

**THE LOUISIANA DEPARTMENT OF
TRANSPORTATION AND DEVELOPMENT**

TRAFFIC ENGINEERING MANAGEMENT SECTION

Access Connections Policy

To Accompany the Access Connections Rule
(LAC Title 70, Part I, Chapter 15)

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INTRODUCTION

The Louisiana Department of Transportation & Development (DOTD) recognizes that landowners have certain rights of access to owned property. The DOTD also recognizes that access connections are a major contributor to traffic congestion, increase the degradation of transportation facility operations, can result in decreased highway capacity, may cause driver and pedestrian confusion, and can increase safety hazards. Most roadside interference can be attributed directly to vehicular traffic entering, exiting, and parking adjacent to accesses for residential developments, business establishments, and commercial roadside developments. Incumbent with this is the DOTD's obligation to maintain the safety and efficiency of the state highway system. Access connections granted by the DOTD can be restrictive.

By State Law, the DOTD is responsible for regulating the location, design, construction, and maintenance of street and driveway connections on the State Highway System.¹ Intrinsic with this is the obligation to ensure protection of the transportation infrastructure, economy of maintenance, preservation of effective drainage, safe and efficient movement of vehicles and pedestrians, and full accountability of the transportation investments by the citizens of Louisiana upon the DOTD.

The *DOTD Access Connections Policy* establishes uniform criteria regulating the location, design, and operation of new access connections, while balancing the needs and rights of property owners and roadway users.² When an existing roadway is reconstructed, existing access connections should be altered to conform to the regulations set forth in this Policy. Access connections should also be brought into compliance with current requirements when the use of a property is modified or expanded. The DOTD may allow site-specific deviations from the requirements established herein based on sound engineering principles and an engineering study for unique conditions. Throughout this manual, for each type of necessary approval, the individual with the decision-making authority is identified.

¹ Louisiana Revised Statute 48:344

² National studies have shown that poorly spaced or improperly placed access points increase the potential for not only capacity issues, but also the likelihood of more crashes. DOTD strives to constantly improve the state's highway system by making it safer and more efficient. The result is a better experience for all system users. This policy is based on many years of national research data across the USA, as well as the experience of other states.

LEGAL AUTHORITY

The following excerpts from state laws and statutes apply to this policy and provide the legal authority for the provisions of the same.

(CC = Civil Code; RS = Revised Statutes, LAC = Louisiana Administrative Code)

CC – Art. 689 – Enclosed estate; right of passage.

The owner of an estate that has no access to a public road may claim a right of passage over neighboring property to the nearest public road. He is bound to indemnify his neighbor for the damage he may occasion.

CC – Art. 690 – Extent of passage.

The right of passage for the benefit of an enclosed estate shall be suitable for the kind of traffic that is reasonably necessary for the use of that estate.

CC – Art. 692 – Location of passage.

The owner of the enclosed estate may not demand the right of passage anywhere he chooses. The passage generally shall be taken along the shortest route from the enclosed estate to the public road at the location least injurious to the intervening lands.

CC – Art. 693 – Enclosed estate; voluntary act.

If an estate becomes enclosed as a result of a voluntary act or omission of its owner, the neighbors are not bound to furnish a passage to him or his successors.

CC – Art. 694 – Enclosed estate; voluntary alienation or partition.

When in the case of partition, or a voluntary alienation of an estate or of a part thereof, property alienated or partitioned becomes enclosed, passage shall be furnished gratuitously by the owner of the land on which the passage was previously exercised, even if it is not the shortest route to the public road, and even if the act of alienation or partition does not mention a servitude of passage.

LAC Title 70, Part I, Chapter 15 – Access Connections

R.S. 48:344 – Entrances and exits adjacent to highways

Entrances to and exits from private properties adjacent to the rights-of-way of state highways may be regulated, prohibited, or abolished in the interest of the safety of the traveling public. The chief engineer of the Department of Transportation and Development, from time to time, shall prepare and promulgate descriptions and illustrations of various types and styles of entrances and exits consistent with this purpose and shall issue permits of necessity and convenience for the installation of entrances and exits in accordance with its promulgated regulations and standards. The department may apply to the courts for such process as may be necessary to make the provisions of this Section effective.

CHAPTER 1: PROCESS TO ACQUIRE AN ACCESS CONNECTION PERMIT

An Access Connection Permit Certificate (herein referred to as “permit” or “permit certificate” or “certificate”) is issued by the DOTD district office where the property for which said certificate is being issued is located. This certificate gives the property owner permission to construct an access connection to the state highway according to the specifications contained within the certificate.

CATEGORIES OF ACCESS CONNECTION PERMITS

The DOTD has four categories for Access Connection Permits, each with specific procedures and requirements, as illustrated in the table below.¹

Permit Category	Examples of Property or Development Types	Typical Design Vehicle
Single-Family Residential Access Connections		
Single Family Residential	1-5 single family homes on a single access connection	Passenger Car (P)
Residential Sporting and Recreation Camps	Full-time residential or part-time residential camps used for hunting, fishing, etc. (1-5 on a single access connection)	Passenger Car and Boat Trailer (P/B)
Non-Commercial Agricultural Operations		
Unimproved Land	Farm, pasture, or wooded; passenger vehicle or farm equipment access and use only	Varies (up to WB-40)
Traffic Generator Access Connections		
Place of Business	Retail Outlets, Banks, Restaurants, etc.	Varies (up to WB-15)
Medical Facilities	Doctors’ Offices, Hospitals, Urgent Care Facilities, Assisted Living Homes, etc.	Single Unit Truck (SU)
Religious Facilities	Churches, Synagogues, Etc.	Passenger Car (P)
Multi-Family Residential Developments	Subdivisions, Condominiums, Apartment Complexes, Trailer Parks, Etc.	Single Unit Truck (SU)
Educational Facilities	Schools, Colleges, Daycares, After-School Care Facilities, Etc.	Large School Bus (S-BUS-40)
Lodging Facilities	Hotels, Vacation Rentals, Motels, RV Parks, Etc.	Varies (up to MH/B)
<i>continued on next page...</i>		

Traffic Generator Access Connections (cont'd)		
Recreational Facilities	Sports Fields, Public Swimming Pools, Parks, Golf Courses, Bowling Alleys, Theme Parks, Etc.	Passenger Car (P)
Private Clubs	Country Clubs, Golf Clubs, Yacht Clubs, Etc.	Single Unit Truck (SU)
Emergency Services	Fire Station, EMS Stations, Police Stations, Etc.	Varies (up to BUS-40)
Mixed-Use Developments	Any Combination of the Above-Listed Uses	Varies
Public Facilities	Libraries, Court Houses, City Halls, Jails, Conference/Convention Centers, Etc.	Single Unit Truck (SU)
Commercial Agricultural Operations	Processing and/or wholesale operations (cotton gin, rice mill, sugar mill, etc.)	Interstate Semitrailer (WB-20/WB-65/WB-67)
Natural Resource Harvesting Operations	Oil, Natural Gas, Logging, Etc.	Interstate Semitrailer (WB-20/WB-65/WB-67)
Utility Company Access	Phone, Electricity, Gas, Etc., Access to Meters	Single Unit Truck (SU)
Temporary Permits (Operations lasting up to 1 year)		
Short Term Natural Resource Harvesting	Oil, Natural Gas, Logging, Etc.	Interstate Semitrailer (WB-20/WB-65/WB-67)
Short Term Haul Road	Haul Road for Construction Operations	Interstate Semitrailer (WB-20/WB-65/WB-67)
Short Term Construction Access	Short Term Construction Access to a Building Site until an Access Connection is Approved; Location of Short Term Construction Access Does Not Guarantee the Location for Permanent Access	Interstate Semitrailer (WB-20/WB-65/WB-67)

TABLE 1 – CATEGORIES OF ACCESS CONNECTION PERMITS

PUBLIC ROAD OR STREET CONNECTIONS

Public road or street connections shall follow the normal project development process and shall be requested only by the local authority with jurisdiction over the roadway. When a property is developed with the intention that one or more of the roadways within that development will be dedicated as street(s) to local authorities (city/town/parish), the current owner (at the time of permitting) must acquire an access connection permit from the DOTD. Until the roadway is completed and a local governmental entity has accepted it into the public street system, the developer is still the owner and must possess a valid permit for access.

PROCESS FOR OBTAINING AN ACCESS CONNECTION PERMIT CERTIFICATE

The process to obtain an access connection permit certificate from the DOTD is outlined in this section. The procedures for a single family residential or non-commercial agriculture type permit are different from those for a traffic generator type access connection permit. (Refer to Chapter 1 for aid in determining the type of permit needed.)

SINGLE FAMILY RESIDENTIAL & NON-COMMERCIAL AGRICULTURE

For single family residential and non-commercial agriculture type permit applications, the owner/applicant may initiate the permit request process in one of two ways:

- Contact the district Permit Specialist (PS) in the DOTD district where the property is located to request a pre-site visit, or
- Complete a Residential & Non-Commercial Agriculture Permit (ONLY the portion in the “to be completed by the Property Owner” section), sign the form and submit to the DOTD district office where the property is located.

The PS will then schedule a site visit to evaluate the location and determine the safest and most efficient location for access within the property limits. Property owner presence is not required at the site visit.

At the conclusion of the site visit, the PS will complete the remaining sections of the Access Connection Permit Certificate that the owner had signed, including any and all provisions and regulations on the permitted access connection. The PS will then acquire other necessary signatures and approvals, and then issue a completed Certificate to the owner for construction.

TRAFFIC GENERATOR

For traffic generator type properties, the owner/applicant should complete and submit a Preliminary Access Request Form. This completed form shall be submitted to the DOTD District Permit Specialist in the District where the subject property is located. This form contains basic information about the owner, the property size and location, and the intended or proposed use of the property post-development. **This form is not a permit.**

Based on the information contained in the Preliminary Access Request Form, the DOTD Permit Specialist will determine the next step in acquiring a permit certificate. The applicant will be instructed to proceed with one of the following:

- 1) Be issued an Access Connection Permit Certificate,
- 2) Supply more information and/or make revisions to the request, or
- 3) Attend a Preliminary Access Connection Request Meeting.

Which types of applications would most likely NOT need a Preliminary Access Connection Request Meeting?

Traffic Generator Access Connection Applicants with low trip generation*
Temporary Access Connection Applicants

What Things Might REQUIRE a Preliminary Access Connection Request Meeting?

Owner's Request for Better Understanding of DOTD Processes and Procedures
Multiple Uses for a Development (i.e. mixed-use)
More than 100 Peak Hour Trips Expected
Unknown Use for Property
Commercial Nature of Development
More than One Connection Requested
New Signal or Median Opening Requested
Property in a Known Congested Area
Access Connection Requested in Close-Proximity to an Existing Signal
Access Connection Requested in Close-Proximity to an Existing Median Opening
Known need for coordination with other developments

*DOTD staff will make the determination on whether a Traffic Generator Applicant must attend a Preliminary Access Connection Request Meeting.

**PRELIMINARY ACCESS CONNECTION REQUEST MEETING
(TRAFFIC GENERATOR TYPE PROPERTIES)**

Upon receipt of the Preliminary Access Connection Request Form, a determination will be made on the necessity of a Preliminary Access Connection Request Meeting. If a meeting is required, the Preliminary Access Request Meeting shall be scheduled by the DOTD District Permit Specialist and the applicant shall be notified (by phone, email, or letter) of this meeting. If required, this meeting must occur before a permit will be issued. At the discretion of the DOTD, this meeting may be replaced with a series of written communication such as e-mail. (Phone conversation shall not replace the meeting – only written communication.) This method should only be used if the issues to clarify regarding the request are deemed to be appropriate for email only and do not require a face-to-face meeting. If this method is chosen, it may still be necessary to have a face-to-face meeting. Copies of all documentation associated with a permit, including all emails, should be included in the permit files, but not attached to the permit itself (Supporting documentation should NOT receive a permit number).

Additional documentation may be required for use and reference at this meeting. A checklist of required documents will be given to the applicant at the time the meeting is scheduled. These documents, which are typically only required of commercial-type developments, will be listed on a checklist. Attendees for this meeting are shown below.

PRELIMINARY ACCESS REQUEST MEETING	
<i>Required Attendees</i>	<i>Optional Attendees</i>
Applicant for the Permit (Property Owner) DOTD District Permit Specialist DOTD District Traffic Operations Engineer (or his/her designee) DOTD District Hydraulics Engineer Local Government Permitting or Zoning Officials	Applicant’s Engineer, Architect, etc. Other DOTD Staff

TABLE 2 – PRELIMINARY ACCESS REQUEST MEETING ATTENDEES

Meetings may be held at the DOTD District Office or at another location. If it is anticipated that a site-visit might be necessary, it is recommended that the meeting take place near the site.

REQUIRED DOCUMENTATION (TRAFFIC GENERATOR TYPE PROPERTIES)

The DOTD may require specific documentation to support a request for an access connection permit. This documentation may include:

- Boundary Survey (performed and signed/stamped by a Louisiana Licensed Surveyor)²
- Site Plan³ (including all planned buildings, on-site parking, on-site vehicle circulation plan, phased construction plans, etc.)
- Description of Anticipated Land Use(s), including:
 - Building Sizes and Locations⁴
 - Land Use and/or Nature of Facilities (including information about know potential leases)
 - Amount and Frequency of Expected Heavy Commercial Vehicle Access
- Area Map Illustrating the Adjacent Roadway System and Locations of All Existing Access Connections (both sides of all roadways must be included; the DOTD shall specify the distance in all directions from that property that must be included)⁵
- Subdivision Plats/Plans (if property is part of an existing subdivision, or if owner plans to further subdivide the property)⁶
- Any Proposed Access Control Features and the Proposed Set-Back from the Roadway for Each (i.e. gates, etc.)

PRELIMINARY ACCESS REQUEST MEETING DETAILS (TRAFFIC GENERATOR TYPE PROPERTIES)

The Preliminary Access Request Meeting should serve as a forum for all involved parties to discuss all known factors as they pertain to the permitting of an access connection on the subject property. It is also an opportunity for all questions to be answered and the entire application and issuance process to be coordinated.⁷ It is during this meeting that, to the extent known at the time, the following factors should be discussed:

- a. Other developments in the area of the subject property⁸
- b. Proposed or planned work on the roadways impacted by the proposed development on the subject property⁹
- c. Possible location of access connection and how internal circulation would be affected¹⁰
- d. Preliminary trip generation based on most current ITE methodologies and information available¹¹
- e. Need for a Traffic Impact Study (TIS) or Traffic Signal Study (TSS), or other studies (u-turns, roundabouts, etc.) as may be required by other DOTD policies (See DOTD Policies on Traffic Impact Studies and Traffic Signal Studies for more information and details.)¹²
- f. Establish a tentative review schedule for the permit application¹³
- g. Design vehicle if it varies from the chart in Chapter 1¹⁴

h. Requirements for work zones and associated plans/provisions

At the conclusion of this meeting, the owner/applicant should have a very clear understanding of what it expected as part of the permit application process.¹⁵

A DOTD staff member shall record minutes of this meeting using the form provided in this manual. This form should be completed during the meeting. It should then be copied and provided to all attendees within 3 working days for review and acceptance. Once accepted by all involved parties, the form shall be included in the permit package. All requirements may not be specified at this meeting, but should be communicated in writing to the applicant within 30 days of this meeting or as other issues or concerns arise.

