

## **NDOT OVER DIMENSIONAL PERMITS INSTRUCTION 6-07**

Date: August 13, 2007

Subject: Special Procedures and Conditions for Super Loads

Reference: (a) NAC 484.460 – NAC 484.580

Enclosure: (1) Super Load Permit Application Format  
(2) Super Load Permit Application Instructions  
(3) Super Load Movement Announcement

1. **Purpose.** To establish special procedures and conditions for permitting of extraordinarily large or heavy vehicle combinations and loads on any roads under the jurisdiction of the State of Nevada Department of Transportation (NDOT). As defined in the reference, these special purpose permits are issued, when the maximum criteria for single-trip permits are exceeded. Hereafter referred to as Super Loads, these instructions apply to vehicle combinations and loads which meet any of the following criteria, with exceptions as cited in paragraph 3:
  - a. Gross weight over 250,000 pounds; or
  - b. Wider than 17 feet in an urban area or 26 feet in a rural area; or
  - c. Higher than 19 feet; or
  - d. Longer than 110 feet in an urban area or 150 feet in a rural area; or
  - e. Special purpose loads that exceed the transportation permitting parameters or authority of any other State agencies as provided for by State statute.
  
2. **Background.** Super Load movements, though infrequent, have a significant impact on Nevada highways and traffic, and require additional coordination by NDOT Permit Agents, other state and local government and law enforcement agencies, public utility services, and road construction and maintenance crews. NDOT's priorities as always are to protect the highway infrastructure and public safety, while making reasonable accommodation for commercial and government transportation requirements. Because of the size and weight issues and the multiple jurisdictions that are involved, NDOT exercises greater oversight, particularly for load and route analysis and for coordination with the impacted parties and the general public. General and special conditions and restrictions as described in the reference and other NDOT instructions must be thoroughly reviewed and understood by each Super Load applicant. Restrictions may be relaxed in exceptional cases and during state or federal emergencies in order to accommodate some Super Loads.

### 3. Procedures and Conditions

- a. Failure of a applicant to follow these procedures and conditions may delay issuance of a permit and movement. Prior planning and coordination by the applicant is absolutely necessary for timely, safe and successful execution of all Super Load movements.
- b. Super Load movements are restricted as follows:
  - i. The urban area criteria cited in paragraph 1 applies in the following areas: all roads in Carson City, Clark County and Storey County; Douglas County (all roads North of SR 208); Lyon County (all roads West of Alternate SR 95); and Washoe County (all roads South of SR 446). The rural area criteria cited in paragraph 1 applies in all other areas of the state.
  - ii. In the aforementioned urban areas during high commute hours: Monday – Friday, 5 am – 9 am and 4 pm – 7 pm, and on or near holidays (per NAC 484.560)
  - iii. At night and on weekends and holidays anywhere in the state (per NAC 484.542).
- c. Vehicle combinations not exceeding the criteria cited in paragraph 1 will be handled in accordance with standard procedures for single-trip or annual permits.
- d. Pilot Cars will be provided and equipped in accordance with NAC 484.545, and as determined by the Permit Agent. Pilot car operators will follow the publications “Pilot Car Escort TRAINING MANUAL” and “Pilot Car Escort – Best Practices Guidelines” issued by the Specialized Carriers and Rigging Association (SC&RA), the Federal Highway Administration (FHWA), and the Commercial Vehicle Safety Alliance (CVSA).
- e. At least 20 days prior to desired movement, the applicant will submit a preliminary Super Load Permit Application typed with signatures. The application should be prepared in the format as shown in Enclosure (1) and in accordance with the instructions described in Enclosure (2)
- f. Upon receipt of the preliminary application, NDOT will designate a lead Permit Agent and a back-up Permit Agent. The Permit Agent will request a Structural Design Division evaluation, recommended restrictions for the planned movement, and recommended additional fees for design analysis. The Permit Agent will keep supervisors apprised of all Super Load applications and movements.
- g. At least 12 business days prior to movement, the Structural Design Division will provide their analysis and recommendations to the designated Permit Agent.
- h. At least 12 business days prior to movement, applicable fees will be determined and the applicant must make payment.
- i. At least 10 business days prior to desired movement, NDOT will:
  - i. If tentatively approved for movement, provide the applicant with any pertinent modifications to the preliminary application including any additional restrictions.
  - ii. If the application is disapproved, provide the applicant with the reasons and any modifications that are required to attain approval.
- j. At least 7 business days prior to desired movement, the applicant will submit a final application typed with signatures.

