

**DATE:** May 22, 2017

**SUBJECT:** Replacement of Chapter 16.6 of Publication 13M (DM-2)

**TO:** District Executives

**FROM:** *Melissa J. Batula, P.E., for*  
George W. McAuley, P.E. /s/  
Deputy Secretary for Highway Administration

This Strike-Off Letter (SOL) removes and replaces, in its entirety, Chapter 16.6 of Design Manual Part 2 (DM-2). This policy update eliminates the Bikeway Occupancy Permit (BOP) and replaces it with Bike Lane Request/Approval Letters. Attached is the revised Chapter 16.6 of DM-2 that will be incorporated into the next DM-2 update.

PennDOT will work with Municipalities to accommodate bicycles as a routine part of its project planning process. Municipalities are encouraged to partner with PennDOT to identify bicycle needs early in project scoping.

The new Chapter 16.6 of DM-2 discusses the evaluation criteria for Bike Lanes and how Municipalities can request PennDOT approval for Bike Lanes. The new Request/Approval Letters are designed to streamline the review and approval process. The Letters are for adjacent, non-separated bicycle facilities. Separated bicycle facilities will require an executed agreement.

Should you have any questions or concerns related to this letter, please contact Mr. Roy Gothie, Statewide Bicycle and Pedestrian Coordinator at 717.783.3991 or [rgothie@pa.gov](mailto:rgothie@pa.gov).

Attachment

4822/DGM/jdm

cc: William J. Cressler, Esq., 9th Floor, CKB  
James D. Ritzman, P.E., 8th Floor, CKB  
Roger Cohen, P.E., 8th Floor, CKB  
Brian G. Thompson, P.E., 7th Floor, CKB  
Richard N. Roman, P.E., 6th Floor, CKB  
Melissa J. Batula, P.E., 7th Floor, CKB  
Christine Reilly, P.E., 7th Floor, CKB  
Renee Sigel, FHWA  
Bridge Design & Technology Division Staff  
Asset Management Division Staff  
All Assistant District Executives - Maintenance  
All Assistant District Executives – Design  
All Assistant District Executives – Construction  
Maintenance Service Executives  
District Fiscal Officers  
Andrew Blum, Policy Office  
Daryl St. Clair, P.E., Highway Administration  
David Margolis, Director, BFM  
Larry Shifflet, Director, Center for Program Development and Management  
James Arey, Manager, Funding and 12 Year Division, CPDM  
GWM Read File  
Press Office – Rich Kirkpatrick, 8th Floor, CKB  
Angela Watson, 8th Floor, CKB  
Roy Gothie, 8th Floor, CKB  
Christine Spangler, P.E., 7th Floor, CKB  
Ryan VanKirk, P.E., 7th Floor, CKB  
David Melville, 7th Floor, CKB  
File

The following language is new to Chapter 16 and **replaces all of chapter 16.6**. The “Bike Lane Request Letter” and “Bike Lane Approval Letter” will replace the Bikeway Occupancy Permit (BOP)

## 16.6 BIKE LANE REQUESTS

Bike Lanes designate a portion of a roadway, by striping, signing and pavement markings, for the preferential or exclusive use of bicyclists. The Bike Lane Request/Approval Letters in this section are not for use with Separated Bike Lanes, which require an executed maintenance agreement prior to construction. **67 PA Code § 212.5(b)1(v)** requires municipalities to maintain signage and pavement markings along bike lanes. PennDOT will remove snow from approved Bike Lanes on State Roads and perform other routine roadway maintenance such as sweeping and vegetation trimming, in accordance with normal operations.

For projects where existing or projected bicycle needs are identified through approved project planning and development processes, including, but not limited to those referenced in DM-2, Ch. 16.1 and the Department's "Bicycle and Pedestrian Checklist" found in Publication 10X, Design Manual, Part 1X, Appendices to Design Manuals 1, 1A, 1B, and 1C, Appendix S, the Department shall make reasonable efforts to accommodate bicyclists per the guidance in Pub 13M (DM-2). PennDOT will not install Bike Lanes without a Municipal request.

Municipalities interested in creating Bike Lanes shall contact the PennDOT District Bicycle/Pedestrian (BP) Coordinator during the project scoping process so PennDOT can advise in the conceptual stage of the project. As the Bike Lane plan develops, at some point it will be necessary for the Municipality to request approval from the District. The Municipality shall request approval for the Bike Lane. The request can be submitted via U.S. Mail or electronic. See Figure 16.3.

The request for approval will include a detailed description of the proposed bike lane. If the information provided with the request letter is not adequate for the Department to make an informed decision, PennDOT will use the approval letter to notify the Municipality that approval is denied pending the submission and approval of additional information. The letter will detail the additional information required.

PennDOT will evaluate the Bike Lane request based on AASHTO's 2012 Guide for the Development of Bicycle Facilities. The Department will consider, among other things, the following:

- Bike Lane width (5' minimum preferred), Vehicle Lane width (minimum width is not desirable), roadway speed and adjacent parking.
- Pavement condition and smoothness, rumble strips, inlets, flush utility covers and adequate drainage.
- Bridge railing height and expansion joints.
- Right edge of the Bike Lane, such as curb, gutter, or guiderail.
- Conflicts at intersections, driveways and RR crossings.
- Signal timing and turning maneuvers.
- Transit stops and pedestrian crossings along the length of the bike lane.

