



Department of Transportation  
Division of Highway and Bridge Maintenance  
360 Lincoln Avenue  
Warwick, RI 02888

## **INSTRUCTIONS FOR SUBMITTAL OF A PHYSICAL ALTERATION PERMIT APPLICATION (PAPA) FOR COMMERCIAL AND MULTI-UNIT RESIDENTIAL PROPERTIES**

To Applicant:

This information is provided to aid you in compiling your PAPA submission for commercial or multi-unit residential properties. Please read the entire instructions prior to completing and submitting any application. Any application that is submitted without the proper documentation and fees as noted herein and on the PAPA Submittal Checklist will not be accepted and will be returned to the Applicant with the deficient item(s) noted.

Any reference to the PAPA MANUAL shall be understood as the “Rules and Regulations Concerning Permission for Use of State Highway Rights-of-Way” dated February 2005. The following instructions are intended to supplement the requirements of the PAPA MANUAL. The PAPA MANUAL can be found at [http://www.dot.ri.gov/documents/doingbusiness/permits/PAPA\\_Manual.pdf](http://www.dot.ri.gov/documents/doingbusiness/permits/PAPA_Manual.pdf) .

### **APPLICATION FORM:**

- The application form and associated instructions are available online at: <http://www.dot.ri.gov/business/index.php#permit>
- The application form shall be filled out completely and legibly, with all signature lines signed and dated.
- All lines shall be completed in accordance with the PAP Application Instructions.
- The application form submitted with the permit package shall contain original signatures. Photocopies will not be accepted

### **PLANS:**

- The type of plans required, in addition to the information required on the specific plans, should follow the RIDOT Design Policy Memo 450.02 Plans Content Requirements located at: <https://www.pmp.dot.ri.gov/PMP/DesktopDefault.aspx?aM=udoc&oM=list&c1P=cat&c2p=docs&appindex=0&appid=0&po did=-1&mth=1&label=DPMs#pageAnchor5> .
- Six (6) collated, stapled and folded copies of the plans are required with the application. For plans that are too large to fold, rolled copies will be accepted.
- Plans must be stamped, signed and dated by a RI Registered Professional Engineer. Landscape Plans must be stamped, signed and dated by a RI Registered Landscape Architect. Refer to Subsection 4.7 of the PAPA MANUAL.

### **DRAINAGE STATEMENT/CALCULATIONS:**

- Refer to Subsections 4.7, 4.8, and Section 12 of PAPA MANUAL regarding the information required for the Drainage Statement/Calculations.
- Two (2) copies of the Drainage Calculations (bound) or a copy of the Drainage Statement, stamped, signed and dated by a RI Registered Professional Engineer, shall be included with the application.
- It is acceptable to include the Drainage Statement of No Impact on the Plans that are stamped, signed and dated by a RI Registered Professional Engineer.

**TRAFFIC IMPACT STUDY:**

- Refer to Section 14 of the PAPA MANUAL regarding the applicability of a traffic impact study.
- Two (2) bound copies of the Traffic Impact Study, stamped, signed and dated by a RI Registered Professional Engineer shall be included with the application.
- If a new traffic signal or a modification to an existing signal is proposed, and any portion of the loop detectors are located on private property, a Loop Detector Easement Agreement shall be submitted with the application. A draft agreement may be submitted for review and approval by RIDOT, however a permit will not be issued without proof of an executed, recorded Loop Detector Easement Agreement.
- If no traffic impacts are anticipated, mark N/A on the PAPA Submittal Checklist.

**SIGNED COORDINATION LETTER:**

- Refer to Subsection 4.6 of the PAPA MANUAL regarding the information required for the signed Coordination Letter.
- Municipal board meeting minutes (zoning, planning, etc) or a copy of municipality comments on the proposed work are not acceptable as written proof of coordination with the affected municipality (ies).

**COST ESTIMATE:**

- The cost estimate shall only include the work within the limits of or that impacts the State right-of-way, such as but not limited to, materials, labor, equipment, traffic control, drainage, and earthwork.
- The cost estimate shall not include items such as the cost of land acquisition, engineering/inspection fees, local fees, etc.
- The cost estimate shall include the work items, associated quantities, unit costs and total cost. Lump Sum costs will require a breakdown. The WAUP (Weighted Average Unit Price), a list of typical work items and costs utilized by RIDOT, can be used as a guide for similar unit quantities or to adjust the estimated price for different quantities. The WAUP is available online at <https://www.pmp.dot.ri.gov/PMP/DesktopDefault.aspx?aM=ubid&podid=-1&oM=reports&cl=1&cp=waup&appindex=0&appid=0>
- All cost estimates are subject to review and acceptance by RIDOT.

**APPLICATION FEE:**

- Refer to Section 5 of the PAPA MANUAL, for information regarding the Application Fee or the documents required for an exemption. CASH WILL NOT BE ACCEPTED. Non-state residents must submit a certified check or money order only. Checks or Money Orders shall be made payable to State of RI PAP Program.
- As noted in Section 5 of the PAPA MANUAL, the Application Fee Schedule is as follows:

**Multi-Unit Residential:**

(A)	5 units or less.....	\$ 200.00
(B)	6-49 units.....	\$ 500.00
(C)	50+ units.....	\$2,000.00

**Commercial:**

(A)	<25,000 sq. ft. building(s).....	\$1,000.00
(B)	25,000 -300,000 sq. ft. building(s).....	\$1,500.00
(C)	>300,000-750,000 sq. ft building(s).....	\$2,000.00
(D)	>750,000 sq. ft building(s) .....	\$3,000.00

**Traffic Signal** (PER SIGNAL in addition to application fees above).....\$5,000.00

**Non-advertisement Sign Installation** (PER SIGN).....\$200.00

The completed PAPA package and appropriate fee(s) can be mailed or hand-delivered to:

Rhode Island Department of Transportation  
 Attn: Engineering Section/ Highway & Bridge Maintenance  
 360 Lincoln Avenue  
 Warwick, RI 02888