1.0 General Policy

Proper access management of the STH system involves maintaining an inventory of all STH connections. The following guidelines have been established to assist WisDOT staff with the inventory process.

2.0 Inventory Process

With each recondition type-1 improvement project or higher, use the process outlined in 3.1 to determine the status of each STH connection. After that has been accomplished:

- Review permitted STH connections to ensure that all of the permit information and documentation is correct, and issue amendments to the permit or reissue permits as needed,
- Obtain permits for those unpermitted STH connections other than roads or streets in which the lack of a permit is the only reason making them nonconforming, and
- Perform a review as described in 4.1 for other nonconforming connections.

Typically, this work is done by the region access management coordinator and/or engineer working with the project development section on a project-by-project basis[1].

Give a property owner the opportunity to review a draft copy of a new or amended permit document before it becomes an official WisDOT record. This allows the owner to correct any erroneous information and sign the document if s/he wishes. A permit does not have to be signed by the property owner in order to be valid.

WisDOT may also obtain permits for STH connections whenever staff time is available, even if it is not related to an active or future improvement project. With every connection that is identified on a plan, its status 3.0 and type of use (09-10-20, 2.0) shall be determined.

2.1 Record Keeping Using the Highway Access Management System

The Highway Access Manage System (HAMS) is a database used to store access management information for the STH system. This includes STH connection permits and records of nonconforming and illegal connections. Further information under development.

3.0 Status of Existing Conditions

The term ***status*** refers to a STH connection that is permitted or unpermitted, legal (conforming/nonconforming) or illegal. Categorize each connection by it status. This allows WisDOT to achieve proper access management by determining the types of activities that may or may not be allowed to the connection in the future. A STH connection's status has been organized into six categories each with specific criteria listed in Table 1.

3.1 Determining Existing Connection Status and Subsequent Actions

Use the flowchart steps in Attachment 1 to determine the status of an existing STH connection along with any subsequent actions that may be needed during the inventory and/or permitting processes. Each step has been assigned a number for reference only, and the following details are provided for additional guidance.

1. *Does the connection have a valid WisDOT permit?* Use this to start assessing each connection rather than determining whether it is legal or illegal. This makes the process more efficient and easier to follow.

Steps 2-13: Unpermitted Connections

2. *Is the connection legal?* Use the criteria listed in the right-hand column in Table 1.

[1] Regions to decide who does the actual work based on workload priorities.

3. *Meets standards and policy?* If no, the connection is nonconforming and go to step 4. If yes, the connection may either be conforming or nonconforming, which can be determined in step 7.
4. *Can it be permitted?* A permit cannot be issued when a property has legal restrictions that prohibit STH access, or when a connection is a high safety risk and it cannot be altered or relocated to attain an acceptable safety risk.
5. *Eliminate or resolve the reason(s) for being illegal, then issue permit.* Once the connection has been made legal, it still must be determined whether a permit will be issued as conforming or nonconforming. If it cannot meet standards and policy, it must be nonconforming.
6. ***Nonconforming.*** *Additional review required.* The additional review is detailed in steps 1-4 of 4.1. In brief, determine: (a) Whether the connection has a safety or operational problem that can be documented[2], and (b) Whether the connection should be left in its nonconforming status or permitted.
7. *Existed prior to permit process or no record (of a permit can be) found?*[3] If yes, the connection is nonconforming. If no, the connection is conforming.
8. ***Nonconforming.*** *Issue permit to make conforming.* The only reason the connection is nonconforming is the lack of a permit.
9. *Conforming or nonconforming?* If the connection meets standards and policy, it is conforming. If not, then it is nonconforming.
10. ***Illegal.*** *Remove connection.* If there is no way to make the connection legal, then it must be removed.
11. ***Conforming.*** *Issue permit?* Does evidence exist that WisDOT authorized the connection under s. 84.09, s. 84.295, Trans 233 or an improvement or transportation plat project, but a permit was never issued? If so, a permit should be issued unless the connection will soon be removed as part of a new improvement project.
12. *Should the unpermitted-nonconforming connection be permitted?* Use the criteria listed in Table 2 to make this decision.
13. *Issue Record of Unpermitted-Nonconforming STH Connection* 4.2