The Bike Lane description shall include State Routes and/or local roads listed in sequential order starting from one end and progressing to the other end of the bicycle lane. In addition to the listing of the routes, the limits and identification of segments of each route in the bicycle lane must be indicated. Indicate if the bicycle facility is a bike lane or a buffered bike lane. The description and location shall specify the bicycle lane width, which side or sides of the roadway are involved, whether pavement or a portion of the shoulder is utilized and any other pertinent information necessary to properly locate the bicycle lane. Drawings detailing the proposed bike lane shall also be included. If the Bike Lane is part of a PennDOT project, coordinate with PennDOT for drawings and description details. Bicycle signals require an approved signal permit. If bicycle signals are required, or required to be relocated, for the proper function of the Bike Lane, an approved signal permit will be required prior to approval of the Bike Lane. If the requested Bike Lane is not part of a PennDOT project, the municipality must provide an Engineering Study for the proposed Bike Lane, with a P.E. Seal, detailing the considerations outlined above.

The District Bicycle/Pedestrian Coordinator will review the request with appropriate PennDOT staff. A template approval letter is shown in Figure 16.3. If the Bike Lane is not approved, a letter will be sent to the municipality explaining why.

DATE

District Bicycle/Pedestrian Coordinator  
Street Address  
City, State Zip Code

**Subject: Municipal Request for a Non-Separated Bicycle Lane**

County:  
Municipality Name  
SR , Section  
Project Length:  
Project Name:

Dear Bicycle/Pedestrian Coordinator:

(Municipality Name’s) would like to request a (Bike Lane, or other bicycle pavement markings) on SR 1234. The proposed bicycle facility is described below:

[Provide a description of the proposed bike route. Include location map and relevant drawings detailing the routing, pavement markings and signage. The State Routes and/or local roads should be listed in sequential order starting from one end and progressing to the other end of the bicycle lane routing. In addition to the listing of the routes, the limits and identification of segments of each route in the bicycle lane routing should also be indicated. The description and location should specify the bicycle lane width, which side or sides of the roadway are involved, whether pavement or a portion of the shoulder is utilized and any other pertinent information necessary to properly locate the bicycle facility. See Design Manual 2, Chapter 16.6 for more information.]

(Municipality Name) is aware of its responsibility to install and maintain all Bike Route Signs and Pavement Markings associated with the bicycle lane per **67 PA Code § 212.5(b)1(v)**. (Municipality Name) will coordinate with the PennDOT in advance of any work in the right-of-way. (Municipality Name) is also responsible to remove debris from the bike lane as needed. PennDOT will remove snow from Non-Separated Bike Lanes on State Roads, and perform other routine roadway maintenance such as sweeping and vegetation trimming, in accordance with normal operations. This letter authorizes the Municipality to remove all Bike Lane Signs and Pavement Markings upon written notification to PennDOT. PennDOT also reserves the right to remove all Bike Lane Signs and Pavement Markings and will notify Municipality of such removal.

Please contact (Municipal Contact) to discuss the proposed bikeway:  
Municipal Contact  
Street Address  
City, State Zip Code  
Telephone: (000) 000-0000  
E-mail: xxxxx@pa.gov

Sincerely,

Name  
Municipal Official  
Title

**FIGURE 16.3 BIKE LANE REQUEST LETTER**

DATE

Municipality Contact Person  
Municipality Name  
Street Address  
City, State Zip Code

**Subject: Municipal responsibilities for Non-Separated bicycle lane facilities under 67 PA Code § 212.5**

County:  
Municipality Name  
SR \_\_\_\_\_, Section  
Project Length:  
Project Name:  
MPMS Number:

Dear Municipality Contact Person:

The Pennsylvania Department of Transportation (PennDOT) concurs with (Municipality Name's) plan to install a bicycle lane along SR 1234. The proposed bicycle lane is described below:

[Provide a description of the proposed bike route. Include location map and relevant drawings detailing the routing, pavement markings and signage. Approved documents submitted by the Municipality can be used to describe the bike lane.]

The purpose of this letter is to inform (Municipality Name) of its responsibility to install and maintain Bike Lane Signs and Pavement Markings for bicycles. Please see **67 PA Code § 212.5(b)1(v)**. (Municipality Name) is responsible to install and maintain all signage and pavement markings associated with the bicycle lane described above. (Municipality Name) will coordinate with the PennDOT in advance of any work in the right-of-way. (Municipality Name) is also responsible to remove debris from the bike lane as needed. PennDOT will remove snow from Non-Separated Bike Lanes on State Roads, and perform other routine roadway maintenance such as sweeping and vegetation trimming, in accordance with normal operations. This letter authorizes the Municipality to remove all Bike Lane Signs and Pavement Markings upon written notification to PennDOT. PennDOT also reserves the right to remove all Bike Lane Signs and Pavement Markings and will notify Municipality of such removal.

Please direct all correspondence to the following contact:

**FIGURE 16.3A BIKE LANE APPROVAL LETTER**

PennDOT Engineering District 0-0  
Contact Person  
Street Address  
City, State Zip Code  
Telephone: (000) 000-0000  
E-mail: xxxxx@pa.gov

Sincerely,

Name  
Assistant District Executive (or delegate)

**FIGURE 16.3A BIKE LANE APPROVAL LETTER**