CONSTRUCTION SHALL NOT BEGIN UNTIL A SIGNED PERMIT CERTIFICATE WITH AN ASSIGNED PERMIT NUMBER IS ISSUED BY THE DOTD TO THE APPLICANT. **PRELIMINARY LOCATIONS FOR ACCESS CONNECTIONS DISCUSSED PRIOR TO PERMIT ISSUANCE SHALL NOT BE ASSUMED AS "APPROVED OR PERMITTED LOCATIONS."** PERMIT CERTIFICATES WILL NOT BE ISSUED AT THE PRELIMINARY ACCESS CONNECTION MEETING.

Any discussions regarding access connections (type, location, size, quantity, etc.) which take place at this meeting shall, in no way, be considered or assumed as "approved" by DOTD. An access connection is not approved until a completed, signed, and numbered permit is issued by the DOTD to the property owner. The owner is strongly cautioned not to make major construction- or building-related decisions based on the information discussed at this meeting. Any changes or alterations to site plans or the building site which may be necessary as a result of the final approved location for which an access connection permit is issued shall be the responsibility of the owner. **Requests for changes to the DOTD-permitted location because of site plans developed or early on-site construction completed prior to the issuance of a Permit Certificate shall be denied with no exceptions.**¹⁶ **Access connections are individually engineered and designed. Any on-site changes will affect the operational conditions of the access connection.**

OTHER REQUIRED STUDIES
(TRAFFIC GENERATOR TYPE PROPERTIES)

The DOTD may require additional information or studies prior to submitting an Access Connection Permit Application. These may include a Traffic Impact Study, a Traffic Signal

Study and/or other studies. Any required studies must be reviewed and approved by the DOTD prior to the issuance of an Access Connection Permit. Written approval for the final study document(s) shall be attached to the application (i.e. signed Letter of Compliance). Upon approval and acceptance of these studies, the owner will be directed through the next steps in the process of acquiring an Access Connection Permit.

OBTAINING A SIGNED DOTD ACCESS CONNECTION PERMIT CERTIFICATE

Once all requirements of the DOTD have been fulfilled and approved as satisfactory, the DOTD will issue a Permit Certificate to the applicant. This Permit Certificate will contain all specific information regarding the permitted access connection including property information, exact location and design of access connection, approvals of studies, and any special conditions or restrictions. This permit certificate must then be signed by the applicant accepting the included terms and conditions. The DOTD District Permit Specialist and the DOTD District Administrator (or his/her designee) must then sign the issued permit certificate. *THE PERMIT CERTIFICATE MUST HAVE DOTD SIGNATURES AND A PERMIT NUMBER AFFIXED TO BE VALID FOR CONSTRUCTION OF ANY ACCESS CONNECTION OR OTHER WORK WITHIN THE DOTD RIGHT-OF-WAY.* The original signed permit certificate, including all supplemental documentation, should be sent to DOTD Headquarters Permits Section, one copy is to be retained by the District Permit Office, and one copy should be sent to the Permittee.

WORK ZONE COMPLIANCE

When the construction of an access connection necessitates work within the highway, or when required mitigation construction is done within the roadway, a work zone plan may be required. If a work zone plan is mandated, appropriate temporary traffic control devices shall be used to maintain traffic on the roadway in a safe manner. All temporary traffic control devices, and the placement of such devices, shall conform to the most current DOTD standards and the currently-adopted edition of the Manual on Uniform Traffic Control Devices.

The DOTD District Traffic Engineering staff will be able to assist the applicant in gathering the necessary information to develop and gain approval for this plan. All applicable DOTD policies regarding work zones, including Temporary Traffic Control Details, should be reference and used as necessary.

PUBLIC NOTIFICATION OF CLOSURES

Some work may necessitate the closure or part or all of a roadway for a period of time. In those cases, the need for any closures will be determined by the DOTD District Office. All public notification shall be handled by the DOTD District Office personnel. Closure plans and times shall be submitted to the District Traffic Operations Engineer for review according to the following:

- Five (5) working days before construction if traffic control plan has been approved or is contained in the plans that were approved; or
- Ten (10) working days before construction if traffic control plan must be submitted for lane closures not addressed in the plans.

CLOSURE DETAILS & REQUIREMENTS

The allowable times, days, and duration of lane closures shall be as determined by the District Traffic Operations Engineer. All lane closures should be scheduled in a way that minimizes the impact to roadway traffic. Nighttime closures may be required. Any temporary traffic control details needed shall be obtained from the DOTD and included with all plans for such.

COORDINATION OF REQUIRED DOTD PROCESSES

It shall be the responsibility of the applicant to track and document all concurrent permit application processes, including all permits to be acquired through the DOTD. DOTD staff shall make all possible efforts to perform simultaneous review of applications, studies, etc., but simultaneous review cannot be guaranteed.

¹ The purpose of multiple categories for access connection permits is to shorten and simplify the process and requirements for less-complicated applicants (residential, non-commercial agriculture) as well as define a process for temporary permits.

² In some cases, tax assessment documentation or a legal description of the property may be substituted if approved in advance by the DOTD.

³ This should be dimensioned and drawn or sketched to-scale on standard sized paper. "Napkin sketches" will no longer be accepted.

⁴ Total square footage and perimeter dimensions are necessary for a full evaluation of the site.

⁵ This map may be printed as a map or satellite image from an internet-based mapping system (such as maps.google.com, bing.com/maps, or mapquest.com).

⁶ This includes large developments with multiple outparcels. An approved and filed plan is not necessary; preliminary is acceptable at this stage.

⁷ The goal of this meeting is to discuss all known information about the development plans, DOTD requirements for permitting, and any other issues that may affect the project or access connection permitting.

⁸ If there are developments nearby, the traffic impacts of all developments should be considered together and any mitigation should be equitably shared by all. Early coordination of these efforts will be beneficial to all.

⁹ Construction projects in the vicinity of the development may impact the construction of the development, determination of required mitigation, or other issues.

¹⁰ Often there are multiple locations along property frontage where an access connection may be located. Each location will require various modifications to how the site circulation operates. DOTD realizes this may be an iterative process and may impact structure and utility locations as well. It is important that this permit process be initiated very early in the planning and development process.

¹¹ This does not have to be completed prior to this meeting. DOTD Traffic Engineering staff can assist with development of trip generation at the Preliminary Access Connection Request Meeting.

¹² See Appendix of this Policy for a list of applicable and related DOTD policies and publications.

¹³ A tentative review schedule should list all anticipated steps that will be necessary to acquire a permit with expected submittal and review dates or durations for each.

¹⁴ Design vehicle should be from the AASHTO "A Policy on Geometric Design of Highways and Streets" unless otherwise approved by the DOTD.

¹⁵ The developer will gain an understanding of what is required as part of the application and permitting process. The location of an access connection will not be officially permitted until all information is submitted, including studies, and thoroughly reviewed by the DOTD.

¹⁶ Locating an access connection in the safest and most effective location along available property frontage is critical. It is imperative that owners/applicants initiate the access connection permit process very early in the planning and design phase in order to avoid lengthy and costly project delays which may result in changes to access connection locations. The changes referred to in this section include changes to the DOTD-permitted location (or the location being considered and evaluated for permitting by DOTD) because of the changes to plans by the developer or construction done on-site by the developer either prior to seeking a permit or during the permit application process.

CHAPTER 2: PERMIT CONDITIONS

Each permit issued by the DOTD has set conditions which accompany the permission to construct an access connection to a state highway within DOTD right-of-way. These conditions may be unique to each permit, although some may apply to all permits issued by the Department.

The Permittee, or the person to whom the permit is issued, must be the owner of the property or a legally-declared representative or agent of the owner of the property at the time of permitting. There will be no exceptions to this requirement. A signed lease or intent-to-lease or intent-to-purchase does not constitute being named a representative or agent of the owner. Power of Attorney documentation will be required in order to show proof of the relationship and authority to legally bind the owner.¹ At application stage, a signed purchase agreement is sufficient to begin the permitting process; however, the permit certificate will only be issued once ownership is finalized.

Any Access Connection Permit Certificate issued by the DOTD shall be for the bona fide purpose of securing access to the property for the uses stated in the application for an access connection. **Falsification or intended misrepresentation of the intended use of the property shall result in revocation of the issued permit** and all conditions and permissions associated with the permit.

An Access Connection Permit Certificate is issued by the DOTD to allow a property owner to perform work within DOTD right-of-way in order to construct a connection to the state roadway. This work will likely result in changes to and disturbance of the property within the state right-of-way. Under all circumstances, **the entire highway right-of-way affected by this work shall be restored to at least the same condition that existed prior to the beginning of the work.** All disturbed earth shall be replaced and regraded in order to ensure proper positive drainage. Grass or other suitable vegetation shall be planted on disturbed earth to prevent run-off and restore aesthetics. Any portion of shoulder, both aggregate and hard-surface, shall be restored and/or repaired as necessary. Improvements to the area, beyond the pre-construction state, may be allowed but must be approved by the DOTD (i.e. enhanced landscaping, etc.), and a Project Permit must be issued for this additional work.

BONDING AND APPROVAL OF FINISHED CONSTRUCTION PRODUCT

The applicant may be required to post a bond in order to secure an access connection permit. The purpose for this bond is to ensure that all required improvements within the DOTD right-of-way are completed to a level that is acceptable and satisfactory to the DOTD. The amount

for the bond will be set by the District Administrator, or his/her designee, prior to issuance of the permit and will be for an amount equivalent to the costs of the required right-of-way improvements (other than the access connection itself, but may include but is not limited to turn lanes, signals, median openings, etc.). If required, this bond shall be required and posted in accordance with DOTD policy.

All improvements, access connections, and approaches within the DOTD right-of-way **MUST COMPLY WITH CURRENT DOTD STANDARDS** (at the time of permitting).² All improvements are **SUBJECT TO THE APPROVAL OF THE DISTRICT ADMINISTRATOR** (or his/her designee) prior to the release of the posted bond.

REQUIRED INSPECTIONS

FOR CONSTRUCTION OF AN ACCESS CONNECTION ONLY³:

All access connections within state right-of-way are, at all times, subject to review and inspection. The DOTD may, at its sole discretion, require repairs, changes, additions, and/or relocations if considered necessary to permit the location or to provide proper and safe protection to life and property on or adjacent to the highway. In the case that DOTD may require these types of changes, it is a condition of the access connection permit that all costs to make such mandated changes, additions, repairs, and/or relocations be borne solely by the applicant/owner.⁴

FOR CONSTRUCTION OF IMPROVEMENTS TO THE DOTD ROADWAY⁵:

All improvements to the DOTD roadway shall be inspected by the DOTD or a DOTD-certified inspector. When a DOTD-certified inspector is required, the permittee must bear all associated expenses. Such inspection shall be in accordance with DOTD policies and procedures. Materials testing may also be required as part of this inspection at the discretion of the DOTD. Reports from the inspector and all associated work must be accepted and approved by the DOTD prior to the release of any posted bond(s). Satisfactory completion and acceptance of the improvements by DOTD will be based upon the reports received from the inspection(s). Other DOTD policies regulate the approval of an inspector, the work of said inspector, and the reports required for approval. All work involving inspection requirements must be performed under a DOTD Project Permit. The DOTD Area Engineer will be responsible for coordinating, supervising, and approving all inspections and approving any reports. See Appendix A for additional details on the specific requirement of the inspections.

CHANGES TO PREVIOUSLY-SUBMITTED PLANS

In a case where the applicant/owner desires to make significant alterations, additions, changes, or relocations to existing access connections (that result in changes to traffic generation, locations of access connections, etc.), a new permit application must be submitted to the DOTD.⁶ This does not include changes mandated by the DOTD. There is no

process for supplementing or adding addenda to previously-submitted applications. The process for submitting an altered request for an Access Connection Permit Certificate shall follow the same process as for a new Access Connection Permit Certificate, and shall include a copy of the previously-issued permit and all supporting documentation for reference. At the discretion of the DOTD, minor changes and alterations to a permit application may be made via an addenda in the form of a written letter addressing all changes/modifications.

EXPIRATION AND EXTENSION OF PERMIT

Once issued, **an access connection permit is good for a period of one year (12 months).** Meaning, construction on the permitted access connection must formally commence and be continuously underway within one year of the issuance date.

However, if an applicant/owner is unable to commence construction within a one-year (12 month) period, the applicant/owner may request a six-month extension. Because traffic and site conditions change regularly and decisions must be based on current information, under no circumstances will more than two six-month (total of 12 months) extensions be granted for an individual permit.

The applicant must request an extension prior to the expiration of an issued permit certificate. This request must be done IN WRITING to the district office. No new form or application is required. If an extension is granted, it will be issued IN WRITING from the DOTD district office. The extension shall be issued for a six (6) month period beginning the day of expiration of the original (12 month) permit. If a second extension is requested and issued, it shall be issued for a six (6) month period beginning the day of expiration of the previous extension. A District Permit Specialist may grant the extension. Any extension granted shall be filed in the DOTD permit file. **Extensions to permits are not automatically issued. They must be requested by the permittee in writing and prior to the expiration of the original permit.**

After the expiration of a permit or a permit extension, the permit is no longer valid. In order to obtain a new permit, the application process must be restarted and may require revisions to plans, studies, etc. At the time of reapplication (after permit and/or any extensions have expired), current DOTD policies apply and any/all conditions of the previously-issued permit are null and void. Any previous agreements must be re-evaluated based on current conditions. This is because conditions around a site change regularly and decisions must be made based on current information.

If the construction of an access connection (and any associated improvements within the state right-of-way) does not begin within twenty-four (24) months of the original permit issuance date, the permit is expired and cannot be extended.

Any person wishing to establish or re-establish an access connection after that date will have to begin the application procedures again. **At the time of a new application, all current**

policies will apply and all conditions of the previously-issued permits shall be considered null and void.

OTHER WORK IN DOTD RIGHT-OF-WAY

Any work performed in the DOTD right-of-way must be performed under a Project Permit or other type of required DOTD permit. The associated Project Permit Number (or other type permit number) shall be referenced to the Access Connection Permit Certificate Number, and vice-versa. This may include, but is not limited to, enhanced landscaping, signage, traffic control device installation, etc.

¹ The DOTD will gladly discuss potential site uses, treatments, access, etc. However, no guarantees, written or implied, for access permits will be made other than by the formal application for and issuance of an access connection permit certificate. In order to acquire a permit, the applicant must be the owner or a legal agent capable of entering into binding agreements on behalf of the owner at the time of permitting. At the preliminary application stage, a purchase agreement for the property is sufficient to begin the process.

² These are DOTD's construction specification standards. When an Access Connection Permit Certificate is issued, the applicable standards will be noted and must be adhered to.

³ All residential and non-commercial agriculture access connections are covered by this provision.

⁴ Inspections are not new. Under the old rules, the DOTD inspects driveways on a regular basis for safety reasons. This provision will continue. If necessary for safety or other engineering reasons, DOTD has always reserved the right to require modification to access connections. DOTD must be sure that anything constructed in the ROW meets DOTD standards, thus preserving our highway system and adding to the overall safety of the same.

⁵ Some examples of these types of improvements to the DOTD roadway include, but are not limited to, turn lanes, new street connections, and new or relocated median openings.

⁶ Because each situation is unique, a quantitative value or threshold was not assigned to this requirement. DOTD prefers to evaluate each occurrence on a unique and individual basis.

CHAPTER 3: APPLICATION REQUIREMENTS

Any application for an access connection permit submitted to the DOTD shall be complete and shall contain all required information, drawings, studies, and documentation.

COMPONENTS OF A COMPLETE SINGLE FAMILY RESIDENTIAL ACCESS CONNECTION REQUEST:

A completed single family residential access connection request shall include the following items:

1. Completed Access Connection Request Form

The Access Connection Request Form, provided by the DOTD, shall be completed to the best of the applicant's ability. All answers shall be true and correct to the best of the applicant's knowledge at the time of the application.

