS)
 - Recreational and Cultural Interest Area (RCIA) Sign
 - Logo Sign (for a business with a nationally-recognized emblem)
 - Memorial Sign (for a fatality that occurred within the ROW)
 - Tourist Information Kiosk


Because the main purpose of this guide is to describe how to use the ROWDyS system for the review and processing of a submitted application, we have included only a very brief overview of this preliminary customer application process here.

The process begins when someone needs a permit to use a portion of the highway ROW. From DOT&PF's home page (<http://www.dot.state.ak.us/>), a customer selects **Right of Way Permitting System**. This takes them to the first ROWDyS screen. Clicking the **Permits System** link displays the ROWDyS login screen (<https://www.dot.state.ak.us/row/Login.po>):

Overview of Customer Application Process

Clicking either **Individual** or **Organization/Company** takes a new customer to the Customer Account screen to open an account (see next page).

Customers who already have an account fill in their User ID and password to log in.



Welcome to the State of Alaska Department of Transportation and Public Facilities On-Line Permits System

In order to apply for a permit, you must have an account with us.
From this screen you may:

- Request a new account
- Log into the Permits System
- Receive a copy of your password

Version 1.2 Build 228

No account? Please select the type of account you would like to open.

Have an account? Enter your User Id and Password to gain access to the system.

User Id:

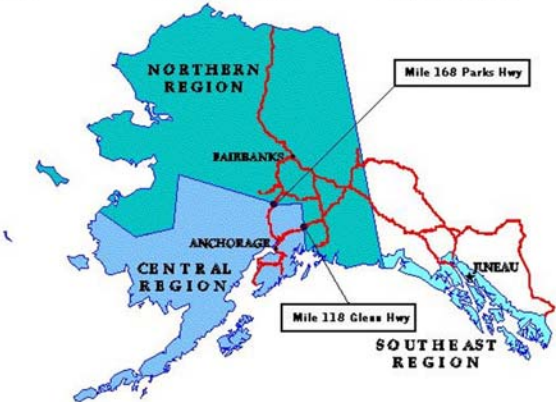
Password:

Forgot your User ID or password? Please enter your email address below and your User ID and password will be sent to you.
(Note: your old password is sent, not a new one.)

Email:

If you do not have an email address, call your regional permit officer for assistance.

Northern Region	Central Region	Southeast Region
1-800-475-2464	1-800-770-5263	1-877-305-6630





Request an Individual Customer Account Here

Individual Customer Account Information

* Denotes Required Field

Mr./Mrs./Ms.:

First Name: *

Middle Initial:

Last Name: *

Jr./Sr./etc.:

Title:

Phone: *
Phone number format: (999) 999-9999

Fax:
Fax number format: (999) 999-9999

Email:

Password: *
Re-enter Password: *
Passwords can be a combination of letters and numbers. They must have between five and sixteen characters. They are case-sensitive.

Verification Question: *
Verification Answer: *
When contacting the DOT by phone or in person, the DOT will ask a question to verify your account. Please provide a question and answer that are unique to you.
Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g. "What is your mother's maiden name?".
Verification Answer is your response to the question.

Mailing Address

Address: *

Address cont.:

City: *

State: *

Zip: *
ZIP code format: 99999 or 99999-0000

Physical Address

Same as Mailing

Address: *

Address cont.:

City: *

State: *

Zip: *
ZIP code format: 99999 or 99999-0000

Billing Address

Same as Mailing

Address: *

Address cont.:

City: *

State: *

Zip: *
ZIP code format: 99999 or 99999-0000

- **Submit:** sends your account information to the system.
- **Reset:** sets all the fields to blank without saving/submitted any current information.
- **Cancel:** exits to the Main Menu page without saving/submitted any current information

On the Customer Account screen, customers provide personal information, establish a password, and provide a verification question and answer.

When customers clicks on **Submit**, ROWDyS automatically sends customers an e-mail with their User ID so that they may revise the application or apply for other permits in the future.

Overview of Customer Application Process

Customers then select the type of permit needed.

This is followed by a questionnaire checklist for the type of permit selected, with all questions requiring a *yes* check to qualify for that type of permit. If the answer to any question is *no*, the customer does not meet the minimum requirements for that type of permit and cannot continue the application process.

If all requirements are met, they proceed to the application by clicking Submit.

The system displays the application for the type of permit requested, with the customer's information automatically filled in. The customers then fill out specific information for the permit type.

Some applications require one or more attachments. These attachments may be submitted electronically with the application if customers can scan the documents into files. Attachments may also be faxed, mailed, or delivered in person to the appropriate regional office. When the permit officer receives an attachment by fax, mail, or personal delivery, he or she scans it into a file and attaches it to the application on the customer's behalf.

Most applications also require an application fee. However, the system is not yet set up to accept credit cards, so payment must be by check, either mailed or delivered in person.

After completing the application, customers click on the portion of the Alaska map at the bottom of the screen, indicating where the permit is needed. When customers click Submit, the system assigns a permit application ID number (which is different from the customer's User ID), and sends an e-mail to the primary contact person named on the application, stating the application ID number, application type, and location.

The system also sends an e-mail to the permit officer in the appropriate region. The e-mail alerts the permit officer that a new application has been received, and provides the application ID number, application type, and location.

The application is now ready for review and assignment by the permit officer (see page 71).

DESCRIPTION OF ROWDYS SCREENS

LOGIN

A permit officer or processing agent enters ROWDyS by clicking the Agent Interface icon loaded on the computer desktop.



The program starts and the splash screen appears:



This is immediately followed by the login screen:

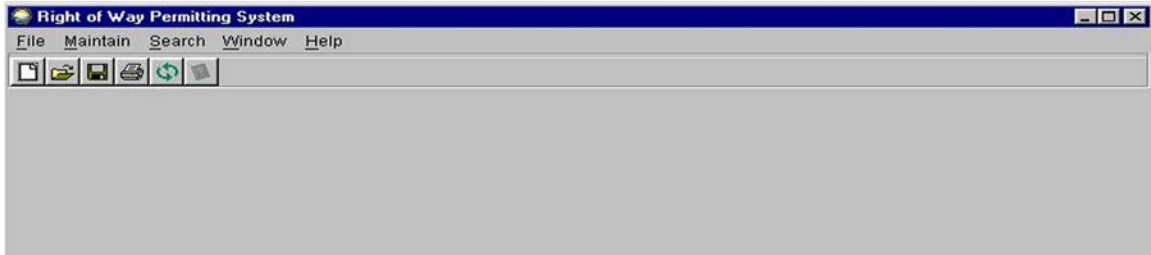


Enter the **User ID** and **Password** in the fields indicated, and click **OK**.

Description of ROWDyS Screens

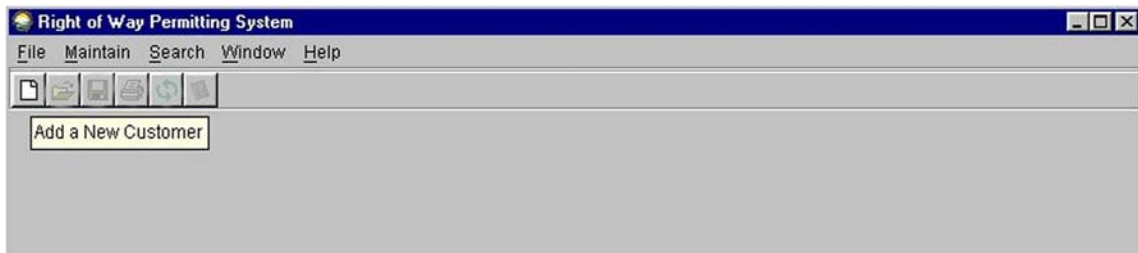
After successful login, the main window for the Right-of-Way Permitting System appears. The screen is blank with a menu bar and a toolbar. These functions are accessible only by permit officers and processing agents. The Maintain function is available only to permit officers.

The menu bar includes functions for File, Maintain, Search, Window, and Help. Each of these functions is described, beginning on page 8.

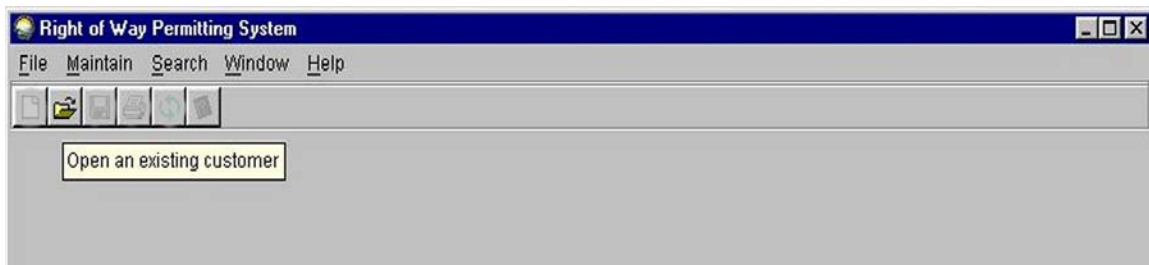


Below the menu bar is a toolbar with six icons (the first four of which are shortcuts to options listed in the drop-down menu under File in the menu bar).

Clicking the first icon allows the permit officer or processing agent to add a new customer file:

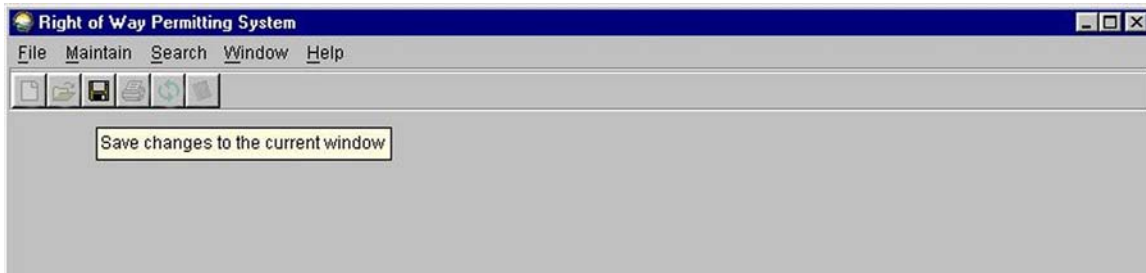


The second icon allows the permit officer or processing agent to open an existing customer file:

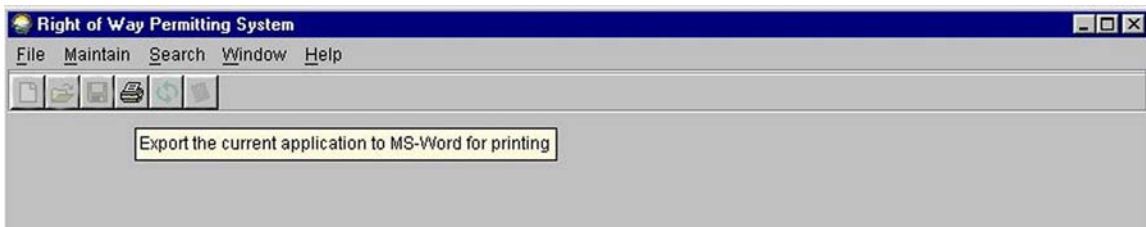


Description of ROWDyS Screens

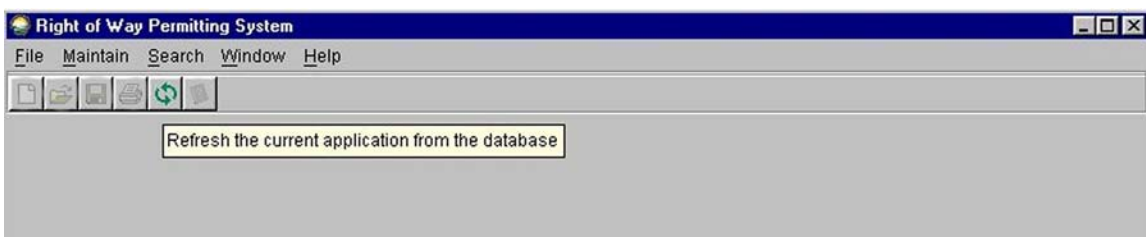
The third icon saves changes made to the current window:



The fourth icon allows the permit officer or Processing Agent to export the current application to MS-Word for printing:



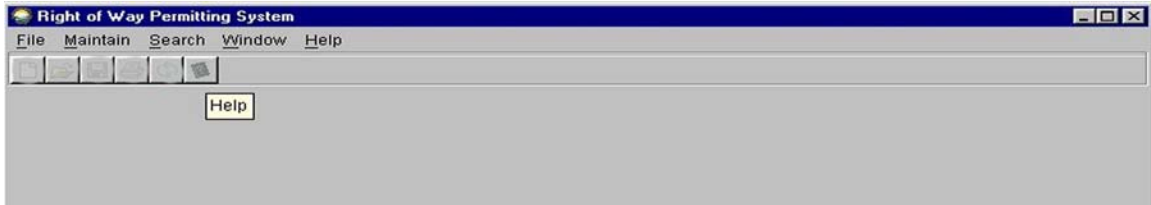
The fifth icon, the Refresh button, when activated, saves changes made to the current application, and reloads it from the database:



⇒ This function is not yet available for all aspects of the program. It was originally created to assist when a processing agent, with a permit application on the screen, might be on the phone with a reviewer who is submitting a review for that application. Without the Refresh button, the agent would have to close and reopen the application to see the updated review by clicking on the Reviews Tab (see page 108). Currently the Refresh button only works for permit applications and does nothing for other kinds of windows. Therefore, except for circumstances such as the one just described, it might be better to develop the habit of using the **Save** function to save all changes.

Description of ROWDyS Screens

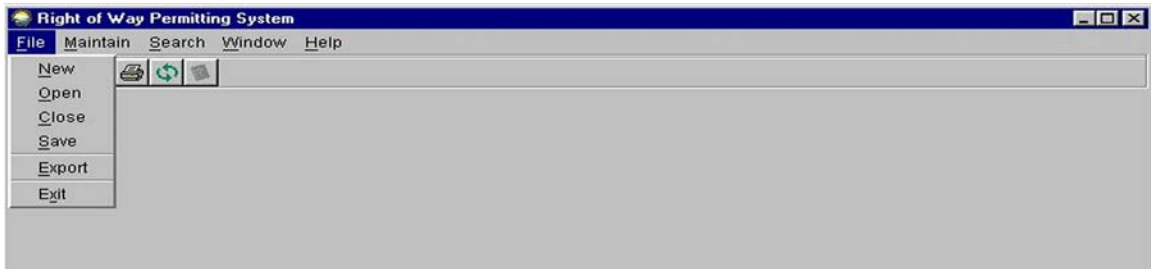
The sixth icon displays the Help menu:



MENU BAR

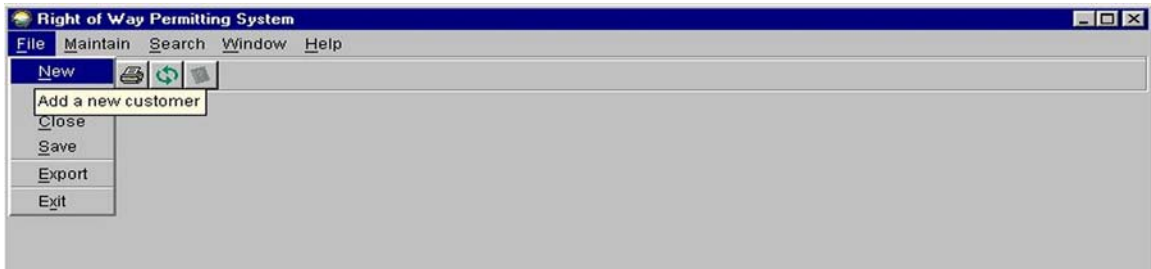
FILE

Clicking on **File** lists options for New, Open, Close, Save, Export, and Exit. Each option is discussed below.



FILE NEW

Clicking File and New allows the permit officer or processing agent to add a new customer:



If a customer contacts DOT&PF by phone or in person, and is unable to fill out the application from the website, the permit officer or processing agent can complete the application from this screen, or can access a blank application on DOT&PF's Web site.

Description of ROWDyS Screens

File New (continued)

A **New Customer** blank application form is displayed:

New Customer

Primary Contact ID: * denotes required fields

Sal. *First Name MI *Last Name Jr/Sr/etc. Phone/Fax format: (999) 999-9999

*Phone:

Title: Fax:

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

*Verification Question:

Primary Contact Email:

Verification Answer is your response to the question.

*Verification Answer:

Account Type: Company/Organization:

URL:

Same as Mailing Same as Mailing

Mailing Address **Physical Address** **Billing Address**

*Address Line 1 *Address Line 1 *Address Line 1

Address Line 2 Address Line 2 Address Line 2

*City *ST *Zip *City *ST *Zip *City *ST *Zip

Contacts

ID	Name	Title	Phone	Fax	Email

Description of ROWDyS Screens

File New (continued)

After entering the customer's information:

Primary Contact ID: 0 * denotes required fields Reset Password

Sal. * First Name Jimmie MI * Last Name White Jr./Sr./etc. Phone/Fax format: (999) 999-9999 * Phone: (907)789-9615

Title: * Phone: Fax:

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?". * Verification Question: middle initial

Verification Answer is your response to the question. * Verification Answer: E

Primary Contact Email:

Account Type: Individual Company/Organization: Jimmie White URL:

Same as Mailing Same as Mailing

Mailing Address Physical Address Billing Address


* Address Line 1 1170 Fritz Cove Road * Address Line 1 * Address Line 1

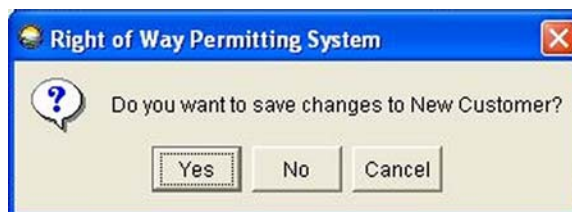
Address Line 2 Address Line 2 Address Line 2

* City * ST * Zip Juneau AK 99801 * City * ST * Zip * City * ST * Zip

Contacts Open Add Delete Make Primary

ID	Name	Title	Phone	Fax	Email
----	------	-------	-------	-----	-------

Click the **Save** icon . Attempting to close without saving displays this popup screen:



Choosing **Yes** from the popup screen saves the application.

⇒ While this popup screen is available for most functions, there is at least one function that does not include it (see page 88). Therefore, it is a good idea to always save any changes before closing a screen.

Description of ROWDyS Screens

File New (continued)

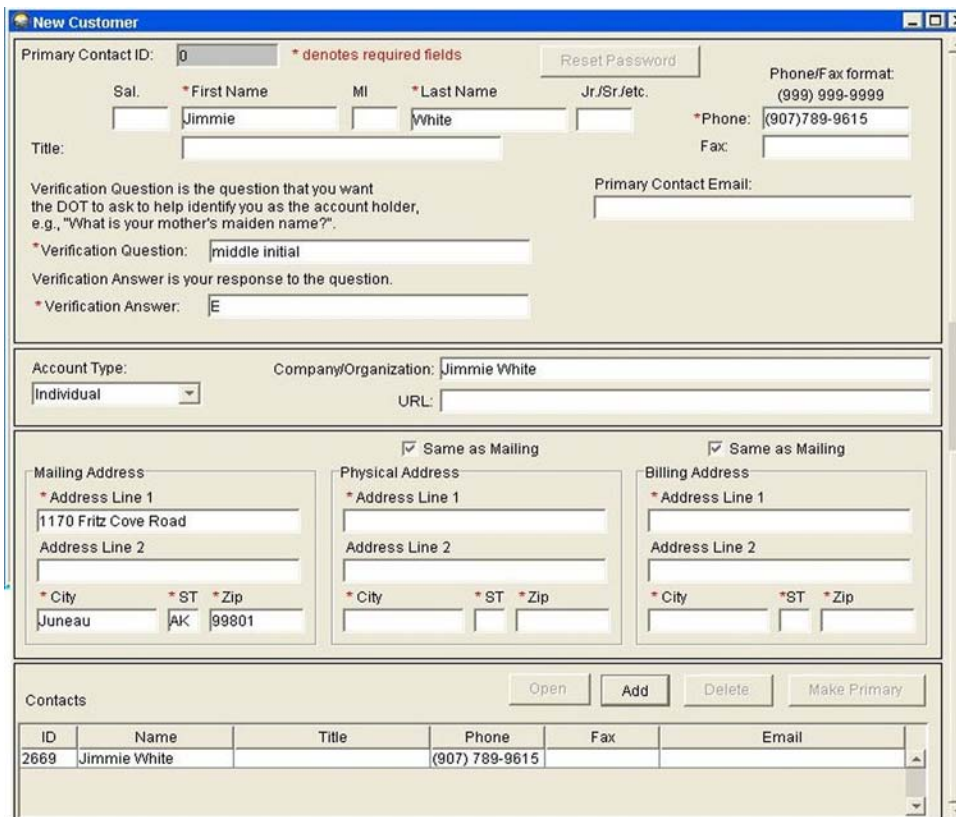
Immediately after saving, a popup screen for entering the customer's Initial Password is displayed. Enter a password for the customer to use when accessing the Web site in the future:



A dialog box titled "Initial Password" with a question mark icon. The text reads "Please enter new password for Jimmie White". Below the text is a text input field containing "12345". At the bottom are "OK" and "Cancel" buttons.

Click **OK**.

If all required fields have been filled in, the customer's name automatically appears at the bottom as a Contact, with a computer-generated contact number. (The Primary Contact ID field at the top is also computer-generated, but this information is not displayed until the program is closed and reopened.)



A screenshot of the "New Customer" form. The form is divided into several sections:

- Primary Contact ID:** 0 (with a red asterisk indicating a required field). A "Reset Password" button is next to it.
- Personal Information:** Sal., *First Name (Jimmie), MI, *Last Name (White), Jr./Sr./etc., Phone/Fax format (999) 999-9999, *Phone: (907) 789-9615, Title, Fax.
- Verification:** Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?". *Verification Question: middle initial. Verification Answer is your response to the question. *Verification Answer: E.
- Account Type:** Individual (dropdown). Company/Organization: Jimmie White. URL: (empty).
- Addresses:** Mailing Address, Physical Address, and Billing Address. Each has "Same as Mailing" checked. Mailing Address: *Address Line 1 (1170 Fritz Cove Road), Address Line 2, *City (Juneau), *ST (AK), *Zip (99801).
- Contacts:** A table with columns ID, Name, Title, Phone, Fax, and Email. One contact is listed: ID 2669, Name Jimmie White, Phone (907) 789-9615.

To add a new customer, see page 14.

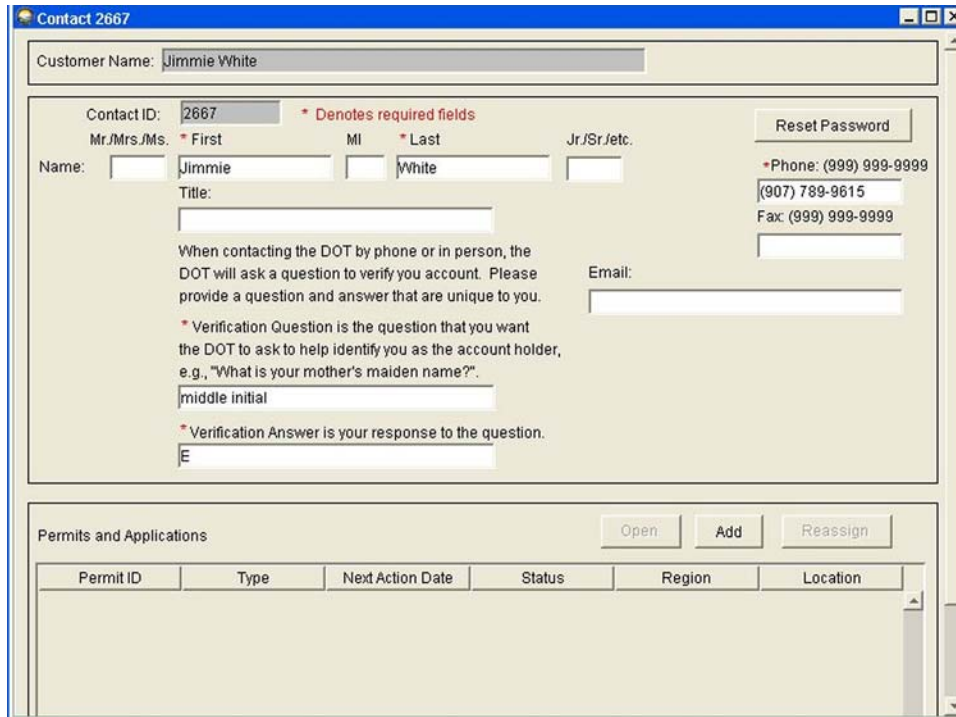
Description of ROWDyS Screens

File New (continued)

At the same time, the following popup screen is displayed, assigning an ID number for the new customer (this number is different than the Contact ID number, even though they are for the same person):



Click **OK**. This displays the contact screen for this customer:

A screenshot of the "Contact 2667" screen. It features a form for editing contact information. At the top, the "Customer Name" is "Jimmie White". Below, the "Contact ID" is "2667". The "Name" field is split into "Mr./Mrs./Ms.", "First" (Jimmie), "MI", "Last" (White), and "Jr./Sr./etc.". There are fields for "Title", "Phone" ((999) 999-9999), "Fax" ((999) 999-9999), and "Email". A "Reset Password" button is present. A "Verification Question" section includes a text area with "middle initial" and a "Verification Answer" field with "E". At the bottom, there is a "Permits and Applications" section with "Open", "Add", and "Reassign" buttons, and a table with columns: Permit ID, Type, Next Action Date, Status, Region, and Location.

This screen allows editing of the contact information or resetting the password.

At the bottom of the screen is an area that allows the permit officer or processing agent to add permits and applications.

Description of ROWDyS Screens

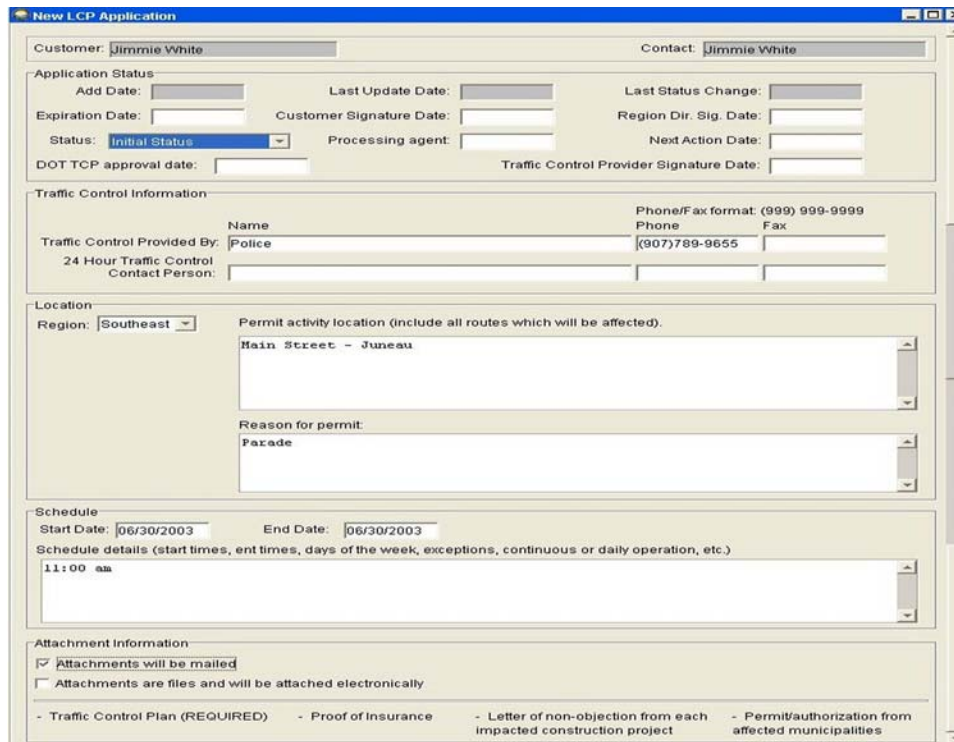
File New (continued)

Clicking **Add** displays the following screen:



Use the arrow button to scroll to the type of permit being applied for.

Selecting a permit type and clicking **OK** displays the following application screen, with the customer's name and contact name automatically added at the top:



Enter the applicable customer information, and indicate that the application is in Initial Status.

⇒ The system will accept a date only if it is entered as MM/DD/YYYY, i.e. 01/24/2003. This format applies whenever a date field is provided.

After all required fields are entered, click the **Save** icon .

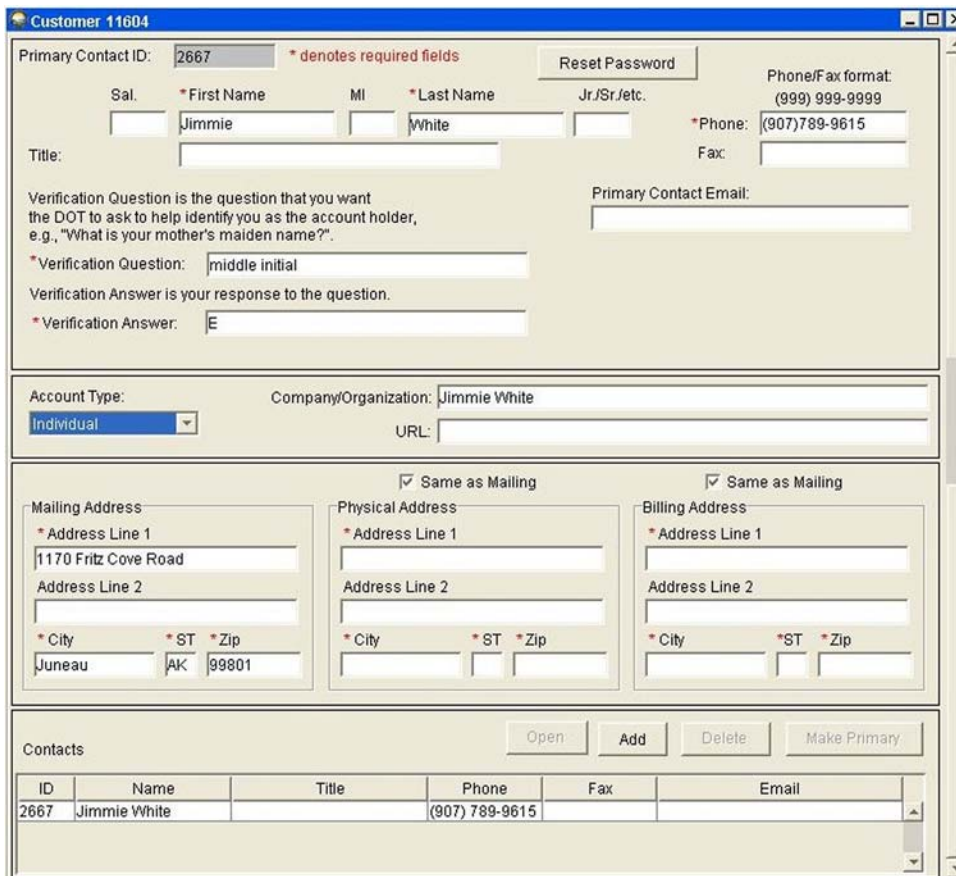
Description of ROWDyS Screens

File New (continued)

The following screen is displayed, assigning an application ID number to the application:



Click **OK**, then close/exit the application. This returns the Contact screen. Closing/exiting the Contact screen returns the Customer screen.



