

Highway Restriction Notice Form User Guide

February 2021



**Commerce and Compliance Division
Over-Dimension Permit Unit**

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Chapter 1: The Basics

Introduction

The online Highway Restriction Notice Form (HRNF) is used by resident engineers, maintenance staff and external contractors for submitting restriction notice information to the ODOT [Restriction Notice Team](#) for review and publication. Whenever construction or maintenance work will close a state highway or ramp; or restrict the width, length, height or weight of trucks within a work zone on a state highway or ramp, a Highway Restriction Notice Form must be completed online and submitted to the Restriction Notice Team prior to the restriction beginning. This guide provides instructions for filling out the form fields, and the process for updating, canceling and lifting restriction notices.

The [Highway Restriction Notice — Size and/or Weight](#) (form 2357) is available online.

Why the form is important

Information from the HRNF is used to help keep freight moving safely and efficiently through Oregon. Although not all fields on the form are required, it is helpful to provide the [Restriction Notice Team](#) with as much information as possible to help them review and process the restriction in a timely manner. For project-related work, it is recommended to refer to the [Project Mobility Considerations Checklist](#) that was signed off prior to the Plans, Specifications and Estimates (PS&E) phase while completing the form. A [Highway Restriction Notice Review Checklist](#) is available for Resident Engineers who are responsible for reviewing notices submitted by Contractors prior to forwarding to the [Restriction Notice Team](#) for approval.

Once the restriction is approved, the information on the form is entered into ODOT's Electronic Routing Manual (ERM) system. The ERM system is used by the Commerce and Compliance Division (CCD) Over-Dimension Permit Analysts to route oversize and overweight loads in Oregon. Depending on the restrictions in place, ERM helps analysts safely route loads through and/or around work zones. Information on the form is also used to provide timely notifications about road restrictions the trucking industry, including annual over-dimension permit holders.

Road and bridge restrictions can be viewed online on Oregon Trucking Online and Trip Check, and are distributed via GovDelivery email updates.

When this Form is NOT Needed

For all project work (excluding maintenance), a restriction notice is not needed if work activity meets ALL of the following requirements (per [Chapter 5](#) of the Mobility Procedures Manual). For maintenance work, refer to [Activity 1 of ODOT's Maintenance Mobility Requirements](#).

- Project staff can safely accommodate all unannounced oversize loads through the work zone with minimal delay by moving cones, equipment out of the way. Contact the [Restriction Notice Team](#) for accommodating requirements on mainline interstate highways.
- The minimum width maintained for a single open travel lane is 22 feet or greater between barriers, including the travel lane plus any paved shoulder.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for one way traffic.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for two-way traffic with no traffic separator/candlesticks being used on the centerline.
- No lane shifts or lane closures will divert traffic into a travel lane with less vertical clearance underneath structures.
- Traffic is not detoured onto a secondary route.

- Ramps are not closed.
- No length restriction is needed.
- No weight restriction is needed.

When to Submit the Form

Contractors must submit the online form at least 35 days prior to implementing the restriction so that the Resident Engineer can review. This requirement is per **Contract Specification 00220.03(a) Work Zone Notifications**.

Resident Engineers are responsible for reviewing and approving the adequacy of information contained in the form. Once the Resident Engineer determines the form has the required content, the RE then forwards the completed form to the Restriction Notice Team for review and approval 14 or 28 days prior to any planned work zone restriction during construction, depending on the type of restriction (see Notification Requirements in Chapter 5 of the [Mobility Procedures Manual](#)).

A [Highway Restriction Notice Review Checklist](#) is also available for Resident Engineers who are responsible for reviewing notices submitted by Contractors prior to forwarding to the Restriction Notice Team for approval.

Form Submittal Process Summary

The following diagram summarizes the process for submitting a highway restriction notice.

