1.0 General Policy

A STH connection permit should only be issued when it complies with or supports:

- Wis. Stat. s. 86.07(2) and Trans 231
- Access control statutes (s. 84.09, s. 84.25 and s. 84.295), access covenants, or other access restrictions
- Existing STH connection permit restrictions
- Trans 233 restrictions
- Local zoning and other ordinances
- A current or future improvement project plan
- WisDOT's State Access Management Plan (SAMP) and other long-range transportation plans
- Standards for design, spacing, sight distance, vision corners, drainage, etc., which means that motorist safety and STH operating efficiency (capacity, traffic flow, drainage, etc.) will not be adversely affected

A STH connection permit is required when:

1. **Constructing** a new connection, whether it is underground (a pedestrian/bicycle tunnel), on the ground, or overhead (a pedestrian overpass) to a STH. This includes relocating a connection, which consists of *removing* an existing connection and *constructing* a new one. 09-10-15, 3.7
2. **Altering** (widening, paving, adding turn lanes, replacing a culvert, etc.) an existing connection on a STH with a valid WisDOT permit.
3. **Removing** an existing legal connection to a STH, and a new connection will not be constructed to replace the existing one.
4. **Permitting** an existing unpermitted STH connection if it meets current law, standards and policy.

2.0 Types of Use

Every STH connection shall be categorized according to its type of use, which correlates to the property it serves and how it functions. Categorizing use is an effective access management tool, and is accomplished through the permit and/or inventory process. It is extremely important to document a specific use for a connection since a "change of use" shall not be done without prior written approval (permit) from WisDOT. Currently, Trans 231 defines five types of use:

231.04	Commercial—Rural: On a rural-type highway cross-section, driveways serving commercial or industrial establishments.	231.06	Commercial—Urban: On an urban-type highway cross-section, driveways serving commercial or industrial establishments.
231.05	Noncommercial—Rural: On a rural-type highway cross-section, driveways serving **farm** or **residence** property ***(two** types).*	231.07	Noncommercial—Urban: On an urban-type highway cross-section, driveways serving residence property.

Two more types of use, public roads and trails or trail crossings, can be inferred from §86.07(2) since each must involve "excavating or filling within right-of-way." Additional functions within each category can also be inferred, and are listed in the descriptions below. For the purposes of managing the STH connection permit process, WisDOT documents ***seven*** types of use:

2.1 Rural - Agricultural

A connection that serves as a field entrance for planting, maintaining, and/or harvesting crops or tending livestock, or an entrance specifically for recreational land and/or hunting use, next to a rural-type highway. This use may serve farm buildings, but may not serve residential buildings. Harvesting timber, even if it is business related, should be classified under this category.

2.2 Rural or Urban - Residential

A connection that serves single and multiple family homes (duplex, 4-plex, etc.), apartments, condominiums, townhouses, or as an emergency[1] access (for police, fire or EMS response). Hotels, motels and extended stay suites are all categorized as commercial.

2.3 Rural or Urban – Commercial/ Industrial

A connection that serves (1) a retail, wholesale, industrial or non-profit business, (2) a utility for a substation, a switching station, or other facility, or (3) as an emergency[2] access for police, fire, or EMS response. The connection may be a driveway or private road that only serves and is maintained by the business. If a business is operated out of a home, categorize the connection as residential unless there are other factors to consider such as zoning, a parking lot for customers, or the vehicle count/type using the connection.

2.4 Public Road Connection

A road, street, highway, etc. that connects to a STH for public travel and use and is maintained by a local unit of government. A road not maintained by a local unit of government is categorized under 2.2 or 2.3.

2.5 Trail or Trail Crossing

Any pedestrian, bicycle, all terrain vehicle (ATV), snowmobile, equestrian, etc., trail that runs longitudinally along and/or crosses a STH. Specific guidance on ATV Routes and Trails is available in 09-10-11.