Steps 14-20: Permitted Connections

14. *Was permit issued in error?* Types of errors include:
    - Property has no access rights to STH
    - Wrong customer (for example, a prospective buyer without an accepted offer to purchase)
    - Wrong use, or use does not match zoning
    - No WisDOT project coordination – location does not fit with project
15. Can permit be validated? Validated means to make legal. At this step, WisDOT staff review the situation to see what needs to be corrected in the permit documentation, deed restrictions, local ordinances, and/or having the connection meet standards and policy (for example, if it was altered without a new permit).
16. *Meets current law, standards and policy?* If yes, the connection is conforming. If no, then it may be illegal or nonconforming.
17. ***Conforming.*** *No action required.* Ensure that all appropriate documentation is included with the permit
18. *Illegal or Nonconforming?* If the permit fails to meet the current law, then it is illegal. If it meets the current law, but fails to meet standards or policy, it is nonconforming.
19. ***Nonconforming.*** *Include standards waiver or policy exception language in permit when necessary* 4.1(9)
    - Amend permit if most of its documentation is still appropriate.
    - Reissue permit if most of its documentation needs to be revised.
    - Issue a new permit when it has been decided to permit an unpermitted– nonconforming connection.
    - One of the following provisions may also need to be added to the permit:
      → *"If the connection can be modified at or near the existing STH location to meet current law, standards and policy, this permit shall be revoked and reissued accordingly."*
      → *"Should reasonable access become available for this property at a non-STH location, WisDOT shall revoke this permit and the connection shall be removed accordingly."*
20. ***Illegal.*** *Revoke permit and remove connection.*
    - If there is no way to make the connection legal, then it must be removed.
    - Since a permit is involved, it must be revoked as well.

[2] The flowchart assumes that the connection does not have such a problem or it has already been rectified.
[3] 4.0 – footnote 4.

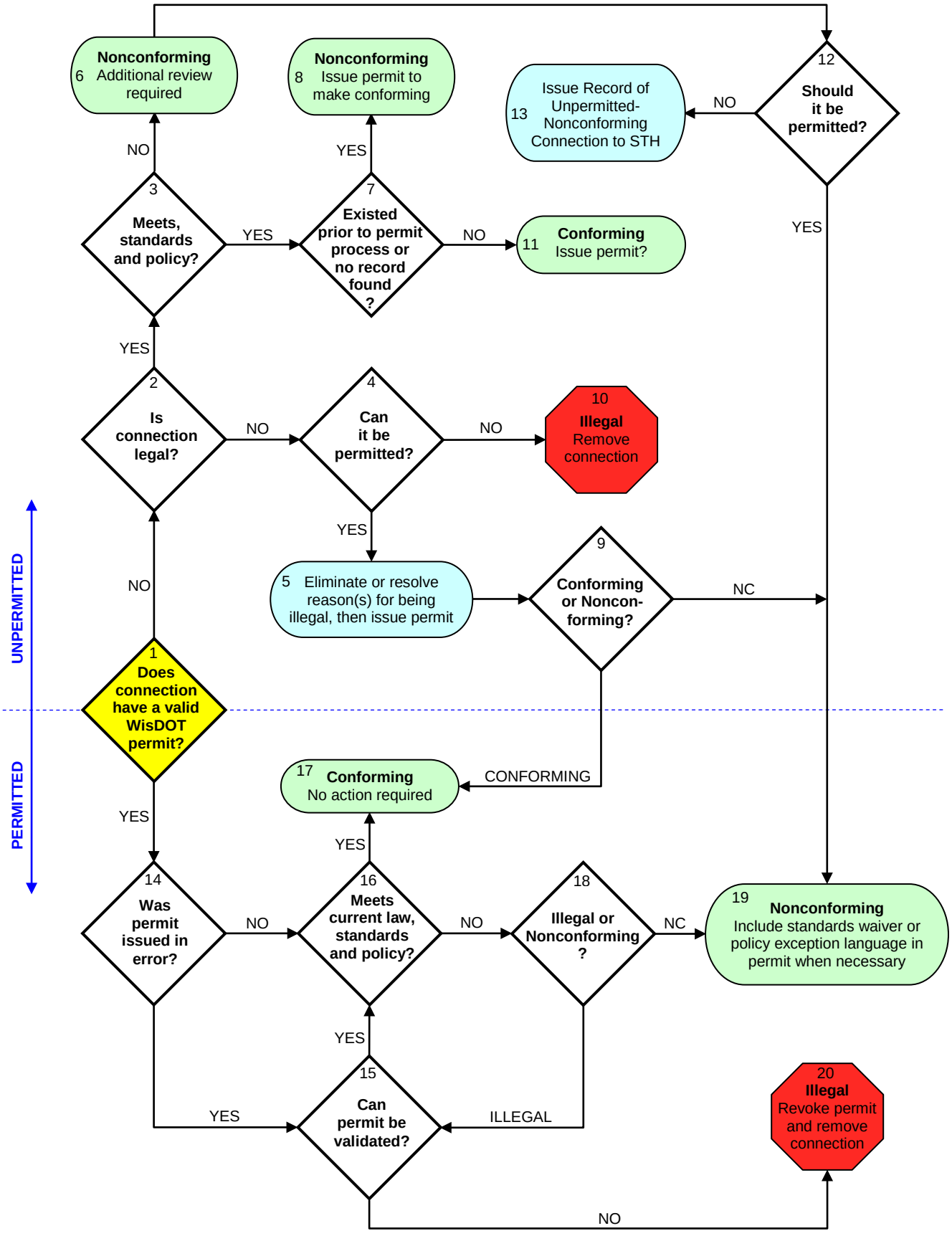
Table 1 - Criteria for Determining Existing Connection Status

