Initial Information Required For A Vegetation Maintenance Permit For Visibility Of Locations Off the Right-Of-Way.

1. If access to the right-of-way is required to review the proposed site(s) in preparation of creating an application for the vegetation maintenance, submit an MR 505 Permit Application detailing the activity(s). See Standard Procedure No. 512-001, “Vegetation Maintenance Permitting For Visibility Of Locations Off The Right-Of-Way”, page 4, section 1-C. Submit a formal letter of intent, with the MR 505 Permit Application, describing in detail the proposal.

2. If access to the right-of-way is required and is obtained through/from a location that is under the jurisdiction of the local City, County, Township, or Village Government, provide/submit a copy of the local’s permit for ODOT’s file. See Standard Procedure No. 512-001, “Vegetation Maintenance Permitting For Visibility Of Locations Off The Right-Of-Way”, page 5, Item 3.

3. If access to the right-of-way is required and is obtained through/from private property, submit a notarized statement from the private property owner or provide a copy of the leasehold agreement with the private property owner, proving the applicant has the right to access the right-of-way from the private property. See Standard Procedure No. 512-001, “Vegetation Maintenance Permitting For Visibility Of Locations Off The Right-Of-Way”, page 6, section 2-B.


5. After the MR 505 Permit Application, and all required information is submitted, an ODOT representative and the applicant’s certified arborist will agree upon and identify specific trees, shrubs, and other vegetation that may be pruned or thinned in the work area. See Standard Procedure No. 512-001, “Vegetation Maintenance Permitting For Visibility Of Locations Off The Right-Of-Way”, page 7, section J-1 and K-1.

6. Once all information is submitted and the applicant’s certified arborist and ODOT’s representative come to agreement, all proposals that require the cutting of vegetation within city, village or township corporation limits, shall be submitted to their local officials for comment. Provide ODOT with a copy of the local official’s comments AND approval letter. See Standard Procedure No. 512-001, “Vegetation Maintenance Permitting For Visibility Of Locations Off The Right-Of-Way”, page 7, section I.


9. The intent of this document is to highlight key sections of the Standard Procedure for quick reference to explain information that is needed to initiate a vegetation maintenance permit. This document is not intended to replace the Standard Procedure. To insure compliance, completeness, and a timely response to your proposal review the “Vegetation Maintenance Permitting For Visibility Of Locations Off The Right-Of-Way” Standard Procedure 512-001 at: www.dot.state.oh.us/policy/512-001(sp).pdf

If you have any question, please do not hesitate to contact: Permit Technician Ms. Jill Powers at 1-216-584-2195.