Date Revised: 3-1-2024

Michigan Department of Transportation (MDOT)

Instructions for Law Enforcement Agency (LEA) License Plate Reader (LPR)

on ground-mount pole wireless/solar/camera(s) on MDOT Trunkline.

Note: Colocations on MDOT facilities will be restricted, limited on situation, will require engineered plans, and Operation and Maintenance Agreement when considered. MDOT facilities include bridges, trusses, cantilevers, poles, towers, signal poles, etc.

Read the instruction through before starting the application process.

1. The applicant shall be the LEA or Local Unit of Government (LUG).
   Note: When the applicant-LEA proposes to install LPR's outside of their jurisdictional boundary, documentation from the adjacent LEA or LUG consenting to the installation is required. An email or letter from the adjacent LEA's/LUG's highest authority, addressed to the applicant LEA or LUG, with a statement granting permission will meet this requirement. This letter or email certifying the joint agency LPR project will be submitted with the permit application when applicable.

2. LEA or LUG will be required to submit application and documents through the Online State of Michigan MI Login Third Party Portal, MDOT Permit Gateway (MPG) portal, and the MDOT Construction Permit System (CPS) application.

LEA or LUG will be required to submit the permit application and documentation online following the instructions found on the MDOT Permit Gateway homepage. Instructions for the different scenarios are mentioned on the MPG home page.

Applicants will access the following systems described below:

A. **MILogin for Third Party** – Accessed from "Apply/Renew Permits" on MDOT Permit Gateway homepage.
   a. Applicant will create a user id and password; request access to the MDOT Permit Gateway Application.
B. **MDOT Permit Gateway (MPG)** – Accessed from MILogin for Third Party Portal
   a. Applicant will create a profile/access an existing profile; then select the Right-of-Way Construction Permit System.
C. **Right-of-Way Construction Permit System (CPS)** – Accessed from MPG Portal.
   a. Applicant will apply for a permit; provide information and documentation for the proposed LPR installation.

Note: First-time accessing CPS the applicant will be asked if they are "Applicant" or "Contractor/Consultant". Select "Applicant". Then select "Governmental" from the applicant type. Start the application process by clicking on application type the individual form the list of application types.

3. LEA or LUG can access the MPG through an existing profile or create a new profile as a law enforcement agency name such as Federal/State/County/City/Township/Tribal enforcement name-LPR. (e.g. City of Warren Police-LPR, Allegan County Sheriff-LPR, etc.)
4. LEA or LUG may delegate limited authority to the LPR operator and maintainer. This will allow the LPR company to submit permit applications, advance notices and completion notices for the installation, maintenance, and removal of LPR's on behalf of the LEA or LUG.

Note: Delegates can view all documentation and permit activities within the LEA's MPG profile, regardless of group/company/consultant firm. The LEA is responsible for maintaining delegate access to their MPG profile.

5. Permit application fees will be waived when submitted under the LEA's or LUG MPG profile.
6. LEA or LUG will be required to obtain a certified Performance Resolution for Municipalities Form 2207B or execute an MDOT drafted Memorandum of Understanding (MOU) for State and Federal Agencies. Many local units of government may already have a certified resolution. Contact the local MDOT Transportation Service Center to check if a resolution is on file. The 2207B will require the governing body to certify the resolution.
7. The LPR company will be required to supply their insurance and blanket bond ($10,000) to the MDOT as an additional supporting documentation to the permit application. This will help enforce the LEA for readily respond to corrective actions required for installation and maintenance.
8. LPR requests within MDOT interstates/freeways aka Limited Access Right of Way type of land may require additional review and approval from MDOT and Federal Highway Administration (FHWA).
9. Required documentation for permit application submittal:
    - Approved MDOT LPR site plan. Request plans from the LPR company. See Appendix A
        - Title sheet with general site location
        - LPR plan, profile, and installation detail including specific manufacturer's specifications evaluated in the professional opinion letter.
        - Table summary of clear zone criteria identifying installation within or outside clear zone.
    - Notification of existing Performance Resolution for Municipalities MDOT Form 2207B or MDOT Memo of Understanding (MOU) for State and Federal Agencies.
    - Letter or email certifying joint agency LPR project when applicable.
    - MDOT form 5300-MDOT Underground Infrastructure Staking Request Form
    - Note during the permit application process, the LPR company will provide the LEA their bond and insurance information to be included with the permit.
    - Signed letter stating the LEA's acceptance of the statements noted below:

        - *The LEA demonstrates that the use is for law enforcement purposes only.*
        - *Data will not be used, sold or otherwise transferred, for any purpose other than law enforcement.*
        - *The use of LPRs and of the resulting information, including privacy protections, is made subject to compliance with all applicable State and Federal laws.*
        - *LPR installation location meets clear zone, breakaway, and design standards in compliance with MDOT requirements.*

        Conditions of the issuance of the permit includes but limited to:

        - LEA or LUG will be required to follow the current Michigan State Police (MSP) LPR Manual.
        - LPR installation may be subject to MDOT's mobility restrictions for days and/or times.
        - Traffic control and oversight will be addressed by the LEA or in accordance with MDOT work zone details/signing plans prescribed in the permit.
        - A maximum of 2 vehicles (LEA support vehicle and LPR installer truck and trailer) in the work zone will be allowed.
10. LEA and/or LPR company representative annually will obtain an annual permit to survey new propose locations, operate, and maintain newly installed and/or existing LPR locations.