

## Application Process

<b>Application Review / Approval Process</b>		<b>Cost Share / Economic Development</b>	<b>MTFC</b>	<b>STAR</b>	<b>TC</b>	<b>TDD</b>
<b>1</b>	MoDOT district & applicant determine scope and cost of project	<b>X</b>			<b>X</b>	<b>X</b>
<b>2</b>	District Engineer and Transportation Planning concurrence on project funding	<b>X</b>				
<b>3</b>	Application submitted to Resource Management	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>1</sup></b>
<b>4</b>	Internal MoDOT review	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>5</b>	Cost Share Committee review	<b>X<sup>2</sup></b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>6</b>	Execution of Letter of Commitment		<b>X</b>			
<b>7</b>	MTFC approval		<b>X</b>			
<b>8</b>	MHTC order public hearing				<b>X</b>	
<b>9</b>	Execution of Agreement	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>10</b>	MHTC approval	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>

*X<sup>1</sup> Petition submitted to circuit court MoDOT receives a copy of the petition from the court within 30 days.*

*X<sup>2</sup> Cost Share Committee reviews applications submitted on a quarterly basis.*

### Application Copies and Fees

*Please submit one copy of the application to the appropriate District and to Resource Management listed below. Please email a copy of the application to [partner@modot.mo.gov](mailto:partner@modot.mo.gov).*

**Non-refundable application fee:** MTFC/STAR loans for a public entity .15% of loan request (Minimum \$500, Maximum \$75,000) for a private entity .25% of loan request (Minimum \$1,000) or \$500 for Transportation Corporations

**Make checks payable to:** Missouri Highways & Transportation Commission (Transportation Corporation application and STAR loans) or Missouri Transportation Finance Corporation (MTFC loans)

**Mail applications to:** Missouri Department of Transportation  
Office of Resource Management  
P.O. Box 270  
Jefferson City, MO 65102  
Phone: (573) 526-8106

### Plans and Specifications Requirements

Preliminary plans and specifications must be submitted and approved prior to MoDOT entering into an agreement for the project.

MoDOT considers preliminary plans and specifications to show preliminary geometric details, and included design criteria, proposed alignment, profile, tentative grade, tentative right of way, schematic intersection or interchange layouts, bypasses and pertinent topographic features. Detail plans are developed from these preliminary plans.

While the process proceeds more smoothly for all parties when plans and specifications are submitted at this point, when special circumstances require it, waivers to the requirement can be requested.

**For questions concerning application process please contact Resource Management at 573-526-8106 or send e-mail to [partner@modot.mo.gov](mailto:partner@modot.mo.gov).**