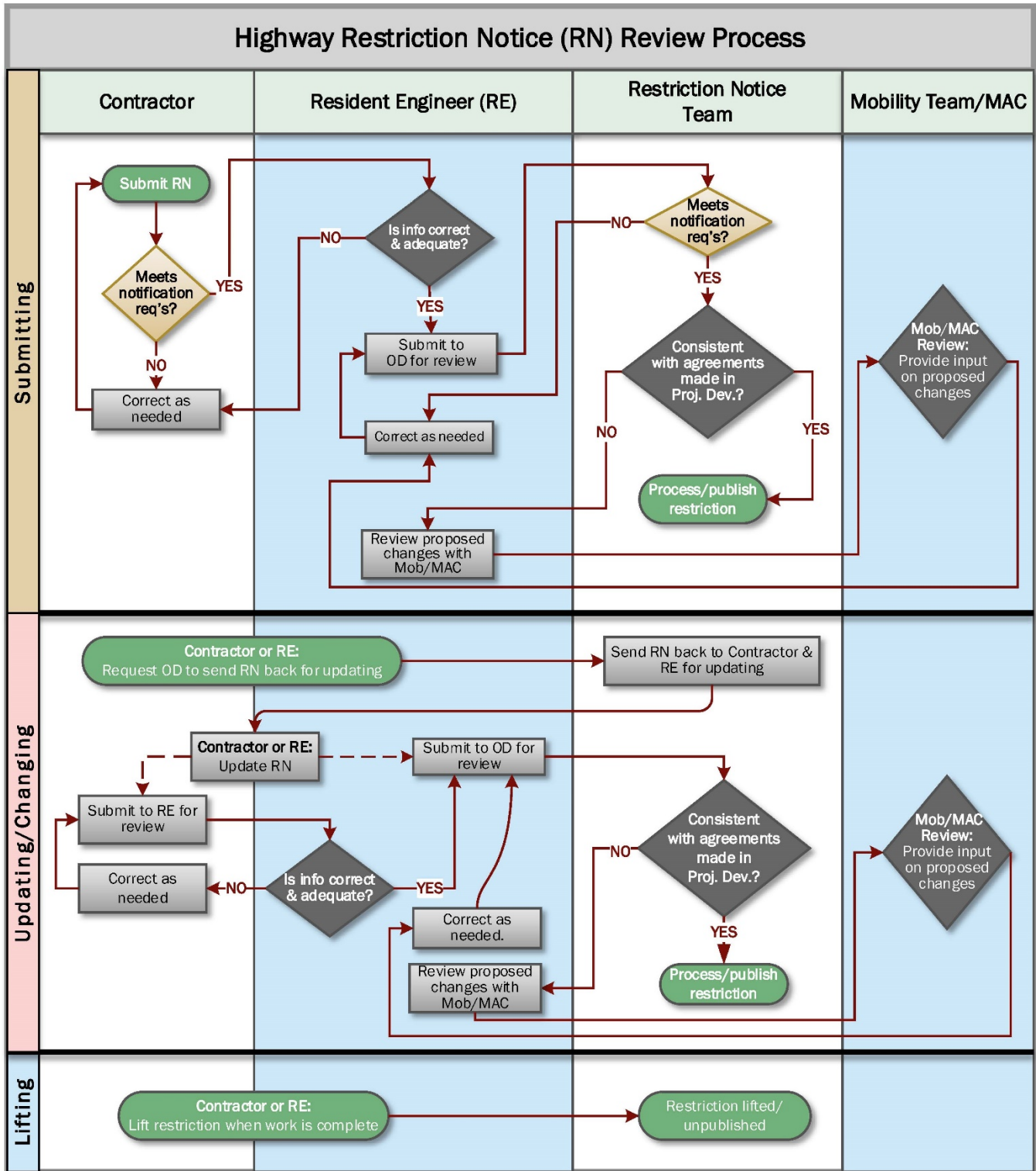


Figure 1: Highway Restriction Notice Process

Chapter 2: Completing the Form

Form Section 1: Location/Project/Event Name

Location Information

Section 1 - (Location/Project/Event Name) Help: [User Guide](#)

Route Number: * Restriction Notice Number: **NEW**

Beginning Mile Point: * Ending Mile Point: *

Direction: Northbound Southbound Eastbound Westbound *

Highway Local Name:

City/Town Nearby: *

Figure 2: Location Information Fields

1. Select the '**Route Number**' for the restriction from the pull down menu. A cross-reference table of highway numbers and names can be found [here](#).
2. Provide the '**Beginning Mile Point**' and '**Ending Mile Point**' that applies to the restriction. Do not put the beginning and ending mile points for an entire project, if multiple restrictions are planned during multiple stages over a long period of time (e.g. longer than 1 or 2 weeks).
3. Indicate the '**Direction**' of traffic that applies to this restriction.
4. Indicate the '**Highway Local**' Name (e.g., the local name for Interstate 5 is the "Pacific Highway".) Contractors may leave this field blank if they are not sure. If the restriction is for a construction project, the reviewing Resident Engineer should fill this in before forwarding the form to the [Restriction Notice Team](#).
5. Indicate the nearest city or town to the restriction.

Project and Contract Information

Project Name: Project Key:

Contract Number:

Figure 3: Project and Contract Information Fields

1. Enter the '**Project Name**'. If this restriction is not part of a project, leave this field blank.
2. Enter the '**Project Key Number**'. If this restriction is not part of a project, leave this field blank. Contractors may leave this blank if the key number is not known. However, the Resident Engineer should fill this in when reviewing the form. Including key numbers is important in assisting Resident Engineers to keep track of projects.
3. Enter the '**Contract Number**', or leave blank if the restriction is not part of a project.

Event/Parade Name

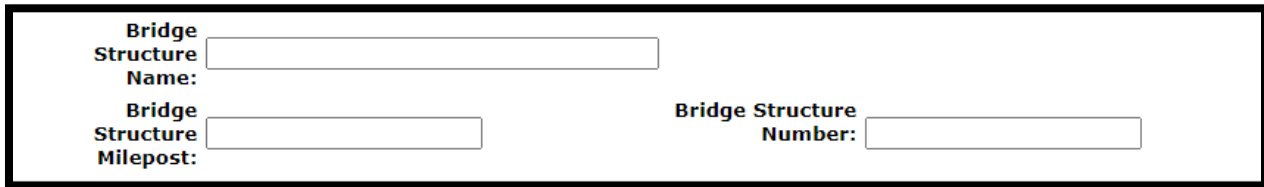


A rectangular form field with a black border. On the left side, the text "Name of Event/Parade:" is displayed in a bold font. To the right of this text is a single-line text input box.

Figure 4: Event/Parade Name Field

If the restriction is associated with a local event (e.g. parades, running races, benefit walks, festivals, etc.) enter the event name in this field. **Note:** If the event involves multiple closures, you can use one form and note all of them in the **Explanation of Work** field in Section 2.

Bridge Information



A rectangular form field with a black border containing three input fields. On the left side, the text "Bridge Structure Name:" is displayed in a bold font, followed by a single-line text input box. Below this, the text "Bridge Structure Milepost:" is displayed in a bold font, followed by a single-line text input box. On the right side, the text "Bridge Structure Number:" is displayed in a bold font, followed by a single-line text input box.

Figure 5: Bridge Information Fields

If the restriction is associated with bridge work, complete the fields shown in Figure 5. Otherwise, leave these fields blank. For reference, bridge information including bridge names, mileposts and numbers can be found in the [ODOT Bridge Log](#).

Form Section 2: Restriction Hours/Days and Explanation of Work

Date Work Begins/Estimated Completion Date



Date Work Begins: * Estimated Completion Date: *

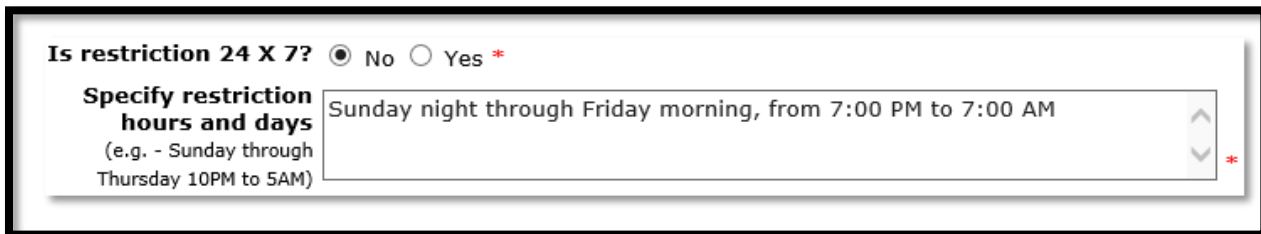
The duration (start/end date entered) shall not exceed the anticipated actual restriction period.

Figure 6: Work Begins and Completion Dates

At the top of Section 2 on the form, indicate the dates that the work related to the restriction will begin and end. It is important that the completion date does NOT exceed the anticipated duration of the restriction, so the restriction can be promptly lifted once work is complete. **Avoid submitting a restriction with an unnecessary extended block of time (e.g. submitting for 3 months when work is only needed for 4 days).** The dates should reflect the best estimate as to when the restriction will take effect and when it will be lifted. Slightly longer windows are okay within reason to account for delays due to weather, etc. Notices can always be extended and is preferred to submitting blanket restrictions.

The ‘Date Work Begins’ must be **at least 14 - 35 days AFTER** the date that the form is submitted, depending on who is completing the form and the type of restriction planned. Per the Mobility Procedures Manual, notice is not considered given until an acceptable form has been approved by the Restriction Notice Team. Refer to [Chapter 5 of the Mobility Procedures Manual](#) for specific notification requirements.