2.6 Determining Rural or Urban Highway Cross-Section

Typically, a rural-type highway cross-section has ditches, and an urban-type has curb and gutter. When determining whether a connection is rural or urban, evaluate the highway corridor cross-section in each direction from the connection. If the connection is within a short curb and gutter section between long ditch sections, the connection should be classified as “rural”. Similarly, if the connection is within a short ditch section between long curb and gutter sections, the connection should be classified as “urban”. If the connection is within a highway cross-section that has both curb and gutter and a ditch, then the surrounding land use should be evaluated to determine whether the connection should be classified as rural or urban[3].

3.0 Permit Application Review Process

WisDOT shall follow an established process as documented in this section to accurately review each permit application. A condensed version of this process is available as a flowchart at the end of this section.

1. WisDOT receives permit application

Customers shall use form DT1504, *Application/Permit for Connection to State Trunk Highway*, to obtain a STH connection permit. The form may be sent to customers by mail or email, or they may download it from WisDOT’s website at: http://wisconsindot.gov/Pages/doing-bus/real-estate/permits/sth.aspx. The form may be sent by mail or email to the appropriate region office along with supporting documentation.

The landowner abutting STH ROW may apply to a regional WisDOT transportation office for a STH connection permit. A person that has a *bona fide interest* in the property may also apply. 09-10-15, 3.2 A representative of the owner, such as an attorney or consultant, may also fill-out and sign the form on behalf of the owner, but the owner must be the applicant.

[1] A driveway constructed in the back of a subdivision via a cul-de-sac to reduce incident response time instead of using the subdivision entrance or to get around the entrance if blocked. Typically, the driveway will actually be hidden, for example, use of a supporting concrete grid system that is covered by grass.

[2] Example: Constructing an interstate/freeway connection to reduce incident response time instead of traveling via the closest interchange. These connections require prior approval from Federal Highway Administration and Bureau of Highway Maintenance.

[3] The determination of “rural” or “urban” for driveway use has nothing to do with the definition of “rural” or “urban” for federal functional classification.

2. Initial review

The permit application shall be directed to the region's access management coordinator (AMC) or other appropriate staff person who performs similar duties. The application must be reviewed to determine if all of the necessary information has been provided, and if the most recent version of the form has been used. The form shall be returned to the applicant if any of the necessary information is missing or incomplete, or if the form is not the most recent version as currently listed on WisDOT's website. The region may need to review a permit application with the applicant so that all needed information can be obtained and all requirements and potential restrictions explained.

3. Log application information

Log the permit application in HAMS to keep track of its processing. 09-10-30, 2.1 This is especially important when other applications are submitted to WisDOT for the same general area.

4. Check proposed connection for conflicts with items (a) through (g)

This is an extremely important step in the process and has two parts. First, ***check a property*** to determine if it has any legal or other restrictions that may prohibit STH access (items a-e). Since there may be several documents with restrictions to review, make sure to use the controlling document.[4] Second, ***check the proposed connection*** to determine if any adverse impacts may be created to the STH or local system or to current/future improvement projects (items f-g).

Part of the step 4 reviews may be done prior to permit application submittal. For example, a developer may meet with WisDOT prior to designing the connections for a strip-mall, housing complex, or other major development. If the necessary checks of items 4(a-g) have been previously completed, then a cursory review should be completed to ensure that the applicant has followed through with WisDOT's requirements or recommendations.

