Right-of-Way Delivery System (ROWDyS)

USER’S GUIDE

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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.
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.
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:

![Splash Screen](image)

This is immediately followed by the login screen:

![Login Screen](image)

Enter the **User ID** and **Password** in the fields indicated, and click **OK**.
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:
Description of ROWDyS Screens

File New (continued)

After entering the customer’s information:

![ROWDyS Screen Diagram]

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

![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:

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.)

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):

![Customer 11604](image)

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

![Contact 2667](image)

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.

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:

Enter the contact information:

Click the Save icon
Description of ROWDyS Screens

File New (continued)

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

![Initial Password](image)

Enter the password:

![Initial Password](image)

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

![Contact 2668](image)

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.
Description of ROWDyS Screens

FILE OPEN

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

![FILE OPEN](image)

Customer Search

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

![Customer Search](image)

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.

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

Click Open Customer, and that customer information screen will be displayed:
Description of ROWDyS Screens

File Open (continued)

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

![Customer Search: Customer ID: 10004, Contact ID: , Customer Name: Colleen Ackiss, Contact Last Name: ]

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

![Customer Search: Customer ID: , Contact ID: 2664, Customer Name: Billie New, Contact Last Name: Gary New]
Description of ROWDyS Screens

File Open (continued)

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

[Image of Customer Search screen]

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

[Image of Customer Search screen]
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:

![Customer Search](image)

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

![Customer Information](image)
Description of ROWDyS Screens

File Open (continued)

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

![Contact Information Screen]

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:
**FILE EXIT**

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

![FILE EXIT](image)

**MAINTAIN**

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

![MAINTAIN](image)

⇒ Only permit officers have access to these maintenance functions.
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:

![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

![Lane Closure Permit screen]

Lane Closure Permit
Description of ROWDyS Screens

Maintain Provisions (continued)

Highway Event Permit

![Highway Event Permit Screen]

Driveway or Approach Road Permit

![Driveway or Approach Road Permit Screen]
Description of ROWDyS Screens

Maintain Provisions (continued)

**TODS**

![TODS Screen Image]

**RCIA**

![RCIA Screen Image]
Description of ROWDyS Screens

Maintain Provisions (continued)

Logo Sign

Memorial Sign

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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:

![Screenshot of Lane Closure Provision Edit dialog box](image)

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

![Screenshot of Provision list with revocation provision highlighted](image)
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:

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.

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.
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:

![New Routing Name Input](image)

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

![Select Review Group](image)
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:

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 if 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:

![Routing Stop Edit](image)

If a Review Group from this list is highlighted and clicked

![Routing Stop Edit](image)

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).

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

![Add Successor to Central Traffic](image)

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

![Add Successor to Central Traffic](image)

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:

![Review Routings](image)
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.
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.

![Image of Review Groups screen]

Enter the name:

![Image of Review Groups screen with name entered]

Click OK.

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

![Image of Review Groups screen with User ID entered]

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:

<table>
<thead>
<tr>
<th>Review Group ID</th>
<th>Group Name</th>
<th>Primary Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Southeastern Traffic Safety</td>
<td>Rick Punves</td>
</tr>
<tr>
<td>28</td>
<td>Southeast Utilities</td>
<td>Fred Thorsteinson</td>
</tr>
<tr>
<td>5</td>
<td>Southeastern M&amp;O</td>
<td>Bob Palmer</td>
</tr>
<tr>
<td>6</td>
<td>Southeastern Traffic Safety</td>
<td>Fred Thorsteinson</td>
</tr>
<tr>
<td>7</td>
<td>State Troopers</td>
<td>Fred Thorsteinson</td>
</tr>
<tr>
<td>149</td>
<td>Sue Stifer</td>
<td>Sue Stifer</td>
</tr>
<tr>
<td>120</td>
<td>WAT Test</td>
<td>Paul Marrero</td>
</tr>
<tr>
<td>400</td>
<td>New Group</td>
<td>Billie Wilson</td>
</tr>
</tbody>
</table>

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

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:

```
<table>
<thead>
<tr>
<th>Application Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Seq</th>
<th>Fee Type</th>
<th>Amount</th>
<th>Variable</th>
<th>General</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