Customer 11604

Primary Contact ID: 2667 * denotes required fields Reset Password Phone/Fax format: (999) 999-9999

Sal. * First Name MI * Last Name Jr./Sr./etc. *Phone: (907)789-9615

Title: _____ Fax: _____

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

*Verification Question: middle initial Primary Contact Email: _____

Verification Answer is your response to the question.

*Verification Answer: E

Account Type: Individual Company/Organization: Jimmie White URL: _____

Same as Mailing Same as Mailing

Mailing Address **Physical Address** **Billing Address**

* Address Line 1
1170 Fritz Cove Road
Address Line 2
* City * ST * Zip
Juneau AK 99801

Contacts Open Add Delete Make Primary

ID	Name	Title	Phone	Fax	Email
2667	Jimmie White		(907) 789-9615		

To add a new customer, click **Add** at the bottom of the customer screen.

Description of ROWDyS Screens

File New (continued)

This displays the following screen:

Customer Name: Jimmie White

Contact ID: 2667 * Denotes required fields

Mr./Mrs./Ms. * First MI * Last Jr./Sr./etc.

Name:

Title:

When contacting the DOT by phone or in person, the DOT will ask a question to verify you account. Please provide a question and answer that are unique to you.

* Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

* Verification Answer is your response to the question.

Phone: (999) 999-9999

Fax: (999) 999-9999

Reset Password

Permits and Applications

Permit ID	Type	Next Action Date	Status	Region	Location
-----------	------	------------------	--------	--------	----------

Enter the contact information:

Customer Name: Jimmie White

Contact ID: 2667 * Denotes required fields

Mr./Mrs./Ms. * First MI * Last Jr./Sr./etc.

Name: Gary New

Title:

When contacting the DOT by phone or in person, the DOT will ask a question to verify you account. Please provide a question and answer that are unique to you.

* Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

* Verification Answer is your response to the question.

Phone: (999) 999-9999

Fax: (999) 999-9999

Reset Password

Permits and Applications

Permit ID	Type	Next Action Date	Status	Region	Location
-----------	------	------------------	--------	--------	----------

Click the Save icon



Description of ROWDyS Screens

File New (continued)

The following popup screen is displayed for entering the contact's password:



Enter the password:



Click **OK**. This displays an ID number for the new Contact



Click **OK**, then close the Contact screen.

Description of ROWDyS Screens

File New (continued)

The system adds the new contact information, but it isn't displayed on the Customer screen until that screen is closed and reopened.

Customer 11604

Primary Contact ID: 2667 * denotes required fields Reset Password

Sal. * First Name MI * Last Name Jr./Sr./etc. Phone/Fax format: (999) 999-9999

[] Jimmie [] White [] *Phone: (907) 789-9615

Title: [] Fax: []

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

* Verification Question: [middle initial] Primary Contact Email: []

Verification Answer is your response to the question.

* Verification Answer: [E]

Account Type: Individual Company/Organization: Jimmie White URL: []

Same as Mailing Same as Mailing

Mailing Address	Physical Address	Billing Address
* Address Line 1 1170 Fritz Cove Road	* Address Line 1 1170 Fritz Cove Road	* Address Line 1 1170 Fritz Cove Road
Address Line 2 []	Address Line 2 []	Address Line 2 []
* City * ST * Zip Juneau AK 99801	* City * ST * Zip Juneau AK 99801	* City * ST * Zip Juneau AK 99801

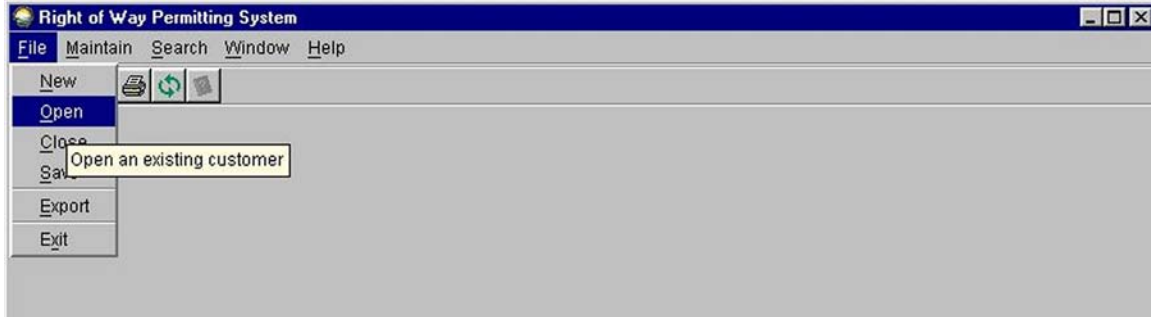
Contacts Open Add Delete Make Primary

ID	Name	Title	Phone	Fax	Email
2667	Jimmie White		(907) 789-9615		
2668	Gary New		(907) 789-9615		

Description of ROWDyS Screens

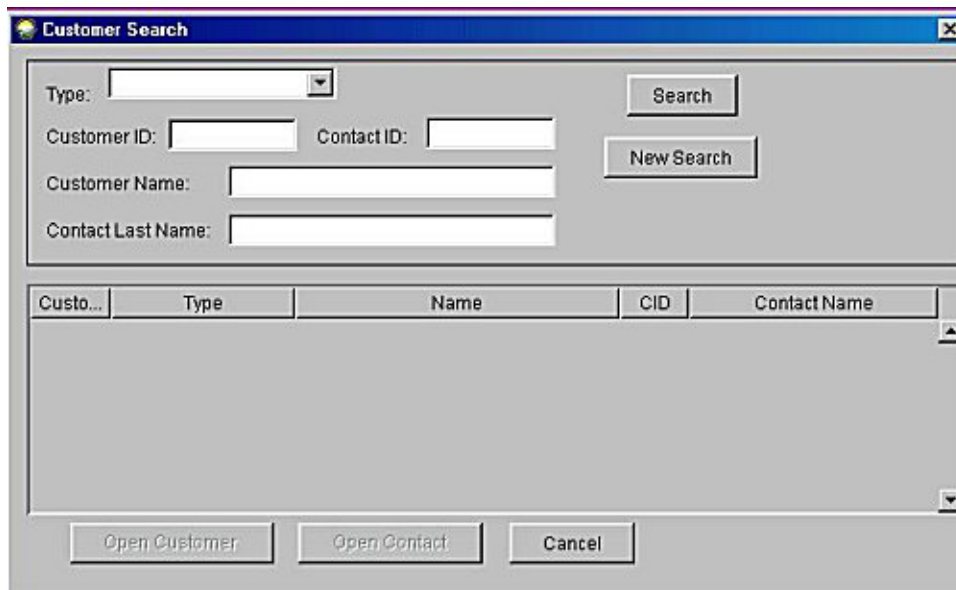
FILE OPEN

Clicking **File** and **Open** allows the permit officer or processing agent to access existing customer files:



Customer Search

Choosing the **File Open** option displays the Customer Search screen:



This is the most efficient way to locate a customer because it isn't necessary to have the Customer ID number, which is required when using the **Search by Customer** function (see page 18). The **File Open** function allows the permit officer or processing agent to search the customer database by Type of Permit, Customer ID, Contact ID, Customer Name, and Contact Last Name.

⇒ This is a search of the Statewide Customer database. The names are not sorted by location because a customer may do business or want a permit in an area of the state other than where their primary home or business is located. The applications are listed chronologically with the most recent application at the top.

Description of ROWDyS Screens

File Open (continued)

By filling out one or more of the blanks and clicking **Search**, the customer database may be accessed.

⇒ The more blanks that are filled out, the narrower the search.

Clicking the arrow button beside **Type** displays a new menu to select the customer type by Individual, Organization, Commercial Firm, or Government Agency.

The screenshot shows the 'Customer Search' dialog box. The 'Type' dropdown menu is open, displaying the following options: Individual, Organization, Commercial Firm, and Government Agency. The 'Search' button is highlighted. Other fields include 'Customer ID', 'Contact ID', 'Customer Name', and 'Contact Last Name'. The table below the search fields is empty.

Custo...	Type	Name	CID	Contact Name
----------	------	------	-----	--------------

Highlighting **Individual** and clicking **Search** displays a list of all Individual Customers:

The screenshot shows the 'Customer Search' dialog box with the 'Type' dropdown menu set to 'Individual'. The 'Search' button is highlighted. The table below the search fields is populated with a list of individual customers.

Custo...	Type	Name	CID	Contact Name
10001	Individual	Test User	1001	Test User
10002	Individual	Rick Kauzlarich	1002	Rick Kauzlarich
10003	Individual	Fred Thorsteinson	1003	Fred J Thorsteinson
10004	Individual	Colleen Ackiss	1004	Colleen Ackiss
10020	Individual	Sheryl Confused	1020	Sheryl S. Confused
10021	Individual	Shawn Watson	1021	Shawn A Watson
10060	Individual	dill picklw	1060	dill picklw
10061	Individual	dill pickle	1061	dill pickle

Description of ROWDyS Screens

File Open (continued)

To change the Customer Type, click **New Search**, click the arrow button beside Type again, highlight Organization, Commercial Firm, or Government Agency, and click **Search**. The database listing of all customers in the selected customer type will be displayed. Scroll through the database until the name sought is found, and highlight it:

Customer Search

Type: Individual

Customer ID: Contact ID:

Customer Name:

Contact Last Name:

Custo...	Type	Name	CID	Contact Name
10001	Individual	Test User	1001	Test User
10002	Individual	Rick Kauzlarich	1002	Rick Kauzlarich
10003	Individual	Fred Thorsteinson	1003	Fred J Thorsteinson
10004	Individual	Colleen Ackiss	1004	Colleen Ackiss
10020	Individual	Sheryl Confused	1020	Sheryl S. Confused
10021	Individual	Shawn Watson	1021	Shawn A Watson
10060	Individual	dill picklw	1060	dill picklw
10061	Individual	dill pickle	1061	dill pickle

Click **Open Customer**, and that customer information screen will be displayed:

Customer 10002

Primary Contact ID: 1002 * denotes required fields

Sal. * First Name MI * Last Name Jr./Sr./Jetc. Phone/Fax format: (999) 999-9999

Rick Kauzlarich * Phone: (907) 465-6962

Title: Fax:

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

Primary Contact Email: rick_kauzlarich@dot.state.ak.us

* Verification Question: what is my zip code?

Verification Answer is your response to the question.

* Verification Answer: 99801

Account Type: Individual Company/Organization: Rick Kauzlarich URL:

Same as Mailing Same as Mailing

Mailing Address Physical Address Billing Address

* Address Line 1 * Address Line 1 * Address Line 1

3132 Channel Dr 3132 Channel Dr 3132 Channel Dr

Address Line 2 Address Line 2 Address Line 2

Description of ROWDyS Screens

File Open (continued)

Entering just the Customer ID number and clicking **Search** displays the following screen:

The screenshot shows the 'Customer Search' dialog box. The 'Type' dropdown is set to 'Individual'. The 'Customer ID' field contains '10004' and the 'Contact ID' field is empty. The 'Customer Name' and 'Contact Last Name' fields are also empty. The 'Search' button is highlighted. Below the input fields is a table with the following data:

Custo...	Type	Name	CID	Contact Name
10004	Individual	Colleen Ackiss	1004	Colleen Ackiss

At the bottom of the dialog box are three buttons: 'Open Customer', 'Open Contact', and 'Cancel'.

Entering just the Contact ID number and clicking **Search** displays the following screen:

The screenshot shows the 'Customer Search' dialog box. The 'Type' dropdown is set to 'Individual'. The 'Customer ID' field is empty and the 'Contact ID' field contains '2664'. The 'Customer Name' and 'Contact Last Name' fields are also empty. The 'Search' button is highlighted. Below the input fields is a table with the following data:

Custo...	Type	Name	CID	Contact Name
11603	Individual	Billie New	2664	Gary New

At the bottom of the dialog box are three buttons: 'Open Customer', 'Open Contact', and 'Cancel'.

Description of ROWDyS Screens

File Open (continued)

Entering just the Customer Name and clicking **Search** displays the following screen:

Customer 10002

Primary Contact ID: 1002 * denotes required fields Reset Password

Sal. * First Name MI * Last Name Jr./Sr./etc. Phone/Fax format: (999) 999-9999
 Rick Kauzlarich * Phone: (907) 465-6962

Title: _____ Fax: _____

Primary Contact Email: rick_kauzlarich@dot.state.ak.us

Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".
 * Verification Question: what is my zip code?
 Verification Answer is your response to the question.
 * Verification Answer: 99801

Account Type: Individual Company/Organization: Rick Kauzlarich
 URL: _____

Same as Mailing Same as Mailing

Mailing Address
 * Address Line 1: 3132 Channel Dr
 Address Line 2: _____
 * City: Juneau * ST: AK * Zip: 99801

Physical Address
 * Address Line 1: 3132 Channel Dr
 Address Line 2: _____
 * City: Juneau * ST: AK * Zip: 99801

Billing Address
 * Address Line 1: 3132 Channel Dr
 Address Line 2: _____
 * City: Juneau * ST: AK * Zip: 99801

Contacts Open Add Delete Make Primary

ID	Name	Title	Phone	Fax	Email
1002	Rick Kauzlarich		(907) 465-6962		rick_kauzlarich@dot.state.ak.us

Entering just the Contact Last Name and clicking **Search** displays the following screen:

Customer Search

Type: _____ Search

Customer ID: _____ Contact ID: _____ New Search

Customer Name: _____

Contact Last Name: User

Custo...	Type	Name	CID	Contact Name
10001	Individual	Test User	1001	Test User
11164	Individual	Test User	2244	Test User
11166	Individual	Validation User	2246	Validation User

Open Customer Open Contact Cancel

Description of ROWDyS Screens

File Open (continued)

Clicking on the name at the bottom of the screen activates the Open Customer and Open Contact buttons:

The screenshot shows a 'Customer Search' dialog box with the following fields and controls:

- Type: [Dropdown]
- Customer ID: [Text]
- Contact ID: [Text]
- Customer Name: Rick Kauzlarich
- Contact Last Name: [Text]
- Buttons: Search, New Search, Open Customer, Open Contact, Cancel

Custo...	Type	Name	CID	Contact Name
10002	Individual	Rick Kauzlarich	1002	Rick Kauzlarich

Clicking **Open Customer** brings up the customer information screen:

The screenshot shows the 'Customer 10002' information screen with the following fields and controls:

- Primary Contact ID: 1002 * denotes required fields
- Reset Password button
- Phone/Fax format: (999) 999-9999
- Sal.: [Text]
- * First Name: Rick
- MI: [Text]
- * Last Name: Kauzlarich
- Jr./Sr./etc.: [Text]
- * Phone: (907) 465-6962
- Title: [Text]
- Fax: [Text]
- Primary Contact Email: rick_kauzlarich@dot.state.ak.us
- Verification Question: what is my zip code?
- Verification Answer: 99801
- Account Type: Individual
- Company/Organization: Rick Kauzlarich
- URL: [Text]
- Same as Mailing checkboxes for Mailing, Physical, and Billing addresses.
- Mailing Address: * Address Line 1: 3132 Channel Dr, Address Line 2: [Text]
- Physical Address: * Address Line 1: 3132 Channel Dr, Address Line 2: [Text]
- Billing Address: * Address Line 1: 3132 Channel Dr, Address Line 2: [Text]

Description of ROWDyS Screens

File Open (continued)

Clicking **Open Contact** displays the contact information screen:

Customer Name: Test User

Contact ID: 1001 * Denotes required fields

Mr./Mrs./Ms. * First MI * Last Jr./Sr./etc. Reset Password

Name: Test User *Phone: (999) 999-9999

Title: (907) 555-1111

Fax: (999) 999-9999

Email: andrew_keeffe@dot.state.ak.us

When contacting the DOT by phone or in person, the DOT will ask a question to verify your account. Please provide a question and answer that are unique to you.

* Verification Question is the question that you want the DOT to ask to help identify you as the account holder, e.g., "What is your mother's maiden name?".

foo

* Verification Answer is your response to the question.

bar

Permits and Applications Open Add Reassign

Permit ID	Type	Next Action Date	Status	Region	Location
10078	LCP		Initial Status	Southeast	Test for the locatio...
10077	DW		In Review	Southeast	somewhere in the ...
10025	LCP		Initial Status	Southeast	Antivirus Test-- Thi...
10022	DW		Initial Status	Southeast	4th and Main4th an...

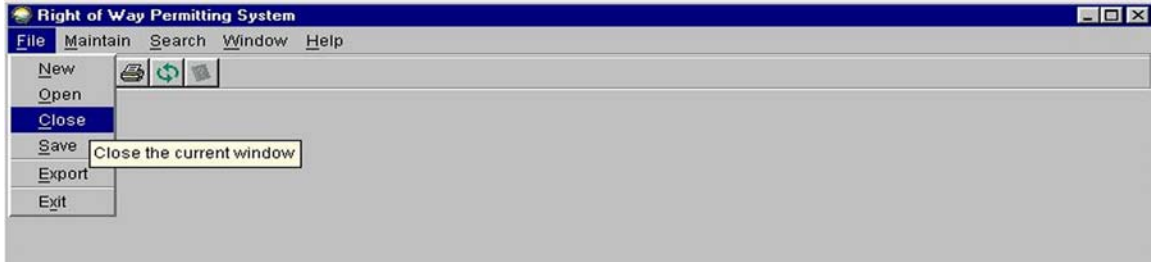
Clicking **New Search** blanks out the information in all the fields in the top of the screen, but not the information in the bottom half. The bottom changes only when new information is entered in one of the fields at the top and **Search** is clicked. Then the new customer number, type, name, Contact ID, and Contact Name will be displayed in the bottom half.

When the desired file is open, the permit officer or processing agent can edit customer information (such as changing or adding contact information, or changing the customer's password) at the customer's request. Any of the fields may be filled in or changed.

Description of ROWDyS Screens

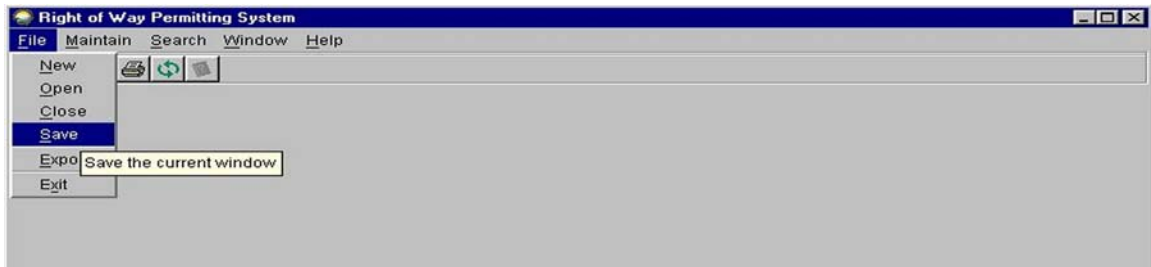
FILE CLOSE

Clicking **File** and **Close** closes the file that is open:



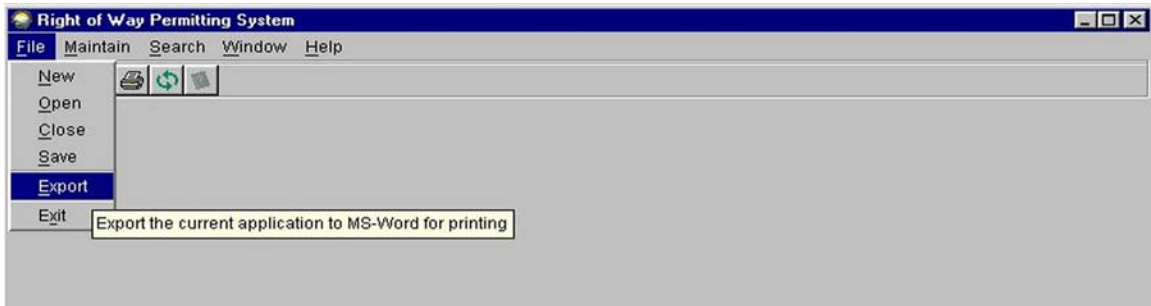
FILE SAVE

Clicking **File** and **Save** saves the file after data have been changed or new data entered:



FILE EXPORT

Clicking **File** and **Export** opens MS Word to allow the transfer of the application to a Word file so that it can be printed for signature after the permit is approved:



Description of ROWDyS Screens

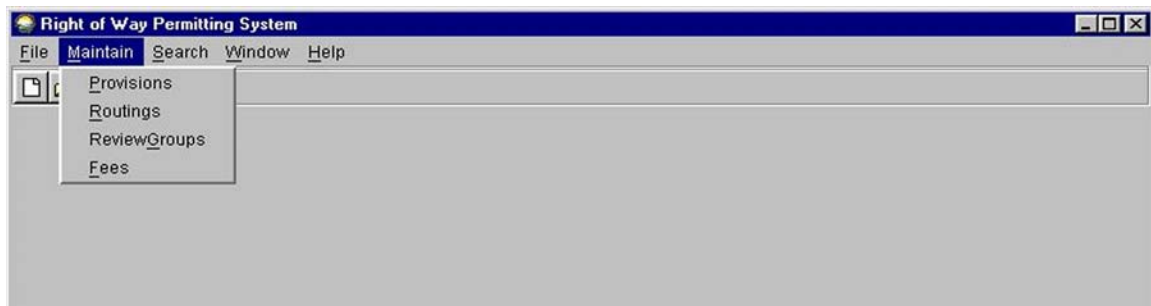
FILE EXIT

Clicking **File** and **Exit** exits the ROWDyS program:



MAINTAIN

On the upper toolbar, clicking **Maintain** displays a menu with options for Provisions, Routings, Review Groups, and Fees:

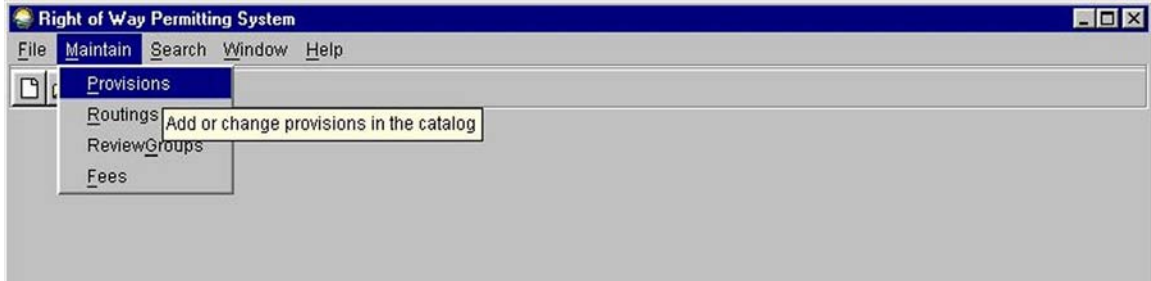


⇒ Only permit officers have access to these maintenance functions.

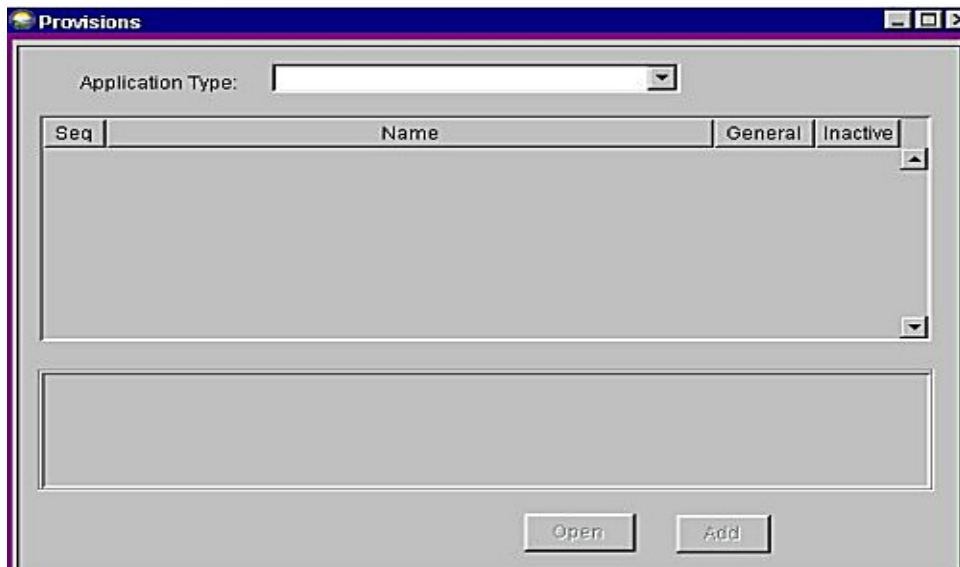
Description of ROWDyS Screens

MAINTAIN PROVISIONS

Clicking **Maintain and Provisions** allows the permit officer to add or change provisions in the ROWDyS catalog of provisions



Choosing this option displays a blank screen with a field for entering Application Type:



Description of ROWDyS Screens

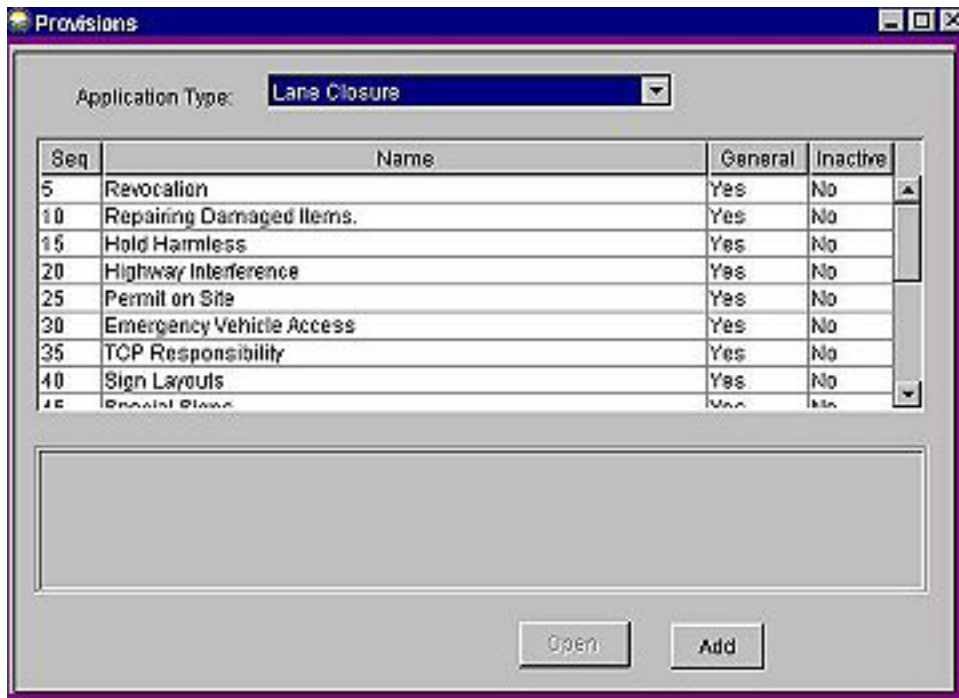
Maintain Provisions (continued)

Clicking the arrow button beside the blank box displays a list of permit types:



Clicking one of the permit types displays a screen showing the provisions for that type of permit and indicating whether the provisions are General Provisions or Inactive Provisions. The following screens show a portion of each list of provisions to be inserted in the body of the permit for each type of permit.

Lane Closure Permit



Description of ROWDyS Screens

Maintain Provisions (continued)

Highway Event Permit

Application Type: Highway Event

Seq	Name	General	Inactive
5	Revocation	Yes	No
10	Hold Harmless	Yes	No
15	Highway Interference	Yes	No
20	Permit on Site	Yes	No
25	Emergency Vehicle Access	Yes	No
30	Laws and Devices	Yes	No
35	Parked Vehicles	Yes	No
40	Spectator Location	Yes	No
45	Construction Detail Coordination	Yes	No

Open Add

Driveway or Approach Road Permit

Application Type: Driveway / Approach Road

Seq	Name	General	Inactive
5	Revocation	Yes	No
10	Repair of Damaged Items	Yes	No
15	Hold Harmless	Yes	No
20	Highway Interference	Yes	No
25	Permit on Site	Yes	No
30	Limitations	Yes	No
35	Roadside Activity	Yes	No
40	Clearing	Yes	No
45	Landfill Document	Yes	No

Open Add

Description of ROWDyS Screens

Maintain Provisions (continued)

TODS

The screenshot shows a window titled "Provisions" with a dropdown menu set to "Tourist Oriented Directional Sign". Below the menu is a table with columns "Seq", "Name", "General", and "Inactive". The table contains the following data:

Seq	Name	General	Inactive
5	Violation	Yes	No
10	Repair of Damaged Items	Yes	No
15	Hold Harmless	Yes	No
20	Maintain Facilities	Yes	No
25	Permit Duration/Renewal	Yes	No
30	Licenses	Yes	No
35	Sign Contractor	Yes	No
40	Sign Responsibility	Yes	No
45	Multiline Sign Design/Out of Date	Yes	No

At the bottom of the window are two buttons: "Open" and "Add".

RCIA

The screenshot shows a window titled "Provisions" with a dropdown menu set to "Recreational and Cultural Interest Sign". Below the menu is a table with columns "Seq", "Name", "General", and "Inactive". The table contains the following data:

Seq	Name	General	Inactive
5	Violation	Yes	No
10	Repair of Damaged Items	Yes	No
15	Hold Harmless	Yes	No
20	Maintain Facilities	Yes	No
25	Permit Duration/Renewal	Yes	No
30	Licenses	Yes	No
35	Sign Contractor	Yes	No
40	Sign Responsibility	Yes	No
45	Sign Retention	Yes	No

At the bottom of the window are two buttons: "Open" and "Add".

Description of ROWDyS Screens

Maintain Provisions (continued)

Logo Sign

The screenshot shows the 'Provisions' window with the 'Application Type' dropdown set to 'Logo Sign'. The table below lists various provisions with their sequence numbers, names, and 'General' and 'Inactive' status flags.