2. Location Map Showing the Vicinity of the Property

This map should be an internet-generated (or comparable) map. The location of the property should be clearly marked on the map. Approximate dimensions to the nearest major intersections should be shown. The map should show at least two state routes in addition to the route(s) which border the subject-property. (Provide as much information as possible. The DOTD District staff may need to locate the property to do a site visit prior to approving an access connection location. If assistance is needed in getting a map, DOTD District Staff may be able to assist.)

3. Site Plan or Property Layout

This plan should be a fully-dimensioned drawing of the entire property. Any existing access connections on the property must be shown and the intention of each noted (i.e. to be removed, to remain, etc.). Approximate dimensions are acceptable. A sketch is acceptable; it does not have to be a computer-drafted drawing. It must clearly show the requested location of the access connection. (If needed, the DOTD district staff may be able to assist in this step.)

4. Legal Description of Property with Latitude and Longitude Information

Provide a copy of the legal description of the property. If a legal description is not available, a tax assessment document is acceptable.

5. Describe Requested Improvements

Describe the intended future use of the property. Include information about number of building(s) on the property, uses of each building, location of each building, etc.

6. Power of Attorney (If Applicable)

If the applicant is a person who is representing the owner of the property, and does not share in ownership, the applicant must produce a Power of Attorney document showing that he/she has the authority to make decisions regarding the property.

**COMPONENTS OF A COMPLETE
NON-COMMERCIAL AGRICULTURE
ACCESS CONNECTION REQUEST:**

A completed non-commercial access connection request shall include the following items:

1. Completed Access Connection Request Form

The Access Connection Request Form, provided by the DOTD, shall be completed to the best of the applicant's ability. All answers shall be true and correct to the best of the applicant's knowledge at the time of the application.

2. Location Map Showing the Vicinity of the Property

This map should be an internet-generated (or comparable) map. The location of the property should be clearly marked on the map. Approximate dimensions to the nearest major intersections should be shown. The map should show at least two state routes in addition to the route(s) which border the subject-property. (Provide as much information as possible. The DOTD District staff may need to locate the property to do a site visit prior to approving an access connection location. If assistance is needed in getting a map, DOTD District Staff may be able to assist.)

3. Site Plan or Property Layout

This plan should be a fully-dimensioned drawing of the entire property. Any existing access connections on the property must be shown and the intention of each noted (i.e. to be removed, to remain, etc.). A sketch is acceptable; it does not have to be a computer-drafted drawing. It must clearly show the requested location of the access connection. (If needed, the DOTD district staff may be able to assist in this step.) If the development is planned to be built in phases, this must be clearly identified and each phase shown separately.

4. Legal Description of Property

Provide a copy of the legal description of the property. If a legal description is not available, a tax assessment document is acceptable.

5. Describe Requested Improvements

Describe the intended use of the property. Include information about number of building(s) on the property, uses of each building, acreages of property, locations of plantings, uses for all sections of land, location of proposed connections and descriptions of use for each, etc.

6. Power of Attorney (If Applicable)

If the applicant is a person who is representing the owner of the property, and is has not share in ownership, the applicant must produce a Power of Attorney document showing that he/she has the authority to make decisions regarding the property.

COMPONENTS OF A COMPLETE TRAFFIC GENERATOR ACCESS CONNECTION REQUEST:

A completed traffic generator access connection request shall include the following items:

1. Completed Preliminary Access Connection Request Form

The Preliminary Access Connection Request Form, provided by the DOTD, shall be completed in its entirety. All answers shall be true and correct to the best of the applicant's knowledge at the time of the application.

2. Location Map Showing the Vicinity of the Property

This map should be an internet-generated (or comparable) map. The location of the property should be clearly marked on the map. Approximate dimensions to the nearest major intersections should be shown. The map should show at least two state routes in addition to the route(s) which border the subject-property. (Provide as much information as possible. The DOTD District staff may need to locate the property to do a site visit prior to approving an access connection location.)

3. Site Plan or Property Layout¹

This plan should be a fully-dimensioned drawing of the entire property. The proposed and/or existing location of residence(s) and any other building(s) should be shown and dimensioned. Building dimensions, property dimensions, distances between buildings, and distances between buildings and property lines should be clearly noted. Approximate dimensions are acceptable (to the nearest 10 ft). Any existing access connections on the property must be shown and the intention of each noted (i.e. to be removed, to remain, etc.). A sketch is acceptable; it does not have to be a computer-drafted drawing. It must clearly show the requested location of the access connection. Include specific information of the geometry and layout of the requested access connection (include width, throat distance, number of lanes and use, radii sizes, etc.). Developments such as industrial and commercial parks where buildings will be constructed based on the needs of individual tenants will be addressed on a case by case basis and each treated individually.

4. **Legal Description of Property**
Provide a copy of the legal description of the property. Also, provide latitude and longitude (GPS coordinates) for the property location.

5. **Describe Requested Improvements**
Describe the intended future use of the property. Include information about number of building(s) on the property, uses of each building, total square footage of each building, etc. If the exact nature of the facility (i.e. businesses, leases, etc.) is not known at this time, indicate the most likely anticipated use of each.

6. **Trip Generation Information** (If Applicable)
If required by other DOTD rules and/or policies, trip generation calculations must be performed for the development. (See Traffic Impact Rule and other DOTD policies.²) If this applies, a copy of the trip generation information must be included in the access connection permit request. The DOTD District Staff shall assist in determining the need for trip generation and shall approve such prior to use in analysis. This should be discussed with the appropriate DOTD staff prior to submitting it to the DOTD.

7. **Traffic Impact Study – Letter of Compliance** (If Applicable)
If a Traffic Impact Study was required by other DOTD policies, a copy of the signed Letter of Compliance must be submitted.

8. **Traffic Signal Permit** (If Applicable)
If a Traffic Signal Study was performed, and a Traffic Signal Permit was issued (may be for modifications to an existing signal or for a new signal installation), a copy of the permit and approved study must be submitted.

9. **Subdivision Plat**
If property is a lot within a subdivision, or if property is being subdivided, a copy of the subdivision plat must be included in the access connection permit request.

10. **Power of Attorney** (If Applicable)
If the applicant is a person who is representing the owner of the property, and is has not share in ownership, the applicant must produce a Power of Attorney document showing that he/she has the authority to make decisions regarding the property.

INCOMPLETE APPLICATIONS

Incomplete Access Connection Permit Requests, or requests submitted without required information or supporting documentation, will not be accepted under any circumstances. If a request is submitted which is incomplete, is missing required information or documents, or has been denied, the DOTD will contact the applicant immediately to inform him of the status. The applicant must complete the request, adding the necessary and required information, and resubmit it for approval.

TIMELINES & DOTD-REQUIRED CHANGES

During the application process, it is intended that **all factors will be discussed prior to the issuance of an Access Connection Permit Certificate. This process should provide the applicant with the information necessary to submit an Access Connection Request packet that will contain all necessary components without having to undergo multiple revisions and re-submittals.** However, after reviewing a request for an access connection permit certificate, the DOTD may require further changes and modifications prior to permit issuance.

At the Preliminary Access Connection Request Meeting, a timeline for all submittals and reviews will be established in agreement by the DOTD and the applicant. All parties should adhere to this timeline. If the DOTD requires changes to a submitted application (or part of a submitted application), depending on the nature and extent of the changes, at the discretion of the DTOE, the applicant may be given a specified timeline for making the changes. **If this timeline is exceeded, the DOTD may require the applicant to begin a new application process.** This is to ensure that decisions are made based on the most current data possible, as traffic and site conditions constantly change beyond the control of the DOTD or the owner/applicant.

Once a request is resubmitted with the required changes completed, it will be reviewed and evaluated. Upon completion of this subsequent review, the DOTD may either a) issue the permit, or b) require additional changes and modifications. **This could be an iterative process.**

PERMIT CERTIFICATE ISSUANCE

Once the request and all supporting documentation is approved, an Access Connection Permit certificate will be issued by the DOTD. This permit will contain all required conditions for the construction and operation of the access connection. Such conditions may include geometric design, location, operational restrictions, construction materials, striping details, temporary and permanent traffic control devices, etc.

The Access Connection Permit Certificate will be issued by the DOTD to the applicant. All conditions will be clearly defined on the permit certificate. **The Access Connection Permit Certificate must be signed by the applicant, accepting the terms of the permit, and returned to the DOTD.** Upon receipt of the signed certificate, the designated DOTD staff will sign the Access Connection Permit Certificate and assign a permit number to it. **An Access Connection Permit Certificate is only valid when it bears the signatures of the applicant and the designated DOTD staff and bears an official DOTD Permit Number.** A copy of the final permit, including all signatures and the permit number, will then be returned to the applicant. **Only upon possession of a signed and numbered Access Connection Permit Certificate may the applicant begin construction of an access connection.**

¹ Detailed and specific site plan information is critical in the assessment of on-site circulation. DOTD needs to assess the site design to be sure there is sufficient on-site circulation provided so as to not in any way impede traffic on the adjacent roadway. For example, a fast food restaurant must have sufficient storage and queuing space provide so that the drive-thru traffic does not queue back onto the roadway. In addition, trip generation is often based on the size(s) of building(s) located in the development.

² In some cases, ITE data is not the best source for trip generation. The DOTD will coordinate with the applicant to select a method for trip generation that logically represents the nature of development while satisfying DOTD trip generation requirements as stated in other policies. Prior to its use, the DTOE must approve all trip generation figures and results.

CHAPTER 4: PERMIT RE-EVALUATION FOR CHANGES TO EXISTING COMMERCIAL ACCESS CONNECTIONS

Changes to a property may mean changes in the traffic flow patterns to, from, and around that property. The DOTD may require Access Connection Permit Certificates to be re-evaluated if the property or building(s) on the property are reconstructed, remodeled, or redeveloped. The DOTD requires notification of changes of this nature to properties in order to determine a need for re-evaluation of an existing access connection permit.

ANY CHANGES TO A PROPERTY THAT COULD RESULT IN CHANGES TO TRAFFIC PATTERNS, TRIP GENERATION, OR FUNCTIONAL OPERATION OF THE SITE MAY RESULT IN THE REQUIREMENT FOR A NEW ACCESS CONNECTION PERMIT AS WELL AS CHANGES TO THE MEANS OF ACCESS TO THE HIGHWAYS.

RECONSTRUCTED, REMODELED, OR REDEVELOPED PROPERTIES

For the purposes of this policy, the following are defined:

RECONSTRUCTED PROPERTY – A PROPERTY THAT HAS ANY PORTION OF THE STRUCTURE(S) DEMOLISHED AND NEW STRUCTURE(S) BUILT ON THE SITE. THE USE OF THE PROPERTY MAY CHANGE OR REMAIN THE SAME.

REMODELED PROPERTY – A PROPERTY THAT UNDERGOES SIGNIFICANT ALTERATIONS (INTERIOR OR EXTERIOR) THAT MAY RESULT IN A CHANGE IN USE OF THE PROPERTY AND SUBSEQUENT CHANGES IN THE TRAFFIC GENERATED BY THE PROPERTY.

REDEVELOPED PROPERTY – A PROPERTY THAT UNDERGOES A COMPLETE CHANGE IN USE, BUT NOT NECESSARILY A CHANGE IN THE STRUCTURE(S).

If a property is to be reconstructed, remodeled, or redeveloped, the owner shall submit to the DOTD a Request for Re-Evaluation of the site access, available on the DOTD website. DOTD will then review the existing access connections and make a determination regarding the need for modifications. These modifications would only be required if necessary to improve the safety and efficiency of the access connection and adjacent roadways. If a new Access Connection Permit is required by the DOTD, the applicant must follow the same process as for

a new property in order to obtain the permit. The results of and changes in traffic flow generated by the site may require new mitigation or the removal, closure, and/or relocation of existing access connections, turn lanes, signals, etc.

RETROFIT SITUATIONS

Where access is being managed on an existing roadway, it is often not possible to incorporate and attain all of the access management criteria due to economic, physical, or other constraints. Care must be taken to balance economic interest with transportation needs. Economic impacts to businesses must be carefully considered and efforts must be made to mitigate those impacts. Collaboration with property owners and other stakeholders is the most effective method to achieve improvements that satisfy both operational and economic needs of the motoring public, pedestrians, property owners, local communities, and business owners.

In evaluating access, emphasis should be placed on safety and operational benefits and how those benefits can have a positive impact on property values and the business climate. Most stakeholders, including business owners and motorists, are more receptive after they gain an understanding of these concepts.

In cases where the access management criteria cannot be met, a detailed analysis should be performed to determine the optimum solution. This solution should strive to improve safety and operations along the roadway, achieve uninterrupted flow on the transportation system, and provide adequate access to the adjoining properties.¹ Flexibility, good judgment, negotiation, and compromise may be necessary to determine the right solution for each particular location.

The DOTD District staff will guide the applicant in selecting the most appropriate analysis tools for each situation.

¹ These are the goals of this policy. The actual effectiveness will vary based on individual roadway and traffic conditions, among other factors.

CHAPTER 5: ACCESS CONNECTION REGULATIONS & GEOMETRIC REQUIREMENTS

All work performed on the State Highway System under the terms of an Access Connection Permit Certificate is subject to the design criteria of this section and all related DOTD manuals and guidelines. Design criteria may relate to, but is not limited to, location, spacing, design vehicle storage, and drainage. Each component must be addressed in adequate detail to assess the full effects on public safety and mobility.

The location granted for an access connection is based on multiple parameters. These parameters include, but are not limited to, the location of a new access connection relative to:

- Intersecting Streets
- Existing and Proposed Turn Lanes
- Size of Parcel(s)
- Proximity to Full- and Partial-Access Median Openings
- Sight Distance Requirements
- Type/Classification of State Route
- On-Site Circulation Requirements and Considerations
- Shared Access Connections with Adjacent Properties
- Requests for Multiple Access Connections
- Use of a Gated/Controlled Entry System
- Spacing and Sharing of Access Connections
- Operational Restrictions
- Control of Access
- Adjacent Access Connections

The location of an access connection is critical for minimizing potential impacts to vehicular and pedestrian traffic. Access connections to the State Highway System should be clearly visible to all approaching traffic. In the interest of public safety and mobility, the DOTD may prohibit, restrict, or modify the placement of an access connection along the property owner's frontage. The DOTD may also prohibit or restrict access to a State Highway System roadway if alternate access is available through other adjacent public facilities (e.g. city or parish roadways).

National and federally-sponsored studies consistently show that the implementation of access management techniques have very little overall adverse impacts to businesses. To the contrary, it has been shown consistently that access management reduces crashes, improves travel speeds, and has potential economic benefits while contributing to a much more sustainable transportation system. Access management is well supported by the development industry as well. The Urban Land Institute's *Shopping Center Development Handbook* warns that "poorly designed entrances and exits not only present a traffic hazard but also cause congestion that can create a negative image of the center." Overall access management implementation

has been shown to not only have very little adverse effects on business, but also in many cases has improved the economic viability of a corridor.

Much of this guidance and regulation relies on the classification and type of the roadway:

<u>LOCATION</u>	<u>ROADWAY CLASSIFICATION</u>
Urban	Arterial
Suburban	Collector
Rural	Local

This information, for all roadways on the state highway system, can be found in the "Needs Summary Log" on the DOTD Intranet. Although, due to the nature of this system, it is not accessible from outside the DOTD, staff at all District Offices have access to it and should provide this information upon request from an applicant. Applicants may also refer to the State Highway Classification Map, which can be found on the DOTD Internet Webpage, for similar information.

