

STAA
Reasonable Access Application Verification Process
June 5, 2008

The following steps have been developed to assist in streamlining the application for reasonable access process and to verify STAA applications. These steps are necessary to declare any application as “fully completed”, and initiate the mandatory 90-day response period, as required by the North Carolina Administrative Code (NCAC 19A.02E.0426 (2)(c)(vii)).

Step 1 – Receipt of Application (Central Office)

This step should be completed within five (5) business days, beginning the first full business day following receipt of the application.

- Indicate the date the application is received, and log it in.
- Review the application to make sure all required information has been provided. This includes origination and destination locations and addresses, map(s), requestor name and contact information, and signature. Incomplete applications will be returned to the requestor.
- Compare the application map with the STAA map for impacts by designated routes (red and blue lines) and/or the three miles reasonable access limit.
- Research the STAA database for prior requests, approvals, and/or denials, and search TEAAS for existing reasonable access routes.
- Electronically scan the entire application (including maps) into a color PDF document. Email it to the appropriate Regional Traffic Engineer(s) and carbon copy the regional support engineers, regional safety engineers, regional processing assistants, and the Traffic Operations and Investigations Engineer. Be sure to request a return receipt.

Step 2 – Verification of Route (Regional Traffic Engineering Offices)

This step should be completed within ten (10) business days, beginning the first full business day following receipt of the email requesting verification of the reasonable access route. Keep in mind that this step is only to verify that a complete, accurate, and continuous route has been provided and understood, and that no safety investigation or response development is required at this point.

- Review the application and the origination and destination points. Verify, using local regional knowledge and route familiarity, that the requested route is complete, accurate, and continuous between the origination and destination points.
- Identify and inventory all state maintained roads and their associated local names between the origination point to the destination point (a simple list is fine – see example at bottom).
- If necessary, contact the requestor for additional information or to discuss potential alternate routes. Be sure to carbon copy the STAA Program Manager on any contacts.

Note 1 – Minimal contact should be sufficient for additional information or clarification.

Note 2 – Even though alternate routes (for whatever reason) may be identified, suggested, and discussed with the requestor, the originally requested route can not be changed without approval by the requestor.

Note 3 – If, by the end of the ten (10) business day period, clarification has not been provided or the requestor has not returned attempted contacts, then email the STAA Program Manager with this information, and the application will be considered unverified and incomplete and nothing further is required at this time.

- Once the route has been verified, email the STAA Program Manager with the Following:
 1. A statement that the route has been verified
 2. Application number
 3. An inventory of state maintained roads and their local names (see examples)
 4. A list of counties and cities (if any) affected by the route
 5. A list of newspapers recommended for legal notice publication
 6. Any additional comments regarding the requested route and/or clarifications from the requestor (as needed and if applicable)

Step 3 – Initiation of Response (Central Office)

This step should be completed within two (2) business days of receipt of the email indicating verification of the reasonable access route.

- Indicate the date the application is verified (the email received from the regional office will serve as confirmation of verification). At this point, the application is considered “fully completed” and a response is due in 90 calendar days.
- Indicate on the application and in the database a required response date that is 90 calendar days from the verification date.
- Initiate the traffic engineering response process.

Examples

Old Description Example (no longer used):

NC 752 from I 77 east to US 601, then south on US 601 to NC 268, then east on NC 268 to SR 1003, then south on SR 1003 to the Hardy Brothers Inc. terminal in Surry County.

New Description Example (required per county):

Surry County: NC 752 between I 77 and US 601, US 601 between NC 752 and NC 268, NC 268 between US 601 and SR 1003 (Siloam Road), SR 1003 (Siloam Road) between NC 268 and the Hardy Brothers Inc. terminal located at 2916 Siloam Road.