Seq	Name	General	Inactive
5	Violation	Yes	No
10	Repair of Damaged Items	Yes	No
15	Hold Harmless	Yes	No
20	Permit Duration/Renewal	Yes	No
25	Licenses	Yes	No
30	No Additional Improvements	Yes	No
35	Business Closure	Yes	No
40	Change of Business Ownership	Yes	No
45	Sign Installation Details	No	No

Buttons: Open, Add

Memorial Sign

The screenshot shows the 'Provisions' window with the 'Application Type' dropdown set to 'Memorial Sign'. The table below lists provisions, all of which are 'INACTIVE dummy provision record' with a sequence number of 400.

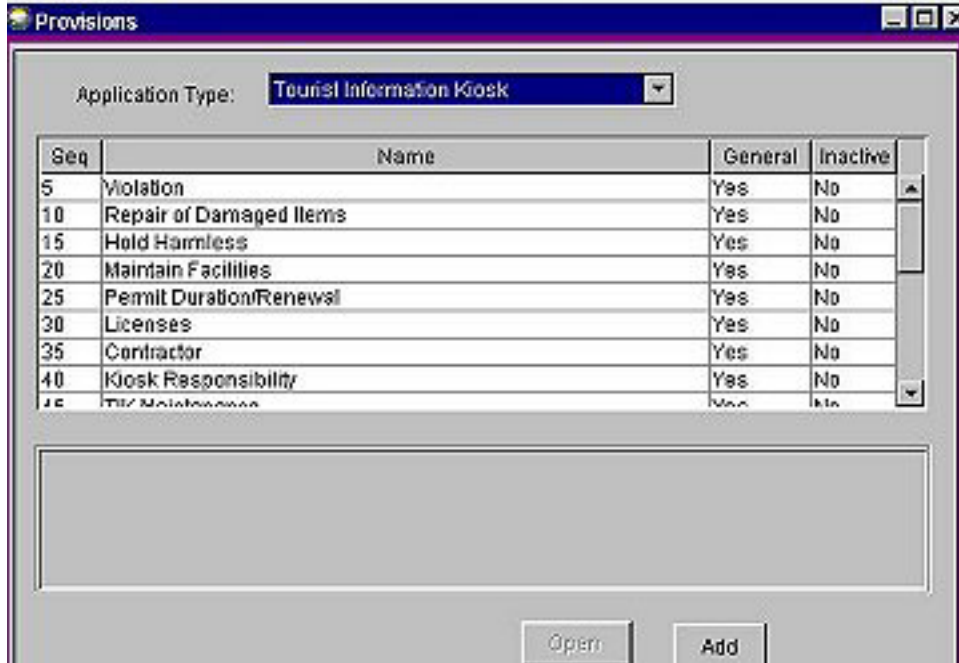
Seq	Name	General	Inactive
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes
400	INACTIVE dummy provision record	No	Yes

Buttons: Open, Add

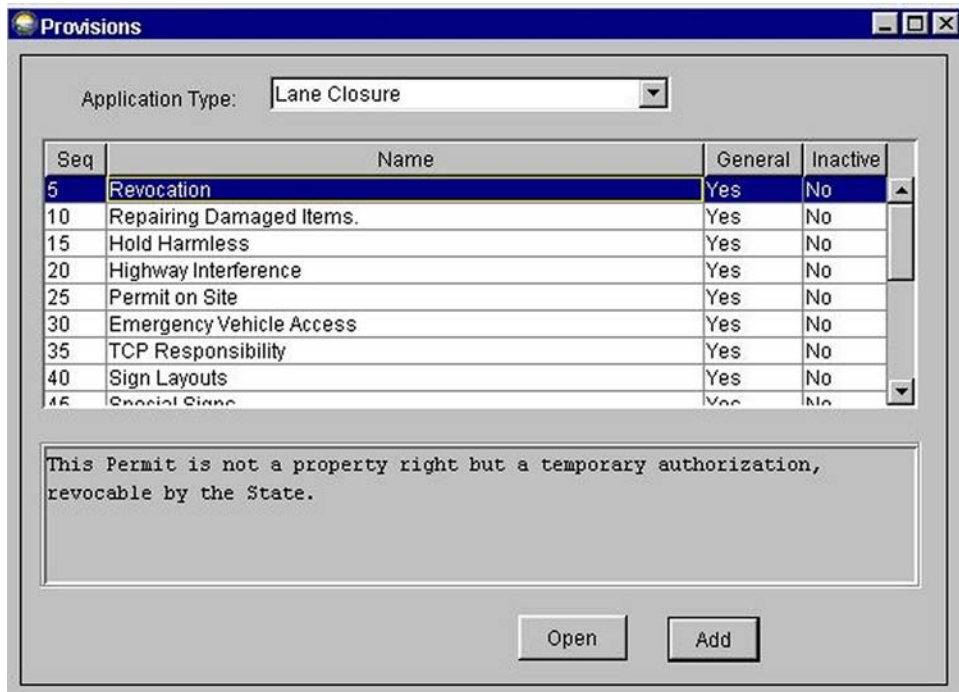
Description of ROWDyS Screens

Maintain Provisions (continued)

Tourist Information Kiosk



Highlighting a listed provision displays the text for that provision in the box at the bottom, and activates the Open button:



Description of ROWDyS Screens

Maintain Provisions (continued)

Clicking **Open** allows the permit officer to edit the text:

Provision ID: 51 Sequence: 5

Provision Name: Revocation

General Inactive

This Permit is not a property right but a temporary authorization, revocable by the State. Small addition.

OK Cancel

Clicking **OK** adds the change; however, the revision is not displayed until the provision is again highlighted.

Application Type: Lane Closure

Seq	Name	General	Inactive
5	Revocation	Yes	No
10	Repairing Damaged Items.	Yes	No
15	Hold Harmless	Yes	No
20	Highway Interference	Yes	No
25	Permit on Site	Yes	No
30	Emergency Vehicle Access	Yes	No
35	TCP Responsibility	Yes	No
40	Sign Layouts	Yes	No
45	Special Signs	Yes	No

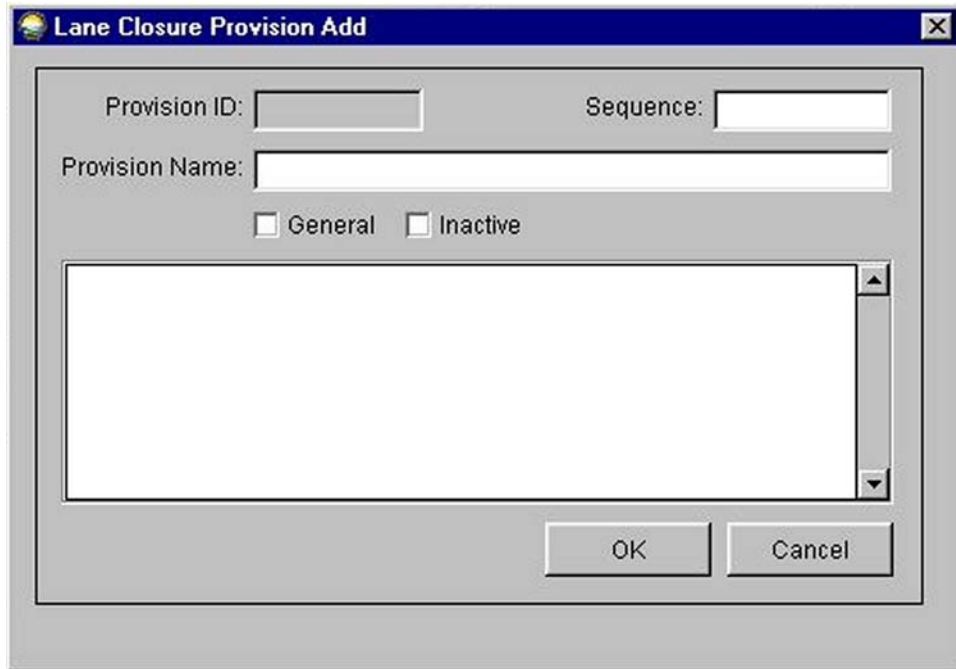
This Permit is not a property right but a temporary authorization, revocable by the State. Small addition

Open Add

Description of ROWDyS Screens

Maintain Provisions (continued)


Clicking **Add** at the bottom of the Provisions screen displays the following screen that allows the permit officer to add a new provision:



The screenshot shows a dialog box titled "Lane Closure Provision Add". It contains the following fields and controls:

- Provision ID: [Empty text box]
- Sequence: [Empty text box]
- Provision Name: [Empty text box]
- Radio buttons: General, Inactive
- A large empty text area for entering the provision text.
- Buttons: OK, Cancel

To add a provision, enter a new sequence number, a provision name (identified as a General Provision or an Inactive Provision), and the provision text.



The screenshot shows the same dialog box, but with the following data entered:

- Provision ID: [Empty]
- Sequence: 6
- Provision Name: Time Extension
- Radio buttons: General, Inactive
- Text area: To extend time limit
- Buttons: OK, Cancel

Click **OK** to add it.



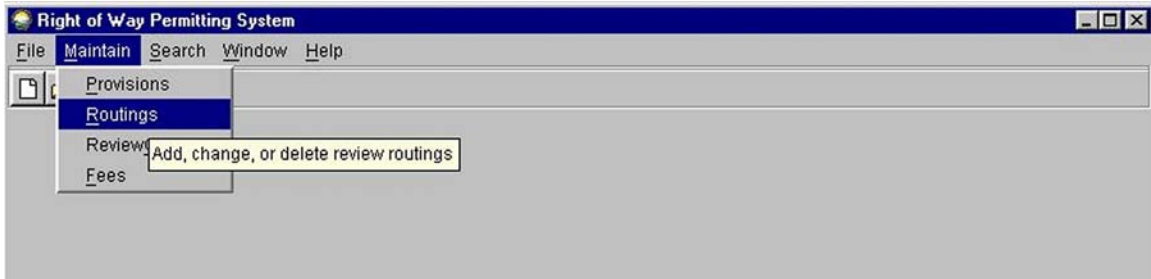
When all provisions have been added, click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Description of ROWDyS Screens

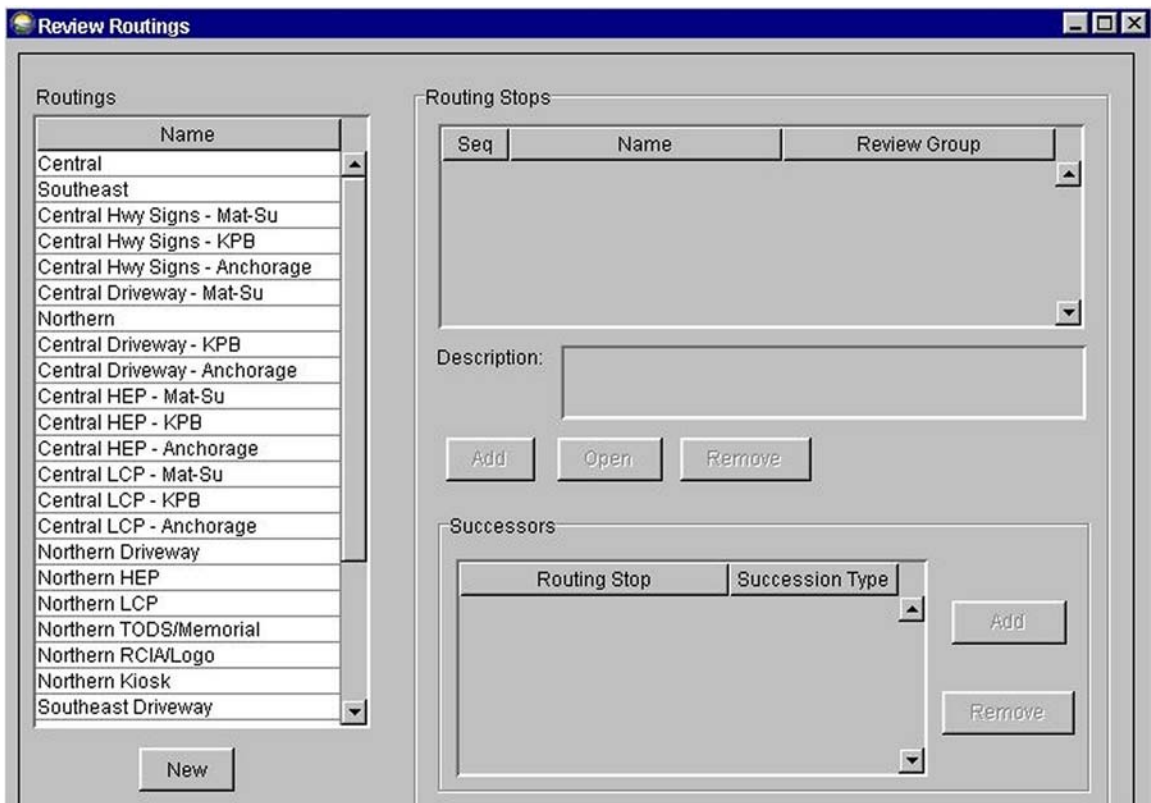
MAINTAIN ROUTINGS

A Routing may include one or more review groups. A review group may include one or more people. Routings and review groups have been established within ROWDyS as appropriate for each type of permit for each area of the state. The use of these groups ensures uniform review of applications statewide.

Clicking **Maintain** and **Routings** allows the permit officer to add, change, or delete a review routing:



Choosing this option displays a list of application Review Routings:



Description of ROWDyS Screens

Maintain Routings (continued)

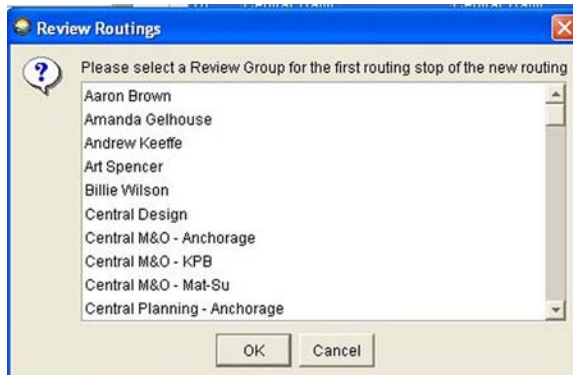
Clicking **New** at the bottom left of the Review Routings screen allows the permit officer to add a new Routing:



Enter the new Routing Name:



Click **OK**. A new screen is displayed that states: “Please select a Review Group for the first routing stop of the new routing”:



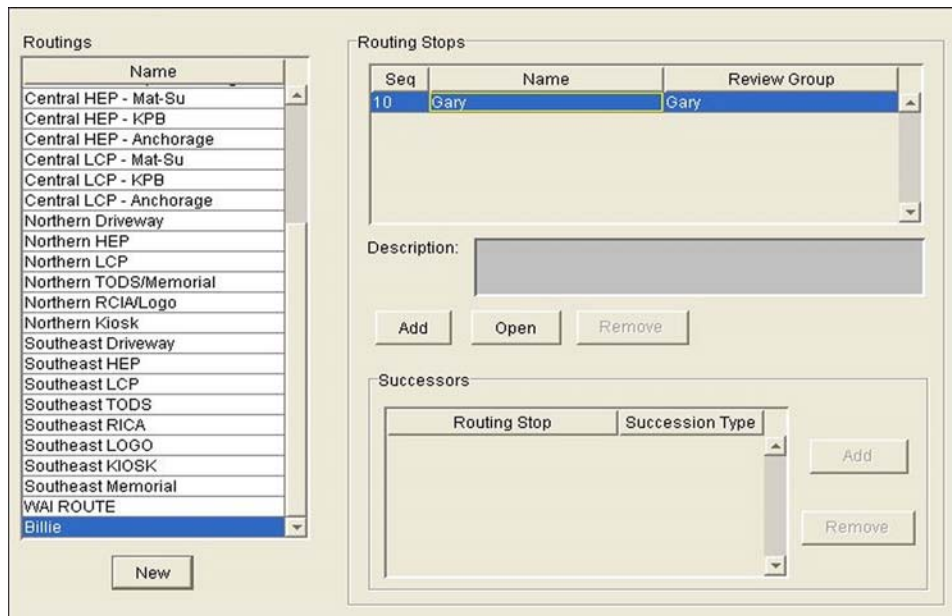
Description of ROWDyS Screens

Maintain Routings (continued)

Scroll through the list and highlight the name wanted for the first Routing Stop:



Clicking **OK** adds the new Routing and the selected Review Group to the Routing Stops box:



The system assigns a sequence number of 10 to the first Routing Stop, 20 to the second, 30 to the third, etc. Later, additional Routing Stops may be added in whatever sequence is desired (for example, a successor could be added with a sequence number of 15, so that the Successor Routing Stop would be between the original first and second Routing Stops).



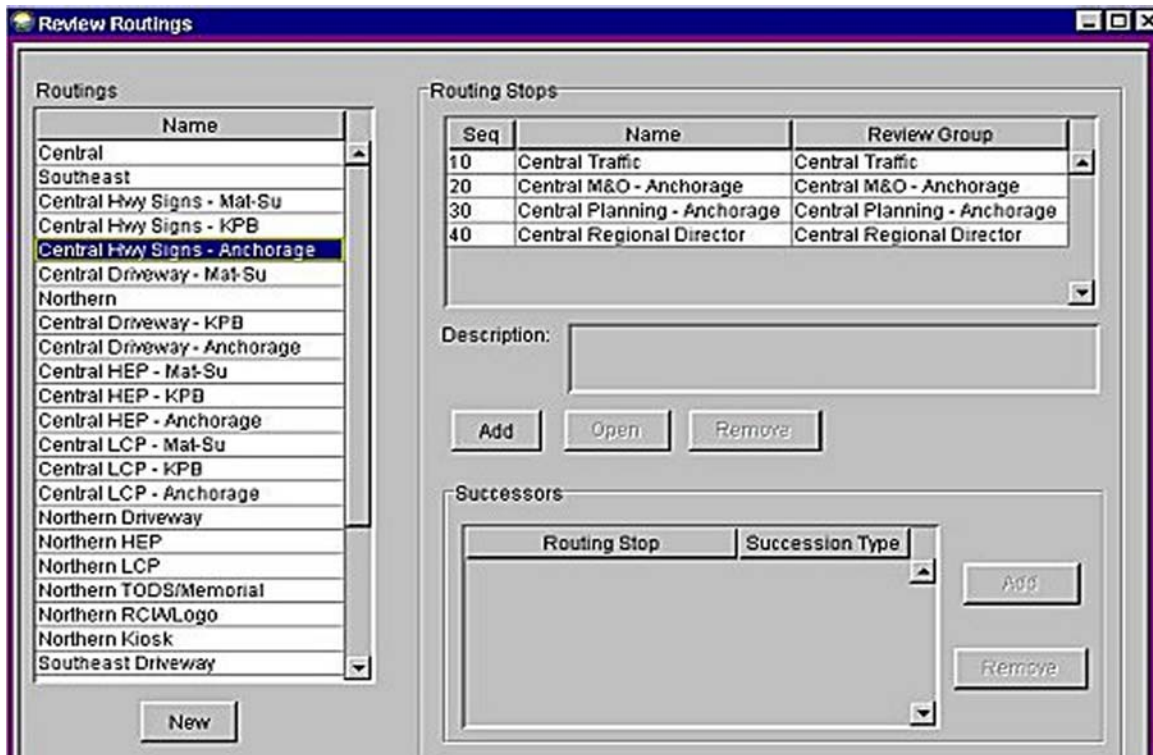
When all new Routings have been added, click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

The changes are not displayed until after the screen is closed and reopened.

Description of ROWDyS Screens

Maintain Routings (continued)

Clicking on a Routing displays a list of Routing Stops for that Routing. In the example below, each time an application for a sign within the Anchorage area is routed to Central Hwy Signs–Anchorage, each of the Routing Stops listed automatically receives the application for review.



Clicking **Add** in the middle of the screen displays a screen where the permit officer may add a new routing stop by filling in the fields for Routing Stop Name, Sequence Number, Review Group (using the arrow button to scroll through the list of available groups) and a description of the Routing Stop:

The 'Routing Stop Add' dialog box contains the following fields:

- Routing Stop Name: Central ROW
- Seq: 15
- Review Group: Billie Wilson
- Description: Test

At the bottom are 'OK' and 'Cancel' buttons.

Click **OK** and the new Routing Stop information is added to the list.

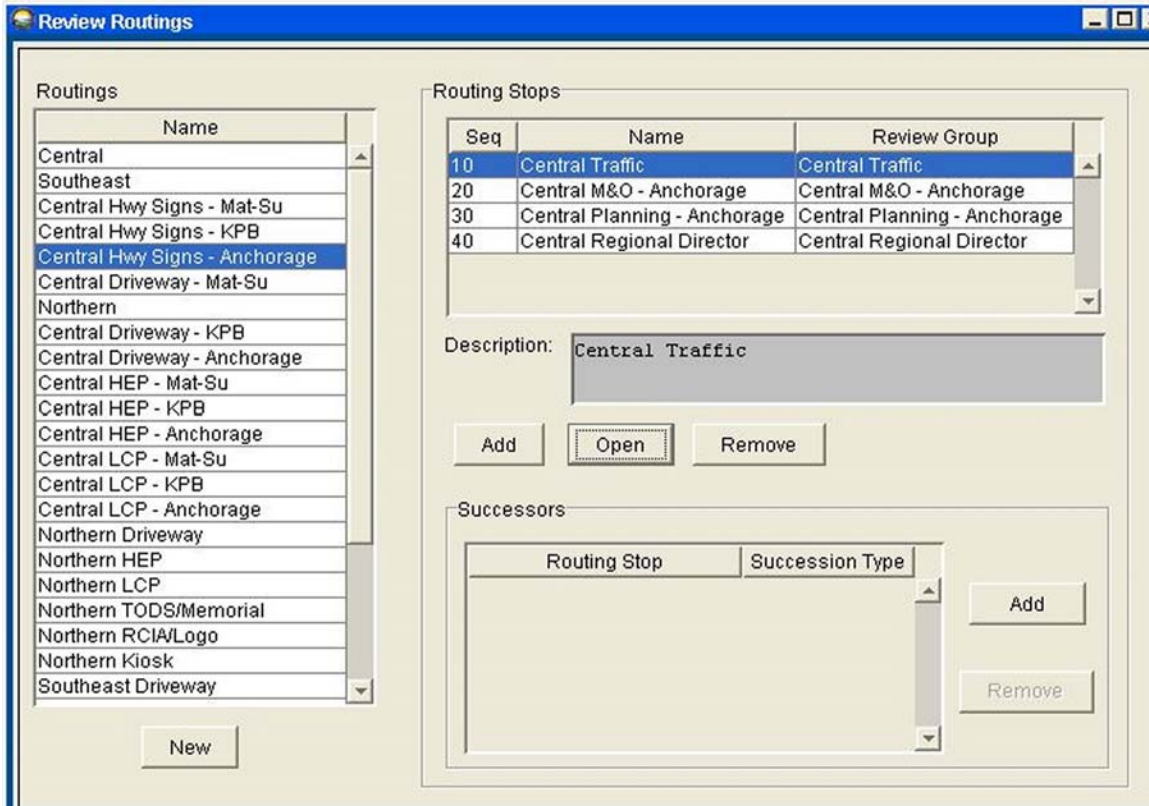
Description of ROWDyS Screens

Maintain Routings (continued)



When all new Routing Stops have been added, click the **Save** icon or choose **Yes** from the popup screen that appears when attempting to close the screen before saving changes.

Highlighting a name in the Routing Stops box activates the Open button:



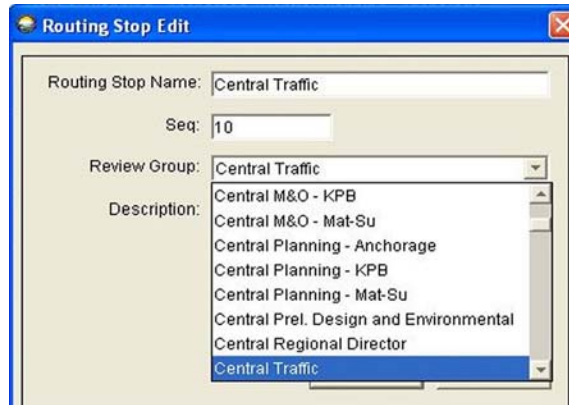
Clicking **Open** displays a screen that allows the permit officer to edit information regarding a Routing Stop:



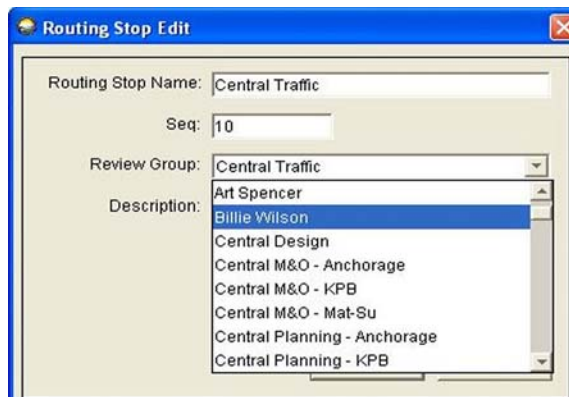
Description of ROWDyS Screens

Maintain Routings (continued)

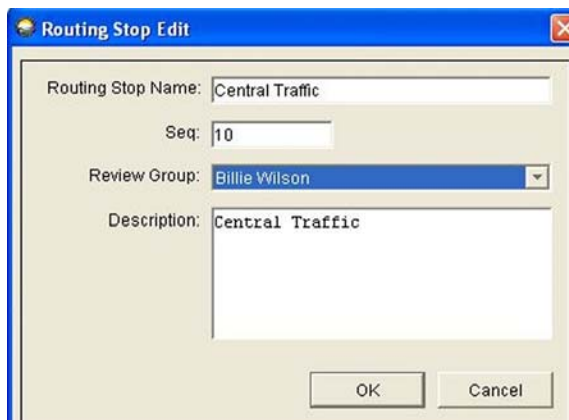
Clicking the arrow button beside the Review Group field displays a list of all Review Groups:



If a Review Group from this list is highlighted and clicked



it changes the Review Group for this Routing Stop:



Description of ROWDyS Screens

Maintain Routings (continued)

Click **OK** and the new Review Group is displayed for that Routing Stop (after closing the screen and reopening it)

The screenshot shows a dialog box with two main sections: 'Routings' and 'Routing Stops'.

Routings: A list of routing names with 'Central Hwy Signs - Anchorage' selected. A 'New' button is at the bottom.

Routing Stops: A table with columns 'Seq', 'Name', and 'Review Group'. The first row is selected.

Seq	Name	Review Group
10	Central Traffic	Billie Wilson
20	Central M&O - Anchorage	Central M&O - Anchorage
30	Central Planning - Anchorage	Central Planning - Anchorage
40	Central Regional Director	Central Regional Director

Below the table is a 'Description' field containing 'Central Traffic'. There are 'Add', 'Open', and 'Remove' buttons. Below that is a 'Successors' section with a table for 'Routing Stop' and 'Succession Type', and 'Add' and 'Remove' buttons.

To add a Successor Stop, click on a name in the Routing Stops box:

This screenshot is similar to the previous one but shows the 'Review Group' for the selected 'Central Traffic' routing stop updated to 'Central Traffic'.

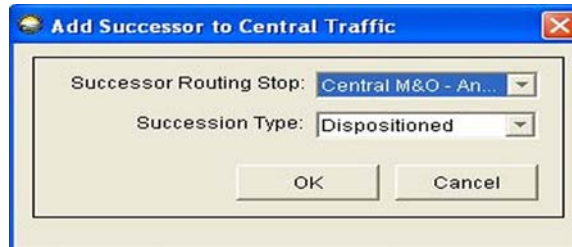
Seq	Name	Review Group
10	Central Traffic	Central Traffic
20	Central M&O - Anchorage	Central M&O - Anchorage
30	Central Planning - Anchorage	Central Planning - Anchorage
40	Central Regional Director	Central Regional Director

The 'Open' button in the 'Routing Stops' section is highlighted with a dashed border, indicating it is the active element.

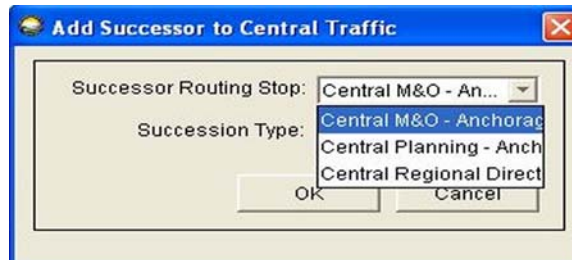
Description of ROWDyS Screens

Maintain Routings (continued)

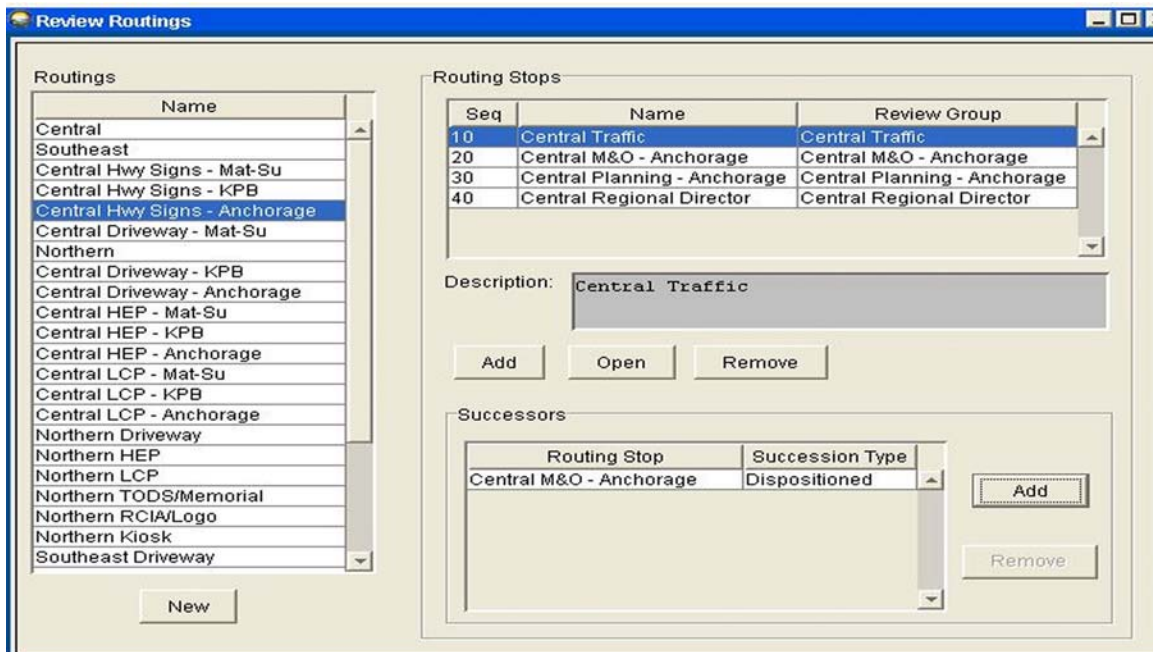
Clicking **Add** at the bottom of the screen next to the Succession Type field displays the following screen:



Clicking the arrow button beside Successor Routing Stop displays a list showing each Routing Stop that has been assigned:



Highlighting one of the Successor Routing Stops and clicking **OK** adds the name to the Successors box as a successor to the name highlighted in the Routing Stops box, but the information is not displayed until the screen is closed and reopened:



Description of ROWDyS Screens

Maintain Routings (continued)

When in the Add function, a dropdown field lists choices for Dispositioned or Approved:



Choosing "Dispositioned" allows every reviewer to see the application, based on routing. The status assigned to the application by a reviewer does not control the routing.