When necessary to control traffic flow and maneuvering, turn restrictions may be imposed on an access connection. In such cases, it is at the discretion of the DTOE to determine the geometric mechanism for control. This mechanism may include, but should not be limited to, barrier islands, channelization within the access connection, signing, and positive median barriers within the roadway in the vicinity of the access connection. These changes to the roadway may necessitate the issuance of a DOTD Project Permit.

FUNCTIONAL INFLUENCE AREA OF AN INTERSECTION (INTERSECTING STREETS)

DEFINITION & DESCRIPTION

The “functional influence area” extends both upstream and downstream from the physical intersection area and includes the longitudinal limits of auxiliary lanes. The influence area associated with an access connection includes:

- 1) Impact Length (The distance back from an access connection in which cars begin to be affected)
- 2) Perception-Reaction Distance
- 3) Car Length

Logic and analysis indicate that:

- a) The functional intersection area is longer than the physical intersection, and
- b) The upstream dimension is longer than the downstream dimension.
- c) Thus, identifying the desirable location of site access involves assessing the functional distances upstream and downstream of an intersection and ascertaining the window in which the access connection may be located.

The functional influence area of an intersection consists of the distance traveled during reaction time, the deceleration distance, and queue storage length.

DIAGRAMS & CALCULATION METHOD

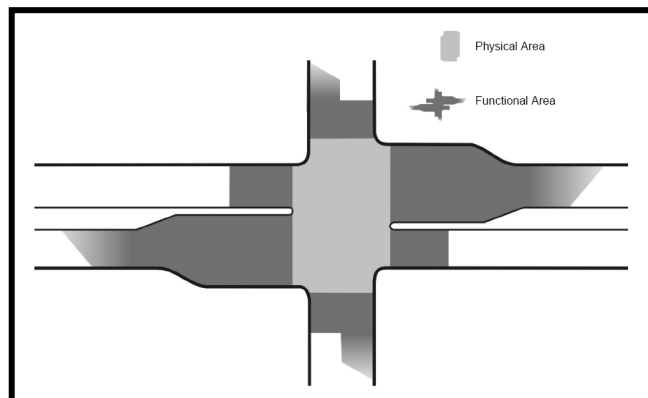


FIGURE 1

IDEALLY, DRIVEWAYS SHOULD NOT BE SITUATED WITHIN THE FUNCTIONAL AREA OF AN INTERSECTION OR IN THE INFLUENCE AREA OF AN INTERSECTION OR IN THE INFLUENCE AREA OF AN ADJACENT DRIVEWAY.

(AASHTO GEOMETRIC DESIGN OF HIGHWAYS AND STREETS, 2001, P. 733)

The functional influence area of an intersection consists of the distance traveled during reaction time, the deceleration distance, and queue storage length.

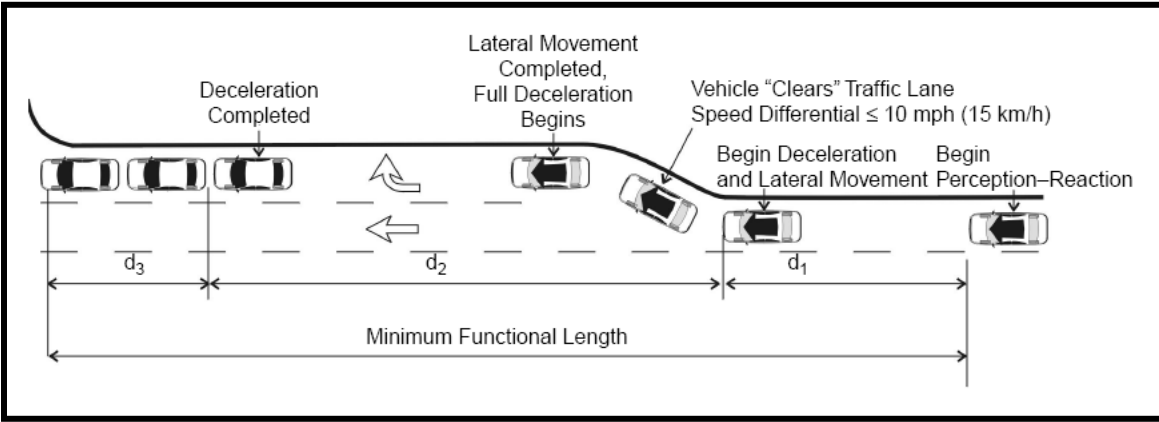


FIGURE 2

d_1 = Distance Traveled during Perception-Reaction*
 d_2 = Distance Traveled while Driver Maneuvers Laterally and Decelerates to a Stop*
 d_3 = Storage Length
 (TRB Access Management Manual, 2003, Ch. 8, Fig. 8-12, P. 132)
 **See Section on Sight Distance for Calculation Methods

LOCATION	Speed (mph)	Distance Traveled During		Perception-Reactions	Queue	Upstream
		Perception- Reaction Time, d_1 (ft)	Maneuver Distance, d_2 (ft)	Plus	Storage	Functional
				Maneuver Distances, $d_1 + d_2$ (ft)	Length, d_3 (ft)	Distance $d_1 + d_2 + d_3$ (ft)
Rural	20	75	70	145	*	**
	30	110	160	270	*	**
	40	150	275	425	*	**
	50	185	425	610	*	**
	60	220	605	825	*	**
	70	260	820	1080	*	**
Suburban	20	45	70	115	*	**
	30	70	160	230	*	**
	40	90	275	365	*	**
	50	110	425	535	*	**
	60	135	605	740	*	**
	70	155	820	975	*	**
Urban	20	45	70	115	*	**
	30	70	160	230	*	**
	40	90	275	365	*	**
	50	110	425	535	*	**
	60	135	605	740	*	**
	70	155	820	975	*	**

* Queue storage needs to be determined for each approach to each intersection using methods such as those discussed in Chapter 10
 ** Upstream Functional Distance should be calculated based on the determined values for Queue Storage Length (d_3)

TABLE 3

REGULATIONS & GUIDELINES

Every attempt shall be made to avoid locating access connections along acceleration or deceleration lanes and tapers at street intersections to minimize the potential for vehicular weaving conflicts. Access connections located within the functional influence area of the intersection interfere with safe and efficient roadway and driveway operations. Such a location also results in inconvenience and excessive delay to customers entering and leaving the site. Although it is desirable to avoid access within the functional area, this is not always possible. Some locations have shorter street spacing and smaller property frontages.

Every effort shall be made to prevent access connections within the functional area of an intersection. Median openings (full- or partial-access) shall not be located within the functional area of an intersection. If access connections have to be located within the functional area due to limited property frontage, the DOTD should restrict access to "right-in/right-out" or other limited movement treatments, and should locate the access connection as far as possible from the intersection along the available frontage of the property.¹ Appropriate spaces for median u-turns should be provided according to the regulations contained herein and in other DOTD policies. Such driveways must still meet all location and minimum distance requirements.

When the property frontage is confined within the functional intersection area and alternative access is not available or cannot be provided at a reasonable cost², it may be necessary to permit an access connection. In these cases, the following conditions shall be considered for inclusion in the access permit to minimize the adverse impacts of the connection:

- 1) Require that the access connection be located as far as possible from the intersection,
- 2) Limit movements to right-in/right-out only or other restricted movements, and/or
- 3) Limit the volume or type of traffic that may use the connection.³

When left turns are being considered into or out of an access connection, the following parameters shall be evaluated:

- 1) Queue length
- 2) Queue storage
- 3) Number of lanes that would be crossed by the left-turning vehicle

In all cases, corner clearance shall be evaluated, and the requirements and calculation methods for such shall follow the constraints of calculating the functional area of the intersection.

SIGHT DISTANCE

DEFINITION & DESCRIPTION

Preparation for issuing an Access Connection Permit Certificate must include a prior inspection of the plans and/or site to ensure vehicles can enter and exit from the proposed access connection with minimal hazard and disruption of traffic along the roadway. Adequate sight distance for driveway construction is considered essential in the design of commercial or industrial type access connections and desirable with respect to residential access connections. If there is a request to construct an access connection at a questionable location, a traffic assessment or a traffic impact study must include an on-site inspection to evaluate the sight distance.

DIAGRAMS

Shown below are guidelines for determining sight distance at private access connections on state highways. Public roadway connections to state highway should meet AASHTO sight distance requirements.

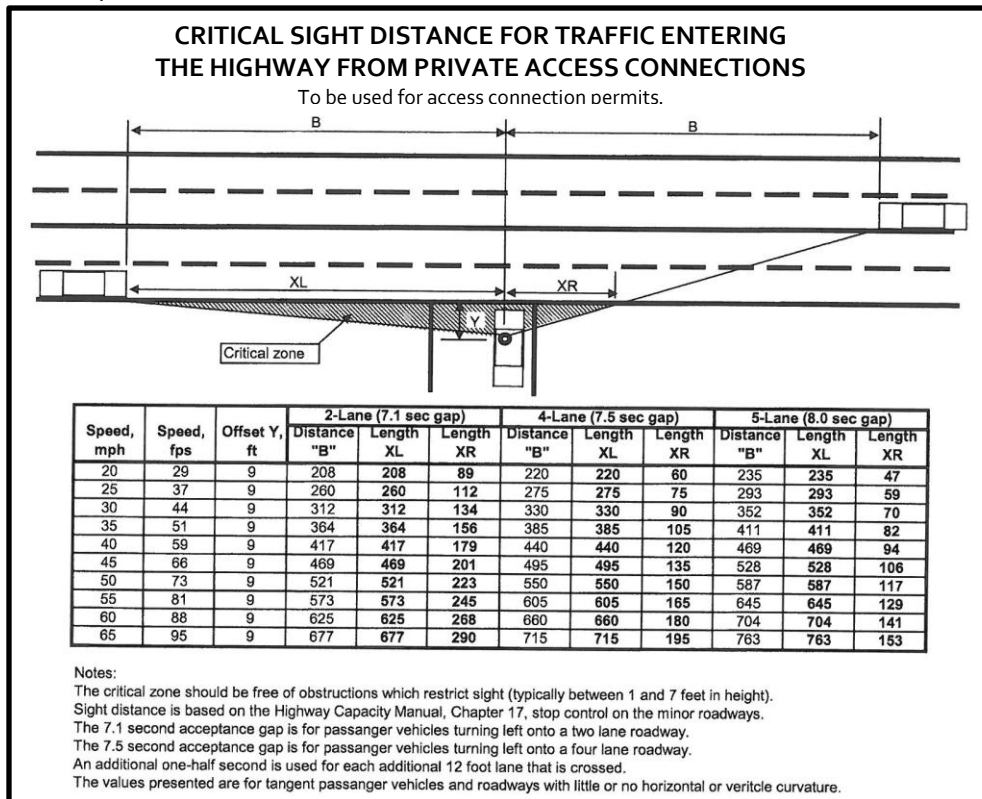


FIGURE 3

REGULATIONS & GUIDELINES

Required adequate intersection sight distance should be provided at all access connections. This will assist drivers in entering or crossing a roadway safely. Adequate sight distance allows drivers approaching an access connection to see a vehicle waiting at the connection or entering the roadway and to safely take evasive action if necessary.

If an access connection cannot be located within property limits with adequate required sight distance, the access connection shall be placed in the location with the greatest achievable sight distance. The DOTD shall issue a letter to the property owner informing him/her that the access connection does not meet DOTD sight distance requirements. If issued, this letter shall be attached to the Access Connection Permit Certificate.

AT-GRADE INTERSECTION SPACING

(INCLUDES PUBLIC STREETS, EXCLUDES PRIVATE ACCESS CONNECTIONS)

DEFINITION & DESCRIPTION

Major roadways are mainly intended to serve through traffic and should have intersections that are spaced the farthest apart. Minor roadways provide some service to through traffic but also provide direct access to property; therefore, they can be placed closer together. The distances between intersections shall be measured centerline-to-centerline.

DIAGRAM

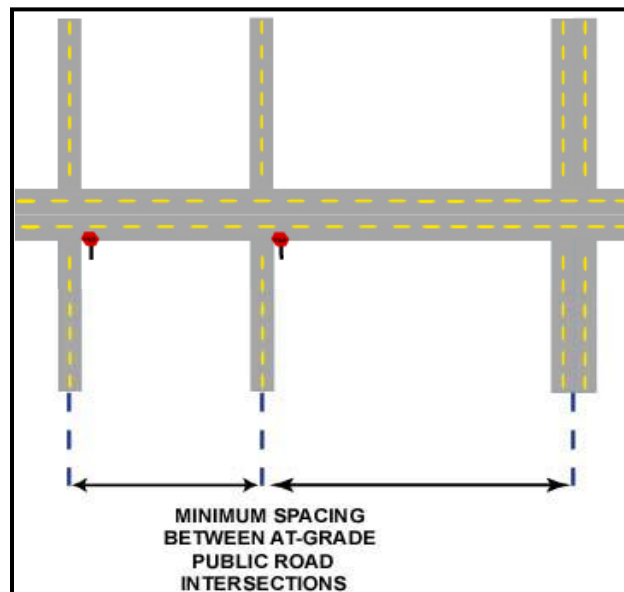


FIGURE 4

REGULATIONS & GUIDELINES

Spacing between at-grade intersections shall be the same spacing as defined for new traffic signals by the LaDOTD EDSM (Engineering Directives and Standards Memorandum) on Installation of New Traffic Signals (EDSM VI.3.1.6)

TRAFFIC SIGNAL SPACING

DEFINITION & DESCRIPTION

Appropriate signal spacing is needed to preserve efficient traffic flow and progression on urban arterial roadways; for instance, or half-mile spacing allows traffic signals to be effectively interconnected and synchronized. Adequate spacing will also tend to reduce rear-end collisions and “stop and go” driving that increases congestion, delay, and air pollution. In urban areas, these guidelines were developed to allow for smooth operations.

DIAGRAM

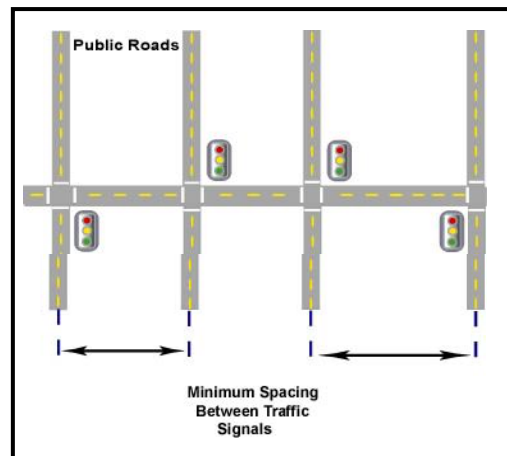


FIGURE 5

REGULATIONS & GUIDELINES

Spacing between at-grade intersections shall be the same spacing as defined for new traffic signals by the LaDOTD EDSM (Engineering Directives and Standards Memorandum) on Installation of New Traffic Signals (EDSM VI.3.1.6)

MEDIAN OPENING SPACING

DEFINITION & DESCRIPTION

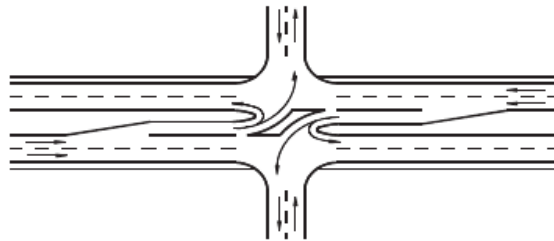
Openings in medians should only be provided to accommodate turning traffic in locations where this can be achieved safely as determined by the DTOE. Where openings are provided, adequate spacing between them is necessary to allow for weaving of traffic to preserve traffic flow and to provide for safe lane changes and turns. (See other DOTD policies for details.)