- k. At least 5 business days prior to desired movement, NDOT will:
  - i. Ensure that the applicant has coordinated with all designated points of contact.
  - ii. Provide an approved permit to the permittee.
  - iii. Provide a copy of the approved permit to the Nevada Highway Patrol on-scene officer-in-charge.
  - iv. Publish a Super Load Movement Announcement [Enclosure (3)] via e-mail to all state, local and NDOT stakeholders.
  - v. Post warning announcements on the NDOT 511 system (radio, web site and telephone).
  - vi. The Public Information Officer will arrange for further media notification as appropriate.
- l. During the movement phase, the Nevada Highway Patrol on-scene officer-in-charge, or the permittee (when not escorted by NHP), will report the following events as they occur to the NDOT Over Dimensional Permits Office (a message on voice mail will suffice after hours):
  - i. Entering and departing the state.
  - ii. Commencement and completion of each day's movement within the state.
  - iii. Any major delays affecting the prescribed schedule, route or overnight plan.
  - iv. Roadway or infrastructure damages of any kind.
  - v. Emergencies or accidents of any kind.
  - vi. Required changes to the permitted plan due to vehicle maintenance, personnel issues, or other factors.
  - vii. Calls should be made to 800-552-2127 (during business hours) or 775-888-2141 (after business hours).
  - viii. The Permit Agent will forward pertinent information to other affected district staff and permit supervisors, who will keep the Director, PIO and others informed as necessary.
- m. After the movement phase, the Nevada Highway Patrol on-scene officer-in-charge or the permittee (when not escorted by NHP) are requested to provide copies of any available after-action reports to the NDOT Over Dimensional Permits Office.

#### 4. **Action**

- a. Over Dimensional Permit Agents will comply with this instruction, maintain a copy of this instruction in their desktop procedures, and make a copy available to all permittees.
- b. The Division Head, Structural Design Division will ensure timely and thorough review of any Super Load applications as requested and advise the Over Dimensional Permits Office on appropriate conditions and restrictions.
- c. The Public Information Officer will provide support to the Over Dimensional Permits Office as requested and manage public media as deemed appropriate and in accordance with this instruction.
- d. District Engineers will provide support to the Over Dimensional Permits Office as requested and ensure staff and crews are notified of any Super Load movements that might impact operations.

- e. The Department of Public Safety, Nevada Highway Patrol, Commercial Operations Office has concurred in these instructions and the publication “Law Enforcement Escort – Best Practices Guidelines” issued by the Specialized Carriers and Rigging Association (SC&RA), the Federal Highway Administration (FHWA), and the Commercial Vehicle Safety Alliance (CVSA).

5. **Supersedes.** N/A.

//S//  
Richard J. Yeoman  
Administrative Services Officer III

//S//  
Richard Nelson  
Assistant Director, Operations

CC: Permit Agents (4)  
Mary Martini, District I Engineer  
Thor Dyson, District II Engineer  
Kevin Lee, District III Engineer  
Jeff Richter, Admin Services Div  
Mike Lawson, Traffic Info Systems Div  
Mike Stair, Equipment Division  
Mark Elicegui, Structural Design Division  
Scott Magruder, Public Information Officer  
Officer-in-Charge, Commercial Operations, NHP  
Edgar Roberts, Motor Carrier Division, DMV

**NDOT OVER DIMENSIONAL PERMITS INSTRUCTION 6-07**

**SUPER LOAD PERMIT APPLICATION FORMAT**

1. **FIRM:** Name of business, street and mailing address
2. **LOAD:** Describe contents of load
3. **LADEN DIMENSIONS**  
 Length: In exact feet/inches      Height: In exact feet/inches  
 Width: In exact feet/inches      Weight: To nearest 100 pounds
4. **UNLADEN DIMENSIONS**  
 - Same format as #3 if unladen travel will be on this permit; otherwise mark N/A.
5. **POINTS OF CONTACT**  
 - Name, primary/alternate phone number(s) of firm's on scene coordinator  
 - Name, primary/alternate phone number(s) of firm's movement coordinator (if not the same as above)
6. **COORDINATION**  
 - List pertinent liaisons by name, organization, phone number, date and subject (e.g., Nevada state, local and law enforcement authorities; Nevada private and business parties, utility companies, and landowners; NDOT may verify these contacts.)
7. **NOTES:** Enter any other additional information that may be helpful.
8. **SCHEDULE/ROUTE**  
Departure Point:  
 - If traveling from out of state, route and state line entering Nevada.  
 - If starting in Nevada, the street address and city.  
Day 1:  
 - Day of week, Month/Day/Year, start time – anticipated end of day time.  
 - From Departure Point, list each route (by name and number) in succession.  
 - Overnight Location (identify specifically if applicable).  
Subsequent Days: Repeat for each day of planned travel as necessary.  
Destination Point  
 - If traveling out of state, route and state line departing Nevada.  
 - If ending in Nevada, the street address and city.
10. **DRAWINGS:** Attach detailed drawings of the vehicle combination with all axle spacings and weights.
11. **SIGNATURE:** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**Do not mark below line. For NDOT Permit Agent Only.**

