









- an applicant's proposal include V local road sections, G District Engineering with appropriate (*affected*) local government officials. ITD will provide assistance in local bridge analyses where required.
- Once the staff analysis is complete, the FPM will finalize an evaluation of the application and forward it to the CE for review.
- If the evaluation is favorable toward the application, a public hearing is scheduled to gather public testimony.
- If the evaluation is not favorable toward the application, the FPM will present the findings to the 129,000K Route Subcommittee for its consideration. If the Subcommittee concurs with the unfavorable evaluation, the Subcommittee can elect to:
  - Return the evaluation to the FPM who will coordinate a re-evaluation with the applicant, HQ staff, DMV, and applicable district. Should the re-evaluation be favorable to the request, the FPM will present the updated evaluation to the Subcommittee. If the Subcommittee concurs with the revised evaluation, the FPM will coordinate with the applicable District PIO for a public hearing, see **Appendix 2**.
  - Recommend the ITB deny the application, see **Appendix 3**.

3. Public Hearing: If the evaluation is favorable toward the application, the Executive Assistant to the Board will work with the appropriate (*affected*) Board member(s), the District Public Information Officer (PIO) and respective district engineer(s) to schedule a hearing. If more than one route has been requested in a district, one hearing is sufficient to gather testimony on all of the routes in that district.

- The District PIO will publish information on the ITD 129,000K Route website announcing the hearing date and the closing date for public comments. (The date and time for closing public comments to be at least 15 days after published notification of the hearing.)
- The Governmental Affairs Manager will notify appropriate legislators and local elected officials of the date, time and location of the hearing.
- The FPM will inform the applicant of the hearing date and time.
- The District PIO will provide a script for the hearing officer (Board member) to the Executive Assistant to the Board.
- The District PIO will forward any and all public communications that were received to the FPM who will consolidate the comments and coordinate getting them published on the ITD 129,000K Route website. The FPM will also forward a copy to the Executive Assistant to the Board.
- The Executive Assistant to the Board will provide information packets, including public comments received, to the affected Board member prior to the hearing.
- Hearings will be open to the public.