Choosing "Approved" prevents the application from going to the next reviewer unless the initial Reviewer has given it an "approved" ranking.

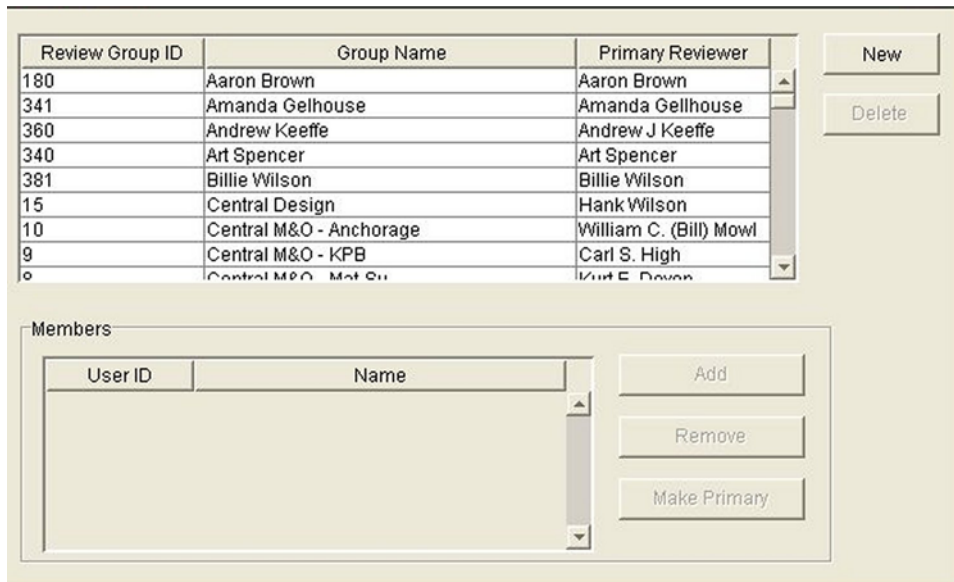
Description of ROWDyS Screens

MAINTAIN REVIEW GROUPS

To add or remove a review group member, the permit officer chooses **Maintain** and **Review Groups** from the menu as shown here:



This displays a list of review groups by Review Group ID and Group Name, and it identifies the Primary Reviewer for each group:



The Primary Reviewer is the person who receives the e-mail notice that an application has been assigned to the review group. The review group may include one person or several people.

Description of ROWDyS Screens

Maintain Review Groups (continued)

Clicking **New** displays a screen that allows the permit officer to add a new Review Group.



Enter the name:

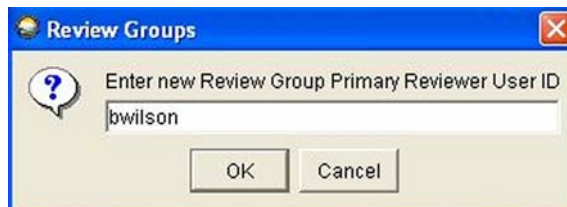


Click **OK**.

A new screen appears with a blank to enter the User ID for the Primary Reviewer of the review group:



Enter the User ID:



Description of ROWDyS Screens

Maintain Review Groups (continued)

Click **OK** and the new review group will be added to the list, with the ID number assigned by the system:

The screenshot shows a software interface for managing review groups. At the top is a table with three columns: 'Review Group ID', 'Group Name', and 'Primary Reviewer'. Below the table are 'New' and 'Delete' buttons. At the bottom is a 'Members' section with a table for 'User ID' and 'Name', and 'Add', 'Remove', and 'Make Primary' buttons.

Review Group ID	Group Name	Primary Reviewer
30	Southeast Training	David Stawes
29	Southeast Traffic Safety	Rick Purves
28	Southeast Utilities	Fred Thorsteinson
5	Southeastern M&O	Bob Palmer
6	Southeastern Traffic Safety	Fred Thorsteinson
7	State Troopers	Fred Thorsteinson
149	Sue Slifer	Sue Slifer
120	WAI Test	Paul Marrero
400	New Group	Billie Wilson

Members

User ID	Name
---------	------

Highlighting a review group lists the members of that group at the bottom of the screen:

This screenshot is identical to the previous one, but the row for 'New Group' (ID 400) is highlighted in blue. The 'Members' table now contains one entry: 'bwilson' for 'Billie Wilson'.

Review Group ID	Group Name	Primary Reviewer
30	Southeast Training	David Stawes
29	Southeast Traffic Safety	Rick Purves
28	Southeast Utilities	Fred Thorsteinson
5	Southeastern M&O	Bob Palmer
6	Southeastern Traffic Safety	Fred Thorsteinson
7	State Troopers	Fred Thorsteinson
149	Sue Slifer	Sue Slifer
120	WAI Test	Paul Marrero
400	New Group	Billie Wilson

Members

User ID	Name
bwilson	Billie Wilson



When all new groups have been added, click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Description of ROWDyS Screens

Maintain Review Groups (continued)

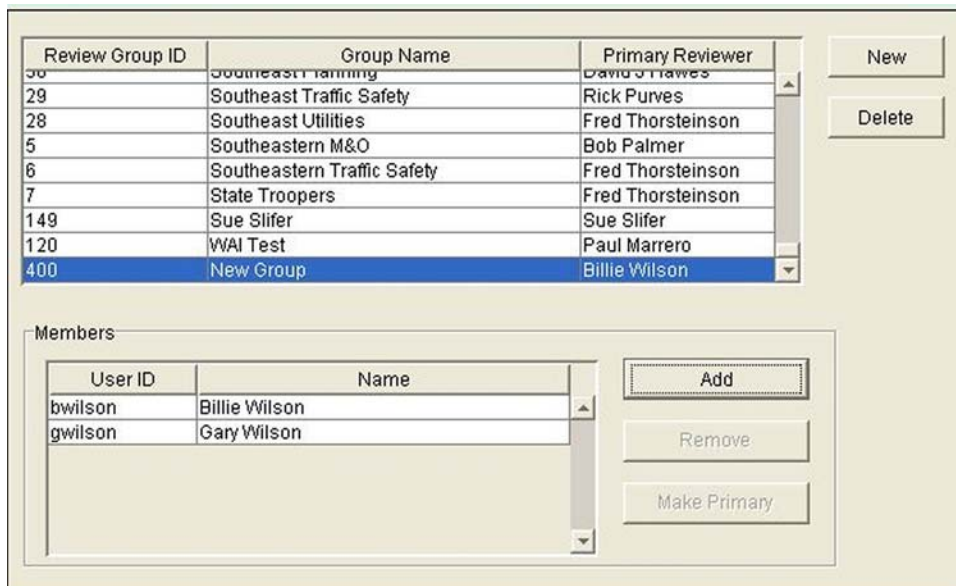
Highlighting a review group activates the Add button, allowing the permit officer to add new members to the group:




Enter the User ID for the new group member:



Click **OK** and the new review group member is added:



When all new group members have been added, click the **Save** icon  or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

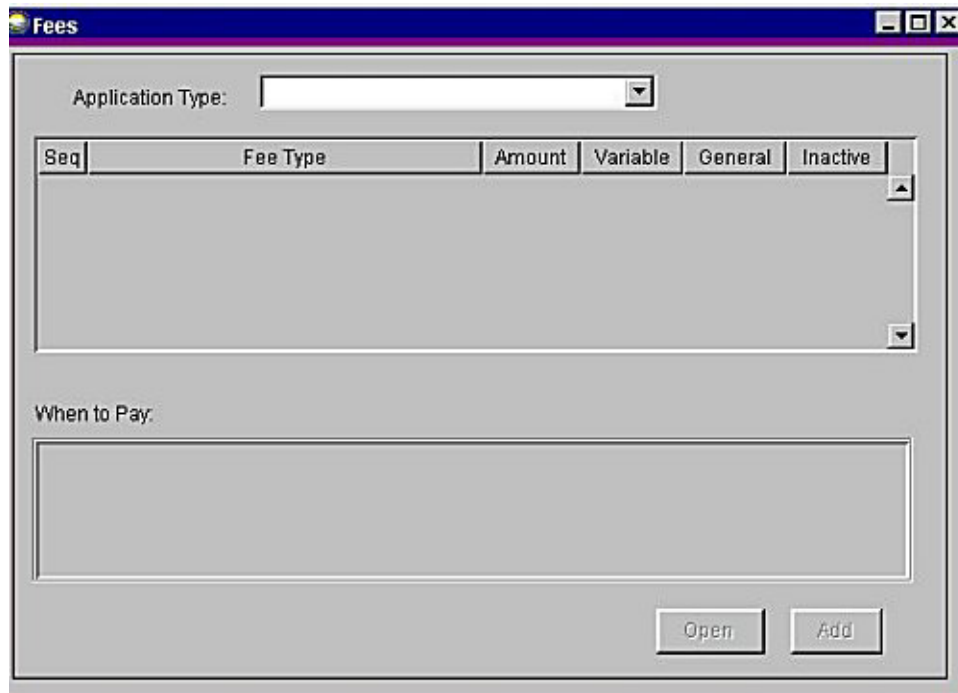
Description of ROWDyS Screens

MAINTAIN FEES

To add or change a fee, the permit officer chooses **Maintain** and **Fees** from the menu as shown here:



This displays a screen with a blank for choosing Application Type:



Description of ROWDyS Screens

Maintain Fees (continued)

Clicking the arrow button displays a list of the eight types of permits:

The screenshot shows the 'Fees' application window. At the top, there is a title bar with the text 'Fees' and standard window controls. Below the title bar, there is a section labeled 'Application Type:' with a dropdown menu. The dropdown menu is open, displaying a list of eight permit types: Lane Closure, Highway Event, Driveway / Approach Road, Tourist Oriented Directional Sign, Recreational and Cultural Interest Sign, Logo Sign, Memorial Sign, and Tourist Information Kiosk. To the right of the dropdown menu, there are two buttons labeled 'General' and 'Inactive'. Below the dropdown menu, there is a large empty rectangular area. At the bottom of the window, there are two buttons labeled 'Open' and 'Add'.

Clicking on one of the permit types displays the fee schedule for that permit. Screens for each permit type are shown below:

Lane Closure Permit

The screenshot shows the 'Fees' application window with the 'Application Type' dropdown set to 'Lane Closure'. Below the dropdown, there is a table with the following data:

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No

Below the table, there is a large empty rectangular area. At the bottom of the window, there are two buttons labeled 'Open' and 'Add'.

Description of ROWDyS Screens

Maintain Fees (continued)

Highway Event Permit

Application Type: Highway Event

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee (less than 100 participant...	0.0	No	No	No
2	Application Fee (100 or more participants)	100.0	No	No	No

When to Pay:

Open Add

Driveway or Approach Road Permit

Application Type: Driveway / Approach Road

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No
2	Performance Deposit	500.0	No	No	No
3	Retainer	5000.0	Yes	No	No

When to Pay:

Open Add

⇒ The Performance Deposit may be returned if the driveway is built to DOT&PF specifications.

⇒ The Retainer Fee may be an amount up to \$5,000 for a commercial driveway, and staff review time may be charged against it.

Description of ROWDyS Screens

Maintain Fees (continued)

TODS

The screenshot shows a window titled "Fees" with a dropdown menu set to "Tourist Oriented Directional Sign". Below the menu is a table with the following data:

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No
2	Permit Fee	400.0	No	Yes	Yes
3	5-Year Renewal Permit Fee	300.0	No	Yes	Yes

Below the table is a text area labeled "When to Pay:" and two buttons: "Open" and "Add".

RCIA

The screenshot shows a window titled "Fees" with a dropdown menu set to "Recreational and Cultural Interest Sign". Below the menu is a table with the following data:

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No
2	Permit Fee	400.0	No	Yes	No
3	Renewal Permit Fee	300.0	No	Yes	No

Below the table is a text area labeled "When to Pay:" and two buttons: "Open" and "Add".

Description of ROWDyS Screens

Maintain Fees (continued)

Logo Sign

The screenshot shows a window titled "Fees" with a dropdown menu set to "Logo Sign". Below the dropdown is a table with the following data:

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No
2	Permit Fee (State Installed)	4500.0	No	No	No
3	Permit Fee (contractor installed)	400.0	No	No	No
4	5-Year Renewal Permit Fee (State install...	1000.0	No	No	No
5	5-Year Renewal Permit Fee (contractor in...	300.0	No	No	No

Below the table is a text area labeled "When to Pay:" which is currently empty. At the bottom right of the window are two buttons: "Open" and "Add".

Memorial Sign

The screenshot shows a window titled "Fees" with a dropdown menu set to "Memorial Sign". Below the dropdown is an empty table with the following headers:

Seq	Fee Type	Amount	Variable	General	Inactive
-----	----------	--------	----------	---------	----------

Below the table is a text area labeled "When to Pay:" which is currently empty. At the bottom right of the window are two buttons: "Open" and "Add".

Description of ROWDyS Screens

Maintain Fees (continued)

Tourist Information Kiosk

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No
2	Permit Fee	400.0	No	Yes	No
3	5-Year Renewal Permit Fee	300.0	No	Yes	No
4	INACTIVE	0.0	No	No	Yes

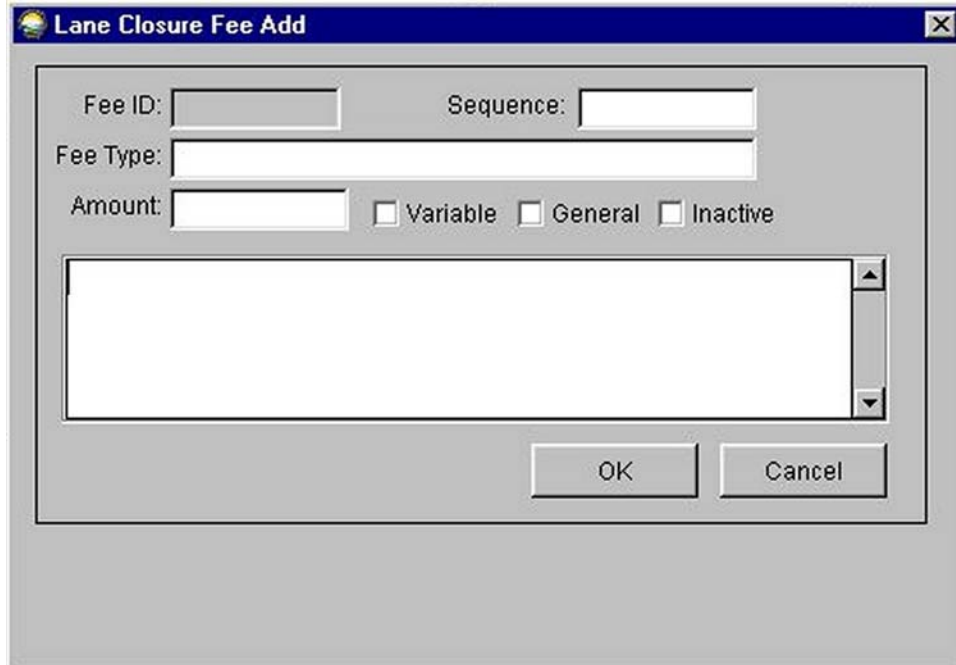
Selecting a permit type activates the **Add** button. The permit officer may now add fees to this type of permit.

⇒ Only a fee authorized by DOT&PF regulations may be added to any permit.

Description of ROWDyS Screens

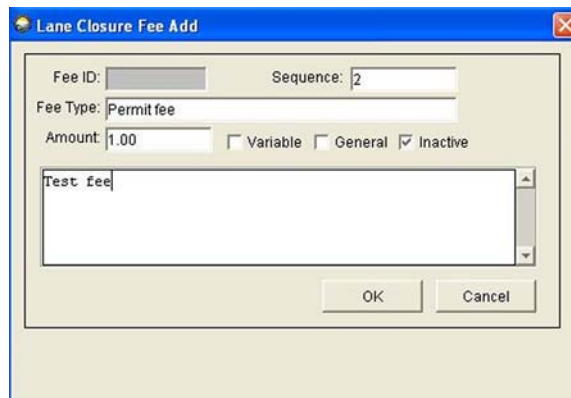
Maintain Fees (continued)

Clicking **Add** displays a screen where the Sequence Number, Fee Type, and Amount may be entered:



There are also checkboxes to denote whether the fee is Variable, General, or Inactive. The Sequence Number and Amount must be entered numerically.

Fill in the fields:



Click **OK**.

Description of ROWDyS Screens

Maintain Fees (continued)


This adds the new fee to the list of fees for this type of permit:

Application Type: Lane Closure

Seq	Fee Type	Amount	Variable	General	Inactive
1	Application Fee	100.0	No	Yes	No
2	Permit fee	1.0	No	No	Yes

When to Pay:

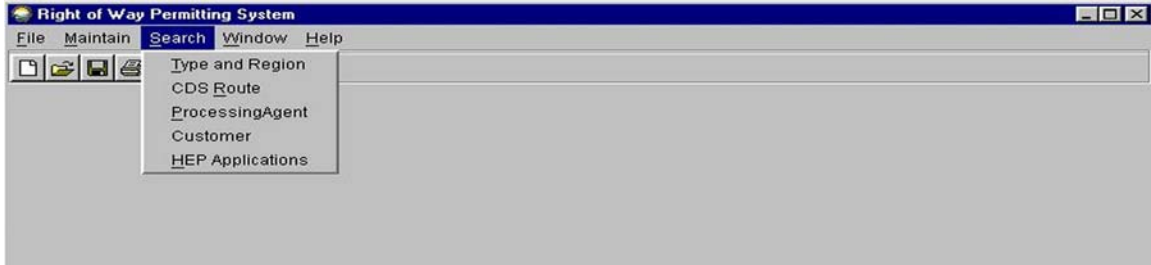
Open Add

When all fee changes have been made, click the **Save** icon  or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Description of ROWDyS Screens

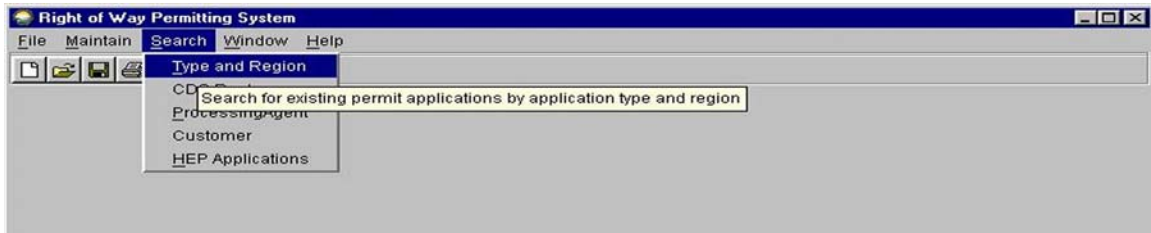
SEARCH

Clicking **Search** displays a new menu to search by Type and Region, CDS Route, Processing Agent, Customer, or HEP Applications (Highway Event Permit).

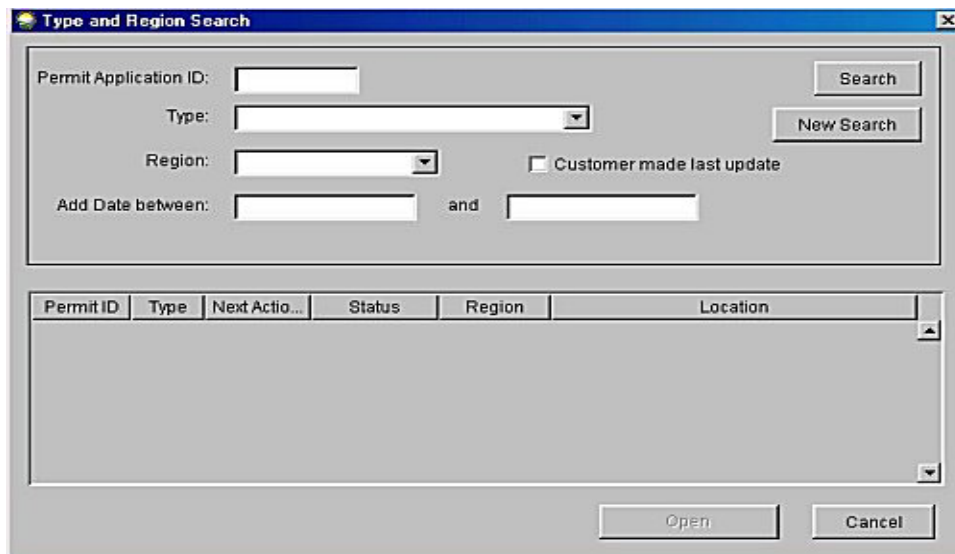


SEARCH BY TYPE AND REGION

Choose **Search** and **Type and Region** from the menu as shown here:



This displays a screen with several blank fields. The more fields that are filled in, the narrower the search.

A screenshot of the 'Type and Region Search' dialog box. It contains the following fields and controls:

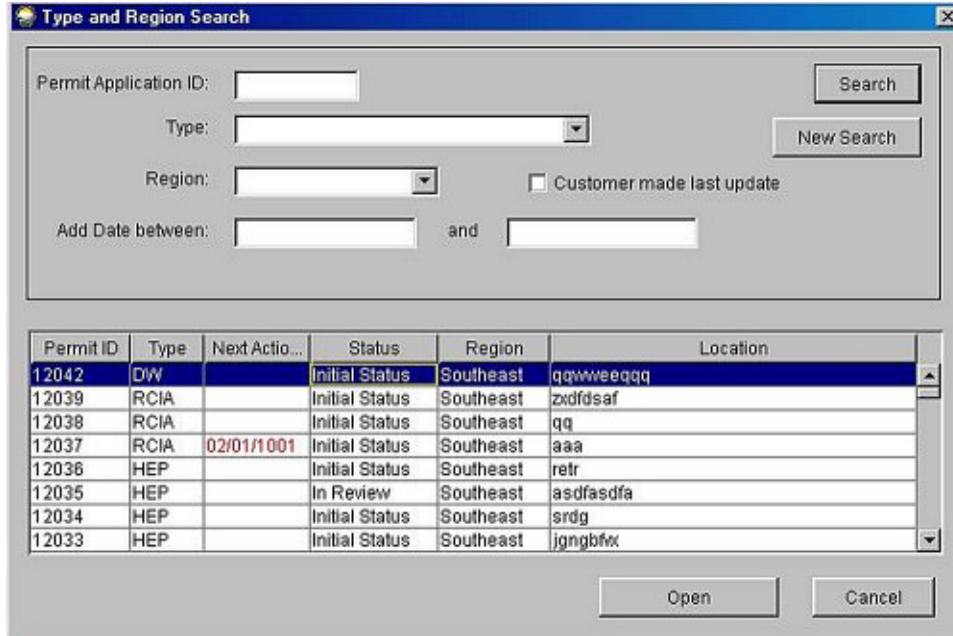
- Permit Application ID: [text input]
- Type: [dropdown menu]
- Region: [dropdown menu]
- Customer made last update:
- Add Date between: [text input] and [text input]
- Buttons: Search, New Search, Open, Cancel

Below the input fields is a table with the following headers: Permit ID, Type, Next Actio..., Status, Region, Location. The table body is currently empty.

Description of ROWDyS Screens

Search by Type and Region (continued)

Clicking **Search** without filling in any fields does a broad general search that displays the entire database in descending order. The top portion of an example is shown here:

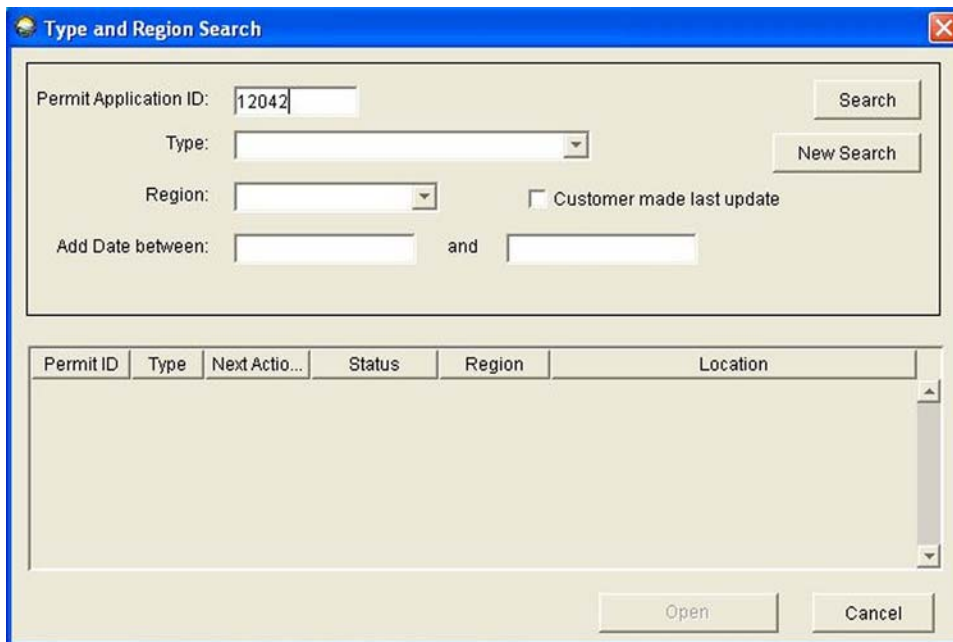


The screenshot shows the 'Type and Region Search' dialog box. It contains several input fields: 'Permit Application ID', 'Type' (dropdown), 'Region' (dropdown), and 'Add Date between' (two date fields). There are also checkboxes for 'Customer made last update', 'Search', 'New Search', 'Open', and 'Cancel' buttons. Below the input fields is a table with the following data:

Permit ID	Type	Next Actio...	Status	Region	Location
12042	DW		Initial Status	Southeast	qqwwqqqq
12039	RCIA		Initial Status	Southeast	zxdfdsaf
12038	RCIA		Initial Status	Southeast	qq
12037	RCIA	02/01/1001	Initial Status	Southeast	aaa
12036	HEP		Initial Status	Southeast	retr
12035	HEP		In Review	Southeast	asdfasdfa
12034	HEP		Initial Status	Southeast	srdg
12033	HEP		Initial Status	Southeast	jgngbfw

The permit officer or processing agent may scroll through this list to find the application desired.

Enter the Permit Application ID number:



The screenshot shows the 'Type and Region Search' dialog box with the 'Permit Application ID' field containing the value '12042'. The other fields are empty. The table below the input fields is currently empty.

Description of ROWDyS Screens

Search by Type and Region (continued)

Click **Search** and the database lists only that application in the lower box:

Permit Application ID: 12042

Type: []

Region: [] Customer made last update

Add Date between: [] and []

Permit ID	Type	Next Actio...	Status	Region	Location
12042	DW		Initial Status	Southeast	qqwweeqqq

Open Cancel

Highlighting that application activates the **Open** button at the bottom of the screen, and the application may now be opened.

Click **New Search** and the boxes go blank again.

Clicking the arrow button beside **Type** displays a list by type of permit:

Permit Application ID: []

Type: []

Region: [] Customer made last update

Add Date between: [] and []

- Lane Closure
- Highway Event
- Driveway / Approach Road
- Tourist Oriented Directional Sign
- Recreational and Cultural Interest Sign
- Logo Sign
- Memorial Sign
- Tourist Information Kiosk

Permit ID	Type	Next Actio...	Status	Region	Location
-----------	------	---------------	--------	--------	----------

Open Cancel

Description of ROWDyS Screens

Search by Type and Region (continued)

Clicking any one of these displays the entire database for that type of permit, a portion of which is shown here:

The screenshot shows the 'Type and Region Search' dialog box. It contains the following fields and controls:

- Permit Application ID:
- Type:
- Region:
- Customer made last update
- Add Date between: and
- Buttons: Search, New Search, Open, Cancel

Permit ID	Type	Next Actio...	Status	Region	Location
12056	LCP		Initial Status	Southeast	Juneau
12055	LCP		In Review	Southeast	Intersection of Vanderbilt Hill Rd and Old Gl...
12054	LCP		Closed	Central	asdf
12049	LCP		In Review	Southeast	Juneau
12032	LCP		Initial Status	Southeast	dfhdfg
12030	LCP		Initial Status	Southeast	kjmng
12021	LCP		Initial Status	Southeast	sadfgs
11996	LCP		Initial Status	Southeast	a

Clicking the arrow button beside **Region** displays a list of DOT&PF regions:

The screenshot shows the 'Type and Region Search' dialog box with the Region dropdown menu open, displaying a list of regions:

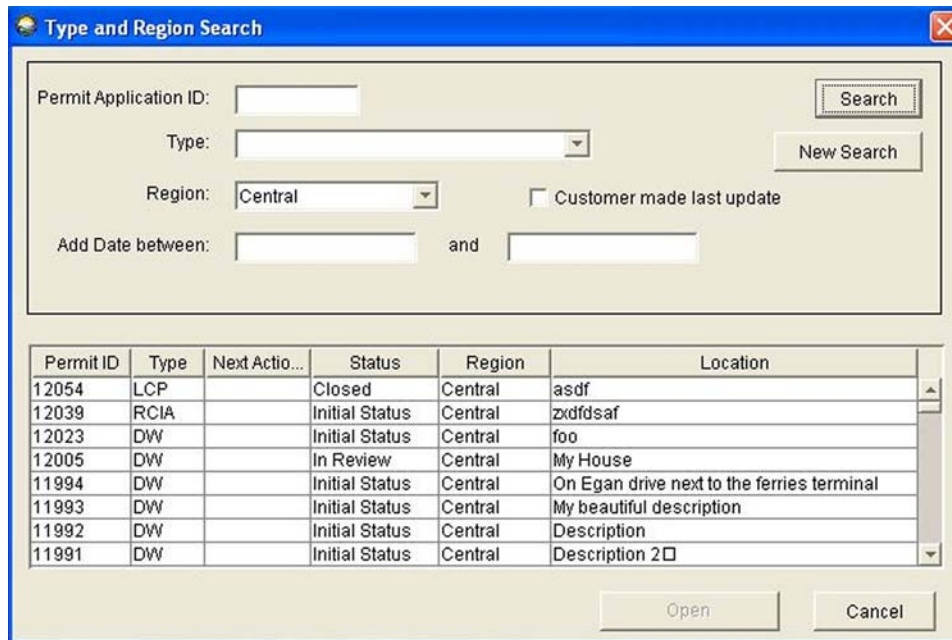
- Central
- Northern
- Southeast

The table below the search criteria is currently empty.

