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GENERAL:

- **Background:**
  The current Special Hauling Permit Amendment (PERM 39-3g) has been in place since 2000. This is a very basic form, the applicant writes out the requested change in the “Amended Information” box. There is no standardized method of doing this, and each applicant notes the information differently. This can make it difficult for the reviewer of the amendment and law enforcement to determine what changes were requested. This form is also not set up to work with the Requirements Pages currently used for Special Hauling Permits.

- **Purpose:**
  To update the Amendment form so that:
  - The form is easier for the applicant to complete.
  - The form is standardized so it is easier for the reviewer to determine what changes are being requested.
  - The form better incorporates use of the Requirements Pages if permit requirements change.

- **Administration:**
  The current Special Hauling Amendment form dated 9/00 may be used until April 1, 2009. After this date the new form must be used when amending a Special Hauling Permit. This form will be a writeable PDF form that can be saved to the user’s computer.

NEW POLICY:
Application and review procedures will basically remain unchanged. Exceptions are listed below.

**New Application Procedures:**
- Check the box next to the change being requested and note the new information on the corresponding line.
- If changing any weight or axle spacing information, note all axle weights, tire ratings, and axle spacings on the application form. This does not need to be done if only the Registered
Gross Weight has been changed.

**New Review Procedures:**
- If any permit conditions (except for expiration dates) change as a result of the amendment, check the “Requirements Per Attached Pages” box and attach new requirements pages.
- If no permit conditions change, check the “Requirements Same as Original Permit” box. New requirement pages do not need to be attached.
- If the applicant requests a date extension, the permit expiration date will be extended five hauling days. Note the new permit effective dates in the required space at the bottom of the form.

**Effective Date** – Upon issuance of this notice

**REFERENCE:**
1. Application for Special Hauling Permit Amendment form dated 12/08