Restriction Hours/Days



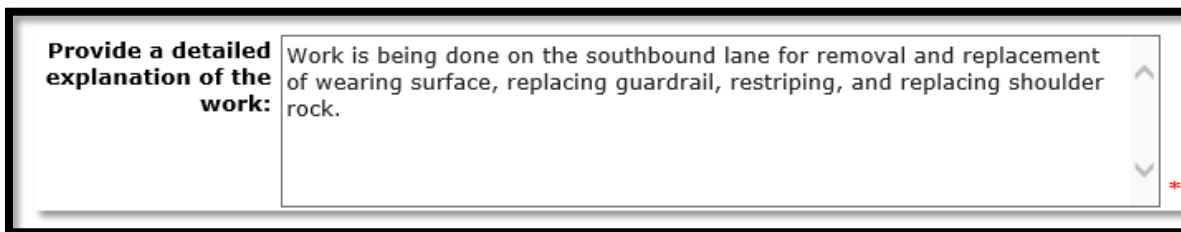
Is restriction 24 X 7? No Yes *

Specify restriction hours and days (e.g. - Sunday through Thursday 10PM to 5AM) *

Figure 7: If less than 24/7, indicate hours and days

If the restriction will be less than 24hrs per day/ 7 days per week, select ‘No’ and indicate the timeframe in the text box (see example in Figure 7.). If the restriction will be 24x7, select ‘Yes’ and proceed to the next field.

Detailed Explanation of the Work



Provide a detailed explanation of the work:

Figure 8: Example of work explanation

Provide as much detail as possible about the type of work being done, relating to the restriction.

Form Section 3: Full Highway Closures

Is this restriction notice submittal for Full Highway Closure?

If the restriction notice does not require a full highway closure, select 'No' to the first question and move on to the next section of the form.

Select 'Yes' if all lanes in one or both directions of an interstate or highway will be closed as a result of the work.

Note: If you select 'Yes' to full highway closures and the work also requires additional lane width restrictions, a separate notice will need to be submitted.

Detour Route Information

Section 3 - (Full Highway Closures) Help: [User Guide](#)

Is this restriction notice submittal for Full Highway Closure? Yes No *

Is there a detour route? Yes No *

Authorized Truck Detour Route

Detour Approved By * (Name of City/County Official)

Is the detour approved for annual oversize loads? Yes No *

Figure 9: Example of detour information for full highway closure

When a restriction notice calls for a full highway closure, provide an authorized detour.

Indicate if the detour is approved for **annual oversize loads**. Refer to [Chapter 3 in the Mobility Procedure Manual](#) for the types of loads that are valid with annual over-dimension permits or contact the [Restriction Notice Team](#) for assistance. For project-related work, you can also refer to the [Project Mobility Considerations Checklist](#) that was signed off prior to PS&E which should include the approved detour information as well.

Form Section 4: Highway Width Restrictions/Lane Closures

If the work does not require you to close any travel lanes, select 'No' and proceed to Section 5 of the form.

If you select 'Yes', proceed to answer the additional questions in this section:

The image shows a screenshot of a web form for 'Section 4: Highway Width Restrictions/Lane Closures'. The form contains several questions and input fields. Eight red callout boxes with white numbers (1-8) are placed on the right side of the form, with arrows pointing to specific fields. Callout 1 points to the 'Which travel lanes?' text box. Callout 2 points to the 'ft' and 'in' input boxes for lane width. Callout 3 points to the 'What are the day time widths, days and hours?' text box. Callout 4 points to the 'What are the night time widths, days and hours?' text box. Callout 5 points to the 'Barrier Type' radio buttons. Callout 6 points to the 'Please describe' text box for overpasses. Callout 7 points to the 'Is this workzone straight or on a curve?' dropdown menu. Callout 8 points to the 'Can wider loads be accommodated with advanced notice?' radio buttons and the 'Please describe' text box below it.

Figure 10: Section 4 questions

1. Indicate the specific lane(s) that will be restricted or closed.
2. Indicate the total restricted width available between the barrier for the open travel lane(s), including any usable paved shoulder. If the restriction will include different widths at different times/days, indicate the NARROWEST WIDTH between the barrier (including paved shoulder) that is planned during the work period.
3. Indicate any restricted width planned during daytime hours. Daytime is defined as ½ before sunrise to ½ after sunset. Refer to the [Mobility Procedures Manual Chapter 3](#) for Nighttime vs. Daytime Requirements.
4. Indicate any restricted width planned during nighttime hours. Nighttime is defined as ½ hour after sunset to ½ hour before sunrise.
5. N/A can be checked if the type of barrier is not known at the time the form is initially filled out. However, the form likely will be returned for this information if N/A is selected when submitted to the Restriction Notice Team for approval.
6. Since the vertical clearance underneath structures can vary between lanes, it is essential to provide information about overpasses or any other overhead structures so we can make sure the open lane will not result in a lower vertical clearance.

7. Indicate if the workzone is straight, curved or both. This helps us determine how much buffer space include for overwidth load restrictions. Two feet of buffer space is applied to straight sections and 3-feet is applied to curves. For example, a 19-foot wide lane between barriers on a straight will be restricted to loads no more than 17 feet wide. On a curve, the same lane would be restricted to loads 16-feet wide. If the restriction is on both a curve and a straight, the more restricted width (16-feet) will be applied.
8. If you can accommodate wider loads with advanced notice, provide instructions, including how much notice is needed. (e.g. contact name, cell phone number, amount of notice required such as 1 hour, 2 hours, 24 hours, etc.).

Form Section 5: Ramp Closures / Ramp Width Restrictions

If the work does not require you to close and/or reduce ramp width, select 'No' to both questions and proceed to Section 6 of the form. If you select 'Yes', proceed to answer the additional questions in this section:

The screenshot shows the following questions and fields in Form Section 5:

- Is this restriction notice for closing any ramps?** (Radio buttons: Yes, No)
- Which ramps will be closed?** (Text input field)
- What are the allowable ramp closure days/hours?** (Text input field, example: Sunday through Thursday 7PM to 7AM)
- Is there a detour route?** (Radio buttons: Yes, No)
- Authorized Truck Detour Route** (Text input field)
- Is the detour approved for annual oversize loads?** (Radio buttons: Yes, No)
- Are you temporarily reducing the width of any ramps?** (Radio buttons: Yes, No)
- Which ramps are affected?** (Text input field)
- What are the restricted days/hours?** (Text input field)
- What is the width for the open travel lane(s) between barriers (including any paved shoulder)?** (Text input field)
- What are the daytime width days and hours?** (Text input field, example: 19 feet, Monday through Thursday, 9 AM to 4 PM)
- What are the nighttime width days and hours?** (Text input field, example: 16 feet, Monday through Thursday, 4 PM to 9 AM)
- Is this workzone straight or on a curve?** (Dropdown menu: Select One)

Figure 11: Section 5 questions

1. Indicate the ramp(s) to be closed (an exit number if available, direction of travel and indicate if it is an on-ramp or off-ramp). If entering multiple ramps, limit the restriction notice to the number of ramps that will be completed within a 1-2 week timeframe. If you have more ramp restrictions beyond that timeframe, check with the Restriction Notice Team to see if an additional restriction notice form will be needed to include them.
2. Indicate the days/hours that the ramp(s) will be closed.
3. A detour route is required for oversized loads if closing a ramp. Be specific in describing the detour route (Example: **'Continue I-5 SB, take exit 297; to OR99W; Terwillger Blvd; Taylors**

Ferry Rd to enter OR43.