The full permit application shall be circulated to the appropriate region sections for review. Conflicts between the proposed connection and items 4(a-g) must be resolved before a permit can be issued. Resolving conflicts with acquired or statutory access controls, scenic easements, and subdivision plat restrictions require approval from the Bureau of Technical Services (BTS), Acquisition and Services section, before becoming official. Such conflicts may require modifications to recorded documents in order to issue a permit. Contact the statewide access management engineer for assistance.

a. Wis. Stat. ss. 84.09, 84.25 or 84.295 restrictions

Wisconsin's access control statutes are contained in ss. 84.09, 84.25 or 84.295. If a property has restrictions that prohibit STH access under one of these statutes, ***summarily dismiss*** a new STH connection permit application. In this case, the applicant does not have the right to appeal WisDOT's dismissal. Send the applicant a letter explaining the access controls in effect and why the connection cannot be permitted. 09-10-35 (under development)

If a property has restrictions that allow STH access under one of these statutes, use the regular process in 3.0 to review a new STH connection permit application. Use form DT1504 with s. 84.09 acquisitions and s. 84.295 mappings, but not with s. 84.25 authorizations. 09-10-15, 2.0

If a connection exists but property restrictions prohibit STH access, determine if a permit was issued in error or if the connection was built illegally. Either way, WisDOT should act to remove the connection. 09-10-30, 5.4

Thoroughly check an owner's deed when doing ss. 84.09, 84.25 and 84.295 reviews. In addition, other access controls may be in place that are not evident on the deed or on a plat. For example, county access controls may be on a highway segment that WisDOT recently acquired through a jurisdictional transfer. Check with other governmental authorities when necessary.

An applicant may petition WisDOT to alter the existing access controls within the adjacent corridor. WisDOT shall request the following items from the applicant when it decides ***to consider*** a STH connection permit application that would alter access controls:

1. A detailed description of the current and proposed uses.
2. A site plan that includes proposed alterations to the controlled-access highway, drainage plans, internal traffic patterns, and parking layouts.
3. A traffic impact analysis to justify the requested connection(s). The application shall specify why each access point is necessary for operation.

[4] For example, if there is a conflict between a property deed and a ROW plat, the deed controls.

When a petition occurs, concurrence should be obtained from the region's Planning, Operations, Project Development and Real Estate sections, or a special access management team, to recommend either accepting or denying the request. If revision to the controlled-access highway is recommended, copies of all materials used in the analysis shall be forwarded to the statewide access management coordinator in the Bureau of Technical Services for additional review and final determination.

If federal funds were used to acquire access controls, the Federal Highway Administration may require WisDOT to pay back the money before approving an access control change. If WisDOT must issue a connection permit to a property whose entire access rights had been purchased under s. 84.09, those rights must be sold back to the property owner before permit issuance. An appraisal may be needed along with various approvals, so coordination with the Real Estate section is required. The Bureau of Technical Services should also approve of the access control change before an appraisal is done.

b. WisDOT permits and

c. Access covenants

Thoroughly review existing permits (if available) and access covenants for any access restrictions on the property. Permits and covenants may or may not have been cross-referenced with each other, so handle each separately. With the most recent permits, covenants should be included. Read covenant language first; then decide if the application can be summarily dismissed.

d. Trans 233

If the property was part of a land division or assemblage between 2/1/99 and 1/28/04, or a subdivision at anytime, then Trans 233 may apply. Review WisDOT Trans 233 records to determine if there are any access restrictions on the property with regards to new or existing connections.

e. Local zoning and ordinances; Type of use

STH connection permits should not conflict with local zoning and ordinances. Example 1: A permit should not be issued for commercial use if the land is zoned agricultural.[5] Example 2: If local regulations have more restrictive spacing requirements, then the local regulations would govern. It is also important to determine if there may be a potential zoning change especially when the property is within a known development area or in a transitional area between urban and rural areas.

Although important for a connection's use to match a property's zoning, there may be cases when it is appropriate not to match. For example, if a property abutting an s. 84.295 designated expressway is zoned commercial but has an agricultural use, it may necessary to permit the connection for its current use to preserve highway safety by minimizing the number of conflicts at the access point.

f. STH and local highway system impacts: SPO (Planning and Traffic)

Review the Region's 6-year highway improvement plan, the State Access Management Plan 09-10-05, 3.0, corridor plans, other long-range plans, and any traffic impact analysis (if needed) to determine if there may be STH and/or local highway system impacts.

g. Planning and improvement projects: SPO (Planning) and PDS (Design)

A proposed connection should fit with the scope of current or future projects – whether STH, local or combination STH/local project – especially if a development proposes both STH and local connections.