```
When to Pay:
```

```
Open  Add
```
Description of ROWDyS Screens

Maintain Fees (continued)

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

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**
Description of ROWDyS Screens

Maintain Fees (continued)

Highway Event Permit

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**

![TODS fees screenshot](image1)

<table>
<thead>
<tr>
<th>Seq</th>
<th>Fee Type</th>
<th>Amount</th>
<th>Variable</th>
<th>General</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Fee</td>
<td>100.0</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Permit Fee</td>
<td>200.0</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>5-Year Renewal Permit Fee</td>
<td>500.0</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

When to Pay:

![TODS when to pay](image2)

**RCIA**

![RCIA fees screenshot](image3)

<table>
<thead>
<tr>
<th>Seq</th>
<th>Fee Type</th>
<th>Amount</th>
<th>Variable</th>
<th>General</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Fee</td>
<td>100.0</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Permit Fee</td>
<td>200.0</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Renewal Permit Fee</td>
<td>500.0</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

When to Pay:

![RCIA when to pay](image4)
Description of ROWDyS Screens

Maintain Fees (continued)

Logo Sign

[Image of Logo Sign fees window]

Memorial Sign

[Image of Memorial Sign fees window]
Description of ROWDyS Screens

Maintain Fees (continued)

Tourist Information Kiosk

![Tourist Information Kiosk screenshot]

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:

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.
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.
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:

![Type and Region Search](image)

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

Enter the Permit Application ID number:
Description of ROWDyS Screens

Search by Type and Region (continued)

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

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:
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:

![Type and Region Search](image)

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

![Type and Region Search](image)
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:

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.

⇒ 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.
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:

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.
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:

![Screen showing search by processing agent]

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

![Screen with processing agent search field]

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:
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:
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.

![HEP Application Search](image)

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.

![HEP Application Search](image)

⇒ 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:

![Window Button Example](image1)

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

![Open File Identification](image2)

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 in and locates the application (see page 5 in the guide for instructions on logging in).

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

Highway Event Permit
Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Driveway or Approach Road Permit

TODS

RCIA

Logo Sign

Memorial Sign
Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Tourist Information Kiosk

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

Lane Closure Permit
Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Highway Event Permit

<table>
<thead>
<tr>
<th>Event Location</th>
<th>Location (include all routes which will be affected by this event)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region where the event will end</td>
<td>Southeast</td>
</tr>
<tr>
<td>Event Description</td>
<td></td>
</tr>
<tr>
<td>Event Name:</td>
<td>Peer</td>
</tr>
<tr>
<td>Number of Participants:</td>
<td>223</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Traffic Control Provided By</td>
<td>Peer</td>
</tr>
<tr>
<td>Traffic Control Provider Phone</td>
<td>(999) 999-9999</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>01/01/2001</td>
</tr>
<tr>
<td>End Date:</td>
<td>01/01/2001</td>
</tr>
<tr>
<td>Date format:</td>
<td>mmm/dd/yyyy</td>
</tr>
<tr>
<td>Description: (start times, end times, days of week, exceptions, etc.)</td>
<td>Peer</td>
</tr>
</tbody>
</table>

Attachment Information:
- Attachments will be mailed
- Attachments are files and will be attached electronically
- Traffic Control Plan (REQUIRED)
- Written/Verbal confirmation from Law Enforcement agency stating they will provide traffic control
- Course Map (REQUIRED)
- Proof of Insurance (REQUIRED)
- 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

<table>
<thead>
<tr>
<th>Location</th>
<th>Driveway or approach road location (Highway, Subdivision, Legal Description, Road, Milepost, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>055 3672 Tl 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driveway Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Access available from other public rights of way?</td>
</tr>
<tr>
<td>Is the driveway or approach road within a platted right of way?</td>
</tr>
<tr>
<td>How many feet does the driveway or approach road serve?</td>
</tr>
<tr>
<td>Size of tract served by the driveway or approach road in acres</td>
</tr>
<tr>
<td>Is the driveway or approach road within a zoning authority?</td>
</tr>
<tr>
<td>Zoning designation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sight distance left</th>
<th>Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight distance right</td>
<td>Feet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driveway Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Driveway width</td>
</tr>
<tr>
<td>B. Left edge clearance</td>
</tr>
<tr>
<td>C. Right edge clearance</td>
</tr>
<tr>
<td>D. Left return radius</td>
</tr>
<tr>
<td>E. Right return radius</td>
</tr>
<tr>
<td>F. Shoulder width</td>
</tr>
<tr>
<td>G. Approach angle</td>
</tr>
<tr>
<td>H. Curb type</td>
</tr>
<tr>