Description of ROWDyS Screens

Search by Type and Region (continued)

Highlighting a region and clicking **Search** displays the database for that region, a portion of which is shown here:



Permit Application ID:

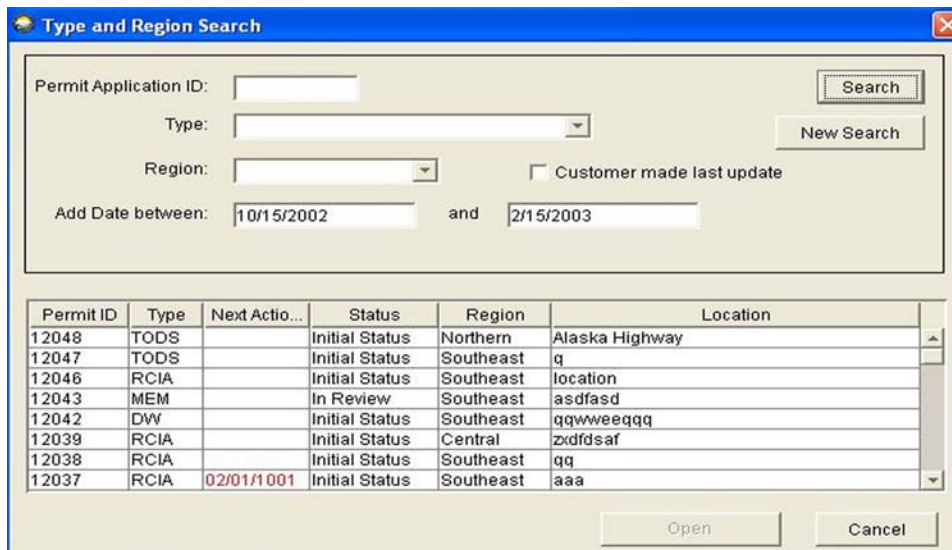
Type:

Region: Customer made last update

Add Date between: and

Permit ID	Type	Next Actio...	Status	Region	Location
12054	LCP		Closed	Central	asdf
12039	RCIA		Initial Status	Central	zxfdsaf
12023	DW		Initial Status	Central	foo
12005	DW		In Review	Central	My House
11994	DW		Initial Status	Central	On Egan drive next to the ferries terminal
11993	DW		Initial Status	Central	My beautiful description
11992	DW		Initial Status	Central	Description
11991	DW		Initial Status	Central	Description 2

If the approximate date of the application is known, entering a beginning date and an ending date that surround the approximate date narrows the search to only those applications contained between those dates.



Permit Application ID:

Type:

Region: Customer made last update

Add Date between: and

Permit ID	Type	Next Actio...	Status	Region	Location
12048	TODS		Initial Status	Northern	Alaska Highway
12047	TODS		Initial Status	Southeast	q
12046	RCIA		Initial Status	Southeast	location
12043	MEM		In Review	Southeast	asdfasd
12042	DW		Initial Status	Southeast	qqwwееqqq
12039	RCIA		Initial Status	Central	zxfdsaf
12038	RCIA		Initial Status	Southeast	qq
12037	RCIA	02/01/1001	Initial Status	Southeast	aaa

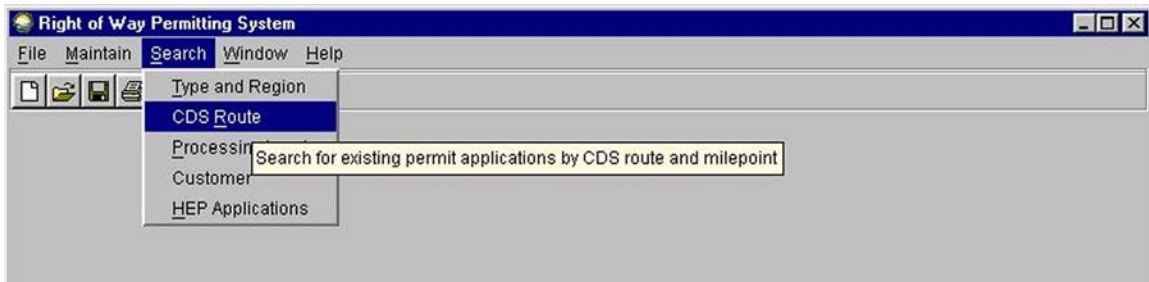
⇒ The system will accept a date only if it is entered as MM/DD/YYYY, i.e. 01/24/2003. This format applies whenever a date field is provided.

Description of ROWDyS Screens

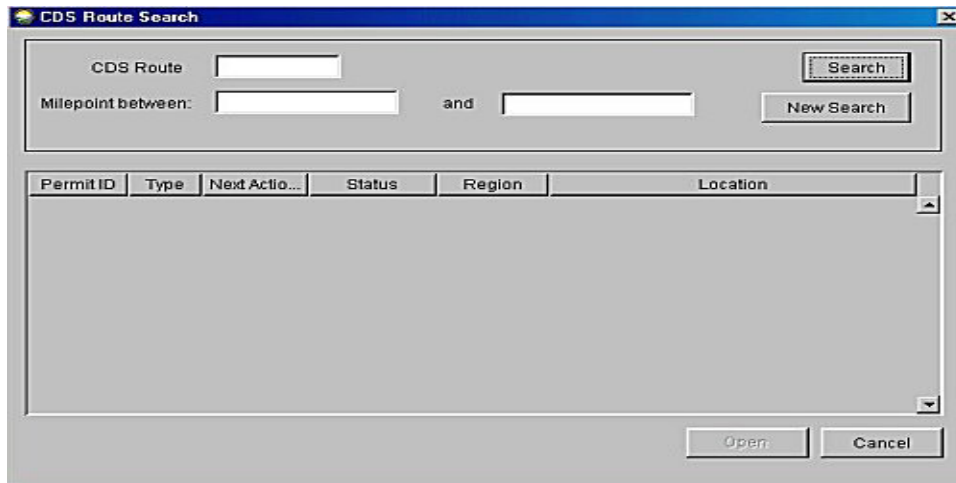
SEARCH BY CDS ROUTE

“CDS” refers to the Coordinated Data System. These route numbers may be found by using the following URL: <http://www.dot.state.ak.us/stwdplng/highwaydata/index.html> (which links to the Alaska Highway Data Web site maintained by the Highway Database Section of the Division of Statewide Planning). Click on the link “General Logs” and then choose the log for the appropriate region. (Not all roads listed on the CDS log are state roads.)

Click **Search** and **CDS Route** from the menu as shown here:



This displays a screen with three blank fields:

A screenshot of the 'CDS Route Search' dialog box. It features three input fields: 'CDS Route', 'Milepoint between:', and a second empty field for the end milepoint. There are 'Search' and 'New Search' buttons. Below the input fields is a table with columns: 'Permit ID', 'Type', 'Next Actio...', 'Status', 'Region', and 'Location'. The table is currently empty. At the bottom right are 'Open' and 'Cancel' buttons.

To use this function, enter the appropriate CDS route number.

Entering a route number and clicking **Search** displays all permits applied for along that route.

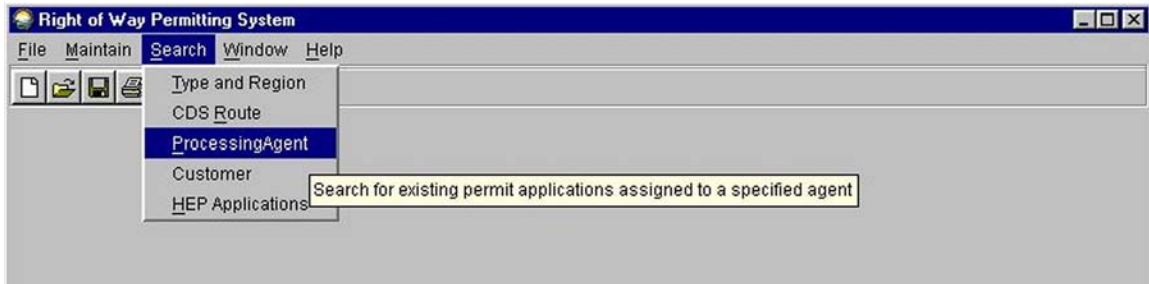
Filling out the mile point fields may narrow the search.

⇒ The ROWDyS system will only accept points between 0 and a number higher than 1.

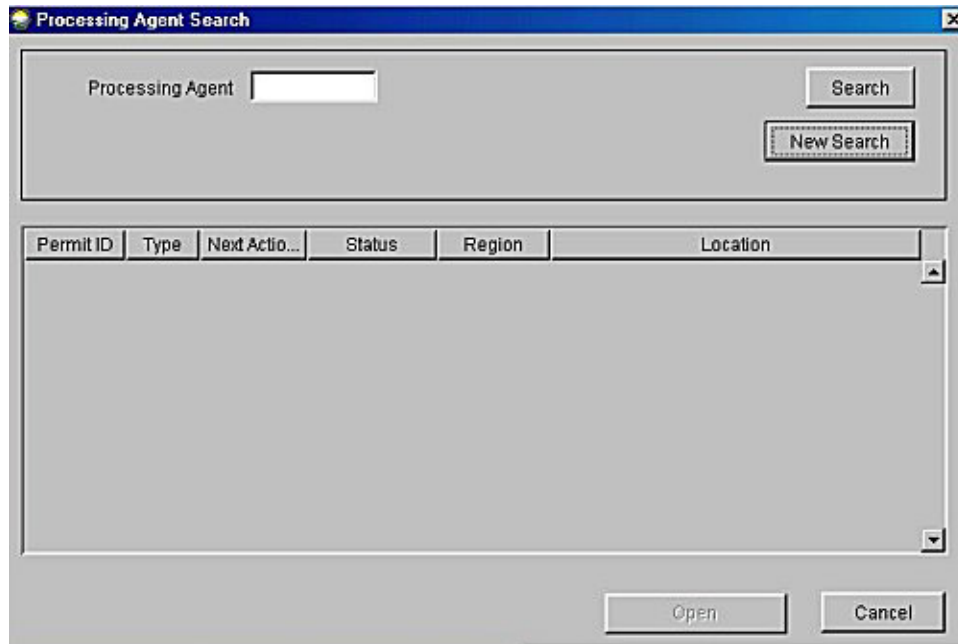
Description of ROWDyS Screens

SEARCH BY PROCESSING AGENT

To locate one or more applications assigned to a specific agent, choose **Search** and **Processing Agent** from the menu as shown here:



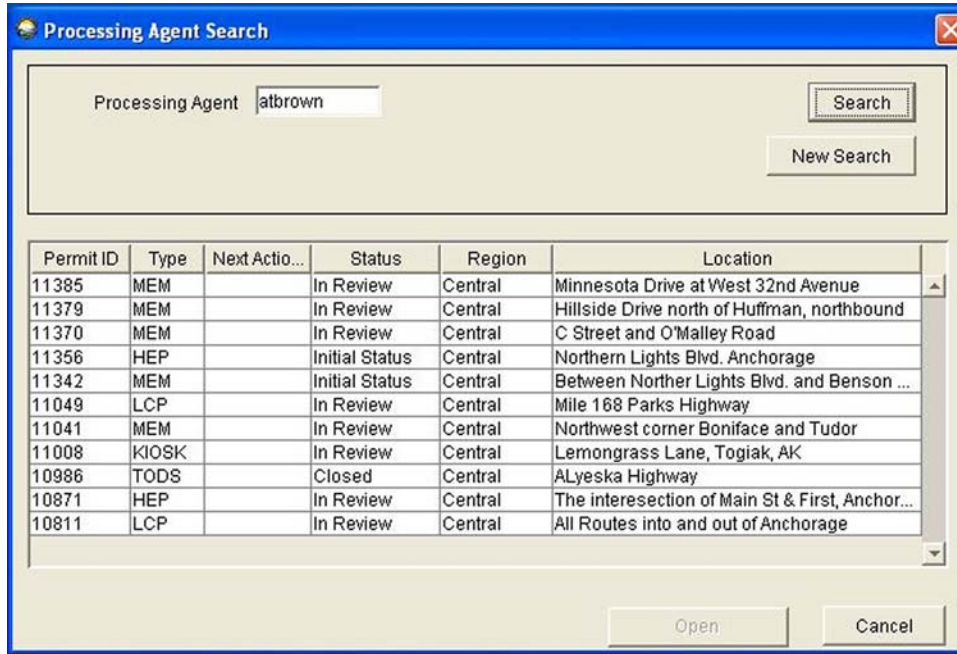
This displays a screen with a blank field for entering a processing agent's User ID:



Description of ROWDyS Screens

Search by Processing Agent (continued)

Enter the processing agent's User ID and click **Search**. This displays a list of all permits assigned to that agent. A portion of such a list is shown here:



The screenshot shows a window titled "Processing Agent Search". At the top, there is a text input field labeled "Processing Agent" containing the text "atbrown". To the right of this field are two buttons: "Search" and "New Search". Below the input field is a table with the following data:

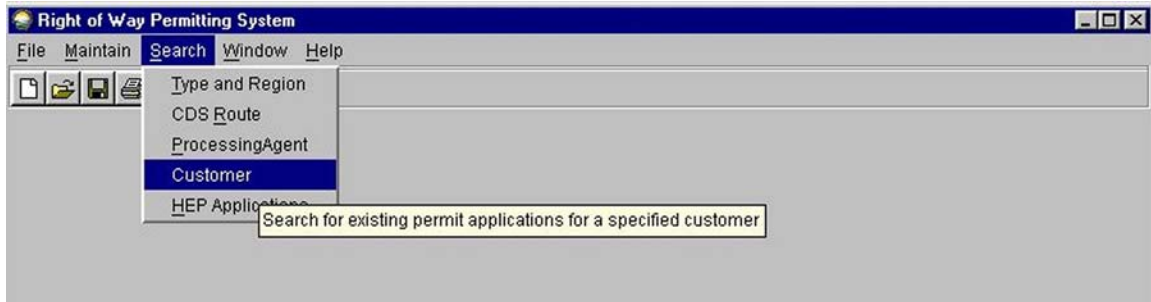
Permit ID	Type	Next Actio...	Status	Region	Location
11385	MEM		In Review	Central	Minnesota Drive at West 32nd Avenue
11379	MEM		In Review	Central	Hillside Drive north of Huffman, northbound
11370	MEM		In Review	Central	C Street and O'Malley Road
11356	HEP		Initial Status	Central	Northern Lights Blvd. Anchorage
11342	MEM		Initial Status	Central	Between Norther Lights Blvd. and Benson ...
11049	LCP		In Review	Central	Mile 168 Parks Highway
11041	MEM		In Review	Central	Northwest corner Boniface and Tudor
11008	KIOSK		In Review	Central	Lemongrass Lane, Togiak, AK
10986	TODS		Closed	Central	ALyeska Highway
10871	HEP		In Review	Central	The interesection of Main St & First, Anchor...
10811	LCP		In Review	Central	All Routes into and out of Anchorage

At the bottom of the window are two buttons: "Open" and "Cancel".

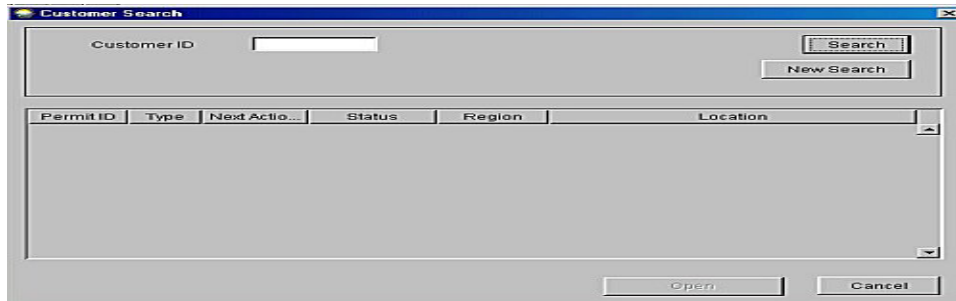
Description of ROWDyS Screens

SEARCH BY CUSTOMER

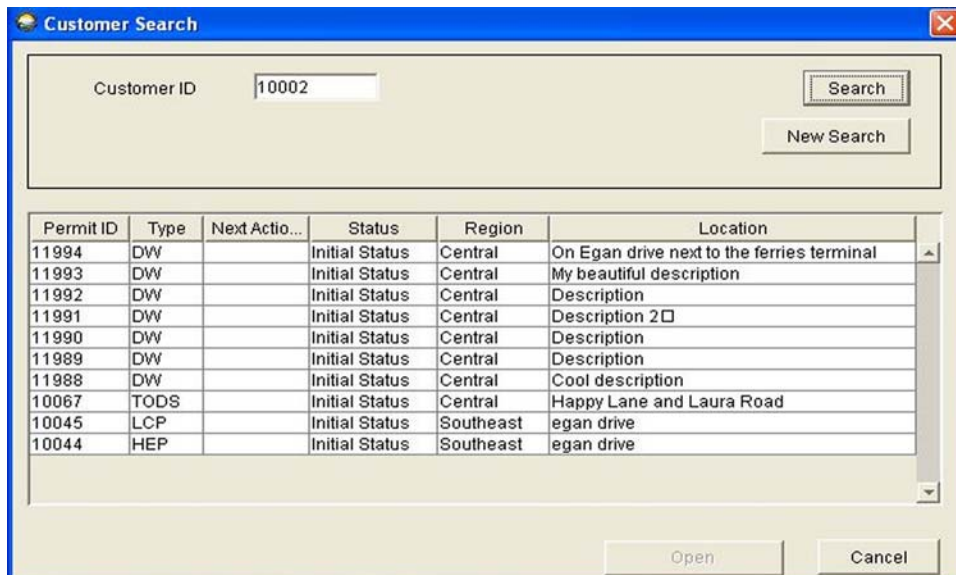
To locate an application for a specific customer, choose **Search** and **Customer** from the menu as shown here:



This displays a screen with a blank field for entering the Customer ID:



Enter **Customer ID** and click **Search** to find all permit applications submitted by that customer:



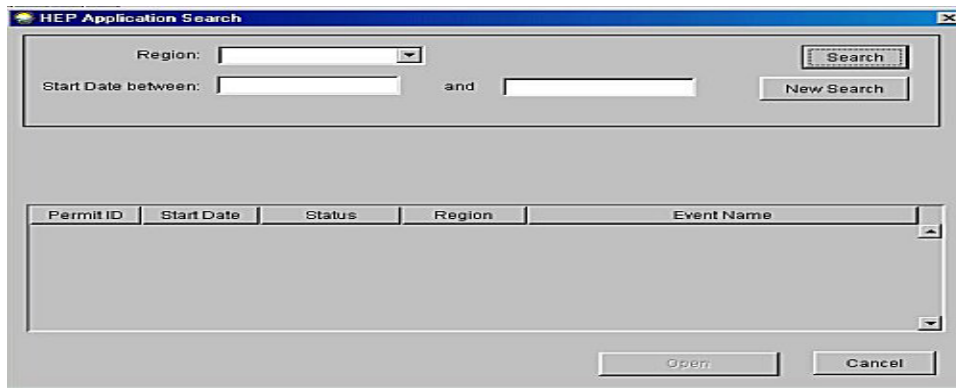
Description of ROWDyS Screens

SEARCH BY HEP APPLICATIONS

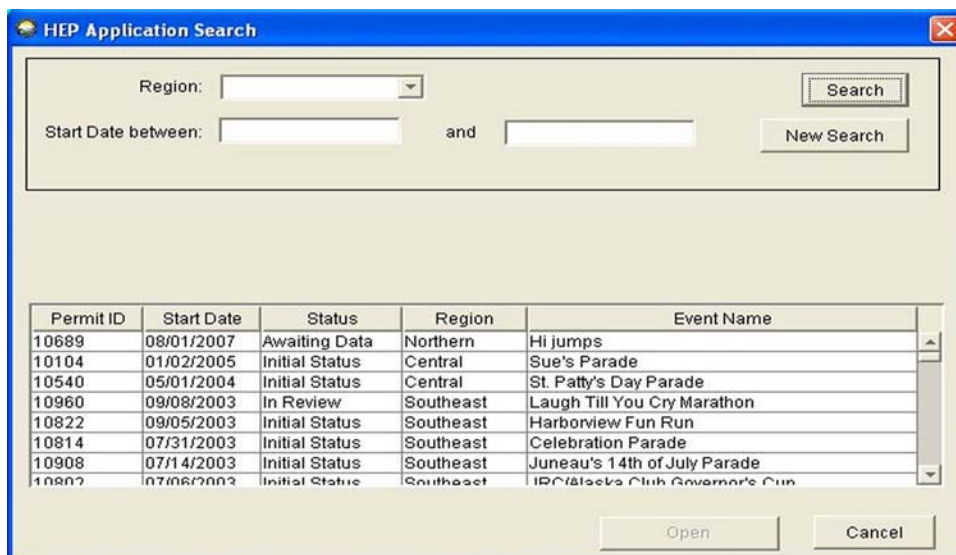
To locate a Highway Event Permit application, choose **Search** and **HEP Applications** from the menu as shown here:



This displays a screen with three blank fields:



Clicking **Search** without filling in any fields displays the entire Highway Event Permit database, a portion of which is shown here:



Description of ROWDyS Screens

Search by HEP Applications (continued)

Clicking the arrow button beside **Region** displays a list of the three regions.

The screenshot shows the 'HEP Application Search' window. At the top, there is a 'Region:' dropdown menu that is currently open, displaying three options: 'Central', 'Northern', and 'Southeast'. To the right of the dropdown is a 'Search' button. Below the dropdown is a 'Start Date between:' field followed by an 'and' label and another empty date field. To the right of these fields is a 'New Search' button. At the bottom of the window, there are 'Open' and 'Cancel' buttons. The main area of the window is a table with the following columns: Permit ID, Start Date, Status, Region, and Event Name. The table is currently empty.

Clicking one of the regions and then clicking **Search** displays a list of all Highway Event Permit applications for that region, a portion of which is shown here.

The screenshot shows the 'HEP Application Search' window after a search has been performed. The 'Region:' dropdown menu is now set to 'Central'. The 'Search' button is highlighted. The table below is populated with search results. The table has the following columns: Permit ID, Start Date, Status, Region, and Event Name. The data rows are as follows:

Permit ID	Start Date	Status	Region	Event Name
10104	01/02/2005	Initial Status	Central	Sue's Parade
10540	05/01/2004	Initial Status	Central	St. Patty's Day Parade
10049	06/24/2003	Initial Status	Central	the march of flammers
11356	12/31/2002	Initial Status	Central	Troop 363 Parade
10601	11/01/2002	In Review	Central	My really cute event
11581	10/03/2002	Awaiting Data	Central	Foshkosh
11580	10/02/2002	Awaiting Data	Central	Alaskan Oshjosh
10686	08/28/2002	Initial Status	Central	Parade

At the bottom of the window, there are 'Open' and 'Cancel' buttons.

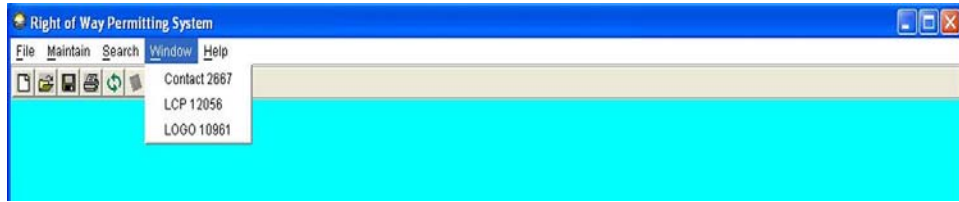
⇒ Entering beginning and ending dates before clicking **Search** will narrow the search to that period. The system will accept a date only if it is entered as MM/DD/YYYY, i.e. 01/24/2003. This format applies whenever a date field is provided.

Description of ROWDyS Screens

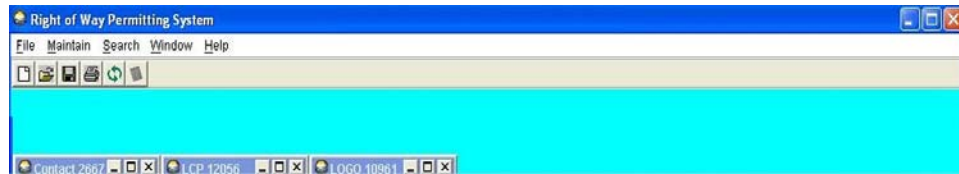
WINDOW

Several files may be opened within ROWDyS at the same time. The **Window** button allows toggling between all open files. For example, open an application through the **Search** function. Leave this file active (with or without minimizing the file), and open another file. If the first file was not minimized, both screens will now be displayed on the computer screen and can be accessed by clicking back and forth between them.

If one or more open files are minimized, click the **Window** button and a list of open files drops down to allow toggling between the files by clicking on the desired file:



Open files are also identified at the bottom of the computer screen, and clicking on any one of them displays it:

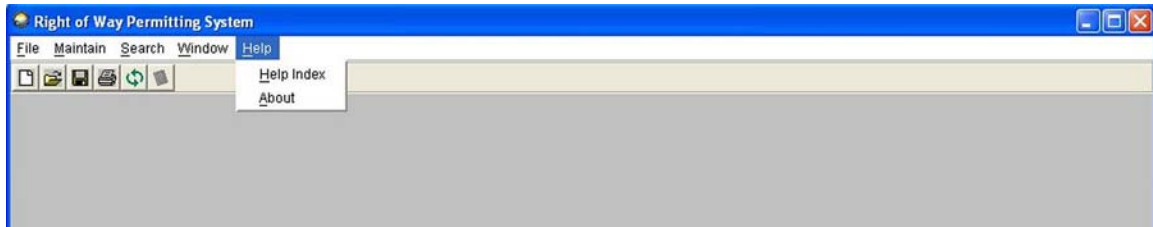


This function allows the permit officer or processing agent to obtain information for one file that is available in another, to compare information between files, etc.

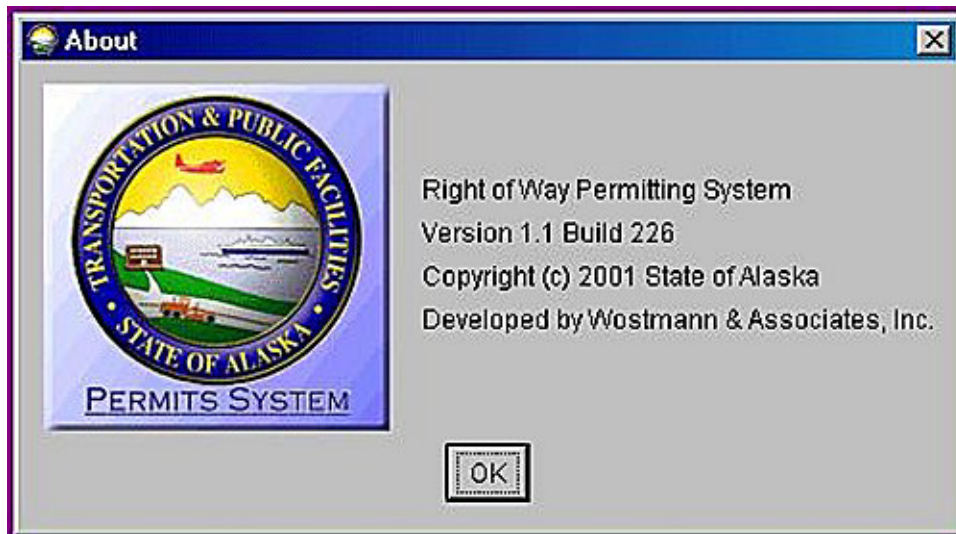
Description of ROWDyS Screens

HELP

The **Help** button displays two choices: the Help Index and About.



Clicking on **Help** and **About** displays the ROWDyS system developer's information.

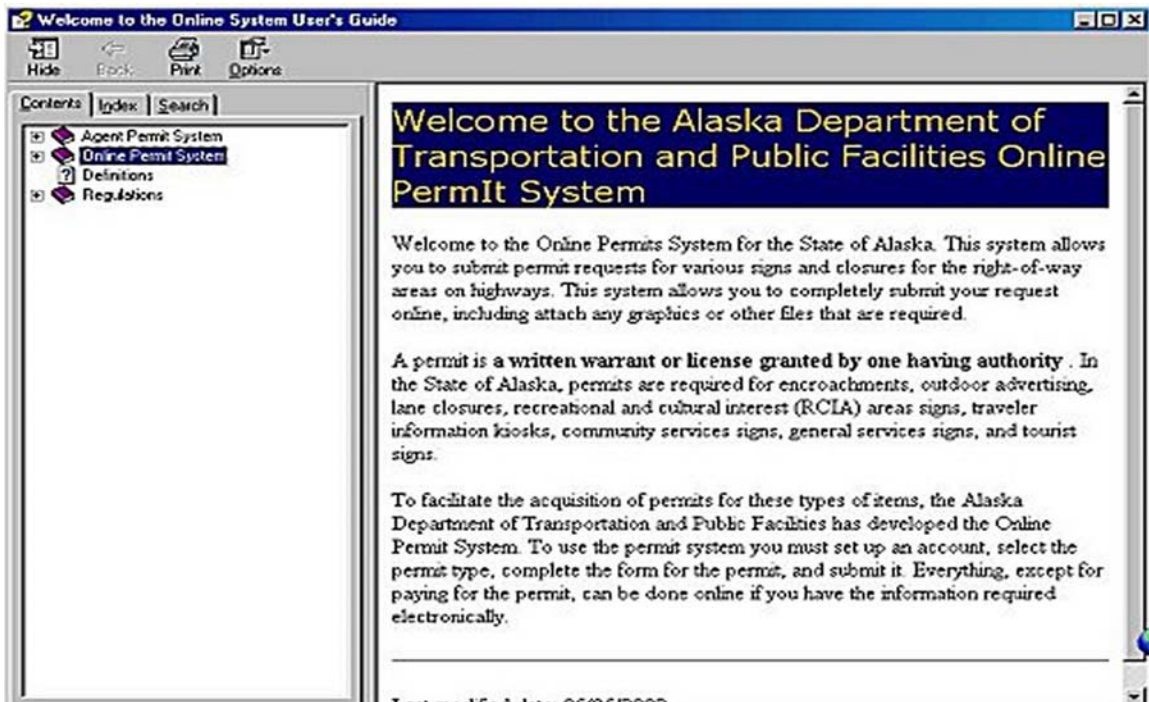


Description of ROWDyS Screens

Help (continued)

Clicking on **Help Index** displays the Welcome screen from the ROWDyS Web site with a menu on the left side of the screen that lists options for

- Agent Permit System
- Online Permit System
- Definitions
- Regulations.