5. Finish permit process

Once the reviews in step 4 have been completed and if the application has not been summarily dismissed or a permit denied, proceed with steps 6-11 in the permit process.

6. Field reviews

Field review STH connection permit requests to ensure site plan accuracy and connection design information. In some cases such as minor alterations like paving a connection, replacing a culvert, etc., a field review is not needed.

a. Potential subdivision?

Check for a potential subdivision during the field review even if it was not disclosed with the initial Trans 233 review since field conditions may be different than information submitted for review.

[5] In cases where the zoning authority will not approve a property's zoning change unless a permit is obtained from WisDOT, work with the authority to issue a letter of commitment instead. This obligates WisDOT to issue a permit with a use that matches the new zoning upon the authority's approval of the change.

7. Engineering analysis

This involves a check of all applicable design standards for the connection.

a. Alternative access available or existing STH connection?

Typically, one connection is allowed for a property. With some highways (for example, arterials) a connection to a lower road classification (county or town road) or a road that has a lower traffic volume is preferred over a STH connection. A natural barrier (creek, ravine, etc.) on a property may be a legitimate reason for an additional connection.

Is STH access necessary?

If alternative access (local road, shared access with or across another property, etc.) is ***not*** available, then a STH connection may be the applicant's only option. If alternative access ***is*** available, then the region may direct the applicant to use it rather than obtain a STH connection based upon WisDOT access management policy. If alternative access is available and the property has an existing STH connection, then the region must decide if the new STH connection is necessary and fits access management policy, that is, would it serve both the applicant's and WisDOT's benefit?

b. Does proposed design meet standards?

Among the most critical elements for proper design of a STH connection are:

1. **Intersection sight distance.** The distance for which there must be unobstructed sight along both roads of an intersection, and across their included corners, sufficient enough to allow drivers approaching or stopped at the intersection to safely make any required maneuvers to negotiate the intersection. 09-10-10, 3.0, FDM 11-10-5.1.4
2. **Driveway spacing.** FDM 11-5-5.3 should be followed, and additional guidance is provided in 09-10-10, 4.0.
3. **Functional area.** Connections should not be allowed within the functional area of an intersection. 09-10-05, 2.7 This typically extends beyond the end of radii or turn-lane tapers of an intersection.
4. **Vision corners.** A STH connection shall not be constructed without an appropriate vision corner, FDM 11-10-5.1.4, which is made up of a clear sight window for (1) intersection sight distance and (2) a vision triangle.
5. **Approach grade.** An adequate approach grade and landing area shall be provided for the STH connection. FDM 11-15-1.15, Attachment 1.14 (rural), FDM 11-20-10, Attachment 10.1 (urban)
6. **Proper drainage.** If a culvert is needed under a STH connection, it must be the proper size to maintain adequate water flow and have properly designed end sections. 09-10-10, 9.0

c. Can design be revised to meet standards?

Work with the applicant to revise a STH connection design if it does not meet standards initially.