<td>I. Curb to sidewalk distance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments will be mailed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driveway Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Plat including driveway placement notes (REQUIRED)</td>
</tr>
<tr>
<td>- Site Plan (REQUIRED)</td>
</tr>
<tr>
<td>- Proof of Ownership (REQUIRED)</td>
</tr>
<tr>
<td>- Traffic Control Plan (REQUIRED)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approach Road Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Construction Plans (REQUIRED)</td>
</tr>
<tr>
<td>- Recorded plat or waiver including approach road placement notes (REQUIRED)</td>
</tr>
<tr>
<td>- Traffic Control Plan (REQUIRED)</td>
</tr>
</tbody>
</table>
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.
1. Are 25% or more of your anticipated business gross receipts from residents who reside 20 miles or more from your business?
2. Are all necessary business licenses current and maintained?
3. Is your business less than 25 miles from the highway (except for gas and oil - coffee which must be less than 3 miles from the highway)?
4. Is your business or driveway outside of a congested urban area of an organized borough that exceeds 3,000 permanent residents?
5. Is the view of your business or on-premise sign located until a resident box within 1,250 feet of your business?
6. Are there fewer than 6 existing TODS signs at the proposed TODS sign location?

Select the MBA category and check all the 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

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

Business Information:
- Property/legal description (i.e., lot, block, subdivision, township, range, section).
- Section 23, TIM, ROW, P.M.
- Property identification 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):

Add

Remove

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

Add

Remove

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

Add

Remove

Sign Information:
- Requested sign legend (business name or activity, i.e., golf area).
- Choose an arrow direction:
  - Straight ahead arrow
  - Left right arrow
- Choose an icon:
  - Lodging
  - Other: please describe and provide diagram:

Attachment Information:
- Detailed site layout drawing showing (REQUiRED):
  - All official traffic signs and devices within 506 feet of location.
  - Proposed TODS location(s) - 200 feet minimum from intersection and any other traffic signs.
  - Business location and access information business.
  - All names by name, street, and all 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 RCA accessible by a maintained road?
  2. Does your RCA attract an average of at least 100 persons per day during at least four consecutive months?
  3. Is your RCA 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 RCA or co-premise sign blocked until a motorist is within 1,250 feet of your RCA?
  5. Are all necessary business licenses current and maintained?

<table>
<thead>
<tr>
<th>Location</th>
<th>Region: [Southeast]</th>
<th>Location of the proposed sign installation (include highway name, milepost, or any other information that will help us locate your business).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersection Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crossroads Intersection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tee Intersection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other (provide diagram)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Information</th>
<th>Mileage from highway to destination:</th>
<th>Number of motorists served last year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is destination within city limits? Yes</td>
<td>Speed limit:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sign Information</th>
<th>Requested sign legend</th>
<th>Optional Icons (up to 4)</th>
<th>Icon Image</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add</td>
<td>Name</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Remove</td>
<td>Winter</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachment Information</th>
<th>Attachment will be mailed</th>
<th>Attachment will be mailed and will be attached electronically</th>
</tr>
</thead>
</table>

- Detailed site layout drawing showing:
  - All official traffic signs and devices within 800 feet of location.
  - Proposed RCA 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 10 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: Southeast
Intersection Type
- Crossroads
- Tee Intersection
- Other (provide a diagram)
Location of the proposed sign installation (include highway name, milepost, or any other information that will help us locate your business):
- In the middle of our street

Business Information
Property legal description (i.e., Lot, Block, Subdivision, Township, Range, Section):
- Over there
Property Tax ID number:
- 1234
Business License Number:
- 1234
If there is an existing LOGO panel (for your specific service), please list the business names or none, indicate NONE in the last box:
- Name

Service Information:
- Speed Limit: 65
- Mileage from highway to destination: 2
- Is destination within city limits? ☐ Yes ☐ No

Sign Information
Select the specific service for which you 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 layout drawing (REQUIRED)
Application Review Process

Review and Assignment of Application by Permit Officer (continued)

Memorial Sign

Location
Region: Central

Memorial Sign Location (highway, milepost, city, direction of traffic flow, etc.)
Northern Lights Blvd at C Street, westbound

Is the proposed sign location within city limits? ☐ Yes ☐ No

If there are existing memorial signs at this location, please list them. If none, indicate NONE in the first row.

[Input fields for names]

Name: Clara Joyce Hunter

Accident Information
Date and Location of Accident:
05/28/1993 at Northern Lights Blvd and C Street

Name(s) of All Parties Involved:
Clara Joyce Hunter, victim, and Christine Rappold, attorney, driver

Attachment Information:
☑ Attachments will be mailed ☐ 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).
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]
- Speed Limit: [limit]

Business Information:
- Tax ID number: [ID]
- Business License Number: [number]

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

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:

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:

```
Permits Application 12060 assigned to atbrow.

Subject: Permits Application 12060 assigned to atbrow
From: paula_brault@dot.state.ak.us
      aaron_brown@dot.state.ak.us, paula_brault@dot.state.ak.us
To: aaron_brown@dot.state.ak.us, paula_brault@dot.state.ak.us

Lane Closure application 12060 assigned to Aaron Brown
```

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

![Application Status Screen]

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:

![Attachments Tab Screen](image)

Clicking **Add** displays the following screen:

![Add Attachment Screen](image)

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

![Attachment Type List](image)
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.
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:

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:

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

Review of Application by Processing Agent (continued)

Special Conditions Tab (continued)

Enter each Special Condition to be added:

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.

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.

![Special Condition Edit](image)

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.
Comments Tab

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

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:
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**

![Lane Closure Permit Fee Screen]

**Highway Event Permit**

![Highway Event Permit Fee Screen]

**Driveway or Approach Road Permit**

![Driveway or Approach Road Permit Fee Screen]
Application Review Process

Review of Application by Processing Agent (continued)

Fees Tab (continued)

**TODS**

![TODS Fees Tab Image]

**RCIA**

![RCIA Fees Tab Image]

**Logo Sign**

![Logo Sign Fees Tab Image]

**Memorial Sign**

![Memorial Sign Fees Tab Image]
Application Review Process

Review of Application by Processing Agent (continued)

Fees Tab (continued)

Tourist Information Kiosk

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

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

⇒ 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Fee</th>
<th>Tran-Type</th>
<th>Instrument</th>
<th>Amount</th>
<th>Check#</th>
<th>AC</th>
<th>CO</th>
<th>LC</th>
<th>P3C</th>
<th>FJC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/21/2003</td>
<td>Application Fee</td>
<td>Payment</td>
<td>Check</td>
<td>100.0</td>
<td>1002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Highway Event Permit
Application Review Process

Review of Application by Processing Agent (continued)

Payments Tab (continued)

TODS

[Image of TODS payment add window]

RCIA

[Image of RCIA payment add window]

Tourist Information Kiosk

[Image of Tourist Information Kiosk payment add window]
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:

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

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

![Payment Add Window](image)

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

![Payment Add Window](image)

Enter the amount of the payment:

![Payment Add Window](image)

⇒ 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:

![Payment Screen]

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:

![Locations Screen](image)

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

![Location ID Screen](image)

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:

![Localization Screen](image)

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.

⇒ 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.
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.

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:

![Enter text to include in email message dialog box](image)

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:

![Reviews screen](image)

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

![Add a review group dialog box](image)
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:

![Image of LCP 12057 dialog box]

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:

![Image of LCP 12057 notification popup]

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:

![Image of review group details]

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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.

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.

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

![Review History](image)

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:

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:

```
Permits System Review Request - Application 10921

Subject: Permits System Review Request - Application 10921
From: aaron_brown@dot.state.ak.us
To: paula_brault@dot.state.ak.us

Please review the permit application at https://www.dot.state.ak.us/xow/PermitApplicationReview.po?ApplicationId=10921&ReviewId or have another member of the Paula S. Brault review group review it. You have received this message because you are the primary reviewer for the review group. Members of the Paula S. Brault review group are: Paula S Brault (907) 269-0696 paula_brault@dot.state.ak.us

Thank you for you help with this permit application.
Aaron Brown (907) 269-0348
```

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:
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)**

<table>
<thead>
<tr>
<th>Application Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Number: 12052</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Jackson</td>
</tr>
<tr>
<td>Mr. George R. Jackson</td>
</tr>
<tr>
<td>Permits Officer</td>
</tr>
<tr>
<td>6860 Glacier Highway</td>
</tr>
<tr>
<td>Juneau, AK 99801</td>
</tr>
<tr>
<td>(907) 465-6526</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast Region</td>
</tr>
<tr>
<td>USS 3872 Tr 6</td>
</tr>
</tbody>
</table>

**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: Commercial
- Is the driveway proposed or existing: Proposed
- Date applicant/permittee to complete work in accordance with attached plan: 05/30/2006
- Maximum number of vehicles which will use the driveway or approach road in any one hour: 15
- Main use of driveway/road: Residential
- Speed Limit: feet
- Sight distance left: feet
- Sight distance right: feet
- Proposed land use for tract served by driveway/road: cemetery

**Driveway Specifications**
- A, Driveway width: 24 feet

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

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:

- No Disposition
- More Data Required
- Recommend Approval
- Recommend Disapproval
- No Comment

Highlighting an option returns the Review Disposition screen:

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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