		PERMITTED **Connection has a valid WisDOT permit:**	**UNPERMITTED** **Connection does not have a valid WisDOT permit:**
LEGAL	**Conforming**	• Meets current law, standards and policy at time of permit issuance ▫ STH connection or driveway permit issued, or ▫ Work on Highway Right-of-Way permit issued for road/street connection or trail	• Meets current law, standards and policy ▫ No evidence of illegal construction, alteration, etc. ▫ Evidence exists that WisDOT authorized the connection under s. 84.09, s. 84.25 or Trans 233, or with an improvement or transportation plat project
	Nonconforming	• Does *not* meet *current* law, standards or policy due to a change in law, standards or policy *after* permit issuance • Issued *with* or *without* a waiver of standards or exception to policy ▫ If *without*, then amend the permit with a waiver or exception as part of the supplemental provisions	• Was legally in existence, but does *not* meet *current* law, standards or policy, or • *Meets* current law, standards and policy, but was constructed *prior to* the permit process or no record of a permit or other WisDOT/State Highway Commission authorization can be found
ILLEGAL		• One or more of the following has occurred: ▫ Violates conditions, supplemental provisions, etc., including any superimposed notes or detail drawings added by WisDOT ▫ An unauthorized change of use has occurred ▫ Violates access restrictions (ss. 84.09, 84.25, 84.295, covenant, etc.) ▫ Is authorized as a special exception to Trans 233, but does not conform to the conditions under which it was authorized by WisDOT's land division review ▫ Is required to be removed under Trans 233, but still exists past its removal date ▫ Was temporary, and has not been removed by the date specified on the permit ▫ Is altered beyond routine maintenance • WisDOT obtained all of a property's STH access rights under ss. 84.09, 84.25 or 84.295, and then issued a permit *in error*	• Is constructed or altered without a permit in violation of s. 86.07(2) or Trans 231, and WisDOT has evidence 5.1 of such action ▫ If such evidence cannot be obtained, then the status should be categorized as unpermitted–conforming or unpermitted–nonconforming • WisDOT obtained all of a property's STH access rights under ss. 84.09, 84.25 or 84.295, and an unauthorized connection was constructed by: ▫ A property owner without a WisDOT permit, or ▫ WisDOT during an improvement project • Is allowed under ss. 84.09 or 84.25, but is in the wrong location, is not serving the use specified on the plat, more connections exist than what was approved, or some other item conflicts with the current access restrictions

3.2 Activity-Status Correlation

Once the status of a STH connection has been determined, it is limited to the types of activities that can be done to it. The table in HMM 09-10-15, 3.7, "**When to Use the STH Connection Permit Application Form**", shows the relationship of the four activity types – Construct New, Alter Existing, Remove Existing, Permit Existing – versus the existing status of a connection.

Attachment 1 - Determining Existing Connection Status and Subsequent Actions Flowchart



4.0 Nonconforming STH Connections

A **permitted-nonconforming** STH connection has a valid WisDOT permit, but does *not* meet *current* law, standards or policy due to one of three reasons:

- There was a change in law, standards or policy *after* permit issuance
- WisDOT issued the permit *with* a waiver of standards or exception to policy
- WisDOT issued the permit *without* a waiver of standards or exception to policy

An **unpermitted-nonconforming** STH connection falls into one of two categories:

- Was legally in existence, but does *not* meet *current* law, standards or policy
- Does meet current law, standards and policy, but was constructed *prior* to the permit process or no record of a permit or other WisDOT/SHC authorization can be found.[4] The connection is nonconforming only because it does not have a valid WisDOT/SHC permit or authorization.