Options with a plus sign on the far left include additional selections within that option.

For example, clicking on **Agent Permit System** opens a further breakdown showing options for

- Starting Agent Application
- Searching for an Customer
- Adding a new customer
- Adding a Contact

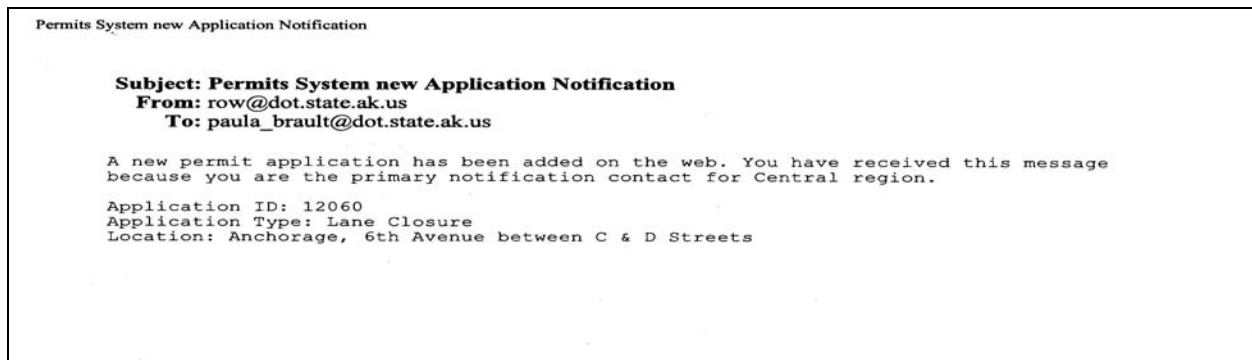
⇒ All of the Help sections are on DOT&PF's Web site and, except for Agent Permit System, are written to assist the customer as well as the permit officer, processing agent, or reviewer.

⇒ **At the time this guide was created, the text of the Help section had not yet been updated to reflect various changes to some of the screens.**

APPLICATION REVIEW PROCESS

REVIEW AND ASSIGNMENT OF APPLICATION BY PERMIT OFFICER

When a new application is submitted from the ROWDyS website, the permit officer is automatically notified by e-mail. The e-mail includes the Application ID, Application Type, and Location.



The permit officer logs (see page 5) in and locates the application (see page 18 or page 57).

All applications contain similar information in the top block, but are not identical. The following screens depict the top block for each type of permit:

Lane Closure Permit

LCP 12055

Customer: Andrew Keefe Contact: Andrew J Keefe

Application Status

Add Date: 04/11/2003 Last Update Date: 04/11/2003 Last Status Change: 04/11/2003

Expiration Date: Customer Signature Date: Region Dir. Sig. Date:

Status: In Review Processing agent: Next Action Date:

DOT TCP approval date: Traffic Control Provider Signature Date:

Highway Event Permit

HEP 12036

Customer: ROWDyS Maintenance, Inc Refresh Contact: Andrew J Keefe

Application Status

Add Date: 01/07/2003 Last Update Date: 02/07/2003 Last Status Change: 02/07/2003

Expiration Date: Customer Signature Date: Region Dir. Sig. Date:

Status: In Review Processing Agent: Next Action Date:

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Driveway or Approach Road Permit

DW 12052		
Customer:	George Jackson	Contact: George R. Jackson
Application Status		
Add Date:	03/06/2003	Last Update Date: 04/25/2003
Expiration Date:		Last Status Change: 04/25/2003
Customer Signature Date:		Region Dir. Sig. Date:
Status:	In Review	Processing Agent:
		Next Action Date:

TODS

Customer:	States B&B	Contact: Patricia F Thayer
Application Status		
Add Date:	09/20/2002	Last Update Date: 09/20/2002
Expiration Date:		Last Status Change: 09/20/2002
Customer Signature Date:		Region Dir. Sig. Date:
Status:	In Review	Processing Agent:
		Next Action Date:

RCIA

Customer:	ROWDyS Maintenance, Inc	Contact: Andrew J Keeffe
Application Status		
Add Date:	07/17/2002	Last Update Date: 09/20/2002
Expiration Date:		Last Status Change: 08/28/2002
Customer Signature Date:		Region Dir. Sig. Date:
Status:	In Review	Processing Agent:
		Next Action Date:

Logo Sign

Customer:	ROWDyS Maintenance, Inc	Contact: Andrew J Keeffe
Application Status		
Add Date:	05/03/2002	Last Update Date: 08/30/2002
Expiration Date:	05/14/2007	Last Status Change: 08/30/2002
Customer Signature Date:		Region Dir. Sig. Date:
Status:	In Review	Processing Agent:
		Next Action Date:

Memorial Sign

Customer:	Barbara Robertson	Contact: Barbara Robertson
Application Status		
Add Date:	09/19/2002	Last Update Date: 09/19/2002
Expiration Date:		Last Status Change: 09/19/2002
Customer Signature Date:		Region Dir. Sig. Date:
Status:	In Review	Processing Agent: slhowe
		Next Action Date:

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Tourist Information Kiosk

The screenshot shows a web application window titled "KIOSK 11584". It contains the following fields and sections:

- Customer: ROWDyS Maintenance, Inc
- Contact: Andrew J Keefe
- Application Status section with the following fields:
 - Add Date: 09/24/2002
 - Last Update Date: 09/25/2002
 - Last Status Change: 09/25/2002
 - Expiration Date: [empty]
 - Customer Signature Date: [empty]
 - Region Dir. Sig. Date: [empty]
 - Status: In Review (dropdown menu)
 - Processing Agent: [empty]
 - Next Action Date: [empty]

The middle blocks vary according to the required information for each type of permit as follows:

Lane Closure Permit

The screenshot shows a form for a Lane Closure Permit with the following sections and fields:

- Traffic Control Information:**
 - Phone/Fax format: (999) 999-9999
 - Name: Bob's Traffic Control
 - Phone: (907) 111-2222
 - Fax: [empty]
 - 24 Hour Traffic Control Contact Person: Bob Jones
 - Phone: (907) 111-2222
 - Fax: [empty]
- Location:**
 - Region: Southeast (dropdown menu)
 - Permit activity location (include all routes which will be affected): Intersection of Vanderbilt Hill Rd and Old Glacier
 - Reason for permit: Clear trees and shrubs which are obscuring stop sign
- Schedule:**
 - Start Date: 04/01/2003
 - End Date: 04/01/2003
 - Schedule details (start times, end times, days of the week, exceptions, continuous or daily operation, etc.): 10-11 am
- Attachment Information:**
 - Attachments will be mailed
 - Attachments are files and will be attached electronically
 - Required attachments: Traffic Control Plan (REQUIRED), Proof of Insurance, Letter of non-objection from each impacted construction project, Permit/authorization from affected municipalities

Application Review Process

Review and Assignment of Application by Permit Officer (continued)


Highway Event Permit

Event Location		
Region where the event will end Southeast	Location (include all routes which will be affected by this event) retx	
Event Description		
Event Name: erer	Number of Participants: 3223	
Description: ddf		
Traffic Control Provided By: esdf		
Traffic Control Provider Phone: (999) 999-9999		
Schedule		
Start Date: 01/01/2001	End Date: 01/01/2001	Date format: mm/dd/yyyy
Description: (start times, end times, days of week, exceptions, etc.)	dfhg	
Attachment Information		
<input type="checkbox"/> Attachments will be mailed		
<input checked="" type="checkbox"/> Attachments are files and will be attached electronically		
<hr/>		
- Traffic Control Plan (REQUIRED)	- Proof of Insurance (REQUIRED)	- Course Map (REQUIRED)
- Written/Verbal confirmation from Law Enforcement agency stating they will provide traffic control		- Copy of advertisement proofs
		- Letter of non-objection from each impacted construction project

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Driveway or Approach Road Permit

Location	
Region where the driveway or approach road is located <input type="text" value="Southeast"/>	Driveway or approach road location (Highway, Subdivision, Legal Description, Road, Milepost, etc.) <input type="text" value="USS 3872 Tr. 6"/>
Driveway Information	
Is Access available from other public rights of way? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is the driveway of approach road proposed or existing? <input checked="" type="radio"/> Proposed <input type="radio"/> Existing
Is the driveway or approach road within a platted right of way? <input checked="" type="radio"/> Yes <input type="radio"/> No	Date work will be completed in accordance with attached plan <input type="text" value="mm/dd/yyyy"/> <input type="text" value="05/30/2006"/>
How many lots does the driveway or approach road serve? <input type="text" value="1"/>	Maximum number of vehicles which will use the driveway or approach road in any one hour <input type="text" value="15"/>
Size of tract served by the driveway or approach road in acres <input type="text" value="217500"/>	What is the driveway or approach road's main use? <input checked="" type="radio"/> Residential <input type="radio"/> Commercial
Is the driveway or approach road within a zoning authority? <input checked="" type="radio"/> Yes <input type="radio"/> No	Proposed land use for tract served by the driveway of approach road <input type="text" value="cemetary"/>
Zoning designation <input type="text" value="Comercial"/>	
Sight distance left <input type="text"/> Feet	Speed Limit <input type="text"/> MPH
Sight distance right <input type="text"/> Feet	
Driveway Specification	
A. Driveway width <input type="text" value="24"/> feet	Direction of North in relation to the drawing  View Drawing: <input type="button" value="Driveway (A - I)"/> <input type="button" value="Culvert (J - N)"/>
B. Left edge clearance <input type="text" value="135"/> feet	
C. Right edge clearance <input type="text" value="345"/> feet	
D. Left return radius <input type="text" value="20"/> feet	
E. Right return radius <input type="text" value="20"/> feet	
F. Shoulder width <input type="text"/> feet	
G. Approach angle <input type="text" value="90"/> degrees	
H. Curb type <input type="text" value="Curb cut w/o buffer..."/>	
I. Curb to sidewalk dist... <input type="text"/> feet	
J. Left driveway foreslope <input type="text" value="1:10"/>	K. Right driveway foreslope <input type="text" value="1:10"/>
L. Culvert length <input type="text"/> feet	M. Landing grade <input type="text"/> %
N. Landing length <input type="text" value="30"/> feet	O. Culvert diameter <input type="text"/> inches
P. Culvert type <input type="text" value="None"/>	Q. Ditch depth <input type="text"/> feet
R. Driveway surface type <input type="text" value="Asphalt"/>	S. Shoulder type <input type="text" value="None"/>
Attachment Information	
<input checked="" type="checkbox"/> Attachments will be mailed <input type="checkbox"/> Attachments are files and will be attached electronically	
Driveway Applications	
- Plat including driveway placement notes (REQUIRED)	- Site Plan (REQUIRED)
- Proof of Ownership (REQUIRED)	- Traffic Control Plan (REQUIRED)
Approach Road Applications	
- Construction Plans (REQUIRED)	- Recorded plat or waiver including approach road placement notes (REQUIRED)
	- Traffic Control Plan (REQUIRED)

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

TODS

A customer must answer yes to all of the questions below to continue.

- Are 25% or more of your anticipated business gross receipts from motorists who reside 20 miles or more from your business?
- Are all necessary business licenses current and maintained?
- Is your business less than 25 miles from the highway (Except for gas and food - which must be less than 3 miles from the highway)?
- Is your business or driveway outside of a congested urban area of an organized borough that exceeds 2,500 permanent residents?
- Is the view of your business or on-premise sign blocked until a motorist is within 1,250 feet of your business?
- Are there fewer than 6 existing TODS signs at the proposed TODS sign location?

Service Information
Select the MAIN category and check all services the business offers under that category. All services must be provided under the service category selection for the application to be considered.

Gas
 Food
 Lodging
 Camping
 Tourist Attraction
 Other Commercial Activity

<p>Gas</p> <input type="checkbox"/> Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Air and Water <input type="checkbox"/> Public restrooms <input type="checkbox"/> Drinking water <input type="checkbox"/> Public phones <input type="checkbox"/> Continuous operation 16 hours/day, 7 days/week <input type="checkbox"/> Located within 3 miles	<p>Food</p> <input type="checkbox"/> 3 meals daily (inc. hot sandwiches and coffee) <input type="checkbox"/> Public restrooms <input type="checkbox"/> Public phones <input type="checkbox"/> Continuous operation 16 hours/day, 7 days/week <input type="checkbox"/> Located within 3 miles of highway	<p>Lodging</p> <input checked="" type="checkbox"/> Beds and bedding (located in a permanent, all-weather, heated building) <input checked="" type="checkbox"/> Toilet and bathing facilities (located in building with beds) <input checked="" type="checkbox"/> Public phone <input checked="" type="checkbox"/> Continuous operation 10 hours/day, 7 nights/week <input checked="" type="checkbox"/> Located within 25 miles of highway	<p>Camping</p> <input type="checkbox"/> Spaces for campers to be parked or tents to be erected <input type="checkbox"/> Parking area <input type="checkbox"/> Picnic tables <input type="checkbox"/> Trash cans <input type="checkbox"/> Modern restrooms <input type="checkbox"/> Drinking water <input type="checkbox"/> Located within 25 miles of highway
---	--	--	--

Tourist Attraction
 Located within 25 miles of highway
 Activity description:

Other Commercial Activity
 Located within 25 miles of highway
 Activity description:

Location Information
 Region:
 Location of the proposed sign installation (include highway name, milepost, or any other information that will help us locate your business):
 Intersection Type: Crossroads Intersection Tee Intersection Other (provide diagram)
 Intersection of Parks Hwy and Otto Lake Road

Business Information
 Property legal description (i.e. lot, block, subdivision, township, range, section):
 Section 23, T1N, R2W, F.M.
 Property tax ID number: Mileage from highway to business:
 Business license number: Is business within city limits? Yes No

If there are existing TODS at this intersection, list business names: (if none, indicate none)

Name
States B & B
City's B & B
Borough B & B

List other tourist-oriented businesses which utilize the same intersection as you: (if none, indicate none)

Business Name	Type of Tourist-Oriented Business

If a crossroad intersection, list all tourist-oriented businesses which utilize the opposite intersecting for their business: (if none, indicate none)

Business Name	Type of Tourist-Oriented Business

Sign Information
 Requested sign legend (business name or activity, i.e. gift shop):
 14 CAPITAL letters per line only - the spaces between words count as one letter. Use abbreviations if necessary.
 Line 1:
 Line 2:

Choose an arrow direction:
 Straight ahead arrow
 Left / Right arrow

Choose an icon:

 Other - please describe and provide diagram:

NOTE: If no icon is selected, sign will show a blank space instead.

Attachment Information
 Attachments will be mailed Attachments are files and will be attached electronically

- Detailed site layout drawing showing: (REQUIRED)

- * All official traffic signs and devices within 800 feet of location.
- * Proposed TODS location(s) - 200' minimum from intersection and any other traffic signs.
- * Business location and access into business.
- * All roads by name, driveways, and other pertinent landmarks.

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

RCIA

A customer must answer yes to all of the questions below to continue.

1. Is your RCIA accessible by a maintained road?
2. Does your RCIA attract an average of at least 100 persons per day during at least four consecutive months?
3. Is your RCIA noted for its recreational or cultural significance (i.e., national parks, state parks, sites listed in the National Register of Historic Places, libraries, community centers, museums, art galleries, race tracks, and ski areas or land that is of cultural significance under one ownership)?
4. Is the view of your RCIA or on-premise sign blocked until a motorist is within 1,250 feet of your RCIA?
5. Are all necessary business licenses current and maintained?

Location

Region: Location of the proposed sign installation (include highway name, milepost, or any other information that will help us locate your business).

Intersection Type

Crossroads intersection
 Tee Intersection
 Other (provide diagram)

Business Information

Mileage from highway to destination: Number of motorists served last year:

Is destination within city limits? Yes No Speed limit:

Sign Information

Requested sign legend

First two lines are reserved for the name of the RCIA. The third line is reserved for the direction (i.e., next right/left, x miles, etc.)

Optional Icons (up to 4)

Name	Icon Image
<input type="text" value="Other"/>	<input type="text"/>
<input type="text" value="Winter"/>	
<input type="text"/>	

Other (describe and provide a diagram)

Attachment Information

Attachments will be mailed Attachments are files and will be attached electronically

- Detailed site layout drawing showing:

- * All official traffic signs and devices within 800 feet of location.
- * Proposed RCIA sign location - 200' minimum from intersection.
- * Location and access into recreational area.
- * All roads by name, driveways, and other pertinent landmarks.

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Logo Sign

A customer must answer yes to all of the questions below to continue.

1. Are all the necessary business licenses current and maintained?
2. Is your specific service activity less than 25 miles from the highway? (Except for gas or restaurant - which must be less than 3 miles from the highway.)
3. Is the view of your business or on premise sign blocked until a motorist is within 1,250 feet of your business?
4. Are there fewer than 4 existing logos at the proposed location for your specific service activity?

Location

Region: Location of the proposed sign installation (include highway name, milepost, or any other information that will help us locate your business).

Intersection Type

Crossroads
 Tee Intersection
 Other (provide a diagram)

Business Information

Property legal description (i.e., Lot, Block, Subdivision, Township, Range, Section)

Property Tax ID number: Business License Number

If there is an existing LOGO panel (for your specific service), please list the business names.
If none, indicate NONE in the first box.

Name

Service Information

Speed Limit Mileage from highway to destination

Is destination withing city limits? Yes No

Sign Information

Select the specific service for which your are requesting a Logo sign: Gas Station Lodging Facility
 Restaurant Campground

Attachment Information




Attachments will be mailed Attachments are files and will be attached electronically

Color image of logo to be used (REQUIRED)	Photos/digital images of the main highway (REQUIRED)	Detailed site lyout drawing (REQUIRED)
---	--	--

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Memorial Sign

Location			
Region: <input type="text" value="Central"/>	Memorial Sign Location (highway, milepost, city, direction of traffic flow, etc.) <input type="text" value="Northern Lights Blvd at C Street, westbound"/>		
Is the proposed sign location within city limits? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If there are existing memorial signs at this location, please list them. If none, indicate NONE in the first row.			
<input type="button" value="Add"/> <input type="button" value="Remove"/>	<table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>none</td></tr></tbody></table>	Name	none
Name			
none			
Sign Information			
Select Sign Category:			
<input checked="" type="radio"/> In memory of the victim of an accident caused by a drunk driver	<input type="radio"/> Sponsored by the family or friends of a fatally injured drunk driver	<input type="radio"/> In memory of the victim of an accident not caused by a drunk driver	
			
Please enter the name as you want it to appear on the plaque: <input type="text" value="Clara Joyce Hunter"/>			
Accident Information			
Date and Location of Accident: <input type="text" value="05/28/1993 at Northern Lights Blvd and C Street"/>			
Name(s) of All Parties Involved: <input type="text" value="Clara Joyce Hunter, victim, and Christine Raphael, offending driver"/>			
Attachment Information			
<input checked="" type="checkbox"/> Attachments will be mailed <input type="checkbox"/> Attachments are files and will be attached electronically			
If applying for a sign in the memory of a victim of an accident caused by a drunk driver the following attachment is REQUIRED: - An affidavit by the customer that the individual to be memorialized was fatally injured in the highway accident, that the other driver is alleged to be at fault and that alcohol is alleged to be involved.			
If applying for a sign sponsored by the family or friends of a fatally injured drunk driver the following attachment is REQUIRED: - An affidavit by the customer that the individual who was fatally injured is alleged to be the driver at fault and alcohol is alleged to be involved.			
AFFIDAVIT - A statement of facts which is sworn to (or affirmed) before an officer who has authority to administer an oath (e.g. a notary public). signed, the person signing takes an oath that the contents are, to the best of their knowledge, true. It is also signed by a notary or another judicial officer that can administer oaths, to the effect that the person signing the affidavit was under oath when doing so.			

Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Tourist Information Kiosk

A customer must answer yes to all of the questions below to continue.

1. Are you a government entity, chamber of commerce, convention bureau, visitors bureau, business association, or similar organization?
2. Are all the necessary business licenses current and maintained for all services advertised in the kiosk?
3. Are the services to be advertised located less than 25 miles from the Kiosk? (Except for gas and restaurants - which must be less than 3 miles?)
4. Do all advertised services qualify as either a Tourist Oriented Directional Sign, Recreational/Cultural Interest Area Sign or general service signs?

Location

Region: Location of the proposed TIK installation (include highway name, milepost, or any other pertinent information):

Speed Limit

Business Information

Tax ID number Business License Number

Kiosk Services Information

Please list the tourist-oriented activities, recreational and cultural interest areas, and general services to be included in the kiosk:

Name

Attachment Information

Attachments will be mailed Attachments are files and will be attached electronically

- Detailed site layout drawing (REQUIRED) - Detailed drawing and design specifications for proposed kiosk (REQUIRED)

The final block is the same for all permits:

Type	File Name	Size	Add Date

Each function in this final block is discussed beginning on page 85.

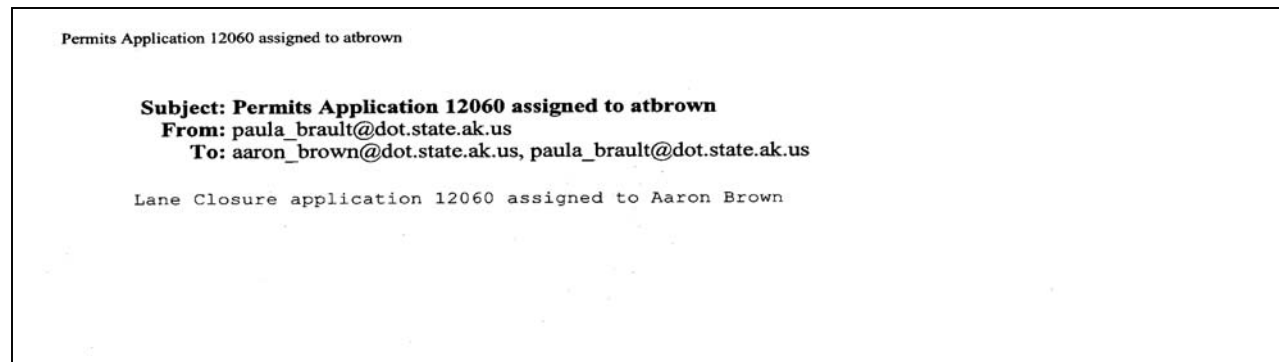
Application Review Process

Review and Assignment of Application by Permit Officer (continued)

The permit officer reviews the application and decides which processing agent should be assigned to process the application.

The permit officer clicks on the processing agent field at the top of the application (see beginning on page 71 for examples), enters the processing agent's name in all lower case, then clicks Save.

The system automatically notifies the processing agent by e-mail of the assignment, with a copy of the e-mail to the permit officer:



The application is now ready for review by the processing agent (see page 82).

Application Review Process

REVIEW OF APPLICATION BY PROCESSING AGENT

When notified of an assignment by e-mail, the Processing Agent logs in (see page 5) and locates the application (see page 18 or page 57).


Application Review Process

The processing agent reviews the application for completeness, and determines whether one or more attachments are required.

If the box (near the bottom of the screen) beside **Attachments will be mailed** is checked, the processing agent clicks the arrow button beside **Status** (near the top of the screen—see next page for drop-down Status menu) and then clicks **Awaiting Data**.

If the box (near the bottom of the screen) beside **Attachments are files and will be attached electronically** is checked, the processing agent can click on an attachment to view it.

If the processing agent makes any changes to this screen (such as clicking **Awaiting Data**), the agent should:

Click the **Save** icon  or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

If payment has not been received, click **Awaiting Payment**.

The screenshot shows the 'Right of Way Permitting System' application window for application DW 12042. The form includes the following fields and sections:

- Customer:** Andrew J Keefe Jr. **Contact:** Andrew J Keefe J
- Application Status:**
 - Add Date: 01/16/2003
 - Last Update Date: 01/16/2003
 - Last Status Change: 01/16/2003
 - Expiration Date: [Empty]
 - Customer Signature Date: [Empty]
 - Region Dir. Sig. Date: [Empty]
 - Status: Initial Status (dropdown menu is open showing: Initial Status, Awaiting Data, Awaiting Payment, Awaiting Retainer, Application Completed, In Review)
 - Processing Agent: [Empty]
 - Next Action Date: [Empty]
- Location:** [Empty]
- Region where approach road location (Highway, Subdivision, Legal Description, Road, Milepost, etc.):** [Empty]
- Driveway Information:**
 - Is Access to other public rights of way? Yes No
 - Is the driveway or approach road within a platted right of way? Yes No
 - How many lots does the driveway or approach road serve? [Empty]
 - Size of tract served by the driveway or approach road in acres: [Empty]
 - Is the driveway or approach road Yes No
 - Is the driveway of approach road proposed or existing? Proposed Existing
 - Date work will be completed in accordance with attached plan: [Empty]
 - Maximum number of vehicles which will use the driveway or approach road in any one hour: [Empty]
 - What is the driveway or approach road's main use? Residential Commercial

If the processing agent has selected **Awaiting Data** and/or **Awaiting Payment**, the application will be pending until these requirements are met.



Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

When the attachments and payments are received, the processing agent may advance the application by clicking the arrow button beside **Status** and selecting **In Review**.



Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

If the processing agent scrolls to the information block at the bottom of the application, the following tabs are listed across the screen:

- Attachments
- Provisions
- Special Conditions
- Comments
- Fees
- Payments
- Locations
- Dep. Apps (Dependant Applications)
- Reviews
- Change History

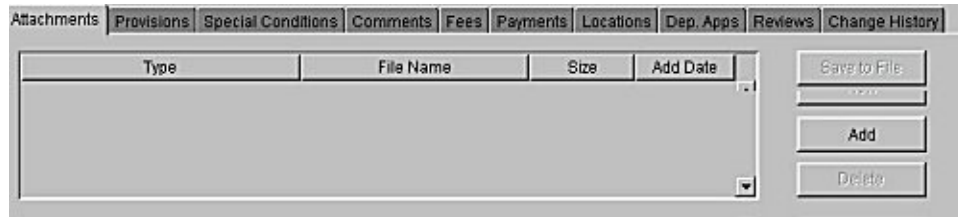
This is the area where the processing agent does the majority of work on the application.

Application Review Process

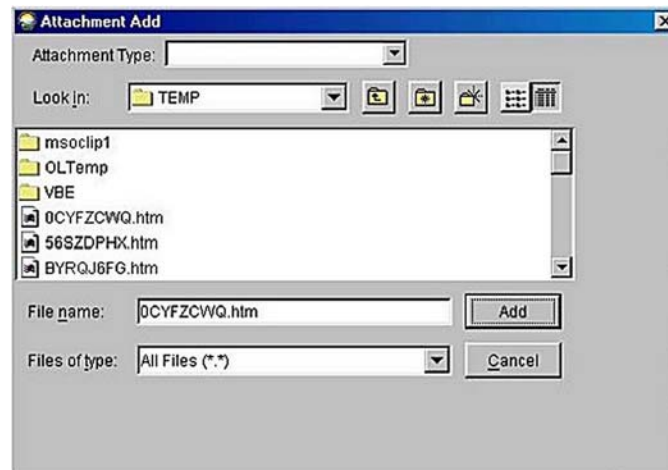
Review of Application by Processing Agent (continued)

Attachments Tab

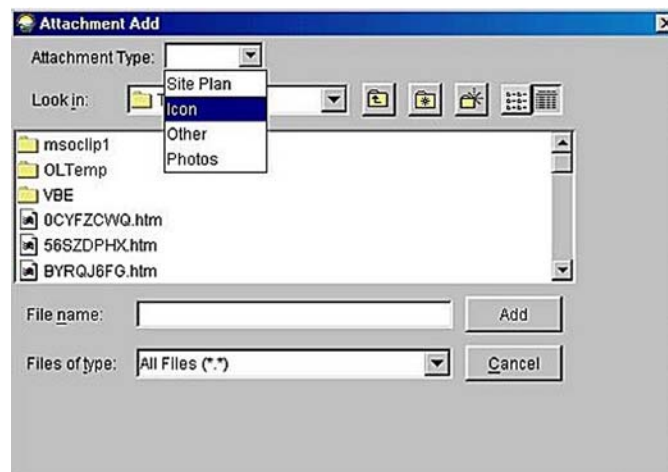
Clicking the **Attachments** tab displays the following screen:



Clicking **Add** displays the following screen:



Clicking the arrow button beside **Attachment Type** displays a list appropriate for the permit type:

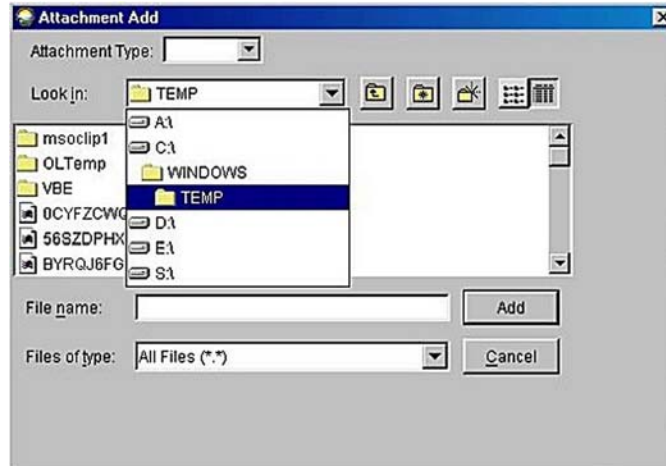


Application Review Process

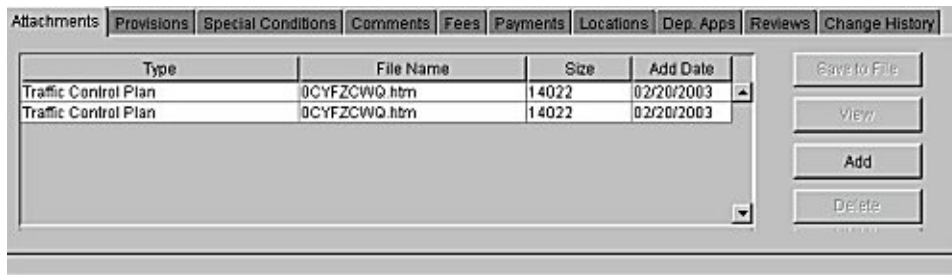
Review of Application by Processing Agent (continued)


Attachments Tab (continued)

Click the type of attachment sought and then click the arrow button beside **Look in** to locate the folder that contains the file to be attached:



When the correct file has been highlighted, click **Add** and the file is attached to the application and is displayed at the bottom of the application when the **Attachments** tab is clicked:



Click the **Save** icon  or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

Provisions Tab

Clicking the **Provisions** tab displays two windows: a list of assigned provisions and a list of unassigned provisions:




The assigned provisions are the default General Provisions that have been developed for each type of permit, and that are automatically assigned to that permit type.

