



# Application for Automatic License Plate Reader System Special Use Permit

Application is hereby made under Administrative Code R920-4-16 for a permit to install an Automatic License Plate Reader System on the UDOT Right-of-Way

**NOTICE: A UDOT Encroachment Permit is Required Prior To Installation Of A License Plate Reader on the UDOT Right-of-way**

Office Use Only: Permit Number	
Date of Application	6/25/24

Name of Municipality		Name of Municipality Representative		Municipality Representative Email	
Weber County Utah					
Municipality Address		City	Zip	Municipality Representative Phone	
2380 Washington Blvd		Ogden	84401		
Name of Law Enforcement Agency		Agency Phone	Agency Email		
Weber County Sheriff's Office		801-778-6600	KJensen@webercountyutah.gov		
Name of Person Submitting Application		Title	Phone	Email	
Colby Ryan		Lieutenant	801-778-6605	cryan@webercountyutah.gov	
Location of Published ALPRS Policy (Website)		<a href="https://www.webercountyutah.gov/sheriff/publicinterest/pdf/weber-county-so-policy-manual-2023.pdf">https://www.webercountyutah.gov/sheriff/publicinterest/pdf/weber-county-so-policy-manual-2023.pdf</a>			

By submitting this application, the signers certify under penalty of perjury:

- The applicant is a local municipality that is submitting this application for the sole use and benefit of the Law Enforcement Agency named above within the municipality's patrol jurisdiction, or is a state Law Enforcement Agency that has the legal capacity to contract in its own name, and the applicant is submitting this application so it can obtain authorization to contract for services to install one or more Automatic License Plate Readers on a state highway within its patrol jurisdiction for the purpose of capturing the license plate data of vehicles traveling on a state highway in a manner that complies with Utah Code Title 41, Chapter 6a, Part 20; Utah Code 72-1-212; and Utah Administrative Code R920-4-16.
- The Law Enforcement Agency has published a policy on a publicly available website that outlines the use, management and auditing of the Automatic License Plate Reader System and otherwise meets all requirements outlined in Utah Code 41-6a-2003.
- All Automatic License Plate Reader Systems will be installed in accordance with Utah Code 41-6a-2003 and Utah Administrative Code R920-4-16,
- If the permit that is the subject of this application is granted, the permittee will comply with the following:
  - The permittee will only install or authorize the installation of an Automatic License Plate Reader Systems within the permittee's law enforcement patrol jurisdiction.
  - If the permittee will use a contractor to install and operate an Automatic License Plate Reader System, the permittee will provide with this application evidence demonstrating that authorization and the identity of the contractor; the permittee will notify UDOT of any updates to or changes in authorization; and the permittee's authorization of the contractor will not be withdrawn without first giving UDOT thirty days' written notice.
  - The permittee's contractor will at all times be a contractor that has in effect a current License Agreement with UDOT to conduct the activity.
  - If the permittee desires to place an Automatic License Plate Reader System on UDOT property, the permittee will obtain, or will require its contractor to obtain, an Encroachment Permit from UDOT for the use of each proposed location on UDOT property in compliance with Utah Code 72-1-212(6), Utah Administrative Code R920-4-16, and other applicable law.
  - To maintain a permit granted pursuant to this application, the permittee or its contractor must provide and maintain location data as required in the License Agreement that is attached as Exhibit A to this application (as the agreement may be amended from time to time).

Municipality Representative Signature  
County

Print Name

Date

Law Enforcement Agency Representative Signature

Print Name

Date

Colby Ryan

6/25/24



Scam Alert: Utah Toll Services

TRAVEL INFORMATION

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## LICENSE PLATE READER

During the 2023 Legislative Session, S.B. 250 "Public Surveillance Amendments" established a process for municipalities to permit Automatic License Plate Reader System (ALPRS) in state rights-of-way.

UDOT's role in permitting ALPRS does not involve considering the constitutionality of using ALPRS or content of any municipality's policy regarding obtaining data or storage of data. Municipalities bear all responsibility for policies regarding obtaining, using and storing data and all policies must meet the legal requirements of Utah Code 41-6a-2003-4.

Municipalities wishing to obtain a permit to install an ALPRS in UDOT Right of Way, must fill out and sign an ALPRS **Special Use Permit** application ([download pdf](#)) and submit it to UDOT by emailing to [alprs@utah.gov](mailto:alprs@utah.gov). Once complete, UDOT will review the application and approve or deny.

After obtaining an ALPRS **Special Use Permit** any disruption to traffic or presence on highways or shoulders (even temporary) requires the municipality to obtain an Encroachment Permit for Installation or maintenance work. Applicants may apply for an Encroachment Permit [here](#) using the process outlined.

A municipality may hire a contractor to install ALPRS systems in the state right of way, however, contractors must enter into a License Agreement with UDOT prior to application for encroachment permits. Municipalities and/or contractors must upload the ALPRS **Special Use Permit** to obtain an Encroachment Permit.



Please Note:

1. Only one ALPRS **Special Use Permit** is required for each municipality. Multiple ALPRS may be installed within the law enforcement's jurisdiction using the approved ALPRS **Special Use Permit**.
2. Most law enforcement agencies do not have the legal capacity to contract in their own name therefore an authorized municipality official must be identified on the ALPRS **Special Use Permit** application along with their signature.
3. You must have your Automatic License Plate Reader Policy published on a public website before your application can be approved.
4. You will be required to provide UDOT with an updated/current list of Automatic License Plate Reader locations within your law enforcement jurisdiction.
5. If you are hiring a contractor to install the ALPRS, please have them contact UDOT Statewide Permits prior to applying for an Encroachment Permit, as they will need to sign a licensing agreement with UDOT.
6. When applying for the Encroachment permit, the applicant must indicate it is for an ALPRS and upload a copy of your ALPRS **Special Use Permit** within the Encroachment Permit application.

UDOT Documents

search for something...

Permits

[Access Management](#)

[Amusement Ride Safety Permits](#)

[Encroachment Permits](#)

[Flip the Strip](#)

[License Plate Reader](#)

[Outdoor Advertising Control](#)

[Small Wireless Facilities \(5G\)](#)

Special Event Permits

Statewide Utility License Agreement (SULA)

Trucking Permits - Motor Carriers

811 - Blue Stakes of Utah

### Upcoming Events

Utah Transportation Commission Staff Update Meeting and Tour  
When: Jun 27  
27

Utah Transportation Commission Meeting  
When: Jun 28  
28

Independence Day - UDOT Offices Closed  
When: Jul 04  
04

### Contact Information

- Contact UDOT
- Motor Carrier Contacts
- Report Misuse of Public Funds

### Helpful Links

- Employment Opportunities
- Driver License Division
- Motor Vehicle Division
- Utah Transit Authority
- Utah Highway Patrol

### Popular Information

- Current Projects
- Electronic Program Management (ePM)
- Get a Pass for the Express Lanes
- Traffic Management Division
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