4.1 Handling Nonconforming STH Connections

Bring nonconforming connections into compliance whenever practical, and suggest this action to a property owner when s/he requests a STH connection permit. Do not compel an owner to bring a nonconforming connection into compliance or remove it unless a safety or operational problem warrants the action. WisDOT may also alter, relocate or remove the connection as part of an improvement project at WisDOT's expense depending on project scope. When an improvement project is not involved, a nonconforming STH connection should be reviewed to determine if it should:

- Be removed,
- Have its current permit amended or reissued,
- Be left as unpermitted, or
- Have a permit issued.

The following steps have been established to guide WisDOT staff with this process. The flowchart in Attachment 2 provides an overview of these steps.

1. *Determine the reason(s) why a connection is nonconforming.* This is needed for documentation purposes and helps WisDOT with developing ways to bring the connection into compliance with law, standards, and policy. It corresponds to the process listed in 3.0 that should be used when determining a connection's existing status.

2. *Is there* a safety *or operational problem?* While all connections should be periodically reviewed to determine if safety or operational problems exist, it is especially important to review nonconforming connections since it is more likely that they do not meet design standards.

   Safety problems include crashes, reports of near-crashes, and the potential for crashes or near-crashes that may result with increasing STH traffic or a change of use. Operational problems include items such as traffic congestion, turning movement issues (long wait times, trucks running over a shoulder or curb, etc.), improper drainage, improper maintenance, etc.

3. *Determine if the problem can be resolved or lessened.* "Lessened," means that the problem is corrected to the greatest extent possible. Resolving or lessening the problem consists of making improvements to the STH and/or the connection, and/or relocating the connection, even though it will still not meet current law, standards or policy. The property owner or applicant is responsible for all improvement costs.

4. *Is the connection is the sole access to the property?* If yes, and no possibility exists for access via adjacent properties, then go to step 12.[5]

5. *Remove the connection* if the property has another STH connection or has reasonable alternative access and the problem cannot be resolved or lessened to WisDOT's satisfaction.

[4] The first *known* STH driveway policy and corresponding issuance of permits was developed in 1938 for "service stations and other establishments" by the former State Highway Commission (SHC). In 1947, the policy was expanded to include driveways for, "residences, farms, stores, and other places of business and public assembly." Classify existing driveways before those dates as nonconforming.

[5] This policy assumes that WisDOT cannot remove a connection and landlock a property (when the problems listed in step 2 occur) *without* due compensation to the property owner.

6. *Is the connection permitted or unpermitted?* If permitted, go to step 7. If unpermitted, go to step 11.

7. *Permit okay as is or amend or reissue permit?* For *permitted–nonconforming* connections, decide whether the existing permit is okay as is (go to step 8), or needs to be amended or reissued (go to step 9 or 10).

8. *Done.* Verify information in HAMS.

9. *Amend permit.* Amend the permit when most of the existing documentation is still appropriate. This can be done by simply sending a letter to the property owner. In addition to updating other permit documentation, include one of the following:

> → If standards waiver or policy exception language *is* present, use (a) *or* (b):
>
> **(a)** *"Should reasonable access become available for this property at a non-STH location, WisDOT shall revoke this permit and the connection shall be removed accordingly."*
>
> **(b)** *"If the connection can be modified at or near the existing STH location to meet current law, standards and policy, this permit shall be revoked and reissued accordingly."*
>
> → If the waiver or exception language *is not* present, use:
>
> *"This permit has been issued with a standards waiver or as a policy exception because of [list reason(s)]."* Then add **(a)** or **(b)** above.

10. *Reissue permit* when most of the existing documentation needs to be updated. In addition to updating the other permit documentation, include one of the items listed in above box.

11. *Issue permit or ROUNC?* For *unpermitted–nonconforming* connections, decide whether to issue a permit or a Record of Unpermitted–Nonconforming Connection to STH (ROUNC). **Do not issue a permit** when a STH connection is nonconforming because it does **not** meet **current** law, standards or policy. However, there may be **rare** cases when it is acceptable to issue a permit even though the connection will still retain its nonconforming status. Since each case may be different, the regional office shall decide whether a ROUNC or a permit shall be issued based upon the criteria listed in Table 2.

12. *Issue Record of Unpermitted-Nonconforming Connection to STH.* See 4.2.

13. *Issue Conforming or Nonconforming Permit?* The criteria for issuing permits to STH connections with a nonconforming status are listed under "Issue Permit" in Table 2.

14. *Conforming Permit.* Issue a STH connection permit when a connection has a nonconforming status only because it does not have a valid WisDOT/State Highway Commission permit or authorization.

