INTERSTATE HIGHWAYS CONGESTION POLICY

EXCEPTION REQUEST ANALYSIS AND JUSTIFICATION

RE: [PermitDescription]  
[Route] in the [Direction(s)] direction(s) from [Location] to [Location] (MM [n] to MM [n]) in [Counties]  
Permit No. [nnnnnnn]

NEED FOR WORK

[NeedForWork]. [EffectOnRoute]. This work is planned for a [WorkTimeFrame].

PLANNED CLOSURES/RESTRICTIONS

[ClosureDescription] [ClosureSchedule]. These closures are anticipated to begin [ExpectedStartDate] and last [ExpectedDuration].

ANALYSIS

Traffic impacts due to the closures were analyzed using [AnalysisTool]. The traffic volumes used in the analysis were obtained from [CountSource]. The counts were taken from [CountStation] on [CountDate] for the segment [Segment]. The capacity used in the analysis is the Highway Capacity Manual’s typical value adjusted for the proximity of the work to the travel lane resulting in [WZLaneCapacity] PCE/Hr/Ln. This capacity corresponds to a [LaneWidth] ft. lane width.

[RelevantInformation].

The analyses indicate that queue [within/outside] policy limits should be anticipated as a result of this work. The results indicate that a maximum queue length of approximately [MaxQueueLength] miles may be experienced for a maximum of [MaxQueueDuration] hours on [Day] at [Time] in the [Direction] direction. The results indicate that a maximum queue length of approximately [MaxQueueLength] miles may be experienced for a maximum of [MaxQueueDuration] hours on [Day] at [Time] in the [OppositeDirection] direction. Please see the attached analyses and charts for further details on the queue modeling.

The Permittee will be working closely with the TMC to assure that minimal congestion in the work zone is achieved.

SELECTED WORK SCHEDULE

[SelectedWorkschedule]. [Justification].

ABBREVIATED TRANSPORTATION MANAGEMENT PLAN (TMP)

The following Abbreviated TMP will be followed throughout the construction of this project:

Traffic Control Plan (TCP)

The following is an outline of the TCP:

* The Permittee will notify the TMC at least 3-days ahead of any MOT change so that the appropriate ATIS messages (if available) can be displayed to inform motorists of the upcoming closure and for general information concerning the status of traffic operations on the Interstate Highways. The E-mail addresses for these notifications are: [indpc@isp.IN.gov](mailto:indpc@isp.IN.gov) and [indytmc@indot.IN.gov](mailto:indytmc@indot.IN.gov). The Permittee shall call the TMC (317-899-8690x1) immediately prior to implementing any lane or shoulder restriction as a final notification and to provide project contacts / phone numbers that will be available for the duration of the restriction.
* All lane or shoulder restrictions will be closed and/or shifted in accordance with the IMUTCD and INDOT Specifications 105, 107 and 801.
* Unless explicitly stated otherwise in this Approval, Recurring Special Provision 108-C-585, which concerns holiday closures, will be followed.
* [SpecialTemplateBullets]

Traffic Operations Plan (TOP)

Lane restriction information will be transmitted by TMC to ITS boards in advance of this area and will notify motorists of the work, well in advance of the closure, as ITS boards are available.

Public Information

Simultaneous to the TMC notification noted above, the Permittee shall notify the INDOT District Media Contact responsible for the area of the restriction at least 3-days in advance of the closure. The Media Contacts can be found at [www.media.indot.in.gov](http://www.media.indot.in.gov) which redirects to [www.in.gov/indot/2364.htm](http://www.in.gov/indot/2364.htm). They will insure that local television news channels, radio stations and newspapers will be notified of this construction. Local commuters will be advised to avoid this area and use alternative local routes if possible. They will also insure that the Indiana Motor Trucking Association is notified to minimize the number of trucks that will use these detour routes.

Prepared by:

[NameOfPreparer]  
[TitleOrPosition]  
Phone Number: [PhoneNumber]  
Email: [EmailAddress]

Reviewed by:

[InitialReviewer], [Title]  
[Department]  
Phone Number: [PhoneNumber]  
Email: [EmailAddress]

[Department] Comments:

*(Do not include this page and any that follow in the submittal)*

OPTIONAL TMP BULLETS (situation specific)