The unassigned provisions are Special Provisions, one or more of which may be made applicable to a specific permit, but would not always be appropriate for every permit of this type.

Clicking on a provision displays the wording of the provision in the box below the list. It also activates the double-arrow button between the boxes.

Clicking on a provision in either list and then clicking the double-arrow button between the lists moves the provision to the other list.

When a provision is moved, it retains the screen designation “General, Yes” or “General, No” but is added or deleted from the permit.

⇒ If a change is made while in Provisions, the Save  icon **must be clicked** to retain those changes since there is no popup box with this aspect of the program. If the screen is closed without saving, the change will not be made.

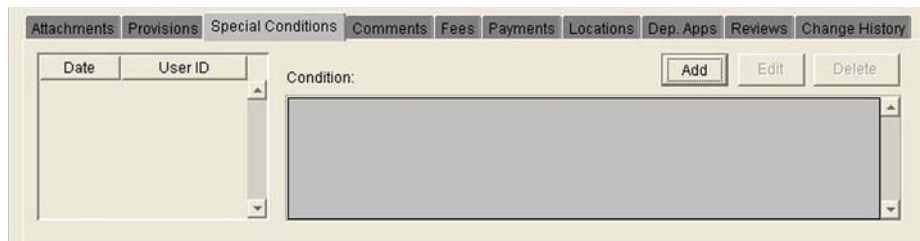
Application Review Process

Review of Application by Processing Agent (continued)

Special Conditions Tab

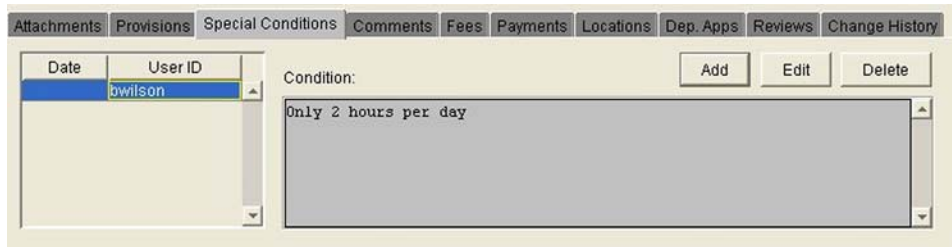
Special conditions are conditions that are made applicable to a specific permit for unique circumstances not covered by the General Provisions or the Special Provisions. Special Conditions are written and assigned to a permit, either by a processing agent using the Special Conditions Tab (or by a reviewer using the block provided on the application in the Reviewer Display screen).

Clicking the **Special Conditions** tab displays a two-part screen:



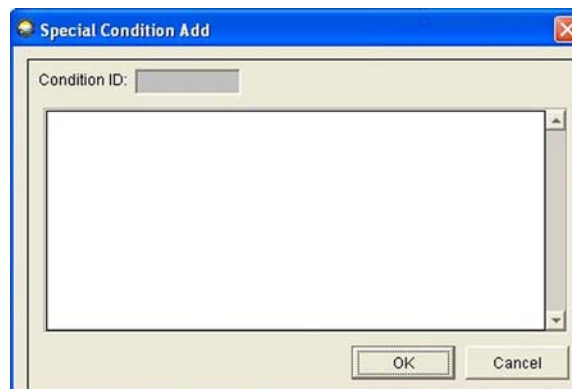
The screenshot shows a software interface with a tabbed menu at the top: Attachments, Provisions, Special Conditions (selected), Comments, Fees, Payments, Locations, Dep. Apps, Reviews, and Change History. Below the tabs is a table with two columns: Date and User ID. To the right of the table is a large text area labeled "Condition:" with "Add", "Edit", and "Delete" buttons above it. The table and text area are currently empty.

If a reviewer has assigned a Special Condition to this permit, the reviewer's User ID will be displayed. Clicking on the User ID displays the text of the Special Condition:



The screenshot shows the same interface as above, but with data. The "User ID" column in the table contains the text "bwilson". The "Condition:" text area now contains the text "Only 2 hours per day".

If the processing agent wants to add a Special Condition, clicking **Add** displays the following screen:



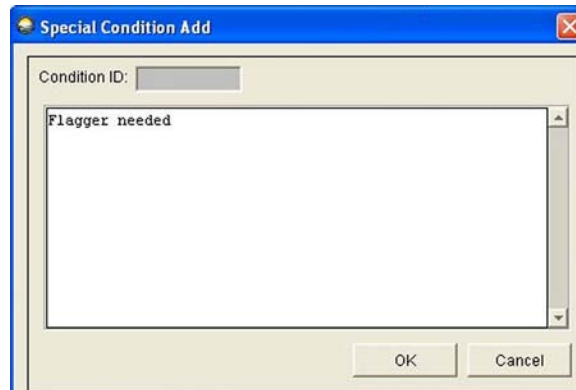
The screenshot shows a dialog box titled "Special Condition Add". It has a "Condition ID:" label followed by an empty text input field. Below the input field is a large empty text area. At the bottom right of the dialog are "OK" and "Cancel" buttons.

Application Review Process

Review of Application by Processing Agent (continued)

Special Conditions Tab (continued)

Enter each Special Condition to be added:



Special Condition Add

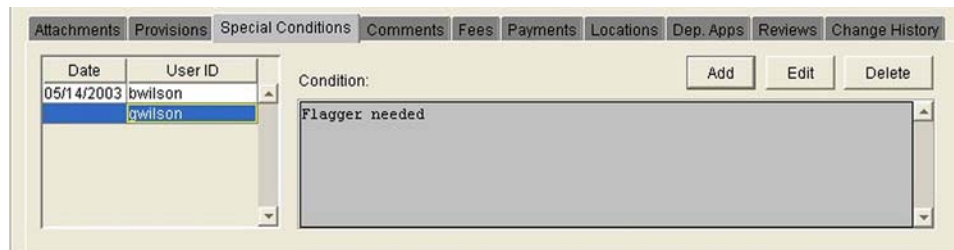
Condition ID:

Flagger needed

OK Cancel

Click **OK**.

This returns the processing agent to the previous Special Conditions screen. The date and the agent's User ID will be listed on the left. Clicking the agent's User ID displays on the right the condition that was added.



Attachments Provisions **Special Conditions** Comments Fees Payments Locations Dep. Apps Reviews Change History

Date	User ID
05/14/2003	bwilson
05/14/2003	gwilson

Condition:

Flagger needed

Add Edit Delete

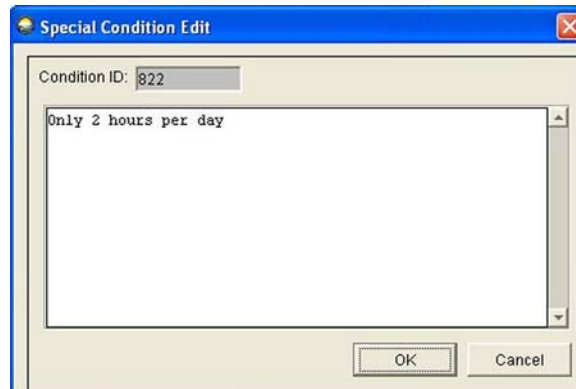
Highlighting the User ID of the agent who added a Special Condition, and then clicking **Delete** removes the User ID of that agent and the Special Condition that was added by the agent.

Application Review Process

Review of Application by Processing Agent (continued)

Special Conditions Tab (continued)

Clicking **Edit** displays the screen where the text of the Special Condition was added, allowing that text to be edited.



After the processing agent has entered, edited, and/or deleted any Special Conditions, as necessary,



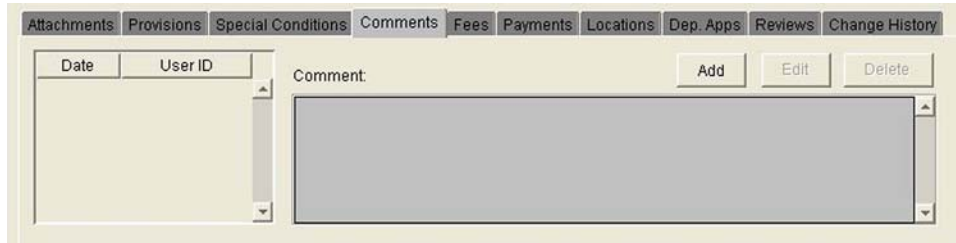
Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

Comments Tab

Clicking the **Comments** tab displays the following screen:

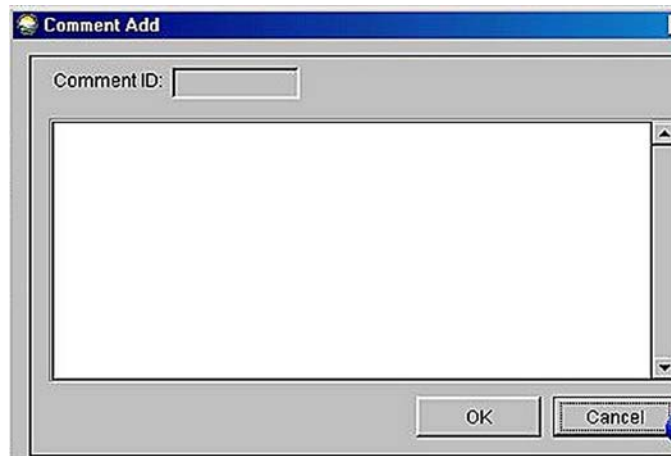


The screenshot shows a software interface with a menu bar at the top containing the following tabs: Attachments, Provisions, Special Conditions, Comments (which is highlighted), Fees, Payments, Locations, Dep. Apps, Reviews, and Change History. Below the menu bar, there is a table with two columns: 'Date' and 'User ID'. To the right of the table is a large text area labeled 'Comment:'. Above the text area are three buttons: 'Add', 'Edit', and 'Delete'.

This screen is for notes or reminders such as “Sent to Agent X on 3/12.” It can be used as an ongoing log of progress on the application.

⇒ This screen is available only to permit officers and processing agents.

Clicking **Add** displays the following screen:



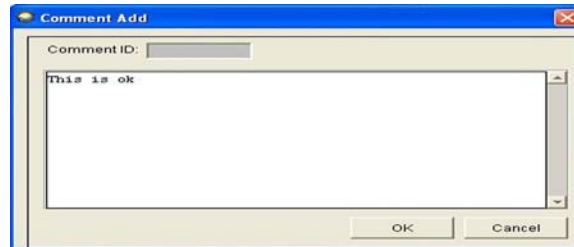
The screenshot shows a dialog box titled 'Comment Add'. It has a 'Comment ID:' label followed by an empty text input field. Below this is a large, empty text area for entering the comment. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

Application Review Process

Review of Application by Processing Agent (continued)

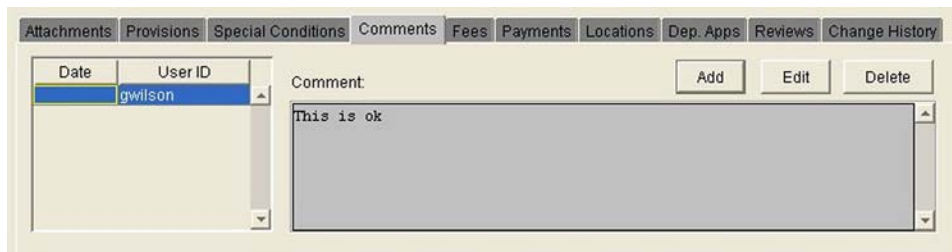
Comments Tab (continued)

The permit officer or processing agent may enter comments specific to this application:



Clicking **OK** displays the previous Comments screen.


Highlighting the name displays the comments:



Clicking **Edit** allows the permit officer or processing agent to edit the comments.

Clicking Delete allows the permit officer or processing agent to delete the comments.



Click the **Save** icon  or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

Fees Tab

Clicking the **Fees** tab displays a screen that shows Assigned and Unassigned fees. Assigned fees are those appropriate for the type of permit involved. The following screens display the fee screen for each type of permit:

Lane Closure Permit

Attachments	Provisions	Special Conditions	Comments	Fees	Payments	Locations	Dep. Apps	Reviews	Change History		
Assigned:		Name		Amount		Unassigned:		Name		Amount	
		Application Fee		100.0							

Highway Event Permit

Attachments	Provisions	Special Conditions	Comments	Fees	Payments	Locations	Dep. Apps	Reviews	Change History		
Assigned:		Name		Amount		Unassigned:		Name		Amount	
						<<		Application Fee (less than 10...		0.0	
						>>		Application Fee (100 or more...		100.0	

Driveway or Approach Road Permit

Attachments	Provisions	Special Conditions	Comments	Fees	Payments	Locations	Dep. Apps	Reviews	Change History		
Assigned:		Name		Amount		Unassigned:		Name		Amount	
		Application Fee		100.0		<<		Performance Deposit		500.0	
						>>		Retainer		5000.0	

Application Review Process

Review of Application by Processing Agent (continued)

Fees Tab (continued)

TODS

Attachments		Provisions		Special Conditions		Comments		Fees		Payments		Locations		Dep. Apps		Reviews		Change History	
Assigned:		Name		Amount				Unassigned:		Name		Amount							
		Application Fee		100.0				<<											
		Permit Fee		400.0															
		5-Year Renewal Permit Fee		300.0				>>											

RCIA

Attachments		Provisions		Special Conditions		Comments		Fees		Payments		Locations		Dep. Apps		Reviews		Change History	
Assigned:		Name		Amount				Unassigned:		Name		Amount							
		Application Fee		100.0				<<											
		Permit Fee		400.0															
		Renewal Permit Fee		300.0				>>											

Logo Sign

Attachments		Provisions		Special Conditions		Comments		Fees		Payments		Locations		Dep. Apps		Reviews		Change History	
Assigned:		Name		Amount				Unassigned:		Name		Amount							
		Application Fee		100.0				<<		Permit Fee (State Installed)		4500.0							
										Permit Fee (contractor install...		400.0							
								>>		5-Year Renewal Permit Fee (...		1000.0							
										5 Year Renewal Permit Fee /		200.0							

Memorial Sign

Attachments		Provisions		Comments		Fees		Payments		Locations		Dep. Apps		Reviews		Change History	
Assigned:		Name		Amount				Unassigned:		Name		Amount					
								<<									
								>>									

Application Review Process

Review of Application by Processing Agent (continued)

Fees Tab (continued)

Tourist Information Kiosk

Assigned:		Unassigned:	
Name	Amount	Name	Amount
Application Fee	100.0	INACTIVE	0.0
Permit Fee	400.0		
5-Year Renewal Permit Fee	300.0		

The fee amount cannot be changed, but by highlighting a fee and then clicking the bottom double-arrow button,

Assigned:		Unassigned:	
Name	Amount	Name	Amount
Application Fee	100.0	INACTIVE	0.0
Permit Fee	400.0		
5-Year Renewal Permit Fee	300.0		

Submit with signed renewal permit document.

the fee can be moved to Unassigned so that it will not be applied to a specific permit.

Assigned:		Unassigned:	
Name	Amount	Name	Amount
Application Fee	100.0	INACTIVE	0.0
Permit Fee	400.0	5-Year Renewal Permit Fee	300.0

⇒ A fee might be moved for a permit with one or more fees in addition to the application fee. For example, there may be a permit fee that is due when the permit is approved and/or there may be a renewal fee due on the renewal anniversary. These can be moved to Unassigned until they are due. They can also be moved to Unassigned if the fee is being waived.

Highlighting the fee in Unassigned and clicking on the upper double arrow button moves the fee back to Assigned.



Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

Payments Tab

Clicking the **Payments** tab displays the date of a payment, what it was for, how it was paid, the amount and the check number. There are also accounting code fields to indicate how to distribute the payment.

Date	Fee	Tran Type	Instrument	Amount	Check#	AC	CC	LC	PGC	PJC
02/19/2003	Application Fee	Payment	Check	100.0	1002					

Comment:

Clicking **Add** displays a screen with blank fields for entering the payment information:

Payment Add

Payment ID: Amount:

Payment Date: Transaction Type:

Fee Type:

Payment Instrument: Check Number:

AC: CC: LC: PGC: PJC:

Comment:

OK Cancel

⇒ Every field is a required field, except for check number and the account code fields.

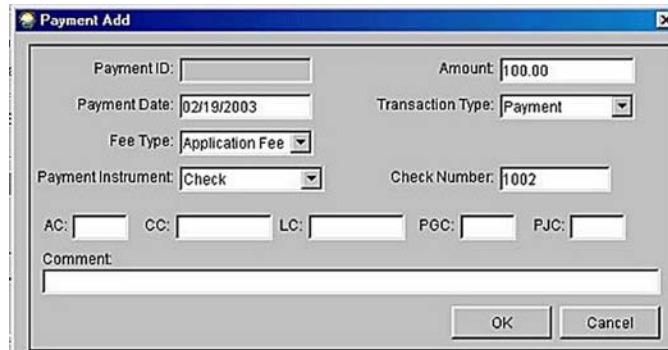
Application Review Process

Review of Application by Processing Agent (continued)

Payments Tab (continued)

Clicking the arrow button beside **Fee Type** drops down a menu showing applicable fees.

The only Fee Type displayed for a Lane Closure, Driveway or Approach Road, and Logo Sign application is the Application Fee. For example:

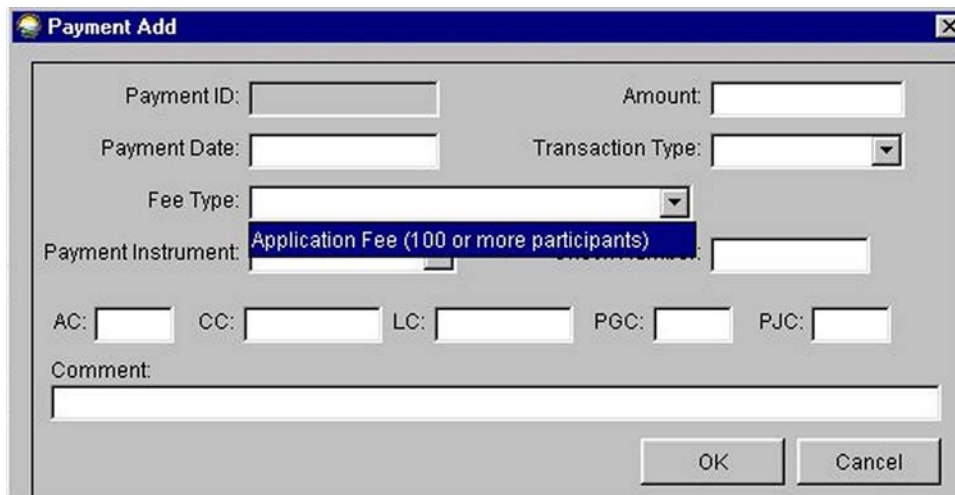


The screenshot shows a 'Payment Add' dialog box with the following fields and values:

Payment ID:		Amount:	100.00						
Payment Date:	02/19/2003	Transaction Type:	Payment						
Fee Type:	Application Fee								
Payment Instrument:	Check	Check Number:	1002						
AC:		CC:		LC:		PGC:		PJC:	
Comment:									
[Empty text area]									
[OK] [Cancel]									

The screens showing Fee Type for a Highway Event Permit, TODS, RCIA, and Tourist Information Kiosk are as follows:

Highway Event Permit



The screenshot shows a 'Payment Add' dialog box with the following fields and values:

Payment ID:		Amount:							
Payment Date:		Transaction Type:							
Fee Type:	Application Fee (100 or more participants)								
Payment Instrument:									
AC:		CC:		LC:		PGC:		PJC:	
Comment:									
[Empty text area]									
[OK] [Cancel]									

Application Review Process

Review of Application by Processing Agent (continued)

Payments Tab (continued)

TODS

Payment ID: Amount:
Payment Date: Transaction Type:
Fee Type:
Payment Instrument: Check Number:
AC: CC: PGC: PJC:
Comment:
OK Cancel

RCIA

Payment ID: Amount:
Payment Date: Transaction Type:
Fee Type:
Payment Instrument: Check Number:
AC: CC: PGC: PJC:
Comment:
OK Cancel

Tourist Information Kiosk

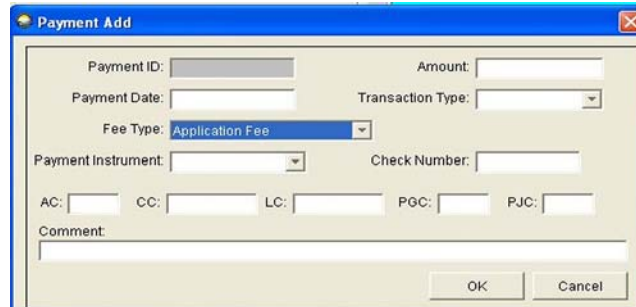
Payment ID: Amount:
Payment Date: Transaction Type:
Fee Type:
Payment Instrument: Check Number:
AC: CC: PGC: PJC:
Comment:
OK Cancel

Application Review Process

Review of Application by Processing Agent (continued)

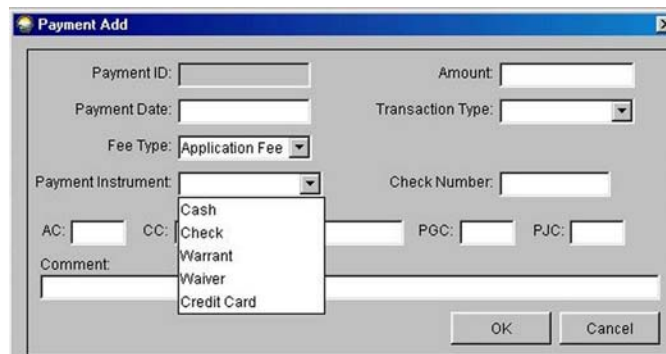
Payments Tab (continued)

Clicking on a fee in the drop-down menu highlights it and enters it into the Fee Type field:



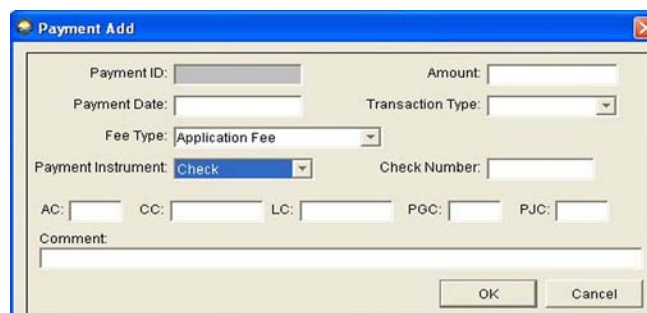
The screenshot shows the 'Payment Add' dialog box. The 'Fee Type' dropdown menu is open, and 'Application Fee' is selected. The other fields in the dialog are: Payment ID, Amount, Payment Date, Transaction Type, Payment Instrument, Check Number, AC, CC, LC, PGC, PJC, and a Comment field. The OK and Cancel buttons are at the bottom right.

Clicking the arrow button beside **Payment Instrument** drops down a menu with methods of making the payment:



The screenshot shows the 'Payment Add' dialog box with the 'Payment Instrument' dropdown menu open. The menu options are: Cash, Check, Warrant, Waiver, and Credit Card. The 'Fee Type' is still 'Application Fee'. The other fields and buttons are the same as in the previous screenshot.

Clicking the type of payment highlights it and enters it into the field:



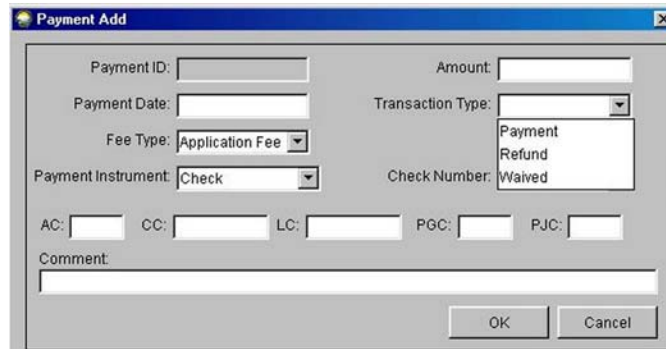
The screenshot shows the 'Payment Add' dialog box with 'Check' selected in the 'Payment Instrument' dropdown menu. The 'Fee Type' remains 'Application Fee'. The other fields and buttons are the same as in the previous screenshots.

Application Review Process

Review of Application by Processing Agent (continued)

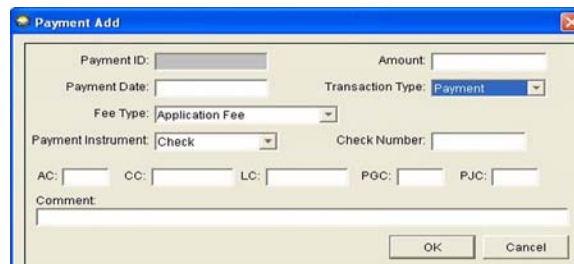
Payments Tab (continued)

Clicking the arrow button beside **Transaction Type** drops a menu containing options to describe what the payment is for:



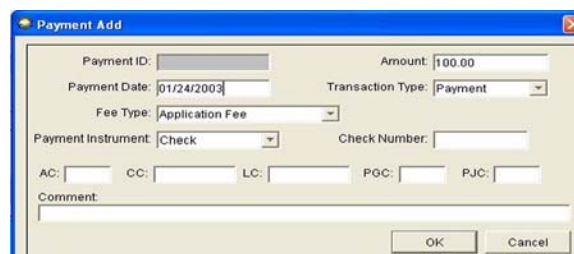
The screenshot shows the 'Payment Add' dialog box with the 'Transaction Type' dropdown menu open. The menu options are 'Payment', 'Refund', and 'Waived'. The 'Payment' option is highlighted. Other fields include Payment ID, Amount, Payment Date, Fee Type (Application Fee), Payment Instrument (Check), Check Number, AC, CC, LC, PGC, PJC, and a Comment field.

Clicking the appropriate type highlights it and enters it into the field:



The screenshot shows the 'Payment Add' dialog box with 'Payment' selected in the 'Transaction Type' dropdown. The 'Payment' option is highlighted in blue. Other fields are the same as in the previous screenshot.

Enter the amount of the payment:



The screenshot shows the 'Payment Add' dialog box with '100.00' entered in the 'Amount' field. The 'Payment' option is still selected in the 'Transaction Type' dropdown. Other fields are the same as in the previous screenshot.

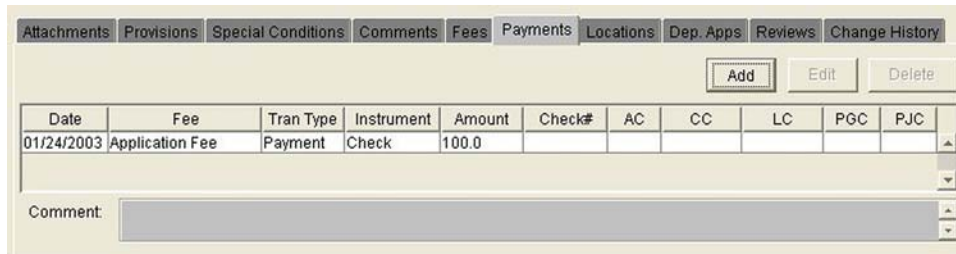
⇒ Entering the amount in the appropriate accounting code field does not automatically handle the coding. Notify DOT&PF's Finance Section that a payment has been received and what account it should be sent to (either write the coding on the check itself or make a copy of the check and write the coding on the copy before sending the check to Finance).

Application Review Process

Review of Application by Processing Agent (continued)

Payments Tab (continued)

After entering all the information, clicking **OK** returns the payment screen with the information entered:



Date	Fee	Tran Type	Instrument	Amount	Check#	AC	CC	LC	PGC	PJC
01/24/2003	Application Fee	Payment	Check	100.0						

Comment:

Highlighting the entry activates the **Edit** and **Delete** buttons for such actions, if necessary.



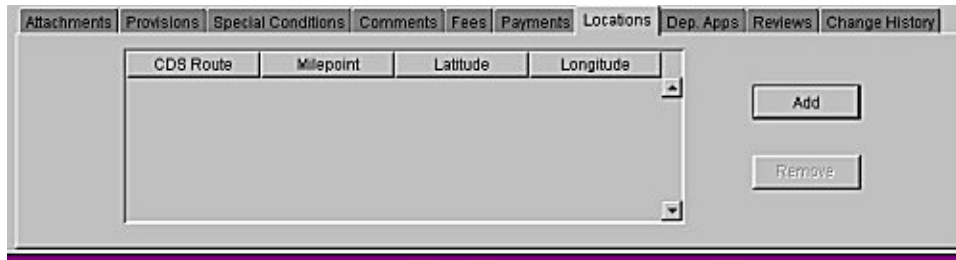
Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

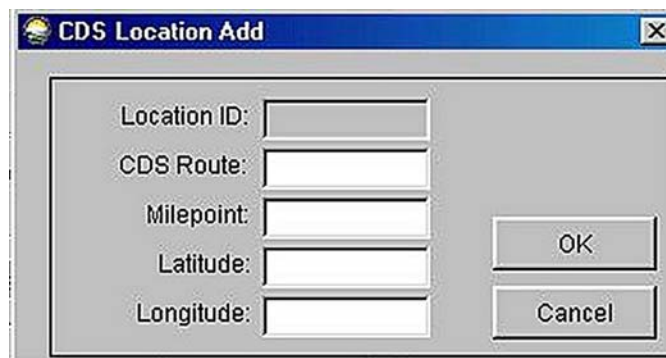
Locations Tab

Clicking the **Locations Tab** displays the following screen:



The screenshot shows a software interface with a tabbed menu at the top. The 'Locations' tab is selected. Below the menu is a table with four columns: 'CDS Route', 'Milepoint', 'Latitude', and 'Longitude'. The table is currently empty. To the right of the table are two buttons: 'Add' and 'Remove'.

Clicking **Add** displays a Location ID screen with fields for CDS Route, Milepoint, Latitude, and Longitude:



The screenshot shows a dialog box titled 'CDS Location Add'. It contains five input fields: 'Location ID:', 'CDS Route:', 'Milepoint:', 'Latitude:', and 'Longitude:'. To the right of the fields are two buttons: 'OK' and 'Cancel'.

