M-4630 (9-13)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dot.state.pa.us

APPLICATION FOR TRUCK ACCESS ROUTE

Instructions for completing this form are located on pages 2 through 3

Person/Entity Making Application

Organization _____
Street Address _____
City _____ State _____ Zip Code _____
Contact Person _____ Phone _____
Additional Contact Person _____ Phone _____

Type(s) of Truck Combination(s) for which Access is Requested

102-inch wide:

- ❑ Single trailer up to 53 feet long
- ❑ Single trailer up to 48 feet long
- ❑ Maxi-Cube
- ❑ Twin trailers, each up to 28 1/2 feet long
- ❑ Single unit; Length _____

96 - inch wide:

- ❑ Twin trailers, each up to 28 1/2 feet long
- ❑ Other size; Description _____

Trip Description

Trip Origin _____ Trip Destination _____
Counties Traversed in PA _____

Proposed Routing

(A) ROUTE	(B) FROM	(C) TO	(D) DISTANCE (TO NEAREST 1/10 MILE)
		Total Distance	0.00

Prepare a map or sketch showing the proposed routing. See instructions for map requirements.

Pass/Fail Criteria Review

1. **Weight Restriction:**
   a. Does any segment of the proposed route have a weight restriction? ❑ Yes ❑ No
   b. If Yes: 1. What is the posted weight limit? _____
   2. Identify the segment of roadway _____
2. **Height Restriction:**
   a. Does any segment of the proposed route have a height restriction? ❑ Yes ❑ No
   b. If Yes: 1. What is the posted clearance? _____
   2. Identify the segment of roadway _____
3. **Lane Width Characteristics:**
   a. Lane Widths
   1. Lanes greater than 10' in width may be approved unless justified otherwise.
   2. Lanes less than 10' in width should be rejected unless justified otherwise.
   3. Lanes less than 9' in width are to be rejected.

See TRB special report 223 Providing Access for Large Trucks for more information.

Routes that include "Yes" answers in questions 1 or 2, or have lane widths of less than 10' will need additional justification before access can be approved

Alternatives

1. **Are other means of accessing the terminal point available?**
   a. Can a special hauling permit be obtained? ❑ Yes ❑ No
   b. Can smaller loads be hauled? ❑ Yes ❑ No
2. **What is the specific load?** _____
3. **What is the need for access?** _____

Submit Application and Map or Sketch to:

PennDOT / BOMO
P.O. Box 2671
Harrisburg, PA 17105-2671

INSTRUCTIONS FOR APPLICATION FOR TRUCK ACCESS ROUTE

The owner or operator of a motor carrier or terminal operating vehicles requiring route approval under 75 PA. C.S. §4908 (which includes 102" wide vehicles, 53 foot trailers, twin trailers and maxi cubes and speciality trailers) is required to submit an Application for Truck Access Route, Form M-4630. A completed application includes the one page form and a map or sketch which indicates the location of the terminal and the proposed route(s) to be used. Specific instructions for completing Form M-4630 and preparing the map follow.

Any questions on the completion of this application should be directed to (717) 783-6473.

The completed application should be submitted to:

PennDOT / BOMO
Attn: STAA
P.O. Box 2671
Harrisburg, PA 17105-2671

Name and Address of a person or organization submitting application:
The proper name and address of the person, corporation or other business entity submitting the application. Correspondence concerning this application will be sent to the contact person listed at the address provided. In the case of a business entity, the name of an individual contact person must be listed.

Type(s) of Truck Combination(s) for Which Access is Requested:
Check the box(es) corresponding to ALL type(s) of combinations you anticipate operating or whose operation would be of benefit to you if approved. In some cases one type of combination can be approved when another cannot. If only one type is requested and it cannot be approved, no review will be made of other combinations.

If you anticipate using a vehicle or combination substantially different than any of those listed, check the box for "other size" and provide a description. Be sure to include the width and length of the trailer(s) and of the vehicle or combination.

Trip Description:
Provide specific locations (e.g. street address, intersection or location relative to a permanent landmark) for the origin and destination of the trip. Do not describe a destination only as "terminal." Be as specific as you can, using a street address if possible. For example: "XYZ Trucking terminal at 123 Main Street."

