1. GET TO KNOW THE PROGRAM:

The statewide access management team invests continuous efforts to help educate applicants. Take advantage of these efforts by reviewing the online content available here: www.udot.utah.gov/go/AccessManagement. There is also value in familiarizing yourself with the governing administrative rule Utah Administrative Code R930-6. A link to this administrative rule is available at the website listed above.

2. GET TO KNOW THE PEOPLE:

Build and maintain strong working relationships with UDOT’s access management pro’s. Our statewide team members are an applicant’s best resource. They are experienced professionals and practitioners. They are managing a high-volume administrative review process in a technically complex arena. They are providing continuous service to dozens of applicants, so please be respectful of their limited time.

3. THINK IN TERMS OF COLLABORATION, BALANCE, AND PARTNERSHIP:

A collaborative mindset helps create balance and strengthened partnerships. It also fosters a more cooperative atmosphere where best possible outcomes may be more readily identified.

4. START EARLY—SCHEDULE THE PRE-APPLICATION MEETING:

Starting late and trying rush through the application process at the last minute is typically a recipe for a lengthy application experience. Why? Because hastily prepared documents tend to waste critical time on initial reviews that are routinely sent back for correction and then must be re-reviewed. Every time a document must be resubmitted time is wasted (sometimes a lot of time). So, start early and schedule the pre-application meeting without delay.

5. MAXIMIZE LEARNING DURING THE PRE-APPLICATION MEETING:

Develop a clear understanding of all application requirements during the required pre-application meeting. This meeting is specifically designed to provide rapid applicant education. It is a forum where information is exchanged, ideas are explored, and questions are answered. It is critically important for the applicant to take very thorough notes during this meeting and to leave the meeting with a clear understanding of all the application requirements.

6. UNDERSTAND THE NECESSARY RESOURCE COMMITMENTS:

Be prepared for and understand a successful application requires a serious time and resource commitment on the part of the applicant. The Conditional Access Permit process is more of a comprehensive planning project rather than as a mere permitting process. It is not a simple over-the-counter transaction (for example, dog licensing, drivers licensing, hunting licenses, fishing licenses, etc). The Conditional Access Permit application process is much more involved than most typical permitting processes, because many times it results in semi-permanent or permanent roadway infrastructure changes. These changes externalize impacts onto the traveling public (including vehicles, pedestrians, bikes, and other integrated modes of transportation). The Conditional Access Permit application also has a varying number of environmental impacts. For example, highway safety, number of vehicle conflict points, commuter delay rates, intersection-related levels of service, site drainage, etc., can all be affected by a new or modified access point. In addition, a successful application also requires tremendous coordination efforts between a number of multidisciplinary teams (including, but not limited to, permitting professionals, engineering firms, specialized consultants, appraisers, local agencies, legal oversight, and the list goes on). For these reasons, it is important for the applicant to understand a Conditional Access Permit is not an over-the-counter permitting process.
7. SEEK TO REDUCE APPLICATION RESUBMIT RATES:

Ensure all application components are professionally constructed the first time (seek to reduce any need to resubmit documents). Based on experience, the number one impediment to rapid application processing is when sloppy or incomplete application components are submitted. Resubmission rates account for the lengthiest application review and processing delays. They create unnecessary rework for staff that are in many cases already working at capacity. The fewer number of resubmits the faster an application can speed through the review channels, so please apply best efforts to reduce and eliminate these productivity killers wherever and whenever possible.

8. BECOME FAMILIAR WITH UDOT’S STRATEGIC GOALS:

UDOT’s Roadmap (strategic goals) are well understood throughout the agency. In many cases, these goals can help steer and influence decision making processes. For this reason, there is a benefit to ensuring applicants are aware of these underlying and driving organizational principles.

9. BE MINDFUL THAT PROVIDING ACCESS IS A SECONDARY HIGHWAY PRIORITY:

Utah Code Section 72-4-102.5(2)(c) states: “The primary function of state highways is to provide for the safe and efficient movement of traffic, while providing access to property is a secondary function.” The Department is currently processing close to 400 Conditional Access Permits per year. The majority of these permits do find a path to approval, however permit denials are a reality within any functional permitting program. In most cases Conditional Access Permits are denied where reasonable alternative access already exists, the applicant cannot demonstrate conformity with the governing administrative rule provisions, or where providing access may result in creating safety risks or highway capacity restrictions (note strategic goals above). With this in mind, again, it is helpful to familiarize yourself with governing administrative rule (see number one on page one).

10. STARTING AN APPLICATION DOES NOT = A FASTER PERMIT OUTCOME:

While starting early with the pre-application meeting is a best practice, merely starting the application in the online permit system does not lead to faster permit outcomes. Most applicants are naturally inclined to feel like doing something (anything) leads to completing the process faster. This includes just getting an application started. An often overlooked secret is that this is simply NOT true. Applicants with the fastest application review times are the one’s that methodically build their supporting documents, ensure those documents meet all conformity requirements the first time, and make sure to limit response delays on their side when additional information is needed. When all of the required documents are assembled and completed UDOT’s online application process takes about 15 minutes to complete. It is the really fast and easy part. In almost all cases it is better to save this fast and easy part for last, while focusing all other efforts towards assembling solid documents.