Three different types of median openings are permitted on Louisiana's highways:

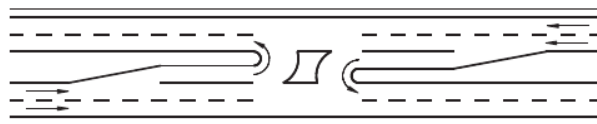
FULL MEDIAN OPENING (FMO) – A FULL MEDIAN OPENING IS DEFINED AS A MEDIAN OPENING THAT ALLOWS ALL DIRECTIONS OF MOVEMENT INCLUDING LEFT TURNS, THROUGH MOVEMENTS, RIGHT TURNS, AND POSSIBLY U-TURNS.



PARTIAL MEDIAN OPENING – A PARTIAL MEDIAN OPENING ALLOWS LEFT AND RIGHT TURNING MOVEMENTS OFF THE MAINLINE AND U-TURNS ON THE MAINLINE. A PARTIAL MEDIAN OPENING ONLY ALLOWS ENTRY FROM THE MINOR ROADWAY VIA RIGHT TURNS. THROUGH-TRAFFIC AND LEFT TURNS FROM THE MINOR ROADWAY ARE PROHIBITED.

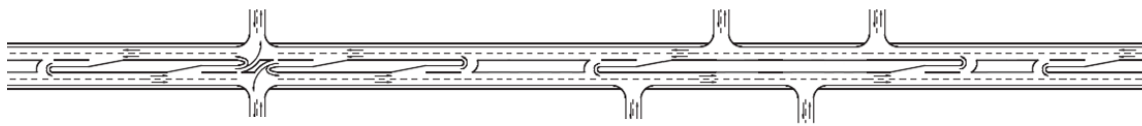


DIRECTIONAL MEDIAN OPENING – DIRECTIONAL MEDIAN OPENINGS ONLY ALLOW U-TURNS ON THE MAINLINE. A DIRECTIONAL MEDIAN OPENING MAY ALLOW U-TURNS IN ONLY ONE DIRECTION OR IN DUAL DIRECTIONS. MEDIAN OPENINGS OF THIS TYPE DO NOT ALIGN WITH ACCESS CONNECTIONS.



When these types of median openings are combined, innovative intersection systems are developed. The DOTD encourages the use of these types of intersection systems as alternatives to traditional multi-lane four-way intersections. In many cases, the utilization of one of these types of intersection systems eliminates the need for signalization on the corridor, reduces the number of conflict points, and results in improved safety and capacity. These innovative intersection systems include:

R-CUT OR J-TURN INTERSECTION SYSTEMS – R-CUT OR J-TURN INTERSECTION SYSTEMS ARE MADE UP OF ONE PARTIAL MEDIAN OPENING AND TWO DIRECTIONAL MEDIAN OPENINGS. THESE OPENING MUST BE APPROPRIATELY SPACED AND THE DISTANCE BETWEEN THESE SYSTEMS IS ALSO CRITICAL. (REQUIRED SPACING SHOULD BE DETERMINED BY TRAFFIC ENGINEERING ANALYSES.)



Requests for the alignment of an access connection with a new or existing median opening should not be granted:

- Within the functional area of an interchange,
- Within the functional area of an intersection, or
- At locations that have high crash rates or other safety concerns, or
- Under conditions of inadequate sight distance.

New access connections should not align with existing or proposed median openings, and should be located a minimum of 200 ft from these cuts and crossovers. DOTD may require the applicant to modify, relocate, or construct crossovers to facilitate the movement of additional traffic expected to be generated by development. These crossovers may or may not be located within the limit of the subject property and may be upstream or downstream from the property as determined by the DOTD. All access on roadways with medians may be restricted to right-in/right-out movements only. This shall apply to all types of access connections, including residential.

In order for DOTD to consider permitting a private access connection that aligns with an existing or proposed median opening, a traffic assessment shall be conducted which yields the following results:

- Development at the studied access connection generates a significant number of trips,
- Alignment of the access connections with the existing or proposed median opening will contribute to the overall safety and operation of the transportation network;
- Other property owners will not be geometrically excluded from the benefits and use of the median opening.

- Geometric constraints of the roadway are conducive to the necessary maneuvers required for the type of access connection planned at a median opening (i.e. adequate space for a u-turn in a j-turn type design).

If these conditions are met, the DTOE may, at his/her discretion, recommend the alignment of the access connection with an existing full- or partial-median openings or new directional- or partial-median opening. The length of turn lane storage should also be determined by the DTOE. This evaluation shall be in accordance with all DOTD policies on turn lanes and median openings. Reference all other DOTD policies regarding median openings.

In cases where left turns are restricted by a lack of median openings, care must be taken to allow for U-turns to be made in a safe manner. U-turns can be safely accommodated through a variety of means, including signal phasing and timing, widening, and including physical design features such as turning lanes, bulb-outs, and "jug handles." Where U-turns cannot be made safely, they should be explicitly prohibited. U-turn opportunities should be designed with an appropriate typical design vehicle.

The following should be considered when determining the use and location of a median opening for new permits:

- **Partial median openings** may be approved to align with an access connection by the District Traffic Operations Engineer and must adhere to all requirements contained herein, including spacing requirements as show in the tables in this section.
- **R-Cut/J-Turn intersection systems** may be approved by the District Traffic Operations Engineer (DTOE) and must adhere to all requirements contained herein, including spacing requirements as show in the tables in this section for each of the three median openings, respectively. Exact spacing requirements should be determined by traffic engineering analyses. When this system is permitted for site access, appropriately spaced directional median openings shall be provided in order to create a full j-turn intersection system. In order to be signalized, all warrants must be met in strict accordance with DOTD policies. A complete signal study must be conducted according to DOTD policies for such studies and shall be approved by the DTOE.
- **Un-signalized or signalized full-access median openings** shall not be granted without a Traffic Impact Study and a Traffic Signal Study completed in accordance with DOTD policies which clearly shows that the existence of a full-access median opening will contribute to the overall safety and operational efficiency of the corridor and surrounding network. These studies and the location of any median opening shall be in accordance with all related DOTD policies, including all regulations contained herein, shall meet all required warrants for such installations, and shall be recommended by the DTOE and the Traffic Engineering Management Section and be approved by the DOTD Chief Engineer. Full-access median openings must meet all spacing requirements as j-turn type median openings and shall meet all DOTD requirements for signal spacing and warrants.

REGULATIONS & GUIDELINES

Spacing between median openings shall be the same spacing as defined by the LaDOTD EDSM (Engineering Directives and Standards Memorandum) on Multi-Lane Roadways and Median Openings (EDSM IV.2.1.4).

FRONTAGE & BACKAGE ROADS

DEFINITIONS & DESCRIPTIONS

Frontage and backage roads provide alternative access to property and help remove turning traffic from the through traffic on a mainline route. A frontage road provides alternative access at the front of properties while a backage road provides alternative access at the rear of properties.

Frontage and backage roads can dramatically improve safety and operations. However, a common mistake involves spacing frontage or backage roads in close proximity to the mainline. Placing frontage roadways very close to mainline roads can create additional opportunities for delay, congestion, and crashes because insufficient storage ("throat length") is provided for entering and exiting vehicles.

Two-way traffic is allowed on the frontage or backage roadway itself, but the access connections must be entrance-only or exit-only. On lower speed roadways, the DTOE may allow a smaller distance between the frontage road and main road based on the criteria in the AASHTO Roadside Design Guide for clear zone distance.

REGULATIONS & GUIDELINES

Frontage roads should be spaced a minimum of 50 feet from the mainline route; greater separation is desired and encouraged. Backage roads should be spaced a minimum of 300 feet or more from the mainline route; greater separation is desired and encouraged. Measurements should be taken from pavement edge to pavement edge.

Backage roads are more advantageous than frontage roads because they minimize visual distractions and headlight glare on both the mainline and backage road. The backage configuration is particularly conducive to ownership by governmental entities.

ACCESS CONNECTION SPACING

DEFINITION & DESCRIPTION

This guideline describes the recommended spacing between private access connections necessary to preserve both safety and traffic flow. In order to preserve spacing, direct access should be moved to local streets (not arterials) where possible. Access can often be better accomplished on major streets through such means as frontage and backage roads, joint access, cross access, and shared access connections. This guideline only applies where sight distance allows.

REGULATIONS & GUIDELINES

When a property is part of a larger development, access consideration will be for the entire development, and separate access connection(s) shall not be provided to the highway for out lot parcels. Access for out lot parcels shall only be achieved through interconnectivity with adjacent properties.

Each property or group of adjacent properties with a single owner or development plan shall be granted no more than one access connection, unless otherwise noted in this policy.

Request for more than one (1) access connections for a single property or development, must meet the spacing requirements in Table 8 and must be accompanied by a Traffic Impact Study, unless otherwise noted in this policy.

Distances between access connections shall be measured from the points on an access connection where the opposing directions of travel cross (i.e. the theoretical or painted "yellow centerline."). When measuring distances, adjacent properties and their current or potential future access connection locations should also be considered and taken into account. If these distances cannot be obtained, the access connection should be located such that the maximum spacing available is obtained.

TABLE 8
Desired Access Connection Spacing*

	<i>URBAN</i>	<i>SUBURBAN</i>	<i>RURAL</i>
ARTERIAL	550 ft	550 ft	700 ft
COLLECTOR	300 ft	300 ft	400 ft
LOCAL	**	**	**

The access connection spacing is from centerline to centerline of access connections and is measured along the center of adjacent roadway (i.e. double yellow line, center of median, etc.), perpendicular to centerline of access connections.

** If a non-traversable median exists within 200' of both sides of the access connection and a right-in/right-out access connection is installed, then spacing may be reduced by one-half.*

*** Locate access connections with the greatest achievable spacing possible within given property constraints. Interconnectivity and driveway sharing should be used wherever possible.*

A property on a corner of two intersecting roadways may be permitted two (2) access connections, without a Traffic Impact Study, provided that the access connection on the major roadway is right-in/right-out only and the access connections are determined to be safe and efficient by the DTOE. The access connection on the minor roadway may be permitted as full-access. All other guidelines of the policy should be followed in locating the secondary access connection including, but not limited to, functional area, access connection spacing requirements, median opening requirements, etc.

The DTOE will determine the *minor roadway* and the necessity for a Traffic Impact Study for all access connection requests. Any required studies must be reviewed and approved by the DTOE. When recommended by the DTOE, the District Administrator may waive the requirement for a Traffic Impact Study. If the requirement for a Traffic Impact Study is waived, documentation shall be included with the permit document(s) stating the reason(s) the Traffic Impact Study requirement has been waived.

If required, the Traffic Impact Study shall be performed in accordance with DOTD policies for such studies. In order to consider the request for state route access, the study shall show that the lack of access on the state route causes unreasonable negative impacts TO THE TRAFFIC FLOW IN THE VICINITY OF THE PROPERTY, shall demonstrate that an additional access connection will contribute to the overall improvement of the safety and efficiency of the adjacent roadways and of the transportation system, and is not singularly beneficial for site access purposes.

ACCESS CONNECTIONS GEOMETRICS

DEFINITION & DESCRIPTION

The design of access connections affects the speed of traffic turning into and out of access connections and, as a result, the speed differential between through traffic and turning traffic. Large speed differentials are associated with higher crash rates and diminished traffic operations. Access connection designs should always be based on the results of a study of the traffic likely to use them. These guidelines are presented as minimum requirements, and more conservative dimensions should be used whenever possible.

DIAGRAM

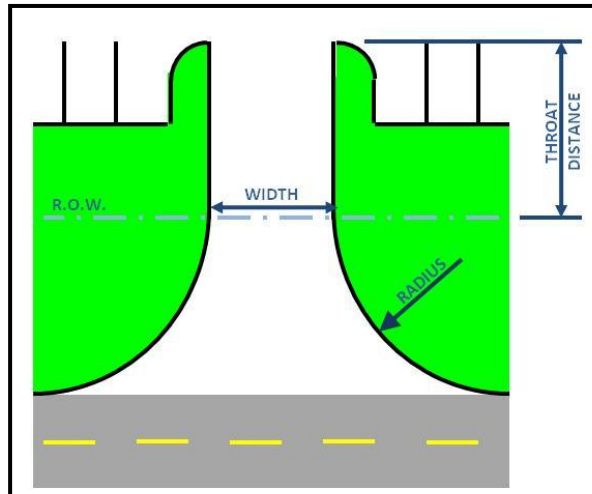


FIGURE 6

REQUIREMENTS & GUIDELINES

Minimum Access Connection Radii*

<i>TYPE OF ACCESS CONNECTION:</i>	<i>URBAN</i>	<i>SUBURBAN</i>	<i>RURAL</i>
SINGLE-FAMILY RESIDENTIAL	10 ft	10 ft	25 ft
NON-COMMERCIAL AGRICULTURE	--	15 ft	15 ft
TRAFFIC GENERATOR**	25 ft	35 ft	50 ft
INDUSTRIAL-TYPE FACILITIES	<i>Should be individually designed to handle the typical large truck that uses the access connection.</i>		

* Posted speed limit of the highway or chosen design vehicle may direct design of a larger radius.

** See design vehicle guidance in Chapter 1.

TABLE 4

Desirable Access Connection Widths

ACCESS CONNECTION TRAFFIC CATEGORY	AVERAGE DAILY TRAFFIC USING ACCESS CONNECTION	PEAK HOUR TRAFFIC USING ACCESS CONNECTION	WITH TWO- WAY ACCESS	WITH ONE- WAY ACCESS
	SINGLE-FAMILY RESIDENTIAL & NON-COMMERCIAL AGRICULTURE	0-100	0-10	12 ft – 15 ft
LOW-VOLUME COMMERCIAL/ INDUSTRIAL	< 1,500	< 150	22-36 ft	≤16 ft
MEDIUM VOLUME COMMERCIAL/ INDUSTRIAL	1,500 – 4,000	150 – 400	36 ft	20 ft – 26 ft
HIGH VOLUME COMMERCIAL/ INDUSTRIAL	> 4,000	> 400	determined through a traffic impact study	generally not applicable

NOTE: Striping of access connections should be required when more than one lane in any direction is present. The striping plans shall be in accordance with DOTD Pavement Marking Standards and shall designate the permitted movement(s) for each lane. These widths do not include any type of median or boulevard-style entry. See below for further regulation on these types.

TABLE 5

Two-Way Access Connections (no boulevard-style or median-divided access connections):

Access connections constructed as a single- or multi-lane (2 or more) two-way connection should be constructed a minimum of 85 ft from the nearest property line(s). This distance shall be measured from the property line to the centerline of the access connection. If this distance cannot be achieved given property limit constraints, the access connection should be located as near as practical to the geometrical center of the property frontage in order to maximize spacing. Access connections should be located to achieve the maximum spacing available. When the property is a corner lot at an intersection of two roadways, priority should be given to locating the access connection as far as possible from the roadways, even if spacing of the access connections cannot be maximized.

Access Connections with Boulevard-Style or Median-Divided Access Connections (i.e. Separate entrance and exit roadways):

The guidelines contained in this section are desirable restrictions that should be met whenever possible. However, there may be situations where these measurements are not practical in applications. In all cases, individual consideration should be given to designing and locating an access connection in the safest and most efficient manner.