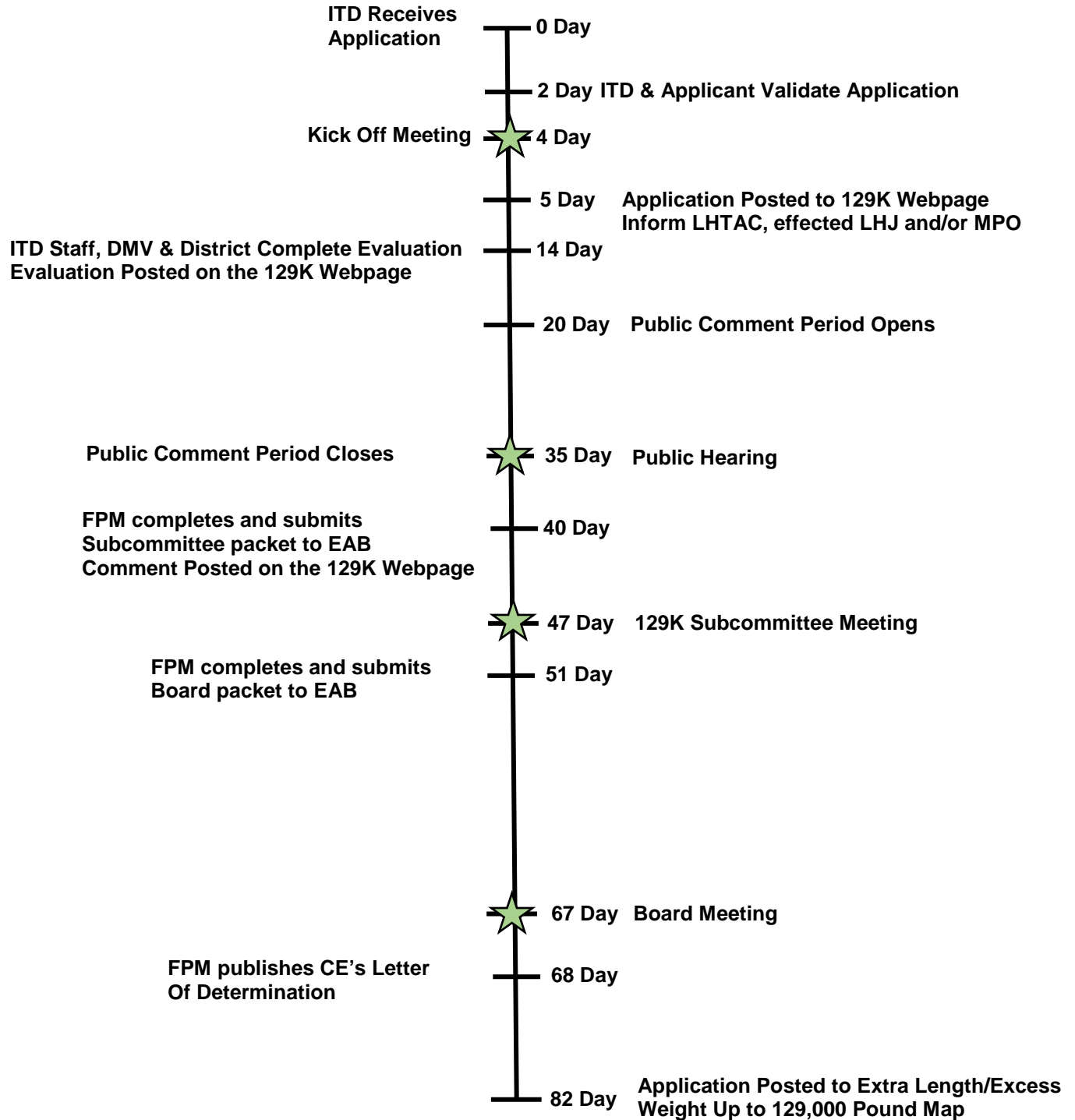
- The affected Board member will take testimony. The District PIO is responsible to transcribe the testimony and forward the transcript to the FPM. The FPM will then publish it on the ITD 129,000K Route website.
4. Chief Engineer's Recommendation to the 129,000K Route Subcommittee:  
The FPM will present findings and relevant information to the 129,000 Pound Route Subcommittee along with a recommendation to approve or reject the application based on the evaluation of the application.
  5. Subcommittee Meeting:
    - The Executive Assistant to the Board will work with the Subcommittee Chair on scheduling meetings. Subcommittee meetings will be held at ITD Headquarters with audio/visual connections to affected district offices, or at a location determined by the Subcommittee Chair.
    - The Governmental Affairs Manager will notify appropriate legislators and local elected officials of the time, date and place of the Subcommittee meeting.
    - The Executive Assistant to the Board and the Office of Communications will issue a news release regarding the Subcommittee meeting date, time and place. The Office of Communications will post the meeting agenda on the ITD 129,000 Pound Route website.
    - The FPM will inform the applicant(s) of the meeting.
    - The Executive Assistant to the Board will provide information packets, including public comments or reference to public comments, posted on the ITD 129,000 Pound Route website prior to the Subcommittee meeting.
    - Subcommittee meetings will be open meetings without additional public testimony; however, comments received up until the published closing date will be considered and specifically addressed by an advisory member of the Subcommittee or ITD staff as required.
    - The FPM will present the analysis of the route(s) and a recommendation for Subcommittee action.
    - If the recommendation is favorable, the Subcommittee will discuss, and the voting Subcommittee members as identified in bold face on page 3 shall vote on a motion to hold the request for additional information or recommend the full Board reject or approve the application.
    - The result of the decision on the motion or the direction taken on the unfavorable report will be provided to the Idaho Transportation Board at the first available meeting scheduled by the Chairman of the Board.
    - The Executive Assistant to the Board will take minutes. The minutes will be posted on the ITD 129,000 Pound Route website by the FPM.
  6. Idaho Transportation Board Meeting: The 129,000 Pound Route Subcommittee will make a recommendation (options include, but are not limited to, hold the request for additional

information or recommend the full Board reject or approve the application) to the Idaho Transportation Board based upon the department's analysis.

- The FPM will present the analysis of the route(s).
  - A summary of relevant comments received on the request will be provided. If appropriate, a responsible party (i.e. ITD staff, the Department of Commerce, or State Police) will address comments.
  - The Subcommittee Chair will present the Subcommittee's recommendation.
7. If the Idaho Transportation Board rejects or approves the Subcommittee's recommendation to either approve or deny the request, the FPM will prepare a CE Letter of Determination for CE endorsement. The Letter of Determination will be sent to the requester and posted on the ITD 129,000 Pound Route website. An applicant has 14 days to file an appeal with the ITD Director. The Director then appoints a hearing officer to review the appeal in accordance with the Idaho Administrative Appeals Act. If no action is taken, the decision becomes final 14 days after the Letter of Determination is posted.
- The FPM will send a copy of the CE's Letter of Determination to the DMV. If the decision is to approve the route, the DMV will update the "route for up to 129,000 pound vehicle combinations map".
  - The FPM will post the CE's Letter of Determination on the ITD 129,000 Pound Route website with the date of the posting.
  - The original CE's Letter of Determination will be maintained by the FPM.