Also indicate if the detour is approved for **annual** oversize loads. Refer to [Chapter 3 in the Mobility Procedures Manual](#) for information on annual over-dimension permits, or contact the [Restriction Notice Team](#) for assistance in answering this question. For project-related work, you can also refer to the [Project Mobility Considerations Checklist](#) that was signed off prior to PS&E, which should include the approved detour information as well.

4. In the event you need to restrict the width of a ramp, you can do so here. List all of the affected ramps, and provide the restricted days and hours for each.
5. For these fields:
 - Indicate the total width available between barriers (including available paved shoulder) for each restricted ramp. If the restriction will include different widths at different times, indicate the **Narrowest Width** between barriers (including paved shoulder) that will be planned for each ramp.
 - Indicate any restricted width planned during daytime hours (or put N/A if no daytime restrictions are not planned). Daytime is defined as ½ before sunrise to ½ after sunset. Refer to the [Mobility Procedures Manual Chapter 3](#) for Nighttime vs. Daytime Requirements.
 - Indicate any restricted width planned during nighttime hours. Nighttime is defined as ½ hour after sunset to ½ hour before sunrise.
6. Indicate if the ramp is straight, curved or both. This helps us determine how much buffer space include for overwidth load restrictions. Two feet of buffer space is applied to straight sections and 3-feet is applied to curves. For example, a 19-foot wide lane between barriers on a straight will be restricted to loads no more than 17 feet wide. On a curve, the same lane would be restricted to loads 16-feet wide. If the restriction is on both a curve and a straight, the more restricted width (16-feet) will be applied.

Form Section 6: Height and Weight Restrictions

If the work does not require any height and weight restrictions, select 'No' to the first question and proceed to fill out Section 7, Contact Information. Otherwise, select 'Yes' and complete the questions.

Are you temporarily installing a feature over the roadway that will create a height restriction? Yes No *

(e.g. temporary traffic signal, false work, etc.)

Please describe

What is the vertical clearance from the roadway to the bottom of the structure/falsework in feet and inches? ft * in *

What are the restricted days/hours?

(e.g. 24/7, Monday through Thursday 9 AM to 4 PM)

Are weight restrictions needed? Yes No *

Please select the weights that are allowed:

- Legal Weight (80,000 lbs, Permit Weight Table [1](#))
- Extended Weights (105,500 lbs, Permit Weight Table [1](#) or [2](#))
- Annual Heavy Haul Weights (98,000lbs, Permit Weight Table [3](#) & [4](#))
- Above Legal/Extended/Annual Heavy Haul Weights

Indicate the maximum weight allowed:

Figure 12: Section 6 form questions

1. Describe temporary features that will be over the roadway creating a height restriction. Examples would include temporary traffic signals, bridge containment systems or falsework. If you plan to close lanes and divert traffic underneath a structure with lower vertical clearance, this should be documented in Section 4 of the form (Highway Width Restrictions/Lane Closures).
2. Indicate the exact clearance (including inches) and provide the days/hours when the restriction will be in place.
3. If there are weight restrictions, check all that will apply. Contact the [OD Highway Restriction Notice Team](#) if you need assistance interpreting the Permit Weight Tables.

Form Section 7: Contact Information

The screenshot shows the 'Section 7 - (Contact Information)' form. It includes the following fields and callouts:

- 1:** Submitter's Phone (three digit boxes)
- 2:** Alternate Phone (three digit boxes)
- 3:** Alternate Email
- 4:** Other Non-ODOT Project Contact Email
- 5:** Other Non-ODOT Project Contact (text box)
- 6:** Region Mobility Coordinator (dropdown menu)

Buttons at the bottom include 'Review Before Submitting', 'Reset', and 'Print Form'. A note says '(Free Adobe reader for print)'. A legend at the bottom right indicates '* = required Fields'.

Figure 13: Section 7 contact information fields

1. The submitter can be either an ODOT Resident Engineer (Project Manager) or a non-ODOT Contractor. The timeline for submitting the form depends on the following:
 - **Contractors** must submit the form **at least 35 days** prior to when the restriction begins. When submitted by a Contractor, the form is first sent to the ODOT Resident Engineer to review before it gets submitted to the Restriction Notice Team for approval.
 - If submitted by an **ODOT Resident Engineer** (or alternate Resident Engineer), the form must be submitted **at least 14-28 days** prior to when the restriction begins. Forms submitted by an ODOT Resident Engineer (or alternate) are sent directly to the Restriction Notice Team for approval.
2. An alternate can be anyone on the project team that could answer any questions the Restriction Notice Team might have about the restriction, in the event the submitter is not available. The alternate will also be copied on all email notifications generated by the HRN system.
3. The ODOT Resident Engineer listed in this section will be responsible for reviewing the form, if submitted initially by a Contractor or other non-ODOT submitter. If the ODOT Resident Engineer is also the submitter, enter the same contact information here as in the submitter fields. **Note:** the email field for an ODOT Resident Engineer **must** be a valid ODOT email address.
4. An alternate ODOT Resident Engineer designee must be listed. If the primary RE is not available, this person will be responsible for reviewing the form if submitted by a Contractor. This person will also be copied on all system-generated emails. **Note:** the email field for an alternate ODOT Resident Engineer **must** be a valid ODOT email address.
5. An additional non-ODOT project team member can be added. This person will be copied on all system-generated emails.
6. A Region Mobility Coordinator must be selected from the pull-down menu and will be copied on all system-generated emails.

Chapter 3: Reviewing / Submitting / Approval

Form Review

When the form is complete, click **'Review Before Submitting.'** A review screen will display, with all of the form entries in **red** type. If you need to make a correction, click **'Edit'** and the system will return to the form entry screen so you can make any necessary changes.

If the information appears to be correct, click **'Submit'**.