PROPERTIES WITH $\leq 182'$ FRONTAGE: DIVIDED HIGHWAY:

For properties with $\leq 182'$ frontage along a roadway with a continuous positive median, an access connection with a median should be located as near as practical to the center of the property, measuring between property lines, in order to maximize distances from access connections on adjacent properties. Median width should be 6' wide to provide necessary space for mowing, signing, landscaping, etc. (8' wide if sidewalk is present or planned). Lanes should be a maximum of 12' wide.

PROPERTIES WITH $>182'$ FRONTAGE: DIVIDED HIGHWAY:

For properties with $>182'$ of frontage along a roadway with a continuous positive median, an access connection with a median should be located such that the centerline of each one-way entrance or exit is a minimum of 85' from the nearest property line. The width of the median can be determined by the amount of remaining frontage (maximum), but must be a minimum of 6' to provide necessary space for mowing, signing, landscaping, etc. (or 8' if sidewalk is present or planned). Lanes should be a maximum of 12' wide.

PROPERTIES ON ROADWAYS WITH NO MEDIAN OR ROADWAYS WITH A TWO-WAY LEFT TURN LANE:

Access connections with medians on roadways that do not have a positive median barrier extending the frontage of the property are permitted. The width of the median on the access connection should be 6' to provide necessary space for mowing, signing, landscaping, etc. (or 8' if sidewalk is present or planned). Lanes should be a maximum of 12' wide. Requests for median widths greater than 8' on access connections will be evaluated as two separate access connections.

Hard-Surface Material Requirements for Construction

This provision is included to prevent the tracking of loose material (gravel, dirt, sand, etc.) onto the highway surface as a safety measure. Hard-surfacing of access connections protects the edge of the roadway from damage.

All traffic generator access connections on state highways are required to be constructed of hard-surface materials for a distance of 25 feet from the edge of travel lane of the outside lane closest to the right of way on the subject property. The hard-surfacing shall be for the full width of the access connection.

Traffic generator and industrial-type facilities may be required to improve the hard surfacing of the existing shoulder in addition to providing hard-surfacing materials on the new access connection in order to prevent damage to the existing roadway.

Access Connections & Accommodation of Bicycles

Where a driveway crosses a bicycle facility, the driveway and the bicycle facility should be designed so as to accommodate the safe crossing of bicycles.

Access Connection Throat Length

The throat length is the distance between the right-of-way and the parking lot (first place where a driver must make a decision, to turn for example) served by an access connection. An adequate throat length helps to keep traffic conflicts within a parking lot to an acceptable level and provides space on the access connection for incoming and outbound traffic, preventing overflow (or spillback) onto the highway. Throat lengths shall follow:

- 1) For low traffic volume commercial and industrial access connections (below 150 peak hour vehicles in both directions), the shortest desirable access connection throat length is 20 ft (about one car length).
- 2) For medium traffic volume commercial and industrial access connections (150-400 peak hour vehicles in both directions), the shortest desirable access connection throat length is 60 ft (about three car lengths).
- 3) For high-volume access connections (over 400 peak hour vehicles in both directions), such as a shopping center entrance, the adequate throat length should be determined by the results of a traffic impact study.

PARKING ON HIGHWAYS

DEFINITION & DESCRIPTION

Parking on roadway facilities typically has a very negative impact on the operational efficiency and safety of a highway. This includes angled parking, 90° parking, and parallel parking.

REQUIREMENTS & GUIDELINES

The provisions of this section pertain to the construction of designation parking areas within the limits of the state right of way, not including on-street parking in developed downtown areas in some municipalities.

Requests for access connections which plan to utilize any portion of state right-of-way for parking of vehicles will not be approved.

Parking within the DOTD right-of-way is also not allowed on minor state highways in rural areas, since these roadways allow for high travel speeds.

When a traffic engineering study is performed on a low-volume roadway and shows that parking is safe and does not interfere with traffic operations, an exception may be recommended by the DTOE and granted by the DA or his/her designee. In these instances, only parallel parking will be allowed.

Joint use agreements are not impacted by this provision and may still be issued based on other applicable DOTD policies and rules.

¹ See section herein regarding spacing of access connections.

² Each situation will be individually evaluated, as DOTD recognizes most developments are unique.

³ For example, truck traffic may be prohibited at an access connection if alternative access is available, or an "entrance only" connection may be provided with an "exit only" connection provided elsewhere on the property.

CHAPTER 6: COORDINATION WITH LOCAL AUTHORITIES & OTHER DEVELOPMENTS

PERMITS REQUIRED BY LOCAL AGENCIES

Local agencies, such as towns, cities, and parishes, may have requirements regarding permits for buildings, construction, access connections, etc. Additional permits may be required by any local agency with jurisdiction in the project area. **It is the full responsibility of the applicant to determine the need for additional permits from local authorities and to obtain any required permits.**

The applicant shall coordinate with appropriate local government agencies to identify possible conflicts with local, state, or federal regulations and plans, including but not limited to local zoning regulations, land-use plans, transportation plans, and planned urban developments.

In the case of joint jurisdiction, concurrent reviews should be coordinated between officials from local government and the DOTD in order to avoid conflicting requirements and to streamline the process.¹ The applicant is responsible for arranging this coordinated review.

In locations where city or parish agencies have site plan or access connection (access connection) approval processes for developments, the DOTD Permit should be processed and approved concurrently with the local government agency's approval process to avoid conflicting requirements of the applicant. Some local government agencies charge a traffic impact fee based on the projected traffic generated by the proposed development. **The payment of such fees does not release the applicant from obligations for improvements required by the DOTD.**

Access connection permits shall not be issued by the DOTD on the basis of possession of any other required state or local permit(s). **The issuance of a DOTD access connection permit does not guarantee the issuance of other required state or local permit(s), and vice versa.** All required permits must be obtained by the owner prior to beginning any construction. All valid permits for work must agree in terms of what type of construction is allowed, particularly in regard to access connections.

COORDINATION OF MITIGATION AND OTHER REQUIREMENTS BY DOTD AND LOCAL AGENCIES

The DOTD may require improvements to the adjacent transportation system as mitigation for impacts of traffic generated by a development. The requirements for any mitigation required

by DOTD would be determined through the traffic impact process. **If mitigation is also required by a local agency, especially if it conflicts in any way with the mitigation required by the DOTD, it is the responsibility of the applicant to work out the coordination of mitigation.** The applicant is encouraged to schedule a meeting with DOTD District personnel and personnel from the local agencies requiring mitigation to discuss all requirements. Through the coordination of the applicant, the DOTD will work with local agencies to determine the most effective mitigation for each situation.

COORDINATION WITH OTHER DEVELOPMENTS

In the event that other existing, new, or proposed developments are in the vicinity of the proposed development, the applicant should coordinate with local jurisdictions or other applicants to identify conflicting or overlapping access issues. Applicants are encouraged, and may be required, to combine access points and provide connectivity through shared property access. A condition of the issued access connection permit may be a requirement to share a permitted access connection with a neighboring undeveloped property if/when the property eventually is developed.

The DOTD District Office can assist in informing the applicant of known developments nearby which may require coordination.

¹ The schedule developed at the Preliminary Access Connection Request Meeting should be used as a guide for this review process and adhered to as closely as possible. Because of the unique nature of each development, the DOTD cannot set specific timelines in policy.

CH. 7: TEMPORARY ACCESS CONNECTION PERMITS

Temporary access connection permits may be issued by the DOTD in instances as provided for by the Access Connections Rule (LAC Title 70, Part I, Ch. 15). Temporary access connection permits shall only be issued for situations where access to a property is short term, temporary, and low volume.

TIME RESTRICTIONS

Temporary access connection permits may only be granted for a period of time of less than one year. The exact longevity of each temporary access connection permit shall be explicitly listed on the permit certificate. Extension of a temporary access connection permit must be approved by the District Administrator.

USE RESTRICTIONS

Generally, temporary access connections are those needed for short periods of time (less than one year) and will only experience very low volumes. **Temporary access connection permits may be issued where access from a state highway is needed on a short-term basis.** Such instances may include, but are not limited to:

- Short-term natural resource harvesting operations (oil, natural gas, logging, etc.)
- Short-term haul road
- Access during construction for a site where the future permanent access will be located on another roadway not within the state highway right-of-way, or
- Use of an existing access connection during the permit application process for a change in land use.

In all situations, **if a temporary access connection permit is granted, there is no implied guarantee that a NON-TEMPORARY access connection permit CERTIFICATE (long-term use) will be granted for the property, or if granted, granted in the same location as the temporary access connection permit CERTIFICATE.**

CONSTRUCTION MATERIALS PERMITTED

Except in cases where an existing (possibly abandoned) access connection will be utilized under the auspices of a temporary access connection permit, **all temporary access connections permitted shall be constructed of non-permanent materials only.** Concrete, asphalt, and

similar materials should not be used for temporary access connection surfaces. These types of connections should be constructed of materials such as aggregate. The property owner shall be responsible for removal of any materials tracked onto the roadway by property operations on a daily and continual basis until such time that the temporary access connection is removed. For drainage requirements, consult other DOTD policies and standard plans. In certain cases to prevent tracking of loose materials onto the state highway, the DOTD may require the construction of an apron not to exceed thirty (30) feet from the edge of the existing paved surface. If this requirement is included in the permit, so shall a requirement for the full removal of paved apron restoration of right of way. This requirement is at the discretion of the DA or his/her designee.

CONTROLLED ACCESS FACILITIES

Temporary access connection permits to controlled access facilities shall not be allowed under any circumstances.

BONDING REQUIREMENTS

The DOTD Assistant District Administrator for Engineering or his/her designee may elect to require a bond to be posted by the applicant in order to acquire a temporary access connection permit. This bond, if required, shall be of an amount equal to the costs for the full restoration of the highway right-of-way after the abandonment of the temporary access connection or after the expiration of a temporary access connection permit, should the applicant fail to fully restore the right-of-way equivalent to, or better than, the condition prior to the issuance and use of a temporary access connection permit. This includes the complete removal of the access connection and any associated materials (including culverts) and the restoration of the area back to previous condition.

CH. 8: SPECIAL TYPES OF ACCESS CONNECTIONS

Utility providers and some municipalities with transit systems may request access to state highways for special uses. These uses may include access to utility boxes, substations, cable closure boxes, or maintenance cabinets, or for bus stops or bus shelters located within the highway right of way.

UTILITY COMPANY ACCESS CONNECTIONS PERMITS

The DOTD may issue a permit certificate for access connections to utility companies. The process for requesting such a connection shall be the same as for all other access connection types as described herein.

These permitted utility company access connections shall not exceed fifteen (15) feet in width. Requests for connections wider than fifteen (15) feet shall be accompanied by a study which cites the necessity for such.

Prior to the issuance of an access connection permit certificate, the DOTD permit for the placement of a cable box or maintenance cabinet on DOTD right-of-way must have been granted and a copy must be included in the request submittal.

All utility company permits must contain the following statement when the applicant does not have control of the frontage (abutting) property:

This permit is issued subject to permittee obtaining prior approval for any access(es) and producing written permission from abutting property owner(s). Otherwise, said access(es) shall be completely removed from the highway right-of-way. Access(es) is(are) to be used for the maintenance of utilities only and is(are) not to be used for any other purposes.

GOVERNMENTAL AGENCY TRANSIT ACCESS CONNECTION PERMITS

The DOTD may grant permits for bus stops and shelters within the highway right-of-way. Permits for bus stops and shelters within the highway right-of-way shall only be granted to public bodies (e.g. municipality, police jury, etc.). The process for requesting such a connection shall be the same as for all other access connection types as described herein. Applications for such permits must include the following information:

- a) Name of the agency requesting the permit,

- b) Type and size of shelter or bench, including a diagram of such (to scale, with dimensions),
- c) Exact proposed location with respect to the highway and to the right-of-way limits,
- d) Drainage requirements,
- e) Access requirements, and
- f) Signed statement that approaches will be maintained by the agency in an acceptable state of repair.

Bus stops and shelters shall not be permitted when they do not comply with these regulations or when they are proposed at a location that will interfere with needed highway operations or maintenance (e.g., sight distance, shoulders, drainage, etc.). The DOTD shall maintain full control and regulatory authority over any such structure and may require removal at any time.

The preferred location of a bus stop or shelter is on the downstream side of an intersection. A bus stop or shelter located on the downstream side does not inhibit right turns at the intersection.

If a bus stop, shelter or bench is no longer in use or service, it shall be removed at the expense of the public body to which the permit for such was granted. The roadway shall be returned to a condition which matches the adjacent area, including replacement of regular curb and gutter, pavement, shoulders, etc. as directed by the DOTD.

CH. 9:
APPEALING A DECISION REGARDING
A REQUESTED ACCESS CONNECTION

The goal of the DOTD is to maintain a safe and efficient highway system for all transportation users. With this goal in mind, it is the responsibility of the DOTD District Staff to work to a compromise on all access connection issues by adhering to the Access Connection Rule and Policy and other DOTD policies. DOTD recognizes that not all situations can be addressed in a policy and expects that the District Staff will use these policies and rules to obtain the best-fit situation for each roadway and each access connection request. The Traffic Engineering Management Section at DOTD Headquarters will assist in these decisions as each District deems necessary and according to DOTD Policies.

CH. 10: FAILURE TO COMPLY WITH REGULATIONS

UNLAWFUL ACCESS CONNECTIONS

Those access connections (permitted after August 31, 2011) which fail to comply with the regulations of this policy and LAC 70, Part I, Ch. 15 (Access Connections Rule) will be considered "unlawful access connections." Unlawful access connections are defined as:

- Any access connection, street, or other connection which violates the provisions of LAC 70, Part I,
- Any access connection, street, or other connection which violates the permit issued, and/or
- Any access connection, street, or other connection which is constructed without a permit.

OWNER NOTIFICATION & BARRICADE OF ACCESS CONNECTION

When an access connection is found to be unlawful, the DOTD will notify the property owner that the connection is in violation. This notification will be sent to the property owner via Certified Mail. If the connection is unpermitted, the owner shall be given 30 days to remove, or begin work to remove, the connection. If the connection is permitted, but is in violation of the permit terms, the owner shall be given 30 days to make the connection compliant. During the 30 day period, the owner may contact the DOTD to seek a permit for, and make necessary modifications to, the access connection deemed in violation.

Upon notification of the owner, and after the above-described 30-day period has passed with no effort to remedy the situation on the part of the owner, the DOTD may place barricades or other devices across the connection. These devices may be marked with a sign, sticker, or other placard with the word "ILLEGAL". If the owner was unable to be contacted via Certified Mail, a copy of the notification letter shall be adhered to the back of the barricade.

During this 30-day period, the owner of the property may continue to use the connection while working with the DOTD to bring the connection into compliance and obtain a permit in such regard.

If, at the end of the thirty-day period no attempt to remedy the situation has been made by the property owner, the DOTD shall barricade the connection such as to prevent its use. At that time the DOTD shall make any necessary changes to the connection, including modification,

relocation, or removal, to make the connection compliant. A new permit certificate should then be issued for the connection to the property owner, if applicable. The property owner shall be responsible for all associated expenses for this work.

FAILURE TO REMOVE UNLAWFUL CONNECTION

Failure by the owner to remove the unlawful connection, or make the unlawful connection compliant with permits issued and/or LAC 70, Part I, Ch. 15, shall result in forfeiture of all rights thereto. The DOTD shall then remove the unlawful connection or modify the connection to meet standards. The owner then remains liable for any damage to public property and the expenditure of any highway funds resulting from the installation, modification, or removal of the unlawful connection.