15. *Nonconforming Permit.* Include standards waiver or policy exception language in permit when necessary.

4.2 Record of Unpermitted-Nonconforming Connection to State Trunk Highway

Use form DT2231 *Record of Unpermitted–Nonconforming Connection to STH* (ROUNC) to collect information similar to what is requested on the permit application form. It is primarily used to give WisDOT a record of an unpermitted– nonconforming connection whose data would be included as part of a Region's inventory. The data is entered into the Highway Access Management System similar to a permit. For instructions on completing the form, go to 09-10-15, 5.0.

The ROUNC is also used in lieu of a permit to provide a property owner of WisDOT's recognition that a connection exists between the property and a STH. It does not give the owner any rights or rights of access, nor is it a permit. It also provides the reasons why the connection is nonconforming, what activities the owner can and cannot do to the connection, and when WisDOT's approval is needed for the "can do" activities.

Attachment 2 - Handling Nonconforming STH Connections Flowchart

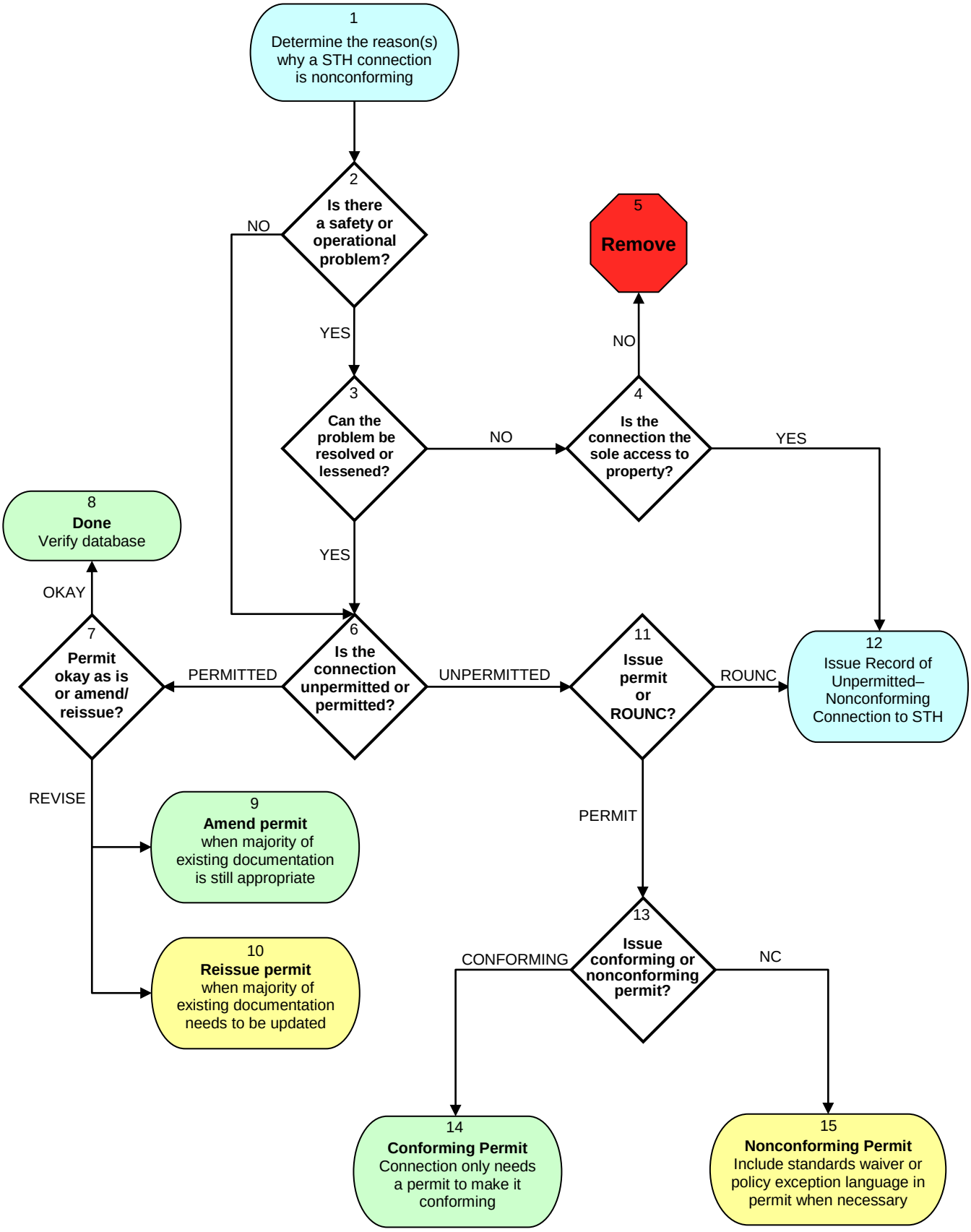


Table 2 - Issue ROUNC or Permit?
Unpermitted–Nonconforming STH Connection Remains Nonconforming