Status: New Restriction

Section 1 - (Location/Project/Event Name)

Status: New Restriction

Restriction Notice Number: NEW

Route Number: I-5

Beginning Mile Point: 255

Ending Mile Point: 257

Direction: Northbound

Highway Local Name: Pacific Highway

City/Town Nearby: Salem

Project Name: Market Street Overpass

Project Key: NA

Contract Number: NA

Name of Event/Parade: NA

Bridge Structure Name: Market Street

Bridge Structure Milepost: 256.28

Bridge Structure Number: 23088

Section 2 - (Restriction Hours/Days and Explanation of Work)

Date Work Begins: 02/26/2021 **Estimated Completion Date:** 03/01/2021

Is restriction 24 X 7?: Yes

Figure 14: Example of review screen

Confirmation / Restriction Notice Number

Upon submitting the form, the following confirmation screen will appear which includes a unique ID number that is associated with your restriction notice. This number will appear on all system-generated email notifications regarding your notice. You can also provide this number to the Restriction Notice Team if you have any questions about your notice.

HIGHWAY RESTRICTION NOTICE - SIZE AND/OR WEIGHT

Step 1: Complete the request form Step 2: Review **Step 3: Confirmation**

Your Highway Restriction Notice Number, **20210002**, for Route Number: I-5 beginning at milepost 255.00 and ending at milepost: 257.00 has been forwarded to the Resident Engineer for review.

The results of the review will be returned to you via email.

If you have questions, contact the Resident Engineer.

Figure 15: Example of confirmation with RN number

Email Notifications

Shortly after submitting the form, the system will automatically send notification emails to the submitter, the ODOT Resident Engineer, the alternate ODOT Resident Engineer, the Restriction Notice Team and the Region Mobility Coordinator that was selected on the form. Other optional contacts on the form will also receive email notifications.

- **If the form was submitted by a NON-ODOT project member or Contractor**, the email will indicate the RN is pending review by the Resident Engineer or Alternate. In this case, the ODOT Resident Engineer (or alternate) **must first review and then submit the RN** before it can be received and approved by the **Restriction Notice Team**. A [Restriction Notice Review Checklist](#) is available with further guidance for Resident Engineers when reviewing restrictions submitted by Contractors.
- **If the form was submitted by an ODOT Resident Engineer**, the email will indicate that the RN was forwarded directly to the Restriction Notice Team for review.

At the bottom of the notification email is a link to view or make changes to the Restriction Notice (if it has not yet been approved by the Restriction Notice Team).

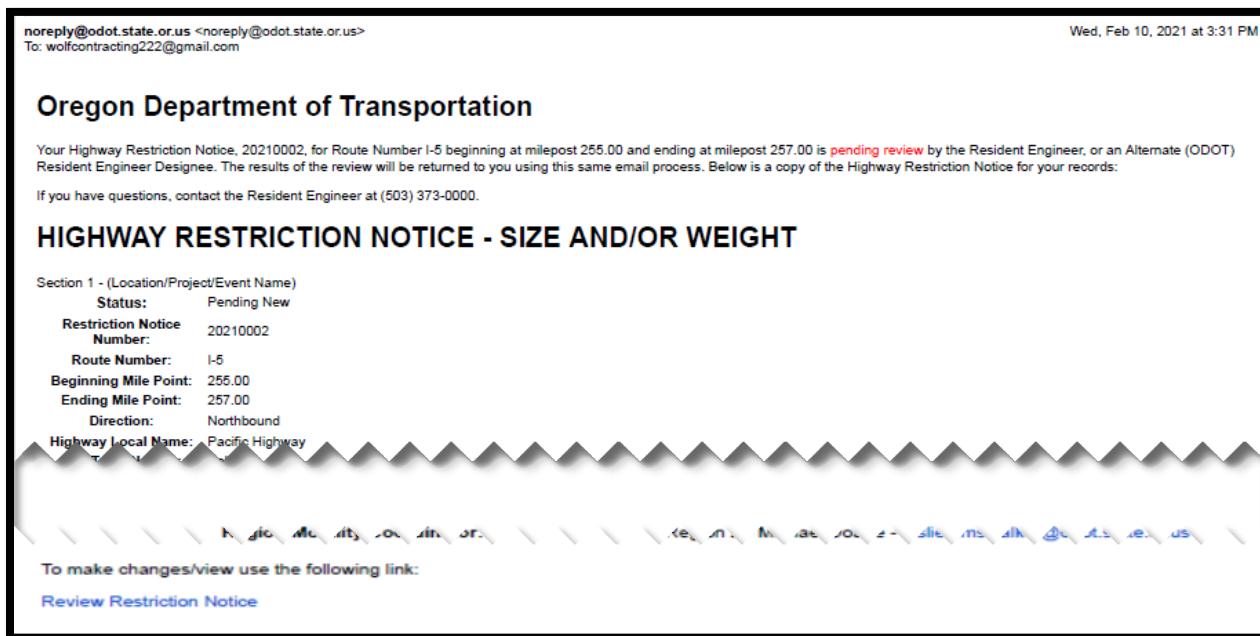


Figure 16: Example of email notification for a Restriction Notice submitted by a Contractor. The bottom of the email includes a link to view or make changes to the restriction notice. Note that the Project Manager title has since been changed to Resident Engineer.

Review by ODOT Resident Engineer (Project Manager)

RNs submitted (or updated) by Contractors must be reviewed first by an ODOT Resident Engineer (Project Manager) before it can be submitted to the Restriction Notice Team for approval. The system will not let the Restriction Notice Team approve RNs submitted directly by non-ODOT staff.

To review a RN submitted by a Contractor or other non-ODOT submitter, the Resident Engineer must click the link at the bottom of the email notification sent by the system.

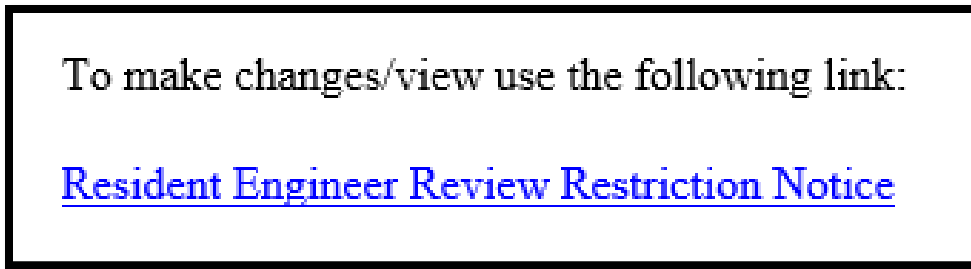


Figure 17: Example showing link at bottom of ODOT email notification for reviewing a restriction notice. Note that the Project Manager title has since changed to Resident Engineer.

Clicking the link will open the restriction notice, allowing the Resident Engineer to review and make any changes if necessary. At the top of the form, the Resident Engineer must check the “Reviewed” box before submitting the form to the Restriction Notice Team for approval. A [Restriction Notice Review Checklist](#) is available with further guidance for Resident Engineers when reviewing restrictions.