d. Issue permit with a waiver of standards or as a policy exception

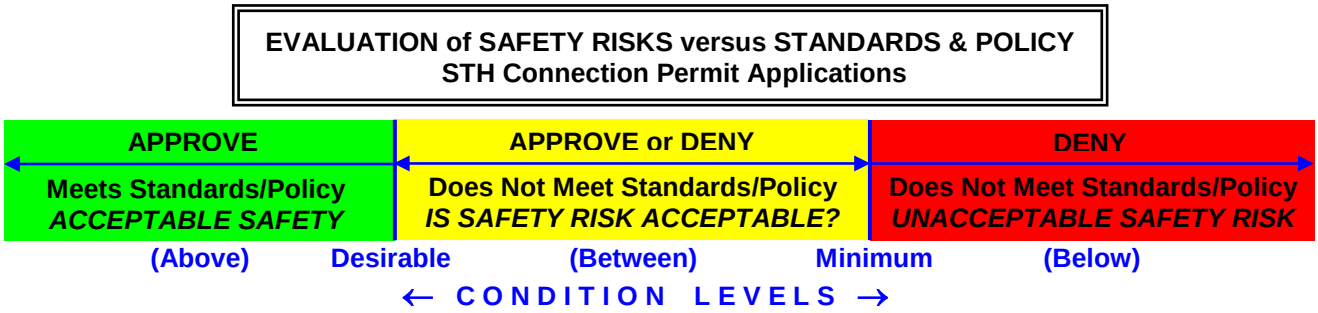
All permitted STH connections must meet the requirements of Wisconsin statutes and administrative rules. WisDOT cannot issue a permit that creates an illegal STH connection. For example, a permit cannot be issued for a property that has legal restrictions prohibiting STH access until those restrictions are either eliminated or appropriately modified.

Trans 231.01(5) allows the Secretary of Transportation to, "exceed the limits or conditions hereby established [in the rule]." This means that an approved STH connection permit may not meet a Trans 231 requirement. The Secretary's authority has been delegated to the Division of Transportation Systems Development administrator, Director of Technical Services, and regional directors. It is each director's decision to further delegate that authority to the appropriate staff.

When a proposed STH connection does not meet current ***standards***, a permit may be issued if conditions would allow an ***acceptable safety risk*** for both the connection and STH users based on an analysis of the site-specific conditions. Use the criteria in 7(b)(1-5) and other factors as may be important to evaluate the conditions and determine the safety risk.

When a proposed STH connection does not meet current ***policy*** (unrelated to standards), a permit may be issued if conditions would allow an ***acceptable safety risk*** for both the connection and STH users based on an analysis of the site-specific conditions, and ***does not establish a precedent***. Since WisDOT's STH connection permit policy is based on national access management principles, policy exceptions should only occur in rare cases. When evaluating a policy exception, it may be necessary to review and perhaps revise the policy rather than issuing the exception.

The diagram below details how safety risks should be evaluated versus standards and policy. When conditions are in the yellow area, thoroughly analyze the STH connection application to determine whether to deny a permit or issue with a waiver of standards or as a policy exception.



8. Issue Permit

Assemble all documentation that will be part of the final permit and recorded in HAMS. Any supplemental provisions should be added to the permit if needed. The applicant shall construct the connection utilizing the provisions as well as appropriate traffic and erosion control devices.

9. Deny Permit

STH connection permits may be denied for the following reasons:

a. The property already has the minimum number of connections necessary to provide reasonable access to it per Trans 231.03(2).

b. STH connection permit approval would create an unacceptable safety risk. The following are examples, but not meant to be all inclusive:

1. Insufficient stopping or intersection sight distance between vehicles approaching the proposed connection and those entering/exiting it.
2. Areas of frequent lane changing (weaving) due to traffic entering or exiting the adjacent STH.
3. When traffic congestion *currently exists* due to other existing connections near the proposed connection site, or when traffic congestion *would occur* if the connection was approved since data (from of a traffic impact analysis or other engineering analysis) supports this conclusion.
4. When a proper grade or approach length is not proposed for the connection that would provide an adequate landing area for the vehicle type utilizing the connection to safely stop and subsequently enter the STH.

When a STH connection permit approval would create a high-risk safety hazard, the existence of any alternative access to the applicant's property justifies permit denial – even if extremely inconvenient.

c. To maintain STH functionality:

1. Other access to the property already exists, and there are no natural barriers that prevent internal circulation.
2. Access is available from a lower functional road abutting the property.
3. WisDOT has developed highway improvement plans that include restriction or elimination of access at the proposed site. When conflicts with WisDOT's plans occur, development of service roads that is consistent with the plans may be considered.

