

Process for Gaining Delegated Authority and Establishing Speed Zones

(For cities and counties **WITH** delegated authority as described in [OAR 734-020-0013](#))

Updated 02/2023

Delegated Authority Application Process

Local agency decides to apply for [delegated authority](#). This authority applies to ALL roadways under the applying agency's road authority.

The completed application includes a declaration that the participating employees meet the criteria listed in OAR. Including but not limited to:

- Review and understand associated OARs
- Complete ODOT provided training
- Review and understand the ODOT speed zone manual

Local agency submits delegated authority application to the state traffic-roadway engineer's office (STRE).
The completed application includes:

- Signed PDF application
- A declaration of understanding (within pdf application)
- Quality control plan
- Completed report
- Completed order

ODOT traffic speed zone engineer reviews application for completeness and forwards to STRE for review & decision.

On preliminary approval the local agency enters the initial [review period](#). ODOT provides an in-depth review of the first ten (10) investigations and orders submitted by the local agency.

ODOT issues a decision memo based on the findings of the 10 reviewed investigations.

ODOT remains in a compliance and oversight role for those who gain delegated authority. This includes both periodic and at-will reviews.

Speed Zone Process for Cities or Counties with Delegated Authority¹

The local agency determines how requests for changes in speed zones are handled.

Local agencies receive request through their designated process.

When completing a speed zone investigation, the investigator should put in a request on the [ODOT request website](#) for the segment under review. By replying to the automated email, notify us that it will be completed using your delegated authority.

Local agency completes engineering investigation.

Recommended speed is within allowable speed range described in OAR.

Desired recommended speed is outside of what is allowed under the OAR.

Local agency can request a SZRP hearing through ODOT.

SZRP reviews investigation, hears any objections and makes a final decision.

Speed Zone Order is (or is not) issued by local agency. (When decision is made by SZRP it is final and the order must be issued as determined by the SZRP.)

Local agency submits order and report to ODOT **30 days prior** to changing any signs along the roadway. Submittals shall be sent to ODOTSpeedZoning@odot.oregon.gov. (ODOT will store investigation and order on our public facing website. It is the local agency's responsibility to maintain originals as required by OAR and appropriate agency retention policies.)



1/ As of 1/1/2023 any city and Clackamas County and Multnomah County can apply for delegated authority.