## Appendix 1

### 129,000 Pound Time Line

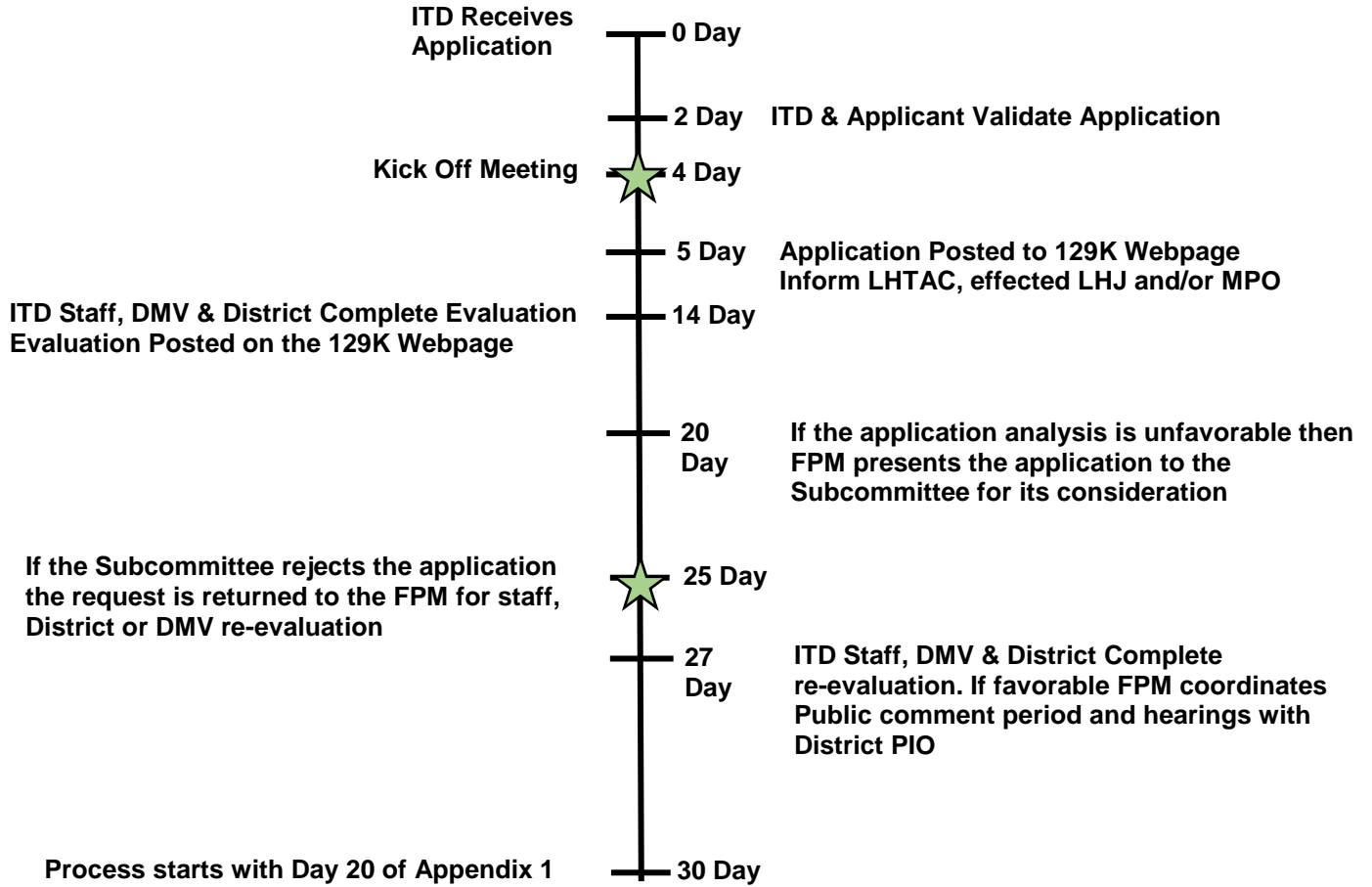


- 15 Day - Open Comment Period
- 7 Days - Meeting packet submitted to Subcommittee
- 17 Days - Board agenda submission to Board Meeting
- 14 Days - Open appeal dates from published Letter of Determination to when approved route is published on the "Designated Routes up to 129K" Map.



## Appendix 2

### 129,000 Pound Time Line “Request Returned to ITD Staff”



## Appendix 3

### 129,000 Pound Time Line "Request Denied"