Research and past experience confirm that as the number of connections increase on a highway, its safety, capacity and functionality begin to decline. This is the main reason why WisDOT limits the number of connections to a property.

d. An applicant has illegally altered a permit application form, and/or has purposely submitted false information on or along with the form to WisDOT.

10. Appeal Process

If the region denies a STH connection permit[6], it shall notify the applicant by registered mail explaining the reason(s) for the denial and the right to appeal the decision under Wis. Stat. s. 86.073. A sample transmittal letter is in 09-10-35 (under development). The applicant has 30 days upon receipt of the denial letter to appeal to WisDOT. If the applicant decides to appeal, s/he must submit a written request to:

Wisconsin Department of Transportation
Bureau of Technical Services Director
Attn: Statewide Access Management Engineer
PO Box 7916 – Room 451
Madison, WI 53707-7916

Whether the BTS Director upholds or modifies[7] the decision of the region office, the BTS Director shall notify the applicant of and the grounds for the action along with the right to ***further*** appeal to the Department of Administration (DOA), Division of Hearings and Appeals. A hearing may be scheduled if the applicant makes a written request within 30 days upon receipt of the notice to:

Department of Administration
Division of Hearings and Appeals
5005 University Avenue, Suite 201
Madison, WI 53705

After receiving notice of the appeal, the DOA hearing examiner, in consultation with the appellant and Office of General Counsel, schedules a hearing.

11. Inspection

Inspect each STH connection during its construction and after completion to ensure compliance with permit conditions and applicable policy. Notify the applicant as soon as possible if any adjustments are required.

the distance for which there must be unobstructed sight along both roads of an intersection, and across their included corners, that is sufficient to allow the operators of vehicles approaching the intersection or stopped at the intersection, to safely carry out whatever maneuvers may be required to negotiate the intersection.

[6] The region Director should be informed of all permit denials especially if they may become controversial.

[7] The BTS Director may reverse a region office decision by authorizing a permit to be issued with revised and/or additional provisions than what the region originally developed.

1) **WisDOT receives a STH connection permit application** from a property owner (or their authorized representative), a person with a *bona fide interest* in the property, or a local government representative.

2) **Initial review.** Direct application to Access Management Coordinator (AMC) or other appropriate staff person. Review submitted application for completeness and for date of form.
   a) Return to applicant if information is incomplete or missing, or if the form used is not the most recent version.

3) **Log application information** into HAMS.

4) **Check proposed connection for conflicts with items (a) through (g):**
   a) ss. 84.09, 84.25, and 84.295
   b) WisDOT permits [s. 86.07(2) & Trans 231]
   c) Access covenants
   d) Trans 233 requirements and restrictions
   e) Local zoning & ordinances; type of use
   f) STH and local highway system impacts
   g) Coordination with planning and improvement projects

5) **Finish permit process** after the reviews in step 4 have been completed and if the application has not been summarily dismissed or a permit denied. At this time, a paper or electronic file should be started if not already done.

6) **Field review.** Meet with applicant and property owner (if not applicant), and review existing physical conditions – especially sight distance and spacing from adjacent connections.
   a) Check for a potential subdivision during the field review even if it was not disclosed with the initial Trans 233 review since field conditions may be different than information submitted for review.

7) **Engineering analysis.**
   a) If alternative access (local road, shared access with or across another property, etc.) is **not** available, then a STH connection may be applicant's only option. If alternative access **is** available, then the region may direct applicant to use it rather than obtain a STH connection based on WisDOT access management (AM) policy. If alternative access is available and the property has an existing STH connection, then the region must decide if the new STH connection is necessary and fits AM policy, that is, would it serve both the applicant's and WisDOT's benefit?
   b) Evaluate proposed design for standards such as spacing from other connections, sight distance, vision corners, radii, turn lanes, drainage, etc. If a TIA was necessary, ensure the design includes WisDOT required system improvements.
   c) Work with applicant to determine if a revised design can be accomplished and also meet standards. If **YES**, go to step 8. If **NO**, go to step 7d.
   d) Analyze situation to determine if a permit can be issued with a waiver of standards or as a policy exception 3.0(7)(d). If **NO**, go to step 9.