	CRITERIA (When or Because)
Issue ROUNC	R1) A permit with a waiver of standards or exception to policy should only be approved in rare cases. Too many waivers or exceptions may undermine existing policy. R2) A connection has existed with its same design and status for many years and is not very likely to change in the future – either with a WisDOT or property owner project R3) A property has physical features that make it almost impossible or unrealistic to make a STH connection conforming for all practical purposes R4) A connection is likely to be removed in the near future – either with a WisDOT or property owner project R5) A connection has a *minor* safety or operational problem that cannot be rectified or lessened, but it is the only access to a property and WisDOT decides not to remove the connection and landlock the property because the costs outweighb the risk R6) WisDOT wants to record the existence of a connection, but not authorize it
Issue Permit	P1) There is a good possibility that the connection will be made conforming in the near future with a WisDOT or property owner project P2) There is good possibility that the property will undergo a change of use in the near future, and it is better to have permit provisions to properly manage STH access. P3) WisDOT wants or needs to authorize the connection, not just record its existence

4.3 Nonconforming Connection Maintenance and Alterations

As long as a nonconforming connection is not creating a safety or operational problem, it may remain as is. A property owner may perform regular maintenance like culvert cleaning, mowing, and rut/pothole filling without a permit. Alterations such as paving, grading, and replacing a culvert are typically not allowed unless the connection is also brought up to current standards. This includes a change of use.

Exception: If bringing a nonconforming connection into compliance would create a significant financial burden for a property owner, WisDOT may allow minor alterations. Examples of minor alterations include:

- Placing gravel over an earthen field entrance
- Replacing or adding a small culvert
- Grading to reestablish proper drainage
- Minor widening to prevent operational problems like rutting or displacing shoulder gravel

4.3.1 Form use for unpermitted connections

Use form DT1812, *Application/Permit for Work on Highway Right-of-Way*, to document the activity when the connection will retain its nonconforming status. Issue a ROUNC if the connection does not have one, or reissue it if some feature has changed that requires new documentation (for example, a new surface).

4.3.2 Form use for permitted connections

Use form DT1812, *Application/Permit for Work on Highway Right-of-Way*, to document the activity when the connection will retain its nonconforming status and there are no feature changes. Amend or reissue form DT1504, *Application/Permit for Connection to STH*, if some feature has changed that requires new documentation (for example, a new surface or a larger culvert).

5.0 Illegal Connections

A STH connection becomes illegal when any of the actions listed in 5.1 occurs. Subsequently, determine if the illegal connection:

- Shall be removed as soon as possible. For example, it is:
  a. Constructed on property that has legal restrictions prohibiting STH access
  b. Constructed in a way that adversely affects STH safety or operation
  c. Temporary, and its permit is past the expiration date
- Shall be removed and rebuilt, or modified to bring into compliance. For example, it is not constructed in accordance with a WisDOT issued permit due to location, configuration, use, spacing, etc.
- Shall be restored to its previous location, configuration, use, etc. For example, it is altered or relocated in a way that adversely affects STH safety or operation, and there is no other safe and effective option other than what had existed.
- May be able to remain as is. For example, it:
  a. Meets standards and policy, but simply lacks a WisDOT permit
  b. Only needs minor modifications such as increasing its radii
  c. Is temporary, and only needs a time extension

5.1 Identifying Illegal Connections

The following examples have been provided to help identify illegal connections, but are not intended to be all-inclusive. A STH connection is considered illegal if it:

1. Violates any statute or administrative rule at the time it is constructed.
2. Is constructed or altered (paved, widened, increased culvert size, etc.) without a permit in violation of s. 86.07(2), and there is sufficient evidence of that action. "Altered" also includes a change in use.
3. Is a temporary connection that was not removed by a specified date on the permit.
4. Is required to be removed under Trans 233, but still exists past its removal date.
5. Is authorized as a special exception to Trans 233, but does not conform to the conditions under which it was authorized by WisDOT's land division review.
6. Exists, but WisDOT obtained all of a property's STH access rights under ss. 84.09, 84.25 or 84.295. For example, an unauthorized connection was constructed (a) by a property owner without a WisDOT permit or (b) by WisDOT during an improvement project, or (c) a property owner constructed a connection because WisDOT issued a permit *in error.*
7. Is allowed under ss. 84.09 or 84.25, but it is in the wrong location, is not serving the use called for on the plat, more than one connection exists, or some other item conflicts with the current access restrictions.
8. Does not conform to the restrictions, conditions, covenants, or supplemental provisions of a WisDOT issued permit. This includes any superimposed notes or detail drawings that WisDOT added to the permit.