The CDS Route and the Milepoint fields must be entered in numeric form.

⇒ Both of these fields must be completed for either of them to be accepted.

Latitude must be entered as dd-mm-ss (degrees/minutes/seconds).

Longitude must be in format ddd-mm-ss (degrees/minutes/seconds).

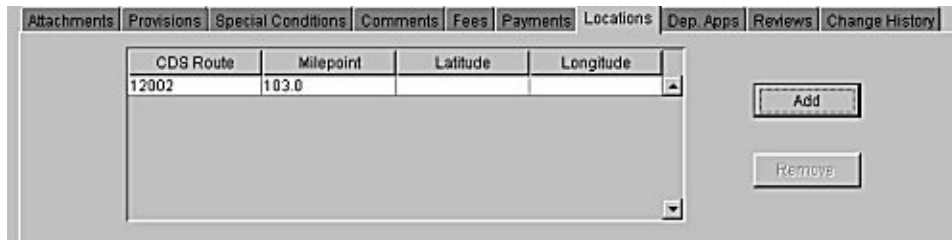
⇒ The CDS Route and Milepoint may be accepted without entering Latitude and Longitude, but for Latitude and Longitude to be accepted, both must be entered with the CDS Route and Milepoint.

Application Review Process

Review of Application by Processing Agent (continued)

Locations Tab (continued)

Clicking **OK** returns the Location screen with the information added:



CDS Route	Milepoint	Latitude	Longitude
12002	103.0		

Buttons: Add, Remove

Highlighting this information activates the Remove button. Clicking **Remove** deletes the location information.



Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

Dependent Applications Tab

Clicking the **Dep Apps** (Dependent Applications) tab displays a list of any other application that must be approved before the current application can be approved



Number	Type	Comment
--------	------	---------

Buttons: Add, Edit, Delete

⇒ The ROWDyS system currently includes only one automatic notification for a Dependent Application. If a customer applies for a Highway Event Permit and does not check the box that states “Check here if the traffic control provider is a law enforcement agency,” the customer is automatically led to fill out a Lane Closure permit application upon which the Highway Event Permit will then be dependent before it can be approved. If the processing agent completes the application on the customer’s behalf, and learns that traffic control is not provided by a law enforcement agency, the agent advises the customer that a Lane Closure Permit is required and adds it as a Dependent Application in the manner described below. Dependent Applications for any other permit type must be added by the processing agent after informing the customer. For example, a contractor applying for a Lane Closure permit to install a portion of a wastewater system would also need to provide a copy of a utility permit to install the pipes in the right-of-way. The agent would call and tell the customer that the Lane Closure permit application cannot be approved until the agent reviews a copy of the utility permit.

Dependent Applications are added as described below.

Application Review Process

Review of Application by Processing Agent (continued)

Dependent Applications (continued)

Clicking **Add** displays a screen with blank fields that allow adding a Dependent Application. This requires entering the Application Number, the application Type, and Comments:

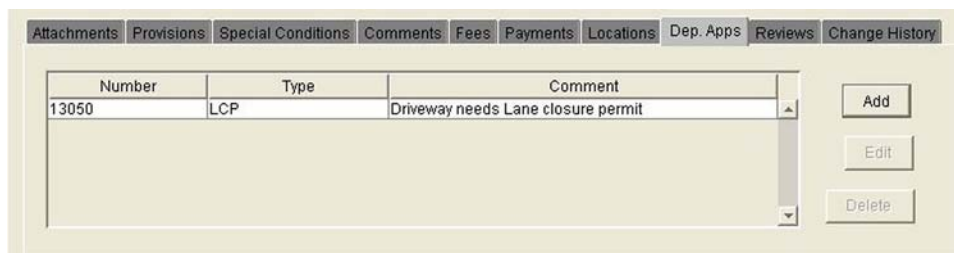


⇒ Because the Application Number will not be known until after the system assigns that number, it may be necessary to complete this after notifying the customer and receiving notice of the completed application.

The Application Number and the Type are both required fields:



Clicking **OK** returns the Dependent Applications screen with the information added.



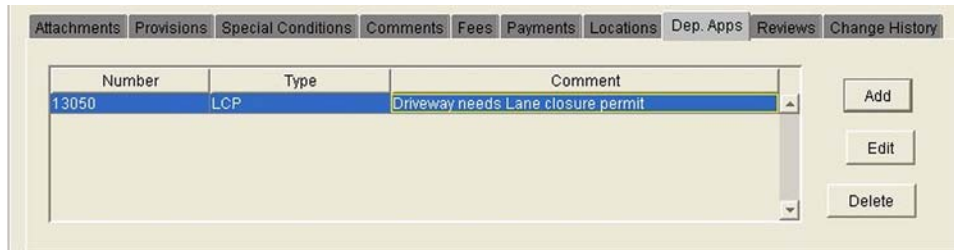
Number	Type	Comment
13050	LCP	Driveway needs Lane closure permit

Application Review Process

Review of Application by Processing Agent (continued)

Dependent Applications (continued)

Highlighting this information activates the **Edit** and **Delete** functions:



Clicking **Edit** returns the Dependent Applications screen where the information may be modified:

Clicking **Delete** removes the information.



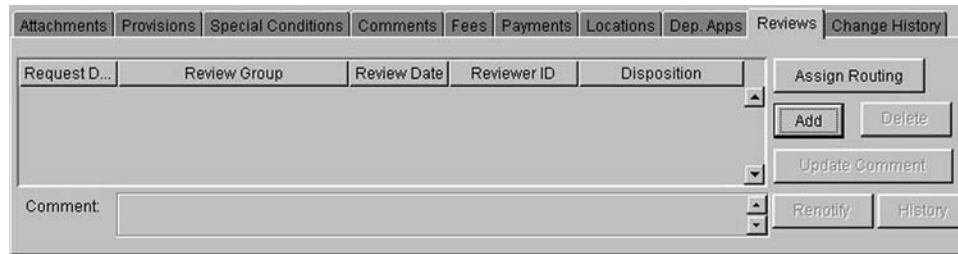
Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

Application Review Process

Review of Application by Processing Agent (continued)

Reviews Tab

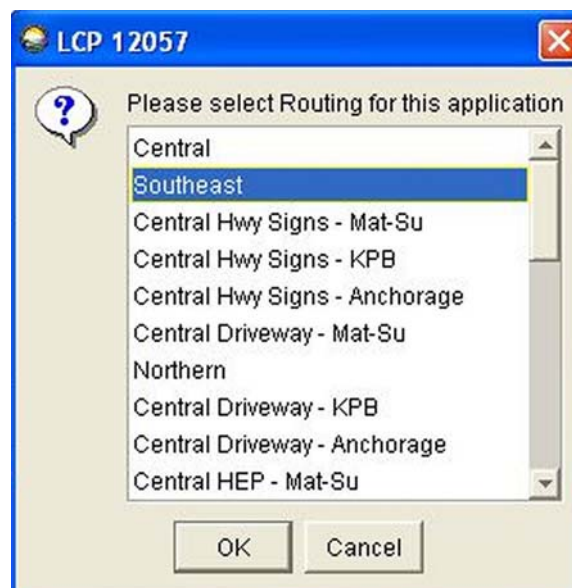
Clicking the Reviews Tab displays the following screen – if the application is in review status.



The screenshot shows a software interface with a tabbed menu at the top. The 'Reviews' tab is selected. Below the menu is a table with columns: Request D..., Review Group, Review Date, Reviewer ID, and Disposition. To the right of the table are buttons: Assign Routing, Add, Delete, Update Comment, Rectify, and History. Below the table is a 'Comment:' label followed by a text input field.

This function allows the processing agent to assign an application to one or more appropriate Routings (the Assign Routing button) or to assign it to one or more Review Groups (the Add button).

Clicking **Assign Routing** displays a statewide list of all established Routings that may be assigned to review a particular application, as appropriate.

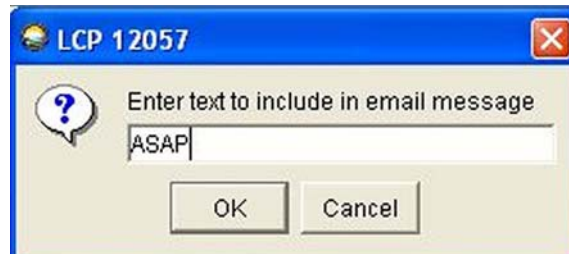


Application Review Process

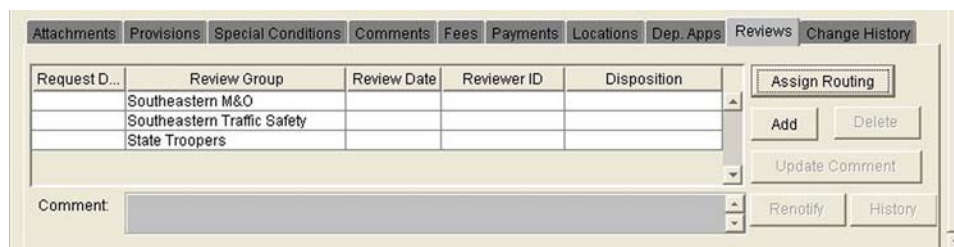
Review of Application by Processing Agent (continued)

Reviews Tab (continued)

Highlighting a Routing and then clicking **OK** displays the following screen with a blank field for entering appropriate e-mail text for the review group that was just assigned:



After entering e-mail text, clicking **OK** returns the Reviews screen with the selected Routing that lists the review groups that are within that Routing:



Clicking the **Add** button displays the following screen that allows the processing agent to add a review group:

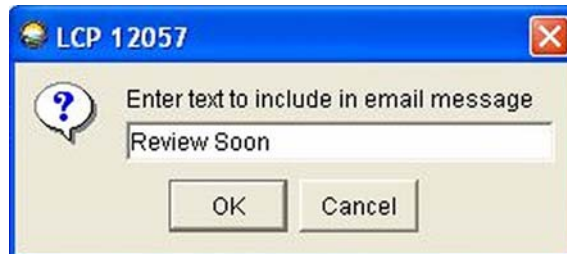


Application Review Process

Review of Application by Processing Agent (continued)

Reviews Tab (continued)

Highlighting a group and then clicking **OK** displays the following screen with a blank field for entering appropriate e-mail text for the review group that was just assigned:

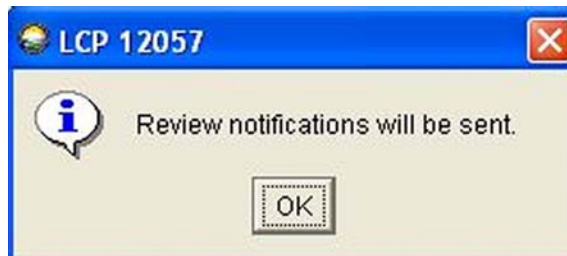


Clicking **OK** returns the Reviews Tab screen with the new name displayed.



Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

After saving the changes, a popup screen appears stating that the notification will be sent:



An e-mail notifies the primary reviewer for the review group that an application has been assigned for review (see page 114).

After closing and reopening the screen, the system displays the request dates and the disposition for each review group:

Request D...	Review Group	Review Date	Reviewer ID	Disposition	
06/16/2003	Southeastern M&O			No Disposition	Assign Routing Add Delete Update Comment Renotify History
06/16/2003	Southeastern Traffic Safety			No Disposition	
06/16/2003	State Troopers			No Disposition	
06/18/2003	Gary Wilson			No Disposition	

Comment:

Application Review Process

Review of Application by Processing Agent (continued)

Reviews Tab (continued)

Clicking the Reviews tab after an application has been circulated displays all review groups. Highlighting a review group displays in the comments block any comments made by that group.



The screenshot shows a software interface with a menu bar at the top containing: Attachments, Provisions, Special Conditions, Comments, Fees, Payments, Locations, Dep. Apps, Reviews, and Change History. Below the menu is a table with the following columns: Request D..., Review Group, Review Date, Reviewer ID, and Disposition. The table contains three rows: Southeastern M&O, Southeastern Traffic Safety, and State Troopers (highlighted in blue). Below the table is a comment field with the text "This is good". To the right of the table and comment field are several buttons: Assign Routing, Add, Delete, Update Comment, Renotify, and History.

A review group can be deleted, comments can be updated, or a review group can be renotified.

Clicking **Update Comments** displays the following screen where comments may be modified.



The screenshot shows a dialog box titled "Review Comment Edit". It contains the following information: Review ID: 1943, Review Group: State Troopers, Request Date:, Reviewer:, Review Date:, and Disposition:. Below this information is a large empty text area for editing the comment. At the bottom of the dialog are "OK" and "Cancel" buttons.

Clicking **Renotify** displays a screen for entering e-mail text:



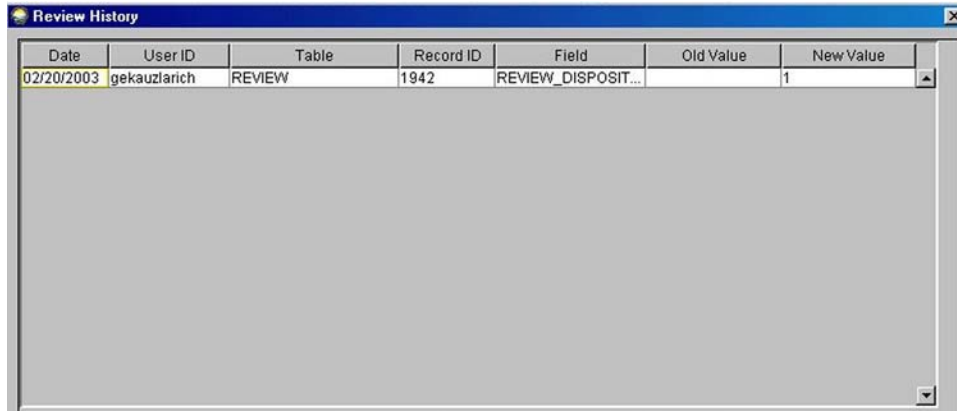
The screenshot shows a dialog box titled "LCP 12049". It contains a question mark icon and the text "Enter text to include in email message". Below this text is a large empty text area for entering the email content. At the bottom of the dialog are "OK" and "Cancel" buttons.

Application Review Process

Review of Application by Processing Agent (continued)

Reviews Tab (continued)

Clicking the **History** button displays a screen showing all reviews that have been made on the application.



Date	User ID	Table	Record ID	Field	Old Value	New Value
02/20/2003	gekauzlarich	REVIEW	1942	REVIEW_DISPOSIT...		1

When work with the Reviews tab is finished:



Click the **Save** icon or choose **Yes** from the popup screen that appears if attempting to close the screen before saving changes.

The processing agent monitors progress on an application to ensure that timely reviews are being made and to determine whether action is needed on any comments made by a review group.

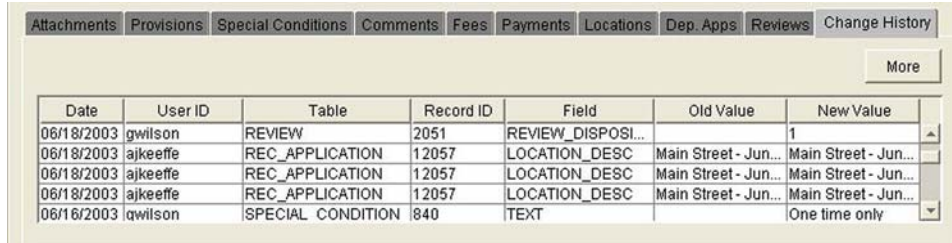
Application Review Process

Review of Application by Processing Agent (continued)

Change History Tab

The title of this tab could be misleading. It really means “history of changes made” rather than a function that allows the history to be changed.

Clicking the **Change History** tab displays the following screen, a portion of which is shown here:



Date	User ID	Table	Record ID	Field	Old Value	New Value
06/18/2003	gwilson	REVIEW	2051	REVIEW_DISPOSI...		1
06/18/2003	ajkeeffe	REC_APPLICATION	12057	LOCATION_DESC	Main Street - Jun...	Main Street - Jun...
06/18/2003	ajkeeffe	REC_APPLICATION	12057	LOCATION_DESC	Main Street - Jun...	Main Street - Jun...
06/18/2003	ajkeeffe	REC_APPLICATION	12057	LOCATION_DESC	Main Street - Jun...	Main Street - Jun...
06/16/2003	qwilson	SPECIAL CONDITION	840	TEXT		One time only

This screen lists everything that has been entered in any screen by anyone for this application. The information shown on this screen is automatically entered by the system when an entry is made to any of the other screens. It even lists information that has been deleted, including when and by whom that was done.

Application Review Process

REVIEW OF APPLICATION BY REVIEW GROUPS


When the processing agent assigns an application for review, the primary reviewer is automatically notified by e-mail:



The primary reviewer then forwards the e-mail to each reviewer in the group. Each reviewer reviews it for acceptability according to their area of expertise, and comments on its acceptability or unacceptability.

⇒ A hyperlink to the Reviewer Login screen is included in the message:

Reviewer Login


PERMITS SYSTEM

Login

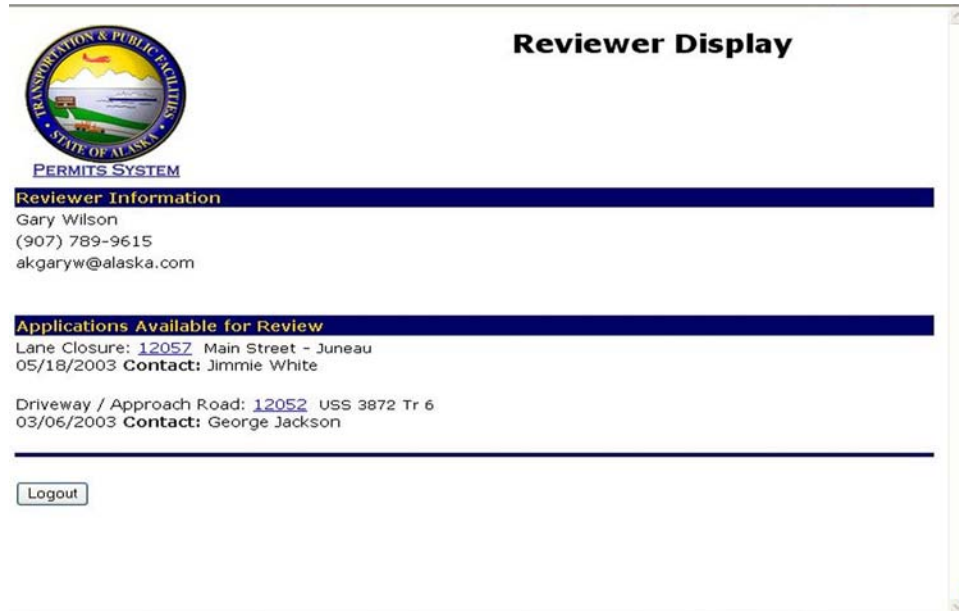
User Id:

Password:

Application Review Process

Review of Application by Review Groups (continued)

Logging in displays the Reviewer Display screen. If the reviewer has been assigned one or more applications to review, the information for each pending application is listed:

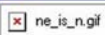


By clicking on one of the applications listed, a new screen opens with the complete application (split into three pages).

⇒ **IMPORTANT NOTE:** If the reviewer clicks **Logout** at the bottom of the application (rather than the Logout button shown here), the only way the reviewer can access that application again is through the original e-mail notification.

Application Review Process

Review of Application by Review Groups (continued)

Driveway Permit Application Review	
Application Information	
Application Number: 12052	Status: In Review
Customer Information	
George Jackson Mr. George R. Jackson Permits Officer 6860 Glacier Highway Juneau, AK 99801 (907) 465-4526	
Location Information	
Southeast Region USS 3872 Tr 6	
Driveway Information	
Is access available from other public rights of way:	NO
Is driveway/road within a platted right of way:	YES
How many lots will the driveway/road serve:	1
Size of the tract served by driveway/road:	217500 square feet
Is driveway located within a zoning authority:	YES
Zoning designation:	Comercial
Is the driveway proposed or existing:	Proposed
Date applicant/permittee to complete work in accordance with attached plan:	05/30/2006
Maximum number of vehides which will use the driveway or approach road in any one hour:	15
Main use of driveway/road:	Residential
Speed Limit:	
Sight distance left:	feet
Sight distance right:	feet
Proposed land use for tract served by driveway/road:	cemetary
Driveway Specifications	
	
A. Driveway width	24 feet

The first portion of the application is information supplied by the customer, including attachments.

- B. Left edge clearance **135** feet
- C. Right edge clearance **345** feet
- D. Left return radius **20** feet
- E. Right return radius **20** feet
- F. Shoulder width
- G. Approach angle **90** degrees
- H. Curb type **Curb cut w/o buffer zone**
- I. Curb to sidewalk distance

Driveway profile view

- J. Left culvert foreslope **1: 10**
- K. Right culvert foreslope **1: 10**
- L. Culvert length
- M. Landing grade **0.0** percent
- N. Landing length **30** feet
- O. Culvert diameter
- P. Culvert type **None**
- Q. Ditch depth
- R. Driveway surface type **Asphalt**
- S. Shoulder type **None**

Attachments

04/24/2003 Site Plan [0CYFZCWQ.htm](#) (13.69 KB)

Provisions

This permit is not a property right but a temporary authorization, revocable by the State. (17 AAC 10.020 and 10.040)

If you damage any improvements within the State owned right of way, you will be responsible for returning them to their previous condition. The Department will inspect and approve the restored improvements. (17 AAC 10.065)

Permittee shall indemnify, defend and hold harmless the State, and its officers, employees, and contractors, from any and all claims or actions resulting from injury, death, loss, or damage sustained by any person or personal property resulting directly or indirectly from Permittee's use of or activities in the permitted area.

If driveway construction interferes with the public's safety and/or use of facilities within State owned right of way, you will be directed to stop work until adjustments are made.

A copy of this permit must be on site. If any of the conditions of this permit are violated, the State reserves the right to require the removal of all activities from the area.

The Permit grants permission for driveway construction only, allowing access to and from your property onto a State maintained highway. It does not permit the following within the right of way or within that portion of a driveway that is within the right of way: (1) Parking of vehicles "for sale"; (2) Obstructions of any kind (i.e. logs, cables, fencing, etc.); (3) Advertising signs or banners/flags; (4) Parking vehicles with signs/advertising on the side.

Do not park equipment or stockpile material on the shoulder during non-working hours.

Permittee is responsible for sight distance clearing of brush and obstructions.

Driveway landings must be paved from pavement edge on all paved roads unless deemed otherwise by the State.

Please contact the Department for information about acceptable driveway markers (i.e., size, materials, distance, etc.) for placement within the right of way.

The State will not change its maintenance practices to accommodate your driveway or incur additional expense to clear snow berms or other obstacles resulting from the Department's activities.

You may not push or otherwise deposit snow or ice onto a highway in a manner, or in quantities, which may constitute a hazard to snow removal equipment or other traffic. (13 AAC 02.530)

This is followed by the General Provisions or Special Provisions applied to this application, as well as any Special Conditions that may have been assigned by the Processing Agent or another Reviewer. (Special Conditions are conditions that are made applicable to a specific permit for unique circumstances not already covered by the General Provisions or the Special Provisions.)

Implement the traffic control plan and maintain traffic control devices in accordance with the Alaska Traffic Manual and any provisions and conditions noted.

All sign layouts shall conform to the Alaska Sign Design Specifications.

Fabricate special signs from engineering grade reflective sheeting on either sheet aluminum or plywood panels.

Adjust sign locations in the field to provide adequate separation from existing signs. All signs shall be visible.

Traffic control devices are not required for construction more than 2 feet behind curb, or farther than 15 feet beyond the shoulder.

Remove all traffic control devices when no longer needed.

Clean up litter or debris generated as a result of this driveway construction.

An inspection is required prior to reimbursement of your performance deposit. Please contact the Department for an inspection appointment after final construction of your driveway.

Special Conditions

Reviews

Request Date	Review Group	Review Date	Reviewer	Phone	Email	Disposition
04/25/2003	Billie Wilson					No Disposition
Comments:						
04/25/2003	Gary Wilson					No Disposition
Comments:						

Review Disposition

Disposition:

Internal Review Comments:

Special Conditions:

- **Update:** send your disposition and comments to the system
- **Cancel:** return all fields to their initial state

At the bottom of the form is a field for Internal Review Comments, where the reviewer types in any comments applicable to the application. It also includes a field for adding any Special Conditions that the reviewer believes should be assigned.

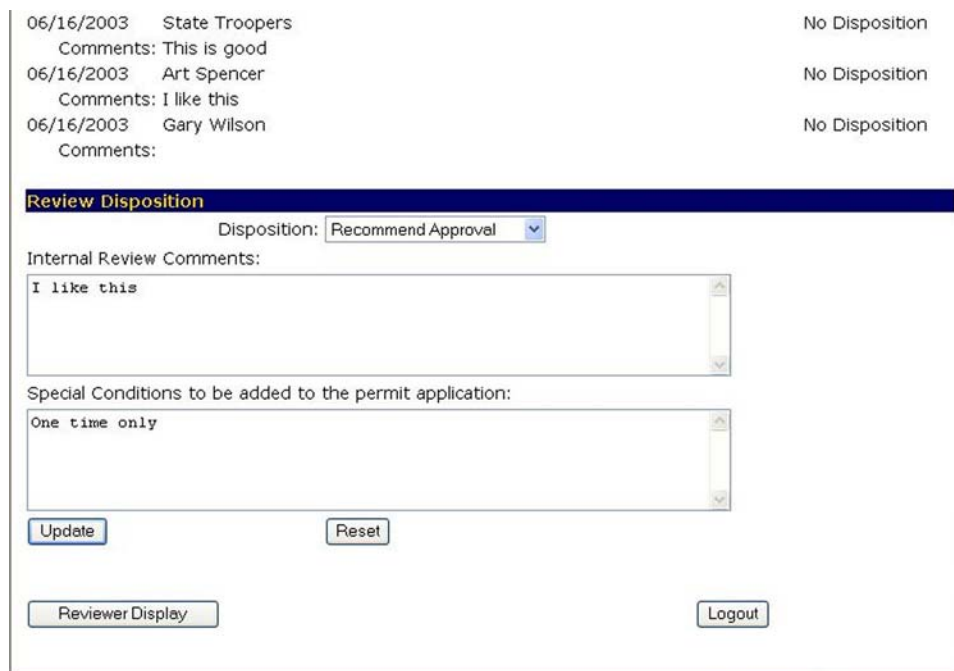
Application Review Process

Review of Application by Review Groups (continued)

After any comments or conditions have been entered, the reviewer can return to the Disposition field and choose from the following menu options:



Highlighting an option returns the Review Disposition screen:



A screenshot of a web application interface. At the top, there is a table with three rows of application data. Each row includes a date (06/16/2003), a reviewer name (State Troopers, Art Spencer, Gary Wilson), and a disposition (No Disposition). Below the table is a section titled "Review Disposition" with a blue header. Under this header, there is a "Disposition:" label followed by a dropdown menu currently set to "Recommend Approval". Below that is a text area labeled "Internal Review Comments:" containing the text "I like this". Underneath is another text area labeled "Special Conditions to be added to the permit application:" containing the text "One time only". At the bottom of this section are two buttons: "Update" and "Reset". At the very bottom of the screen are two more buttons: "Reviewer Display" and "Logout".

Clicking **Reset** clears the comments and conditions.

Clicking **Update** attaches the comments and conditions to the application and removes the application from the Reviewer's Display Screen.

⇒ **IMPORTANT NOTE:** If the Reviewer clicks **Logout** at the bottom of the application, the reviewer cannot access that application again except through the original e-mail notification.

Application Review Process

FINAL ACTIONS ON APPROVED APPLICATION

If all review groups have approved the application, the processing agent will

- Fill in the expiration date
- Fill in the next action dates
- Save the application
- Export the application to MS Word for preparation of the permit
- Mail the permit to the customer for signature and payment (if a permit fee is required).

When the processing agent receives the signed permit from the permittee, the permit is forwarded to the appropriate DOT&PF official (depending on the type of permit) for signature.

The Processing Agent will then

- Enter the signature data in the application
- Scan the signed permit into a file
- Add this file as an attachment to the application
- Change the Status box to “Permit issued”
- Prepare a cover letter to the permittee advising that the permit is enclosed and that the permittee may now take whatever action is authorized under the permit.

DENIED APPLICATIONS

If the processing agent determines that an application should be denied, the agent contacts his or her supervisor to discuss the decision. The processing agent writes a denial letter to the applicant, including appropriate excerpts from the statutes or regulations that explain why the application must be denied. The processing agent signs the letter, has the supervisor review and initial it, and sends it to the right-of-way chief for review and initialing. Then the letter is mailed to the applicant. Each denial letter includes a standard paragraph about the right to appeal the decision, with appropriate contact information and with a copy of the appeal regulations attached. A copy of the letter is scanned and electronically attached to the application. The processing agent changes the application status to “denied.”

GLOSSARY OF TERMS

Contact – The person designated in the application who is to be notified with information regarding the application. This person may or may not be the customer, and is assigned a contact ID number that is different from the customer’s ID number.

Customer – An individual, business, organization, or government agency seeking or issued a permit from DOT&PF under the ROWDyS program.

Customer’s User ID – The number automatically assigned to a customer when a new account is opened on DOT&PF’s ROWDyS website.

Dependant application – A permit application that must be approved before another permit application may be approved.

General Provisions – The default provisions that have been developed by DOT&PF for each type of permit, and that are always required for that type of permit.

Government agency – A department or agency of a federal, state, or local government.

Individual – A single person or a family requesting a permit for personal use

Organization – A nonprofit, non-governmental entity.

Processing Agent – The DOT&PF ROW agent who is assigned by the Permit Officer to process a specific ROWDyS application.

Permit Officer – The DOT&PF ROW agent in each regional office who is designated to be in charge of the ROWDyS process for the region.

Reviewer – A DOT&PF employee, usually in a section other than ROW, who has been selected to provide a technical review of an application based on their particular expertise.

Review Group – One or more people selected to review specific types of ROWDyS applications.

Routing – One or more review groups that have been designated to review specific types of ROWDyS applications.

Special Conditions – Conditions that are unique to a particular permit, that are not already covered by the General Provisions or Special Provisions, and that are assigned to that permit by a processing agent or reviewer.

Special Provisions – Provisions that have been developed by DOT&PF for each type of permit, but that are not always appropriate for every permit of that type.

User ID – The term used interchangeably by the ROWDyS program for the ID number issued to a customer, and for the ID name for each permit officer, processing agent, or reviewer.

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