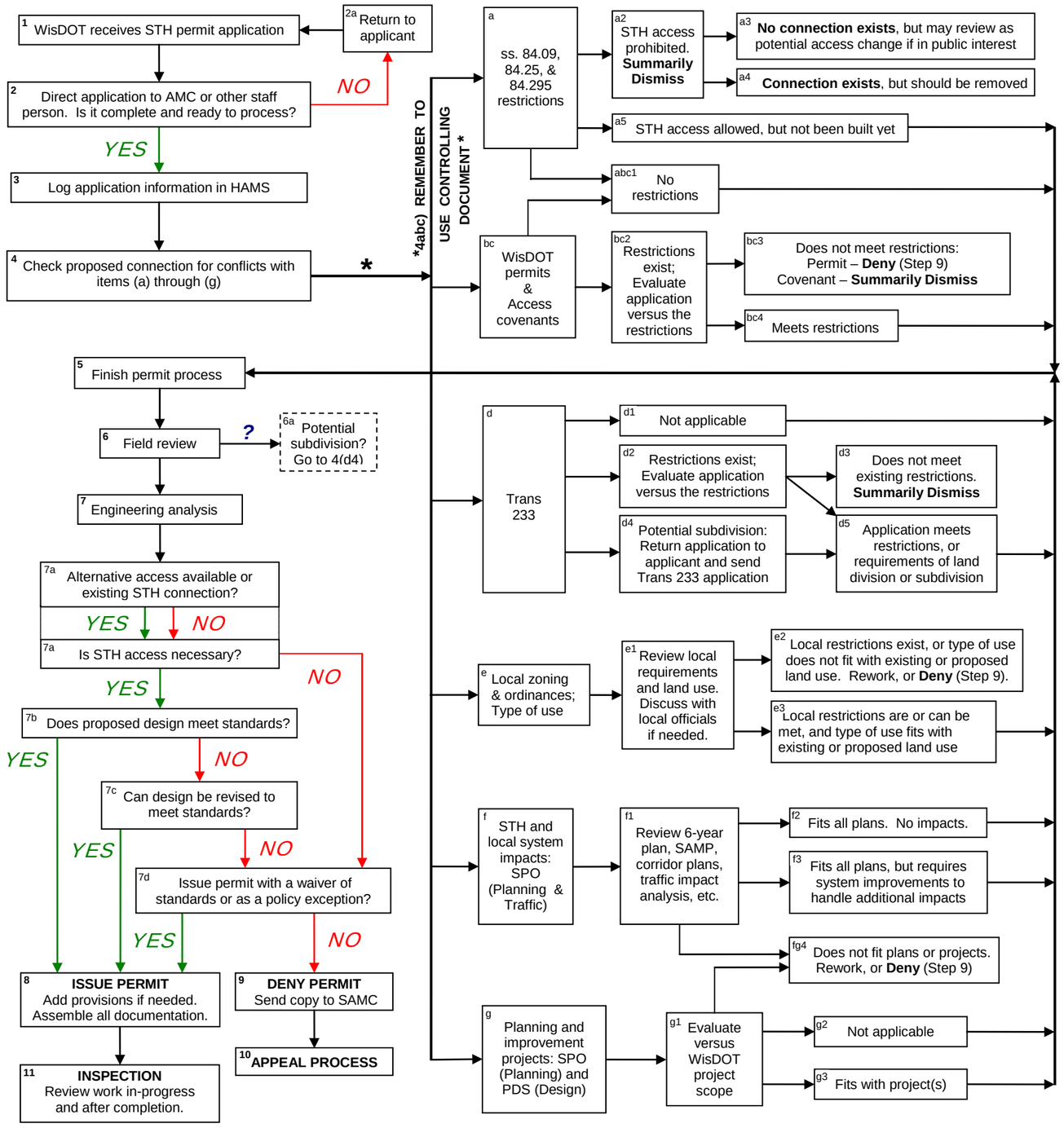
8) If the proposed connection meets law, standards and policy, or if it does not but a waiver or exception can be granted, then **ISSUE permit**. Add supplemental provisions (conditions) if needed. Assemble all documentation that will be part of final permit and record in HAMS.