APPENDIX A: CONSTRUCTION INSPECTIONS OF REQUIRED IMPROVEMENTS TO DOTD ROADWAYS

The Entity or its Consultant will provide technical administration and inspection during the project construction; however, in the event a Consultant provides this service for the Entity it will be performed under the direct supervision of a full time employee of the Entity who will have charge and control of the project at all times. The Entity is responsible for the costs of these services.

The DOTD will assign an area engineer from its District Office to serve as a construction coordinator for the DOTD during project construction. The construction coordinator will make intermittent trips to the construction site to insure that the construction contractor is following established construction procedures and that applicable Federal and State requirements are being enforced. The construction coordinator will advise the Entity of any discrepancies noted and, if necessary, will direct that appropriate remedial action be taken. Failure to comply with such directives will result in the withholding of funds by DOTD until the Entity takes corrective measures.

Except where a deviation has been mutually agreed to in writing by both the DOTD and the Entity, the following specific requirements shall apply.

1. When it is stipulated in Louisiana Standard Specifications for Roads and Bridges that approval by the engineer or the DOTD is required for equipment and/or construction procedures, such approval must be obtained through the DOTD Construction Section. All DOTD policies and procedures for obtaining such approval shall be followed.
2. All construction inspections personnel utilized by the Entity and/or the Entity's Consultant must meet the same qualifications required of DOTD construction personnel. When certification in a specific area is required, these personnel must meet the certification requirements of DOTD.
3. All construction procedures must be in accordance with DOTD guidelines and policies established by the Construction Contract Administration Manual, latest edition, the Engineering Directives and Standard Manual, and any applicable memoranda. These documents will be made available to the Consultant through the Entity from DOTD.
4. All documentation of pay quantities must conform to the requirements of DOTD as outlined in the Construction Contract Administration Manual, latest edition. This manual will be made available to the Consultant through the Entity from DOTD.
5. All materials to be tested shall be sampled in accordance with the DOTD's Sampling Manual. All material testing other than those tests normally run by project personnel on the job site shall be tested by the DOTD's District or Central Laboratory.

6. In the event that a private laboratory is used for material testing, the Entity will be responsible for all cost associated with the material testing. All private laboratory personnel utilized by the Entity and/or the Entity's Consultant must meet the same qualifications required of DOTD laboratory personnel. When certification in a specific area is required, these personnel must meet the certification requirements of DOTD.

The Consultant and/or the Entity shall be required to comply with all parts of this section while performing duties as project engineer.

On state routes only, the Entity shall provide DOTD with a copy of the as-built plans indicating the location and depth of the lighting system's underground conduits and components, if applicable. The Entity further agrees that, at any time after Final Acceptance, the Entity shall be responsible for marking the field location and depth of all underground conduits and components of the lighting system within DOTD's right of way within forty-eight (48) hours of receiving written request for same from DOTD.

As specified in Article IV, Preconstruction Services, the Entity shall submit a Project Maintenance, Operation, and Inspection Plan (MOI Plan) to DOTD detailing Entity's plans to maintain, operate, manage, inspect, and repair the components of the project. The Entity's MOI Plan must be accepted by DOTD prior to the issuance of the Notice to Proceed.

APPENDIX B: GLOSSARY OF TERMS

Access Connection Any driveway, street, turnout, or other means of providing for the movement of vehicles to or from the public roadway system.

Access Connection Permit Certificate This document is issued by the Louisiana Department of Transportation & Development to a property owner. It grants the owner permission to utilize a specified portion of the State Right-of-Way immediately in front of the owned property for means of access to the property by way of an access connection (or driveway). This certificate contains all information relevant to the construction of the access connection including, but not limited to, the exact location, geometric configuration, required drainage structures, construction materials, etc. This certificate must be signed by the property owner and LaDOTD representatives, and must be stamped with a Permit Number, in order to be valid. [May also be referred to as "Permit", "Permit Certificate", or "Certificate".].

The image shows a sample of a Louisiana Department of Transportation & Development Access Connection Permit Certificate form. The form is titled "ACCESS CONNECTION PERMIT CERTIFICATE" and includes fields for property owner information, location details, proposed use, and various permit requirements. A large "SAMPLE" watermark is overlaid on the form.

LaDOTD Permit # _____ Permit Expiration Date: _____
Permit Entered By: _____ Date Permit Entered: _____

State of Louisiana
Department of Transportation & Development
ACCESS CONNECTION PERMIT CERTIFICATE

Property Owner's Name: _____
Physical (ps) Address of Property: _____
City: _____ State: _____ Zip: _____
State Highway Adjacent to Property (Hwy #): _____ Parish: _____
Property located on the (circle one) N S E W side of the highway _____ miles (circle one) N S E W
From (nearest LAUS route # or other major roadway) _____
Control Section: _____ Log Mile: _____ Latitude: _____ Longitude: _____

Proposed Use of Property: _____
 Single Family Residential Multi-Residence Single Family - Number of Homes Proposed _____
 Non-Commercial Agricultural Temporary (less than 1 year) - Explain Use: _____
Commercial Facility Sq. _____
Select One: Retail Mixed-Use Industrial Office Warehouse Other _____
Other _____
Property Frontage along Highway (ft) _____ Depth of Property (ft) _____
Accession Right-of-Way (ft) _____ Current Highway Right-of-Way (ft) _____

Approved Driveway Material: _____ Culvert Size: Dia. (in.) _____ Length (ft) _____
Setback from Right-of-Way to nearest building/gas pump/etc. (ft.) _____ Culvert Material _____
Driveway Width: _____ ft. Radius of Driveway: _____ ft. (see attached standard)

Hydraulic Review: Not Required Required, Approved on _____ by _____
Traffic Impact Study: Not Required Required, Approved on _____ by _____
(Attach a copy of the Letter of Compliance)
Traffic Signal Study: Not Required Required, Approved on _____ by _____
Signal Permit Issued: No Yes, Signal Permit Number: _____

LaDOTD Access Connection Detail to Be Used for Construction: _____ Notes: _____
Other permits related to this property: _____

Driveway Sharing: Not Required Required - Attached signed agreement.
Details: _____

Mitigation Required: No Yes - Details: _____

Access Control Feature Regulates the entry or exit of vehicles to a site, usually with a system of permissions; may include gates, payment systems (as in parking lots/garages), etc.

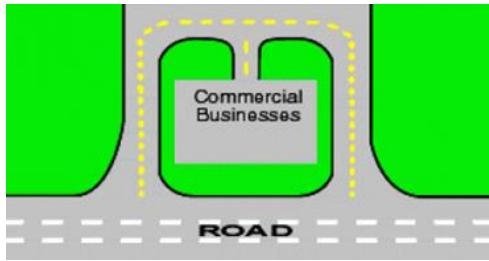
Access Management The systematic control of the location, spacing, design, and operation of driveways, median openings, interchanges, and street connections to a roadway, as well as roadway design applications that affect access, such as median treatments and auxiliary lanes and the appropriate separation of traffic signals.

Alternative Access The ability of any vehicle to enter a roadway indirectly through a roadway of different functional classification.

Arterial A major roadway intended primarily to serve through traffic, where access is carefully controlled; generally roadways of regional importance, intended to serve moderate to high volumes of traffic travelling relatively long distances and at higher speeds.

Average Annual Daily Traffic (AADT, ADT) The total two-way yearly traffic volume on a section of roadway, divided by 365; often referred to as average daily traffic (ADT).

Backage Road An access road that generally parallels a major public roadway behind the buildings; provides access to private properties while separating them from the principle roadway.



Bond A performance bond is a surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor.

Boundary Survey A survey that establishes boundaries of a parcel using its legal description, which typically involves the setting or restoration of monuments or markers at the corners or along the lines of the parcel, often in the form of iron rods, pipes, or concrete monuments in the ground, or nails set in concrete or asphalt.

Bulb-Out Extra pavement constructed along the shoulder or edge of pavement adjacent to a median opening to provide space for larger vehicles to facilitate u-turn maneuvers.



Capacity The maximum rate of flow at which vehicles reasonably can be expected to traverse a point on a lane or road during a specified period under prevailing traffic, roadway, and signalization conditions, usually expressed as vehicles per hour; most often considered the maximum amount of traffic that can be accommodated by a roadway during peak hours of demand.

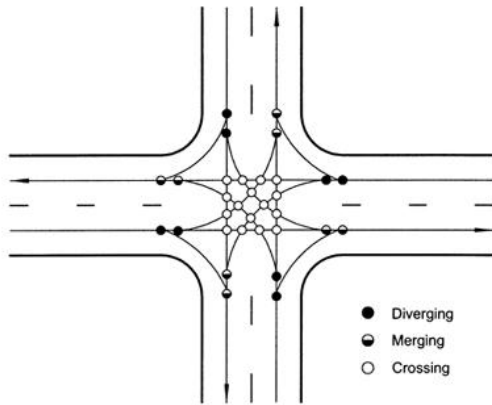
Car Length Average vehicle length from bumper-to-bumper; for purposes of this policy, use 20 ft per vehicle [used in calculating Functional Influence Area].

Certificate See definition for "Access Connection Permit Certificate".

Collector A minor roadway intended primarily to serve local traffic, where access is less controlled; moves traffic from local roads to secondary roads; generally roadways of local importance, intended to serve moderate volumes of traffic travelling relatively short distances and at moderate speeds.

Conflict A traffic event that causes a driver to take evasive action to avoid collision with another vehicle, usually designated by a braking application or evasive lane change.

Conflict Point An area where intersecting traffic either merges, diverges, or crosses.

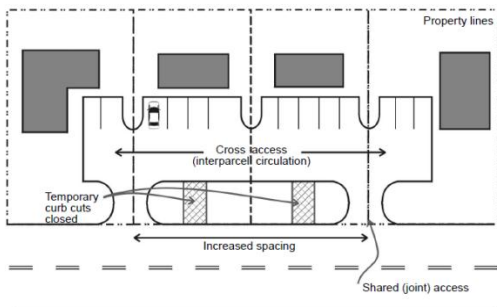


Controlled Access Roadway A roadway to which abutting properties have no legal right of access except in accordance with the requirements of the public authority that has jurisdiction over the roadway. (Ex.: interstate)

Control of Access The condition in which the right of access of owners or occupants of land abutting a roadway is controlled by a public authority.

Corner Clearance The distance from an intersection of a public or private road to the nearest access connection.

Cross Access An easement or service drive providing vehicular access between two or more contiguous sites so that the driver does not need to reenter the public street system.



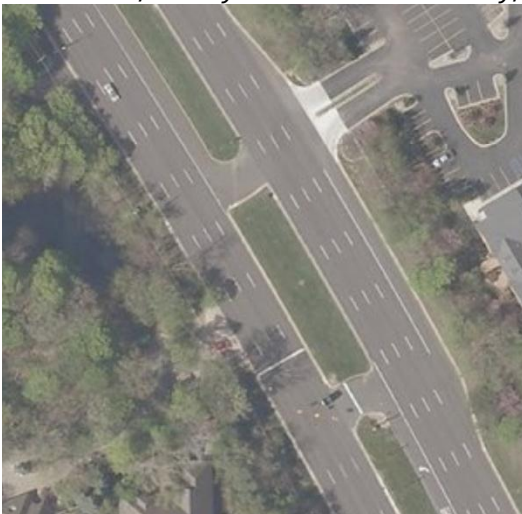
Crossover See Median Opening.

Deceleration Lane *A speed-change lane, including taper areas, that enables a turning vehicle to exist a through lane and slow to a safe speed to complete its turn.*



Delay *The difference between actual travel time and the theoretical travel time at free-flow conditions.*

Directional Median Opening *A median opening in a restrictive median that provides for specific movements, usually directional u-turns only, and physically restricts other movements.*



Divided Roadway *A roadway on which traffic traveling in opposite directions is physically separated by a median (concrete, center left turn lane, water way, drainage canal, vegetation, etc.).*

Frontage Road *An access road that generally parallels a major public roadway between the right-of-way of the major roadway and the front building setback line; provides access to private properties while separating them from the principle roadway.*



Full Median Opening *An opening in a nontraversable median (one not meant to be travelled upon) that provides for crossing and turning traffic.*

Functional Influence Area *The part of an intersection that extends both upstream and downstream from the physical intersection area and includes the longitudinal limits of auxiliary lanes (See Chapter 5 for additional details).*

Functional Classification *A system used to group public roadways into classes according to their purpose in moving vehicles and providing access. This can be found on the DOTD website.*

Impact Length *The distance back from an access connection in which cars begin to be affected [used in calculating Functional Influence Area]*

Internal Circulation *The paths around which vehicles will move between features (i.e. buildings, parking areas, etc.) within the property boundaries of a development or facility. May also be referred to as "site circulation" or "on-site circulation".*

Interchange *A road junction that typically uses grade separation, and one or more ramps, to permit traffic on at least one highway to pass through the junction without directly crossing any other traffic stream*



Intersection Any at-grade connection with a roadway, including two roads or a driveway and a road.

J-Turn Intersection System An intersection system made up of one partial median opening and two directional median openings; These openings must be appropriately spaced and the distance between these systems is also critical. (See Chapter 5 for additional details)

Jug-Handle A type of ramp or slip road that changes the way traffic turns left at at-grade intersections. Instead of a standard left turn being made from the left lane, left-turning traffic uses a ramp on the right side of the road.



Land Use Refers to the manner or use of the land as part of the development plan; may coincide with definitions in the [Trip Generation Manual](#) (published by the Institute of Transportation Engineers).

Latitude A location on the Earth; the angular distance of that location south or north of the Equator. The latitude is an angle, and is usually measured in degrees (marked with °). The equator has a latitude of 0°, the North pole has a latitude of 90° north (written 90° N or +90°), and the South pole has a latitude of 90° south (written 90° S or -90°). Together, latitude and longitude can be used as a geographic coordinate system to specify any location on the globe.

Local Road A roadway with the primary function of providing access to adjacent properties and to roadways of a higher functional classification.

Longitude A location on the Earth; the east or west position of that point or location. Together, latitude and longitude can be used as a geographic coordinate system to specify any location on the globe.

Median That portion of a highway that separates opposing traffic flows; can be traversable or nontraversable. A traversable median is one that can be traveled upon (i.e. striped pavement, mountable curb, etc.); a nontraversable median is one that discourages or prevents travel (i.e. raise curb, vegetation, water, etc.)

Median Cut See Median Opening.

Median Crossover See *Median Opening*.

Median Opening A place in a divided highway where there is a break in the median division (usually accompanied by a turn lane) that allows vehicles to leave the through travel lane and either facilitate a u-turn or a left turn. May also be referred to as median cuts or median crossovers or crossovers.

Merge The process by which two separate traffic streams moving in the same direction combine or unite to form a single stream. (Ex. transition from a 4-lane to 2-lane, or the end of an entrance ramp onto an interstate)

Mitigation Off-site transportation system improvements needed to accommodate the additional traffic generated by a development in order to at least bring the level of operation of the system back to (or very near) pre-development conditions. May include addition of a left turn lane, intersection improvements, etc.

On-Site Circulation See definition for "Internal Circulation".

Outparcel A lot, adjacent to a roadway, that interrupts the frontage of another lot.



Partial Median Opening A median opening that allows left and right turning movement off the mainline and u-turns on the mainline; only allows entry from the minor roadway via right turns; through traffic and left turns from the minor roadway are prohibited. Same as a directional u-turn.