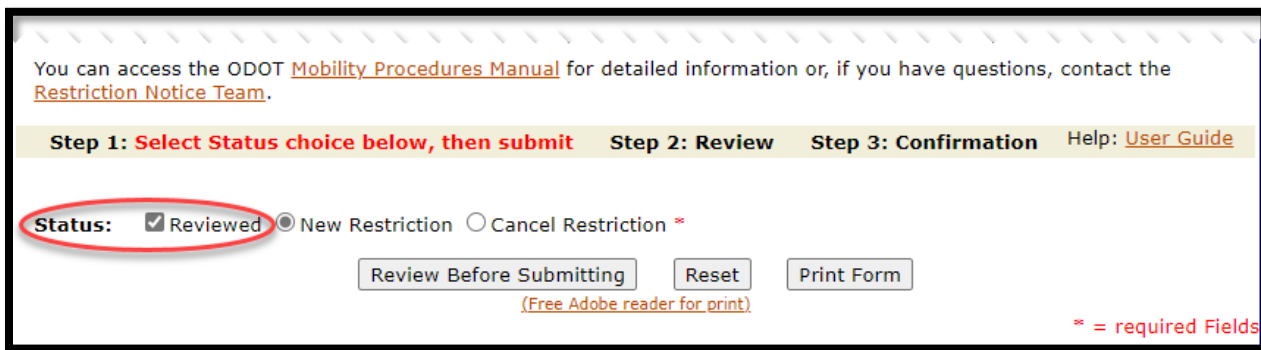


Figure 18: When a Resident Engineer reviews a RN submitted by a Contractor or other non-ODOT submitter, the RE must check this box when submitting the RN to Restriction Notice Team.

The system will not allow the ODOT Resident Engineer to submit the form unless this box is checked.

Restriction Notice Team Approval

When the Restriction Notice Team reviews and approves a RN, the system will generate an email notification to the submitter and all other individuals listed in the contact section on the form.

At the bottom of the confirmation email is a link to access the RN to cancel or lift the notice if the work related to the restriction is complete (see chapter 5).

Note: Do not cancel or lift if you only intend to make changes to an existing RN. Contact the [OD Highway Restriction Notice Team](#) so they can return it back to you for editing.

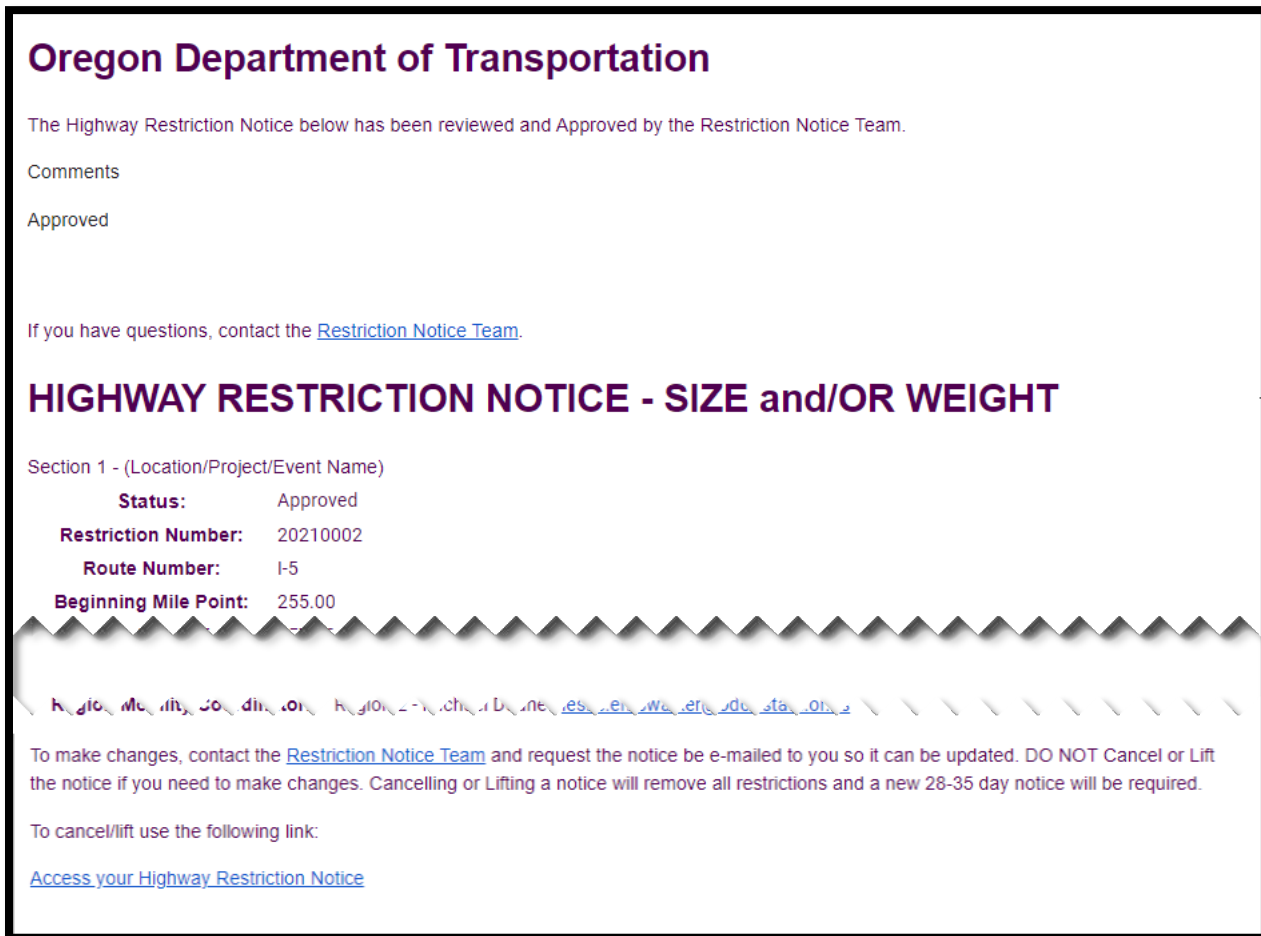


Figure 19: Example of email confirmation showing approval by the Restriction Notice Team

Rescinded Restriction Notices

On rare occasions, the Restriction Notice Team may need to rescind the approval of a restriction notice. If this happens, all of the project team members listed on the contact section of the form will receive an email notification that the RN has been rescinded. The comments section of the email will indicate why the approval was rescinded, and will provide some instructions for next steps.

Chapter 4: Editing / Updating

Restriction Notices (RN) Sent Back for More Information by the Restriction Notice Team

Occasionally, the Restriction Notice Team will send a RN back to a submitter requesting more information, or to clarify or correct information before they can approve the notice.

If this is the case, the submitter (and all others listed on the form) will receive an email notification requesting the additional information. The submitter can click the link at the bottom of the email to open the form for editing to add the requested information or make corrections on the form.