Once discovered, a change to a connection should be investigated to ensure that WisDOT has authorized it and does not adversely affect a STH. Evidence of such a change may include, but is not limited to, the following:

- Construction is ongoing where it previously did not exist
- Alterations are ongoing to an existing connection
- Construction is finished, but a connection's features still have a "new" appearance (For example, a shiny culvert, new asphalt, sprouting grass, etc.)
- Construction is finished, but a connection or its alterations can be documented with changes between past and present versions of WisDOT's photolog, aerial photography, plat maps, or some other medium

5.2 Documenting Illegal Connections

When an illegal connection is discovered, it should be documented in the Region files and HAMS. It may also be documented in a project diary or an area maintenance assistant's diary. All pertinent details should be documented such as:

- Name and phone number of property owner(s)
- Property address and/or fire number
- Distance from the nearest intersection
- Reason(s) why it is illegal
- Photographs(s)
- Configuration [dimensions, type of culvert (if applicable), current use, etc.]
- Permit number
- Record of Unpermitted–Nonconforming Connection to STH number
- Main points of conversations with property owner(s) or other representative(s)
- If unpermitted, whether or not it could be permitted if left in its current state
- Does it need to be modified, relocated to meet standards and policy?
- Does it need to be restored to its pre-existing condition?

A WisDOT representative shall call or meet with the property owner to discuss the situation and determine the best course of action. In most cases when a connection is acceptable as it exists and simply needs a permit, or a connection needs minor modifications or relocation to obtain a permit, it should be easy to work with the property owner. When this is not the case, the steps noted in 5.4 must be used.

5.3 Permitting an Unpermitted-Illegal Connection

If the criteria in 5.1 confirm that a connection is unpermitted–illegal, then WisDOT shall take the necessary steps to determine whether or not the connection can be permitted. Check the property for any restrictions that prohibit STH access. If so, then a permit cannot be issued and the illegal connection shall be removed as soon as possible. If not, then a permit may be issued if the reason(s) for the illegal connection can be eliminated or resolved.[6] If the connection is constructed in a way that does not meet standards or policy, further review the situation to determine if the connection can be modified or relocated to bring it into compliance. If not, then it must be removed.[7]

5.4 Removing Illegal Connections

If WisDOT cannot permit an unpermitted–illegal connection and the property owner refuses to correct the situation upon official notice, then WisDOT must take action to have the connection removed immediately after the notice expiration date. Removal involves proper documentation, professionalism, understanding the property owner's attitude toward the situation, and possible security.[8]

Do not remove a connection, even if it is illegal, if police, fire, and EMS may need to use it. Instead, the connection may be restricted using a locked gate with keys given to those agencies. A connection may also be permanently blocked (for example, with Jersey Barrier or a locked gate) if a property has other access.

If WisDOT issued a STH connection permit *in error* 5.1(6)(c), then WisDOT may be financial responsible for not only the removal of the connection but other costs incurred by a property owner as a direct result of the error. WisDOT may also be obligated to secure access for the property if the removed connection was the only access, or may have to leave the connection in its existing location until the next improvement project can properly address the access issue.

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[6] For example: A customer forgets to obtain a permit, but the connection meets standards and policy.

[7] ***Exception:*** A permit with a waiver of standards or exception to policy may be used in rare cases. 4.1

[8] The processes described in 5.4 may also be used when WisDOT needs to ***restore*** an illegal connection back to its preexisting condition.

The following steps should be used when removing an illegal connection:

1. **Perform a final check of the situation.** Make sure the property owner does not have a right to appeal WisDOT's decision, or has completed the entire appeal process that includes a final order by the administrative law judge to uphold WisDOT's decision to remove the STH connection.

2. **Provide official notice to the property owner.** Send a certified letter with ***return receipt requested*** to the property owner(s) using the applicable items in 5.2, and give the owner(s) 30 days to have the connection removed. 09-10-35 under development Make sure to include WisDOT's estimated cost for removing the connection as a courtesy to the owner

3. **Arrange for removal**. A county highway department (CHD) is typically used to remove a connection since it is already under WisDOT contract to perform maintenance services, has the proper equipment for the work, and has the expertise to work safely in the right-of-way. In rare cases, a CHD may decline to perform the work to avoid a sensitive situation. If that occurs, then a neighboring CHD should be contracted.