The origin should be either:

- From a route in PA that is already approved for ALL combinations identified in part 2.

OR

- Entry to Pennsylvania – indicate the route of entry and the state from which you are entering for example: "US 15 from Maryland."

Proposed Routing
Submit Form M-4630 for **each** route request.

When describing the routing use Traffic Route number (e.g. I-79, US 40, PA 641), SR and county (4 digit number, be sure to identify county), local Route number (e.g. Derry Township Road T-610) or Common Name (e.g. Main Street, Post Highway). Giving a Common Name in addition to another designation can be helpful in identifying the route.

It is essential that your request for access describe your routing on all public roads, regardless of the distance traveled on that road. If the road is not under the jurisdiction of the Department of Transportation, we will coordinate the necessary reviews with the appropriate jurisdiction(s).

The routes you are requesting to travel on should be listed in Column A. Column B should identify the point at which you begin travel on that route. Column C should identify the point at which you leave the route listed in Column A by reaching your destination or entering a different route.

In general, a route listed in Column C will be the entry in Column A on the next line. Likewise, the entry in Column A will be entered in Column B on the next line.

Proposed Routing (continued):

Your best estimate of the distance for each route should be entered in Column D.

Distances, should be entered to the nearest 1/10 of a mile. Also enter the estimated total distance of the route as you have described it.

Map or Sketch of Proposed Routing:

Each Form M-4630 for Truck Access Route **must** be accompanied by a map or sketch showing the proposed routing being requested. As a minimum the map or sketch must include the following:

- "North " orientation.
- The point of (1) leaving a route in PA which is already approved for the type(s) of combinations requested in part 2 or (2) entering PA.
- All routes which are part of your application.

Multiple maps may be submitted if that will best show the routing (for example one to show a long stretch on highways and another to show local roads used for deliveries). There are no requirements on the size of maps, but do consider that photocopies will be made of them.

When all materials are received by the Department of Transportation, the applicant will receive a letter acknowledging receipt of the application and further information on the review process. Depending on the complexity of the request a decision will be made within 6-12 weeks. All final decisions will be made in writing to the applicant.

Pass/Fail Criteria Review:

Certain criteria will result in the denial of an application without further investigation. The purpose of this section of the application is to identify any of these criteria that may definitively impact the approval process for a particular route. The best way to identify these criteria is to drive the proposed route before completing the application.

The three criteria are: weight restrictions; height restrictions; and lane width characteristics. If any part of a proposed route includes a weight posting, such as at a bridge, that is less than the anticipated gross weight of the vehicles proposed, the route is essentially closed to those vehicles. Similarly, if any part of a proposed route includes an overhead clearance posting, such as at a bridge or overpass, that is less than the overall height of the proposed vehicles, the proposed route is essentially closed to those vehicles.

Finally, lane widths must be considered. Lane widths 10' wide or greater are considered acceptable for further investigation. Lane widths between 9' wide and 10' wide must be justified by other criteria that they may be used safely by the proposed vehicles before continuing with the proposed route investigation. Lanes 9' wide or less are deemed by the Department to be unsafe for larger trucks and combination vehicles.

Please note that a proposed route that presents no weight or height restrictions, and has travel lanes 10' wide or greater, are not automatically approved due to these characteristics alone. Possessing these favorable characteristics allows the investigation of the proposed route to continue to other important safety considerations.

More information is available in the Transportation Research Board's (TRB) Special Report 223, *Providing Access for Large Trucks,* available for sale from the TRB at: http://books.trbbookstore.org/SR223.aspx.

Alternatives:

Depending upon the load(s) to be hauled, an STAA Expanded Access Route may not be the best option to pursue, and alternatives may be available. This section assists with determining if an alternative is preferable.

The approval of an expanded access route is both a perpetual and universal approval, meaning that the route is open to use by any hauler using the approved larger vehicles and combinations, and the route is open for use into the foreseeable future. If the intended use is for a limited period of time, for a specific use, a special hauling permit may be a better alternative.

If the use of larger vehicles and combinations could pose safety problems, could common sized trucks be used to haul smaller loads, requiring no special permits?