Note: If the person editing the form is a Contractor or other non-ODOT submitter, the updated notice must first be reviewed by the ODOT Resident Engineer. The Resident Engineer must then submit the form back to the Restriction Notice Team to approve the change. The system will not let the Restriction Notice Team approve an updated restriction notice that has not been reviewed by the associated Resident Engineer (unless the edit or change was made directly by the Resident Engineer).

Updating an Approved RN (e.g. extending restriction dates)

Submitters occasionally need to update an approved RN, such as extending the anticipated work completion date. In this case, you will need to send an email to the Restriction Notice Team requesting to have your restriction notice sent back to you for updating.

Provide the team with the **Restriction Notice Number** or a copy of the confirmation email received from the HRN system.



Figure 20: Confirmation email showing restriction number. The Restriction Notice Team will need this number to pull up your restriction to send back to the submitter for updating.

The Restriction Notice Team will then send the restriction notice back for “additional information.” An email notification will be sent to the submitter and the Resident Engineer with a link at the bottom allowing changes to be made to the form.

Note: New restrictions should not be added to existing restriction notices that have already been approved. Submit a new restriction notice form to add any new restrictions.

Chapter 5: Lifting/Canceling

Lifting a Restriction Notice

As soon as the construction or maintenance work related to the restriction is complete, you will need to lift the restriction so the trucking industry and the Commerce and Compliance Division Over-Dimension permit analysts can be notified.

Once the estimated completion date that was entered into the HRNF has been reached, the system will generate an automated email reminder to lift the restriction. However, the restriction should be lifted sooner if the work related to the restriction has been completed before the estimated completion date.

To lift a restriction, open the confirmation email from the HRNF system that was sent when the restriction was approved. At the bottom of the email is a link to access the restriction for lifting or canceling.

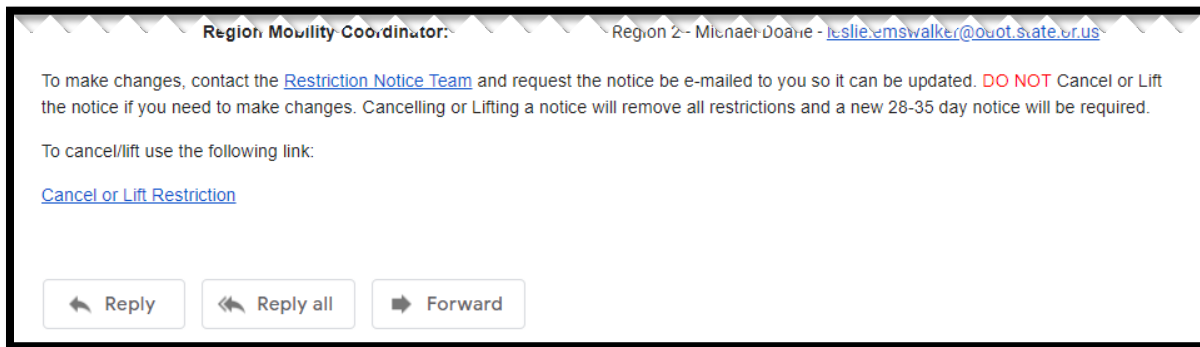


Figure 21: Confirmation email showing link at the bottom for accessing a RN for lifting/canceling.

After clicking the link, the restriction notice will open in your web browser. At the top of the form, select **'Lift'**, and then click **'Review Before Submitting.'** On the review screen, click **'Submit.'**

Note: The **'Lift'** option will not appear at the top of the form if the **'Work Begins'** date has not yet started. If you want to remove a restriction that has not yet started, select **'Cancel.'**

Note: Do not lift a restriction notice unless you are certain the work relating to the restriction is complete and that all permitted loads can pass through the affected highway work zone unrestricted. If a lift was submitted unintentionally, contact the [Restriction Notice Team](#) immediately before the lift is processed.

Canceling a Restriction Notice

The 'Cancel' feature is used to remove restrictions that have not yet started. Situations where you would cancel a restriction notice include:

- Two project team members accidentally submitted duplicate notices, in which case one of them needs to be canceled.
- The project work requiring the restriction has been canceled or rescheduled to a much later date (or the future dates are not yet certain).

To cancel a restriction, open the confirmation email from the HRNF system that was sent when the restriction was approved. Click the link at the bottom of the email to open the RN in your web browser (see **Figure 21**).

At the top of the form, select **'Cancel'**, and then click **'Review Before Submitting.'** On the review screen, click **'Submit.'**

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Appendix 2: Daytime and Nighttime Width Restriction Notification Requirements

The amount of notice needed is based on the route, the width and whether the restriction is during the day or night.

1. Use the following Freight Mobility Maps to determine the color of route the restriction will be on.
2. Use the tables below to determine the amount of notice required.
3. Use a [Sunrise/Sunset Calendar](#) to determine if the allowable lane closure hours and/or width restrictions occur during the daytime or nighttime requirements.

Daytime Width Restrictions

Daytime width restrictions occur from ½ hour before sunrise to ½ hour after sunset.

[Freight Mobility Daylight Width Map](#)

Restriction Notification Requirement	Black (Interstate)	Black (Non-Interstate)	Blue	Red
28 to 35-Day Notification	Less than 19 Feet	Less than 17 Feet	Less than 15 Feet	N/A
14-Day Notification	19 Feet to 22 Feet	17 Feet to 22 Feet	15 Feet to 22 Feet	Less than 22 Feet

Nighttime Width Restrictions

Nighttime width restrictions occur from ½ hour after sunset to ½ hour before sunrise.

[Freight Mobility Nighttime Width Map](#)

Restriction Notification Requirement	Green (Interstate)	Green (Non-Interstate)	Black
28 to 35-Day Notification	Less than 15 Feet	Less than 13 Feet	Less than 15 Feet
14-Day Notification	15 Feet to 22 Feet	13 Feet to 22 Feet	Less than 22 Feet

Appendix 3: Frequently Asked Questions

- **When filling out the form, how accurate does the start date need to be?**

The start date needs to reflect the actual date that the highway restriction will take effect. We understand that the start date may change (e.g. pushed back to a later date). However, any changes to the start date must meet the minimum notification requirements (see [Chapter 5](#) in the Mobility Procedures Manual).

- **If a highway paving project requires closing a lane, does a separate notice need to be submitted for closing ramps?**

Yes. Lane closures and ramp closures are treated as separate restrictions since the restriction is usually not needed for the same timeframe/duration. While the lane closure will last for the duration of the paving work, the affected ramp closures can usually be lifted earlier as the paving work progresses past each ramp.

