

## **PROCESS FOR REQUESTING OFF-ROAD VEHICLE (ORV) CONNECTOR ROUTES ON STATE TRUNKLINE HIGHWAYS**

All documents and forms referenced herein, and additional information and resources are available on MDOT's [ORV Connector Routes](#) web page.

### **Eligibility**

[The Natural Resources and Environmental Protection Act](#), as amended, [Part 811](#), specifically Michigan Combined Laws (MCL) [324.81101](#) and [324.81131](#), now provides that MDOT may authorize the operation of ORVs on a highway, other than an interstate highway, subject to the requirements and restrictions of the law, and at the discretion of MDOT. Only the Michigan Department of Natural Resources (MDNR) and/or the legislative body of a Local Unit of Government (LUG) may request MDOT to authorize the operation of ORVs on a segment of State Trunkline Highway. (See MCL 324.81131, subsections (6) and (7)).

The MDNR and or the Local Unit of Government should investigate potential alternate routes that do not involve the state trunkline highway and demonstrate to MDOT that there are no reasonable or viable non-highway alternative routes prior to requesting ORV Connector Routes within the State highway Right-of-Way.

### **Process for Requesting Authorization**

#### **1. Coordinate with MDNR and/or LUG & MDOT prior to submitting a permit application**

Prior to formally submitting a permit application, it is recommended that the LUG and MDNR coordinate and discuss the proposed ORV connector, and then meet with the appropriate [MDOT Transportation Service Center \(TSC\) Construction Permit Staff](#) to conduct a preliminary assessment and review, including the following:

- The designation of the proposed ORV connector;
  - An official MDNR Designated ORV Route Connector, or
  - A Local Route Connector,
- The identification of the appropriate Permit Applicant,
  - For Official MDNR Designated Routes – MDNR shall be the permit applicant.
  - For Non-MDNR (Local) Routes – The LUG shall be the permit applicant.
- The limits of the proposed highway segment (provide a site location map),
- The physical space available and allowable within the highway Right-of-Way (ROW) that might reasonably and safely accommodate ORV traffic, either;
  - On the shoulder, or
  - Off the shoulder, or
  - As a combination of on the shoulder and off the shoulder
- The identification of any construction or improvements that may be required
  - Approaches or crossings (connections to the highway shoulder)
  - Culverts or bridges
  - Earthwork, grading, slope flattening, tree removal etc.
- Review of the [Guidelines for Off-Road Vehicle \(ORV\) Connector Routes on State Trunkline Highways](#)
- Review Environmental Requirements for Activities Within MDOT ROW, ([Form 2486](#))
- Review Special Conditions for Authorized ORV Connector Routes on State Trunkline Highways, ([Form 3764A](#)).

## 2. Draft a detailed color ORV Connector Route Aerial Photo Map

This map can be used for stakeholder engagement purposes, and then edited as needed to be submitted with the permit application. Any aerial photo image source can be used, such as commonly available satellite images on the web, provided that the images are relatively current and provide adequate resolution. (See [Example ORV Connector Route Aerial Photo Map](#))

## 3. Engage stakeholders

The LUG shall solicit comments from stakeholders in accordance with the requirements of MDOT's Context Sensitive Solutions (CSS) for Off-Road Vehicle (ORV) Connector Routes, ([Form 3764B](#))

## 4. Adopt a LUG Resolution

The LUG must adopt and sign the Resolution to Request Authorization to Adopt an Off Road Vehicle (ORV) Ordinance, ([Form 2207F](#))

## 5. Submit an Individual Construction Permit Application Package

An official request for MDOT to authorize the operation of ORVs on a highway shall be in the form of an individual construction permit application through Michigan Business One Stop (MBOS) online system, using MDOT's Construction Permit System (CPS), with all of the following required documents attached:

- A signed copy of Context Sensitive Solutions (CSS) for Off-Road Vehicle (ORV) Connector Routes, ([Form 3764B](#))
- A signed copy of Resolution to Request Authorization to Adopt an Off Road Vehicle (ORV) Ordinance, ([Form 2207F](#))
- A detailed color ORV Connector Route Aerial Photo Map
- A detailed set of plans if construction or improvements are needed

Note: The individual permit application (request) is not considered complete without all of the required documents attached to the permit application package. Incomplete applications shall be placed on hold until all required documents are received.

### Information for using MBOS and CPS:

The permit applicant (MDNR or LUG) shall register and create a MBOS account. Refer to [MBOS Instructions for Governmental Agencies, Schools and Colleges](#) to set up your account in MBOS. Once you are registered in MBOS you will be able to add CPS as a task to submit your permit application.

An ORV user group, consultant or other party can submit a permit application on behalf of the LUG or MDNR, if they have been delegated user authority in the LUG or MDNR account.

## 6. MDOT Review of the permit application

MDOT has the statutory requirement to approve or deny the permit application package within 60 days of receiving a complete permit application.

**Note:** The permit applicant will be notified by email through CPS when the permit is approved and issued or denied. If the permit is issued, the permit applicant can then view and print the permit package using CPS, (See [Example of an Issued MDOT Permit](#))

**If MDOT approves and issues the individual permit application** the MDNR and/or the LUG may proceed with adopting an ORV ordinance and other requirements in accordance with the issued permit.