9) If the proposed connection cannot meet law, standards or policy, and a waiver or exception cannot be granted, then **DENY permit**. Record information in HAMS, and send a copy to the Statewide Access Management Engineer.

10) If a permit is denied, the applicant may **appeal** WisDOT's decision under s. 86.073 3.0(10).

11) Inspect each STH connection during its construction and after completion to insure permit and policy compliance.

A1: STH CONNECTION PERMIT APPLICATION PROCESS FLOWCHART



4a) Check property for ss. 84.09, 84.25 and 84.295 restrictions

a1) No restrictions exist.

a2) If a property has existing restrictions that prohibit STH access, a STH connection permit cannot be issued. Summarily dismiss the application and return to applicant.

a3) Applicant may petition WisDOT to review the existing access restrictions within the adjacent corridor. These restrictions may be modified if deemed to be in the public interest.

a4) If a connection exists but property restrictions prohibit STH access, determine if a permit was issued in error or if the connection was built illegally. Either way, take steps to remove. 09-10-30, 5.4

a5) Existing restrictions allow STH access. If specified, the type of use for the connection must correspond with what is documented on the deed. Even though a permit may be issued, the application may still be denied if it fails to meet other restrictions or requirements.

4bc) Check property for existing STH connection permits and access covenants. Thoroughly review existing access restrictions on the property. Permits and covenants may or may not have been cross-referenced with each other, so handle each separately. With the most recent permits, covenants should be included. Read covenant language first; then decide if application can be summarily dismissed.

bc1) No restrictions exist.

bc2) Determine extent of the existing access restrictions.

bc3) If the proposed connection would violate existing permit restrictions, deny the permit. If it would violate existing covenants, summarily dismiss the application and return to applicant.

bc4) Self-explanatory.

4d) Trans 233 review

d1) If the property was not part of a land division between 2/1/99 and 1/28/04, or a subdivision at anytime, Trans 233 does not apply.

d2) Coordinate with region's Trans 233 coordinator. Hold connection application if needed.

d3) Self-explanatory.

d4) If the connection application involves a subdivision, send applicant a Trans 233 application. Hold connection application until Trans 233 review is done.

d5) Self-explanatory.

4e) Coordinate with local zoning and ordinances

e1) Is the proposed type of use consistent with existing or proposed zoning? Are local design requirements (e.g., spacing) more stringent than WisDOT's?

e2) Rework with applicant if possible, or go to step 9. WisDOT should not issue a permit that fails to meet local requirements or restrictions.

e3) Add supplemental permit provisions that the connection must comply with local ordinances.

4f) STH and local system impacts: SPO (Planning/Traffic) review

f1) Review 6-year plan, State Access Management Plan 09-10-05, 3.0, corridor plans, other long-range plans and any traffic impact analysis (if needed) to determine STH and local system impacts.

f2) Application fits all plans; no impacts to STH and local systems.

f3) Application fits all plans, but improvements are needed on either the STH and/or local system(s) to minimize congestion and user delay, e.g., adding turn lanes. Work with local officials as needed.

f4) Rework with applicant if possible, or go to step 9.

4g) Coordinate with planning and improvement projects

g1) A proposed connection should fit with the scope of current or future projects – whether STH, local, or combination STH/local project – especially if a development proposes both STH and local connections.

g2) No planning or improvement projects are involved.

g3) Place appropriate supplemental provisions if needed.

g4) Rework with applicant if possible, or go to step 9.