- **If we can accommodate all unannounced loads on a non-interstate highway by moving barrier and equipment out of the way with delay of less than 20 minutes, do we still need to submit a restriction notice?**

For all project work (excluding maintenance), a restriction notice is not needed if work activity meets ALL of the following requirements (per [Chapter 5](#) of the Mobility Procedures Manual). For maintenance work, refer to [Activity 1 of ODOT's Maintenance Mobility Requirements](#).

- Project staff can safely accommodate all unannounced oversize loads through the work zone with minimal delay by moving cones, equipment out of the way. Contact the [OD Highway Restriction Notice Team](#) for accommodating requirements on mainline interstate highways.
- The minimum width maintained for a single open travel lane is 22 feet or greater between barriers, including the travel lane plus any paved shoulder.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for one way traffic.
- The minimum width maintained for traffic is 28 feet or greater for two travel lanes for two-way traffic with no traffic separator/candlesticks being used on the centerline.
- No lane shifts or lane closures will divert traffic into a travel lane with less vertical clearance underneath structures.
- Traffic is not detoured onto a secondary route.
- Ramps are not closed.
- No length restriction is needed.
- No weight restriction is needed.

For Contractors who are still required to submit a restriction notice (per Contract Specification 00220.03(a) Work Zone Notifications), the Contractor can submit the form and indicate that no restriction is needed in the "Explanation of Work" field (provided all of requirements described above are met).

- **If my project involves a closure for a highway interchange, is that considered a lane closure or a ramp closure when filling out the form?**

A closure on an interchange is considered a ramp closure, which needs to be entered in Section 5 of the Highway Restriction Notice form. State system-to-system ramp closures typically require at least 28 day notification. Ramp closures to/from local roads only require a 14-day

notification.

- **What do I do if I have multiple ramps closures? Can I submit them all in one restriction notice?**

When completing a restriction notice for multiple ramp closures, only include as many ramps on the form that can reasonably be completed within a realistic timeframe. This allows a restriction notice to be lifted in a timely manner, rather than keep the restriction notice in place for several weeks/months until all the ramps are complete.

If you are not sure, check with the Restriction Notice Team to see if an additional restriction notice form should be submitted to accommodate all the ramps in your project.

- **How can I update a restriction notice (e.g. to update the dates)?**

Send an email to the Restriction Notice Team with a request to update your Restriction Notice.

In your email, indicate the reason for updating the notice, and provide either the Highway Restriction Notice ID Number, or a copy of the Highway Restriction Notice confirmation email (sent automatically by our system when the notice is submitted). Your Restriction Notice will then be returned to you by email, with a link to open the notice and make the necessary updates.

Note that Restriction Notification Requirements still apply per the [Mobility Procedures Manual](#) and [Operational Notice PD-16](#).

- **When describing lanes on the form, what is meant by “A” or “B” lanes?**

Letters A, B, C, etc. are used to specify the lanes on a multilane highway. Letter “A” designates the far left (fast) lane, followed by B, C, etc. For example:



When submitting the form, you can designate which lane is being closed by A, B, C, etc. OR you can also say you are closing the left, right, center lane or indicate it is the fast or slow lane.

- **Is there a mechanism in place to notify the form submitter if there is a conflict with another project for detour routes?**

The form does not have a feature available to notify the submitter about detour route conflicts. Per [Chapter 2 of the Mobility Procedures Manual](#), project managers, project leaders and consultant project managers must notify their Region Mobility Liaison of planned detours. The Region Mobility Liaison is responsible for collecting data on existing or proposed detour routes and working with region staff and others to resolve conflicts.

- **When a form is submitted, how does the Restriction Notice Team assign a staff member to process them?**

The Restriction Notice Team has two program specialists who are tasked with processing restriction notice forms. Form submissions appear on a system dashboard that is monitored each day by staff. Form submissions are prioritized based on the pending start dates for the restrictions. Each form is not necessarily assigned to a specific staff person to process. Instead, the system keeps a log of staff notes and actions so that any team member can work them if necessary.

- **Do railroads have the same responsibility for filling out restriction notices and meeting notification requirements?**

Per [Chapter 2 of the Mobility Procedures Manual](#), the Region Mobility Liaison is responsible for “collaborating with the ODOT Rail Division about the viability of proposed detour routes and rail project operations that may affect mobility.” If the work will result in a closure or any type of freight restrictions, notification should be provided to ensure the Restriction Notice Team can provide advance warning to freight (e.g. mail restriction letters, issue a trucking advisory, etc.) and to ensure oversize loads are not routed through the work zone, or detoured onto secondary roads that are not authorized and are unsafe.

- **For restrictions related to Special Events, what are some best practices for entering information?**

One notice or separate notices? Since special events (e.g. parades, running races, etc.) are usually for short durations, just one form is needed, even if multiple closures are planned. Simply list all of the closures in the “Explanation of Work” field on the form, or contact the [OD Highway Restriction Notice Team](#) if you are not sure how to list all of them.

How early can I submit a notice? All restriction notices need to meet minimum notification requirements (see [Chapter 5](#) in the Mobility Procedures Manual). Although we encourage users to submit restriction notices early, we do not recommend submitting them too early when plans are likely to change. If possible, submit them no more than 2 or 3 months out or when you are reasonably certain of the event details. Keep in mind, any changes to the event plans will need to be updated within the minimum notification period.

What are detour requirements? If possible, the local detour route should, at a minimum, accommodate both passenger vehicles and legal size freight traffic. Oversize loads can be restricted, as we can warn them by sending a Restriction Letter and placing the restricted times on the carriers permits. If legal size freight traffic cannot be allowed, then an alternate approved detour (that is signed) would also be needed.

- **If a contractor turns in a restriction notice on day 1, the project manager then reviews the notice on day 3, and then Restriction Notice Team approves the notice on day 4, can the contractor start working on day 5?**

In this scenario, work could only proceed immediately after approval by the Restriction Notice Team if the work will result in no restriction per the requirements listed in [Chapter 5](#) of the Mobility Procedures Manual. Otherwise, work that results in a restriction must adhere to the notification requirements outlined in the Mobility Procedures Manual.

Appendix 4: Hyperlinks used in this document

- [Freight Mobility Daylight Width Map.](#)
- [Freight Mobility Nighttime Width Map.](#)
- [Highway Operational Notice PD-16, Highway Mobility.](#)
- [Highway Restriction Notice Form.](#)
- [Highway Restriction Notice Review Checklist for Resident Engineers.](#)
- [Maintenance Mobility Requirements.](#)
- [Mobility Procedures Manual.](#)
- [Restriction Notice Team Email Address.](#)
- [ODOT Bridge Log.](#)
- [ODOT Statewide Mobility Program website.](#)
- [Mobility Team Email Address.](#)
- [Project Mobility Considerations Checklist.](#)
- [Routes-to-Highway Cross Reference Table.](#)
- [Sunrise / Sunset Calendar.](#)