   Arrangements to have a law enforcement presence during the removal may also be needed, especially if any WisDOT staff person has been threatened over the matter. Start by contacting a regional State Patrol office. In some cases, a county sheriff's department or local law enforcement agency may be used. When used, check to see if the law enforcement agency desires reimbursement for its services. If so, this cost should be included with the overall removal costs.

4. **External issues; press involvement.** The removal of a STH connection may become highly publicized. The regional director, regional communications manager, other regional managers and supervisors, and central office staff may need to be notified prior to the removal. A public communication record is a good tool to use for this notification.

5. **Project Set-up/Billing**. The property owner should be billed for all costs related to removing the connection unless they are minor enough to be absorbed in the routine/discretionary maintenance budget of a county highway department (CHD), the maintenance budget of a region, or in a contract change order to a WisDOT improvement project.[9] This decision shall be made in the regional office.

   In order to recover the costs of removing a STH connection, the **Damage Claims Process**[10] shall be used in conjunction with the following steps:

   - Develop a cost estimate for the removal. This estimate shall be done before sending the 30-day removal letter so it can be included with the letter.
   - The CHD removes the connection and sends an itemized invoice for the work to the area maintenance coordinator (AMC). Use project ID # 0077-0X-00 to collect the costs (X = old district number).
   - The AMC fills out a DT1787 form, *Regional Damage Claim Worksheet*,[11] and includes a copy of the CHD's invoice.
   - Region inputs the worksheet information into the Damage Claims System.[11]
   - Risk Management generates the bill and sends it to the property owner. The owner may request a copy of the actual CHD invoice. Contact Risk Management if you have any questions regarding the Damage Claims Process.
   - CHD bills WisDOT on its monthly requisition under # 0077-0X-00. WisDOT reimburses CHD along with its regular charges.

6. **Salvaged materials**. A connection is typically composed of earth, gravel, and/or paved materials, and there may also be a culvert under it. Some of these materials may be salvageable. If so, they should be stored at the nearest CHD shop for future use on WisDOT STHs. If not, they must be properly disposed.

[9] The connection should be within the limits of the project termini.

[10] An illegal STH connection is considered damage to the right-of-way and/or the operation of the highway. Using the Damage Claims Process ensures that the removal costs do not get charged against a CHD's routine maintenance budget or a region's maintenance budget.

[11] The worksheet and the computer screen contain similar input fields. See the next page for special data input instructions.

The property owner is entitled to reclaim the salvaged materials if s/he pays the entire removal bill, and WisDOT must wait to use them until it has given the owner that chance. That chance ends when WisDOT files with the State Department of Revenue to access any tax refund or refundable tax credits due the owner for payment of the removal. A region is able to track this milestone in the DCS.

7. **Damage Claims data input instructions.** The DT1787 form and the Damage Claims System (DCS) input screen have similar data fields. Although both are designed primarily for damages related to motor vehicle accidents, they can accept information related to any type of STH damage. The information for the removal of illegal connections must be placed in the proper fields to ensure consistency with each claim. Therefore, use the following special instructions for each data field below:

   - **Motor Vehicle Document Number.** Leave this field blank.
   - **Accident date.** Insert the actual connection removal date.
   - **Accident location.** Insert the connection location. Start with the Section-Town-Range and include a distance in feet or miles from the nearest public road intersection.
   - **Driver Name/Address.** Leave these fields blank.
   - **Owner Name/Address.** Insert the name and address of the property owner. If the owner has a different mailing address than the property address for the connection, use the mailing address.
   - **Insurer ID Number/Info.** Leave these fields blank.
   - **Damage code.** Insert, “999”, which is the code for “other”.
   - **Damage description.** Type-in, “Removal of Illegal STH Connection”

6.0 Permit Revocation Process

Under development

End notes

[1] While the policy established in this section could be used for handling nonconforming connections for highway improvement projects, it is outside the scope of HMM 9-10-30. However, criteria should be established corresponding to the various improvement project types as to when nonconforming connections should be brought up to standards (or as close to as possible) at WisDOT's expense based upon a B/C ratio, crash history, report of near misses, and other factors. The initial decision needs to be made in the project scoping process so the appropriate budget can be set. It may be reasonable to improve some nonconforming connections but not others along the same project corridor.