Date Preliminary App Rcvd:	Lead Agent:	Back-up Agent:
Date Structural Review Rqtd:	Structural Design Rep:	Date Structural Review Rcvd:
Fee Amount:	Date Permittee Advised:	Date Fee Rcvd:
Date Final App Rcvd:	Date Permit Issued:	Permit #:
Date Announcement Sent:		Date Action Closed:

## **NDOT OVER DIMENSIONAL PERMITS INSTRUCTION 6-07**

### **SUPER LOAD PERMIT APPLICATION INSTRUCTIONS**

1. Application for a permit is a closely coordinated process described in the basic letter of instruction. A preliminary application provides basic information for NDOT's planning purposes and for tentative approval. A final application provides detailed information for NDOT's final analysis of the trip parameters and for customizing the permit prior to issue.
2. Typically, permits will be restricted to a single trip over a five-day window. If more days are required, for example when the transport vehicle itself is over-dimensional and either en route to pick up a load or after unloading, additional permits may have to be requested.
3. Both the preliminary and final application must be typed and signed by the permittee's movement coordinator (preferably the same individual designated as the on-scene representative in #6 of the application). The application format in Enclosure (1) may be duplicated as needed.
4. Permittee must submit a preliminary application (20 business days prior) and a final application (7 business days prior) by fax (775-888-7103), at the Carson City Over Dimensional Permits Office, or by e-mail (overdimensionalpermits@dot.state.nv.us).
5. All fees must be paid before the final application will be processed.
6. By the next business day after transmittal of both applications, the permittee should verify receipt by NDOT, by phone (800-552-2127 or 775-888-7410).

## **NDOT OVER DIMENSIONAL PERMITS INSTRUCTION 6-07**

### **SUPER LOAD MOVEMENT ANNOUNCEMENT**

#### **Distribution**

1. Assistant Director, Operations
2. Assistant Director, Administration
3. District Engineers (as appropriate)
4. Administrative Services Division Head
5. Structural Design Division Head
6. Engineer for Load Rating & Over Dimensional Permits, Structural Design Division
7. Public Information Officer
8. Customer Service Coordinator
9. 511 Travel Information Coordinator
10. All Permit Agents
11. DMV Motor Carrier Division Head
12. DPS/NHP Commercial Operations, Officer-in-Charge
13. DPS/NHP On Scene Officer-in-Charge
14. Local Government Authorities (as appropriate)

#### **Message Format (sample)**

This is a warning of a Super Load movement that will have a significant impact on Nevada roadways. Please promulgate to appropriate NDOT offices/crews, media and other local authorities. Please post on the NDOT 511 system.

1. **PERMIT #:** 121121
2. **FIRM:** Ace Heavy Haul, 900 South Parkway, Salt Lake City, Utah 75431, XXX-XXX-XXXX
3. **LOAD:** Autoclave
4. **LADEN DIMENSIONS**  
Length - 315'  
Height - 15'8"  
Width - 22'  
Weight - 834,500#
5. **ESCORTS:** Pilot cars, fore and aft; approximately 6 NHP escorts.
6. **POINTS OF CONTACT**  
Joe Trucker, Ace Heavy Haul, XXX-XXX-XXXX  
Jane Agent, NDOT, 775-888-7410  
John Vegas, Clark County, XXX-XXX-XXXX
7. **COORDINATION:** NDOT has coordinated with Clark County Traffic Mgmt and received concurrence on these trip parameters. Ace Heavy Haul continues to coordinate directly with NHP. No utilities coordination required.
8. **NOTES:** None.
9. **ROUTE:**  
Day 1: Tuesday, October 17, 7AM-5PM  
UT/NV State Line/I 80 (NDOT) to West Wendover to US 93 Alternate (NDOT) to US 93 (NDOT) to Ely (Overnight)  
Day 2: Wednesday, October 18, 7AM-5PM  
US 6 (NDOT) to SR 318 (NDOT) to US 93 (NDOT) to Alamo (Overnight)  
Day 3: Thursday, October 19, 7AM-5PM  
US 93 (NDOT) to I 15 (NDOT) to I 215 (Clark County) to Las Vegas (Overnight)  
Day 4: Friday, October 20, 7AM-10AM  
I 215 (Clark County) to I 515 (NDOT) to US 95 (NDOT) to NV/CA State Line