* The speed reduction will be in accordance with INDOT Construction Memorandum 14-06 unless a Temporary Official Action has been issued. This includes approval by the District Traffic Engineer and recordkeeping by both District Traffic and District Construction.
* Unless determined otherwise by the Permittee based on site conditions, Portable Changeable Message Signs (PCMS’s) will be placed approximately 2 miles ahead of the construction signing to alert drivers that they should expect stopped or slowed traffic. If queuing is observed, extending within a ¼ mile of the PCMS’s, the Permittee will adjust the PCMS placement to a position where they are at least ½ mile (but not more than 2 miles) in advance of the maximum observed queue.
* PCMS’s shall be installed, in series, 2-minimum in each direction for each lane restriction to fully advise motorists of the excessive queues in accordance with the *INDOT Guidelines for Portable Changeable Message Signs (PCMS)*. The guidelines can be found at: <http://www.in.gov/dot/div/contracts/design/PCMS.pdf>. Great care should be used to monitor the excessive queues and place the PCMS’s in advance of the observed queues to mitigate the risk to all stakeholders.
* PCMS’s shall be installed in accordance with the *INDOT Guidelines for Portable Changeable Message Signs (PCMS)*. The guidelines can be found at: <http://www.in.gov/dot/div/contracts/design/PCMS.pdf>. Care should be used to monitor the excessive queues and place the PCMS’s in advance of the observed queues to mitigate the risk to all stakeholders.
* Portable Temporary Rumble Strips should be incorporated into the lane restrictions and placed in advance of the queues in accordance with Recurring Special Provision 801‑T‑209 and 801-T-209d.
* In instances where observed queuing is significantly greater than queuing predicted by modeling during the design phase, Portable Temporary Rumble Strips should be considered as a measure to mitigate the risk caused by those lane restrictions. They should be placed in advance of the observed queues in accordance with Recurring Special Provision 801-T-209 and 801-T-209d.
* ’Watch for Stopped Traffic’ signs shall be placed in advance of the queue.
* The Supervisor of the Traffic Control Systems Section at the TMC shall be notified at least three business days before the detour. The hourly traffic volumes passing through the signalized intersection for the duration of the detour will be reported to the Traffic Control Systems Section.
* The Federal Highway Administration (FHWA) must grant approval of this closure before work can commence. (Interstate to interstate ramp or complete mainline closure.)
* The superintendent and one other responsible employee will be on call during all non-working periods to oversee the repair or replacement of all traffic control devices which may become damaged or inoperative.
* If any lane closure occurs, other than what is allowed under this exception request, $2,500.00 will be assessed as liquidated damages.
* The inside and outside shoulders may be utilized for maintaining traffic in accordance with the plans.
* The Permittee is strongly encouraged to request ISP support for the work zone, as soon as restriction dates are known – at least 3-days in advance of the lane restrictions. Contact Kim Peters (317-899-8619 / [kpeters@indot.IN.gov](mailto:kpeters@indot.IN.gov)) or Guy Boruff (317-899-8605 / [gboruff@insot.IN.gov](mailto:gboruff@insot.IN.gov)) to make these requests.
* The Permittee is encouraged to consider the use of ISP support for the work zone as they may be beneficial and protect motorists and workers. Requests should be made as soon as restriction dates are known – at least 3-days in advance of the lane restrictions. Contact Kim Peters (317-899-8619 / [kpeters@indot.IN.gov](mailto:kpeters@indot.IN.gov.)) or Guy Boruff (317-899-8605 / [gboruff@insot.IN.gov](mailto:gboruff@insot.IN.gov)) to make these requests.

FIELD DESCRIPTIONS

Fields may be expanded to multiple lines as needed.

[PermitDescription] Description of the type of permit, work involved and location.

[Direction(s)] One or more of the following: northbound, southbound, eastbound or westbound.

[Location] Description of the location of relative to crossing roadways, crossing railways, crossing streams, entrance and exit ramps, etc.

[n] Number.

[Counties] County or Counties in which the project is located.

[NeedForWork] Describe the work that needs to be done and why.

[EffectOnRoute] How, when and why the route will be affected by the work.

[WorkTimeFrame] When the work will be occurring.

[ClosureDescription] [ClosureSchedule] Lanes, ramps or shoulders being closed/restricted, where and closure hours. For example:  
Single lane closure on southbound I-65, nighttime closures  
Full ramp closure on northbound I-65 at Exit 99, weekend closures  
Outside shoulder closure on westbound I-79, nighttime closures

[ExpectedStartDate] When the closure/restriction will first go into effect. For example:  
Monday night, May 1, 2017 at 9 PM  
Spring 2018

[ExpectedDuration] Length of time closures/restrictions will be in effect. For example:  
For the duration of the permit (only if an expiration date has been provided)  
For up to 3 weekdays in the month of June

[AnalysisTool] Name of the analysis software or tool used. For example:  
INDOT’s Queue Analysis Spreadsheet (V1.24)  
QuickZone 2.0

[CountSource] The source of the traffic counts. Typically, this should be INDOT’s Traffic Count Database System (TCDS)

[CountStation] The source of the traffic counts. Typically, this should be INDOT’s Traffic Count Database System (TCDS)

[CountDate] The date of the traffic counts.

[Segment] The segment of the traffic counts, from \_ to \_.

[WZLaneCapacity] Capacity of lane in work zone (See IHCP Table C-3.)

[LaneWidth] Lane width through work zone.

[Relevant Informatiion] Any other relevant information to the analysis.

[MaxQueueLength] Maximum length of queue

[MaxQueueDuration] Maximum duration of queue

[Direction] One of the following: northbound, southbound, eastbound or westbound.

[SelectedWorkschedule] Work schedule for the closures based on thoughtful selection of hours to minimize congestion and queues while improving safety for both workers and motorists.

[Justification] Justification for the selected work schedule.

[SpecialTemplateBullets] Enter any other special considerations to be included in the TCP. See “optional” bullets on page 4 of this document for suggestions.