APP. A: BRIDGE ABANDONMENT/DELETION PROCEDURE

Purpose:
All bridges which carry a public highway or which carry moving loads over a public highway or waterway are included in the bridge inventory. These bridges remain in the bridge inventory until they are either:
1. abandoned,
2. demolished, or
3. replaced by structures which do not meet the definition of a bridge.

1. Abandoned bridges are barricaded to all traffic with permanent obstacles. The ramifications of abandoning a bridge are:
   * Abandoned bridges will no longer be inspected.
   * Abandoned bridges will remain in the inactive bridge file until they are demolished or replaced by a structure which does not meet the definition of a bridge.
   * Abandoned bridges are not reported to FHWA.
   * If at a later time an abandoned bridge is repaired or replaced, it can be reactivated in the database.

2. Demolished or 3. Replaced with a structure which does not meet the definition of a bridge, the ramifications are:
   * bridge data is deleted from the bridge inventory.

If a bridge has been closed for 5 or more years, NYSDOT can administratively declare the bridge to be abandoned. However, the Owner should be contacted in writing to determine their intentions with regard to its disposition. Attached is a sample letter to the bridge owner.

Procedure:
1. Decision to Abandon or Delete a Bridge
   The Regional Bridge Inventory and Inspection Coordinator (RBIIC) is responsible for identifying bridges for abandonment and deletion.

   For State Owned Bridges:
   Abandoning a bridge requires authorization by the Regional Director or designee.

   Deleting a bridge can be initiated upon completion of a capital project which demolishes the bridge or replaces it with a structure which does not meet the definition of a bridge.

   For Non-State Owned Bridges:
   Abandoning a bridge requires that the bridge owner be notified in writing of the intent to abandon the bridge, the ramifications and asked for their intention on what to do with the bridge. Attached is a sample letter to the bridge owner. The bridge owner should be allowed sufficient time to respond. If the bridge owner responds that they do not plan on doing anything with the bridge or if the bridge owner does not respond then the bridge can be administratively abandoned.

   Deleting a bridge can be initiated upon completion of a capital project to demolish the bridge or to replace it with a structure which does not meet the definition of a bridge.
2. Submission
Complete the Bridge Abandonment/Deletion Report as presented in this document and submit it by either email as an attachment or FAX it to:

**For all bridges:**
Norbert Luft  
Email: nluft@dot.state.ny.us  
FAX: (518) 457-6945
Steve Doppel  
Email: sdoppel@dot.state.ny.us  
FAX: (518) 402-0612

Regional Personnel as you deem appropriate:

__________________________  ____________________  _____________

__________________________  ____________________  _____________

__________________________  ____________________  _____________

Bridge Owner if not NYSDoT:

__________________________  ____________________  _____________

The subject of the Email/FAX should be: “BRIDGE ABANDONMENT/DELETION REPORT: BIN xxxxxxx”.

The Bridge Data Systems Unit will notify the RBIIC within 24 hours by email or FAX that the report has been received. The RBIIC will also be notified when the data has been loaded into BIIS. If you do not receive such a response or if you have questions implementing this procedure, please contact Norbert Luft at (518) 457-2417 or Steve Doppel at (518) 402-0612.
NYSDoT
BRIDGE ABANDONMENT/DELETION REPORT

A. GENERAL INFORMATION

BIN: ___________  Region: ___  County: _______________________________

Feature Carried: ______________________________________________________

Feature Intersected: ___________________________________________________

Bridge Owner: _______________

B. BRIDGE ABANDONMENT

For State Owned Bridges  For Non-State Owned Bridges

Date RD Endorsed Abandonment: __________  Date Written Notice Sent to Bridge Owner: ___________

Bridge Owner Response:
☐ Owner agreed to Abandonment
☐ Owner did not respond to notification

C. BRIDGE DELETION

Reason for Deletion
☐ Bridge Demolished
☐ Bridge Replaced with one which does not meet the definition of a bridge

REMARKS:

Report Prepared By:_______________________  Date Report Submitted:___________________