Perception-Reaction Distance *The distance travelled by a vehicle during the time it takes for the driver to notice (or perceive) an obstacle and formulate and execute a move to avoid that obstacle (reaction); [used in calculating Functional Influence Area].*

Permit *See definition for "Access Connection Permit Certificate".*

Permit Certificate *See definition for "Access Connection Permit Certificate".*

Phase (signal) *That portion of a traffic signal cycle allocated to a specific traffic movement or combination of movement (G+Y+R)*

Preliminary Access Connection Request Meeting *If necessary, this meeting will be held after the Preliminary Access Connection Request Form is review. The DOTD staff will determine if this meeting is needed, and if so will notify the applicant/property owner of such a meeting. The purpose of this meeting is to discuss complex applications, the need for traffic engineering studies, or other issues which may affect the permit issuance.*

Preliminary Access Connection Request Form *This form contains basic information about the property owner, the property size and location, and intended or proposed use of the property. This form is NOT a permit certificate. Completion and submission of this form is the first step in obtaining an Access Connection Permit Certificate. This can be found on the DOTD website.*

Property Frontage *The length of the property that fronts, or runs adjacent to or along, the state highway.*

Public Road *Access connections constructed by and owned and maintained by a public governmental entity (city, parish, etc.) meant for full public use as a roadway and not singularly for access to an individual property.*

Queue Length *The length of all vehicles stopped at a traffic control device in one direction.*

Queue Storage *The amount of physical space, or length of lane, provided for vehicles stopped at a traffic control device.*

Right-In/Right-Out *A turning movement restriction on an access connection that prevents any left turns or through movements by means of geometric configuration.*



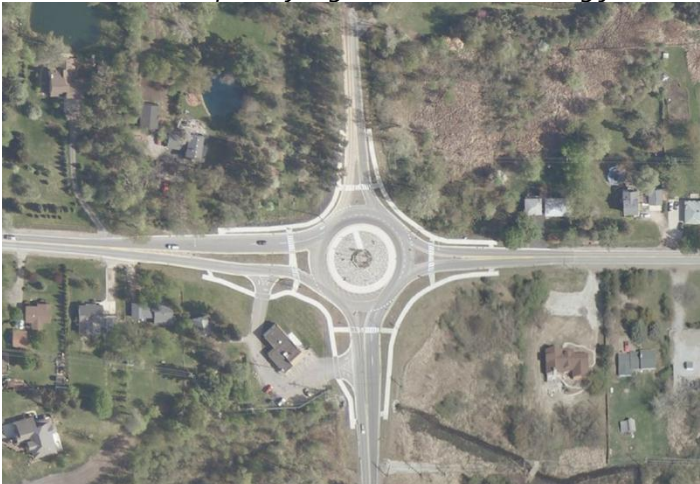
Right-of-Way *Strip of land occupied or intended to be occupied by a road, sidewalk, crosswalk, railroad, electric transmission line, oil or gas pipeline, water line, sanitary storm sewer, and other similar uses; the right of one to pass over the property of another. This area of land is owned by a government entity.*

Reconstructed Property *A property that has any portion of the structure(s) demolished and new structure(s) built on the site. The use of the property may change or remain the same.*

Redeveloped Property *A property that undergoes a complete change in use, but not necessarily a change in the structure(s).*

Remodeled Property *A property that undergoes significant alterations (interior or exterior) that may result in a change in use of the property and subsequent changes in the traffic generated by the property.*

Roundabout *A type of circular junction in which traffic must travel in one direction around a central island and priority is given to the circulating flow.*



Sight Distance *The distance visible to the driver of a passenger vehicle measured along the normal travel path of a roadway from a designated location to a specified height above the roadway, when the view is unobstructed by traffic. See Chapter 5 for details.*

Signal Progression *The advancing movement of traffic, at a planned rate of speed without stopping, through adjacent signalized locations within a traffic control system. (i.e. vehicles receiving a green light through several signalized intersections along a corridor)*

Shared Access *A single access point connecting two or more contiguous sites to a public roadway that serves more than one property or development, including those in different ownership or in which access rights are provided in legal descriptions.*



Signal Spacing *The distance between traffic signals along a roadway.*

Site Circulation *See definition for "Internal Circulation".*

Site Plan A site plan is a top view, bird's eye view of a property that is drawn to scale. A site plan can show property lines, outline of existing and proposed buildings and structures, distance between buildings, distance between buildings and property lines (setbacks), parking lots (indicating parking spaces), driveways, surrounding streets, landscaped areas, easements, ground sign location, and other elements.



Site Visit Visual inspections by DOTD staff of the property where an access connection is requested.

Stopping Sight Distance The distance required by a driver of a vehicle, traveling at a given speed, to bring the vehicle to a stop after an object on the roadway becomes visible, including the distance traveled during the driver's perception and reaction times and the vehicle braking distance. See Chapter 5 for details.

Storage Length the lateral distance provided in a designated turn lane which provides a refuge area for vehicles awaiting a turning movement onto an intersecting roadway.

Synchronized/Synchronization The process of connecting multiple traffic signals into a single control system in order to provide coordination between them and improve progression along a corridor. Similar to signal progression.

Taper *The widening of pavement to allow the redirection and transition of vehicles around or into an auxiliary lane; transition tapers for auxiliary lanes that allow the turning vehicle to transition from or to the traveled way, to or from an auxiliary lane*



Temporary Traffic Control Standards (TC Standards) *The LADOTD Temporary Traffic Control Standards provide guidance for the placement and use of traffic control devices in work zones, above the MUTCD minimum standards. Contractors are responsible for complying with all TC Standards when working on state-owned and state-maintained routes in Louisiana. Electronic copies are available for informational purposes at www.dotd.louisiana.gov/highways/standardplans/ or by contacting the LADOTD Traffic Engineering Management office.*

Throat Length *The distance parallel to the centerline of a driveway to the first on-site location at which a driver can make a right turn or a left turn; measured on roadways with curb and gutter from the face of the curb, and on roadways without a curb and gutter from the edge of the shoulder. (See Chapter 5 for details and a diagram)*

Traffic Assessment *An informal review of pertinent traffic data in order to present information on which to base operational, design, and permit decisions when the full extents of a Traffic Impact Study are not necessary; may be conducted by DOTD Staff or by an engineering consultant.*

Traffic Characteristics *Parameters describing the distribution of vehicles in a traffic stream*

Traffic Control Device *Any sign, signal, marking, or device placed or erected for the purpose of regulating, warning, or guiding vehicular traffic and pedestrians*

Traffic Impact Study *A study performed by a licensed engineer to determine the potential direct or indirect effects of a proposed development on activities, utilities, circulation, surrounding land uses, community facilities, environment, and other factors. All Traffic Impact Studies submitted to the Louisiana Department of Transportation and Development must conform to the Traffic Impact Rule (LAC Title 70, Part I, Ch.11) and other LaDOTD policies.*

Traffic Patterns *See definition of Traffic Characteristics*

Traffic Signal Study A study to determine the justification of a traffic signal. This must be completed for any location for which a signal permit is requested. The data must show that all DOTD requirements are met before a signal can be considered for the location. The study must conform to all DOTD EDSMs and policies relating to signals.

Traveled Way The portion of the roadway provided for the movement of vehicles, exclusive of shoulders and auxiliary lanes

Trip A single or one-directional vehicle movement with either the origin or the destination inside a study area

Trip Generation Estimates the number of trips entering or exiting a site at a given time (sometimes the number entering and exiting combined is estimated). The Institute of Transportation Engineers (ITE) has outlined procedures for the development of trip generation estimates. ITE rates are functions of type of development, and square footage, number of gas pumps, number of dwelling units, or other standard measurable things, usually produced in site plans. They do not consider location, competitors, complements, the cost of transportation, or other factors.

Turn Lane See definitions of Storage Length, Taper, and Deceleration Lane.

U-Turn A u-turn is a 180° rotation to the reverse direction of travel. This typically occurs on median-divided highways. If a median opening is provided as part of a design for a u-turn, the opening must be channelized to provide a designated turning path and storage space must be provided for the opening. Designed to accommodate a WB-67 unless special permission is granted by DOTD.



Weaving The crossing of two or more traffic streams traveling in the same general direction along a significant length of highway, without the aid of traffic control devices; weaving areas are formed when a merge area is closely following by a diverge area

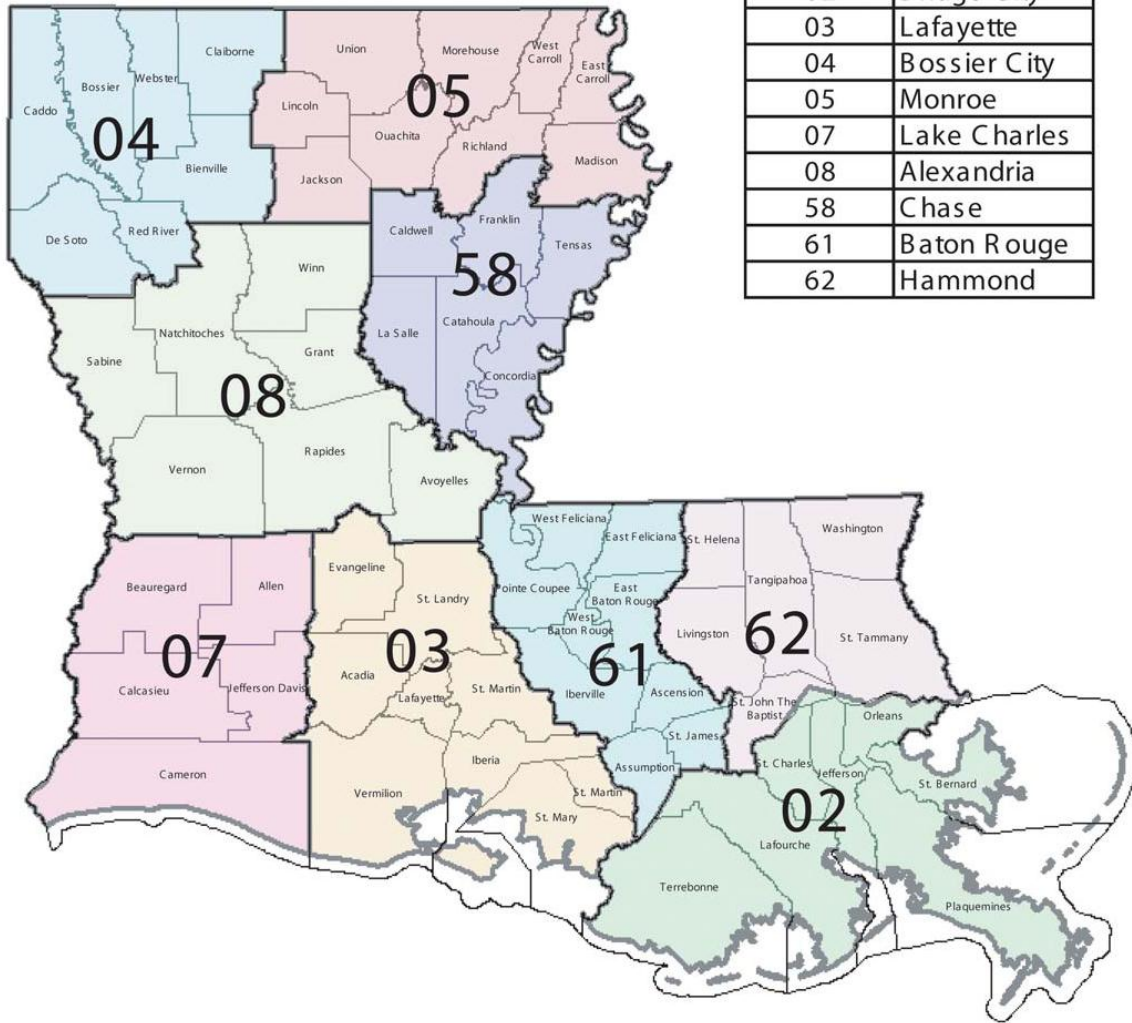
Work Zone An area where construction work is being performed on the roadway and traffic delineation and safety devices are employed to direct traffic around the site and provide protection

for workers. Traffic devices may include reflective cones or barrels, barricades, crash attenuators, signs, changeable message boards, and other devices. (See TTC Plans)

APPENDIX C: MAP OF DISTRICTS

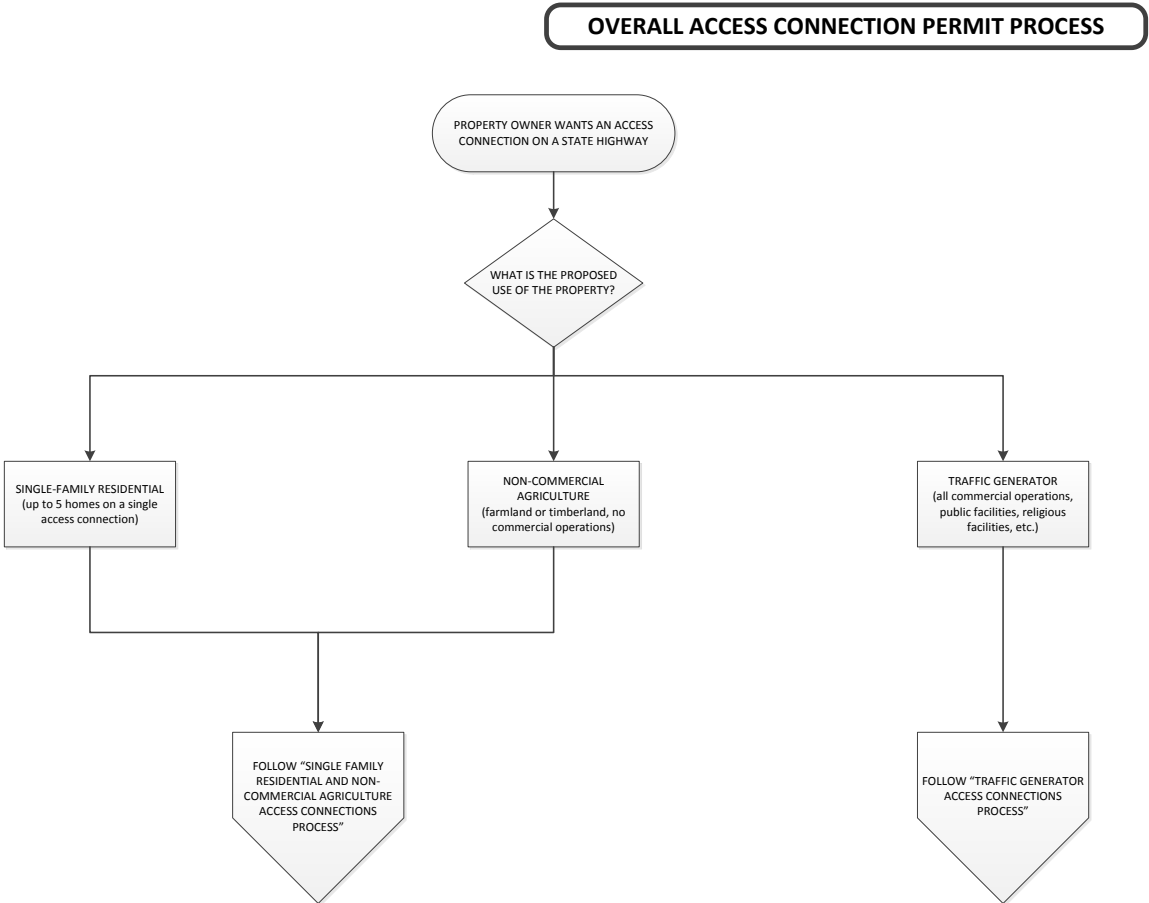
DOTD Districts

Number	District Name
02	Bridge City
03	Lafayette
04	Bossier City
05	Monroe
07	Lake Charles
08	Alexandria
58	Chase
61	Baton Rouge
62	Hammond

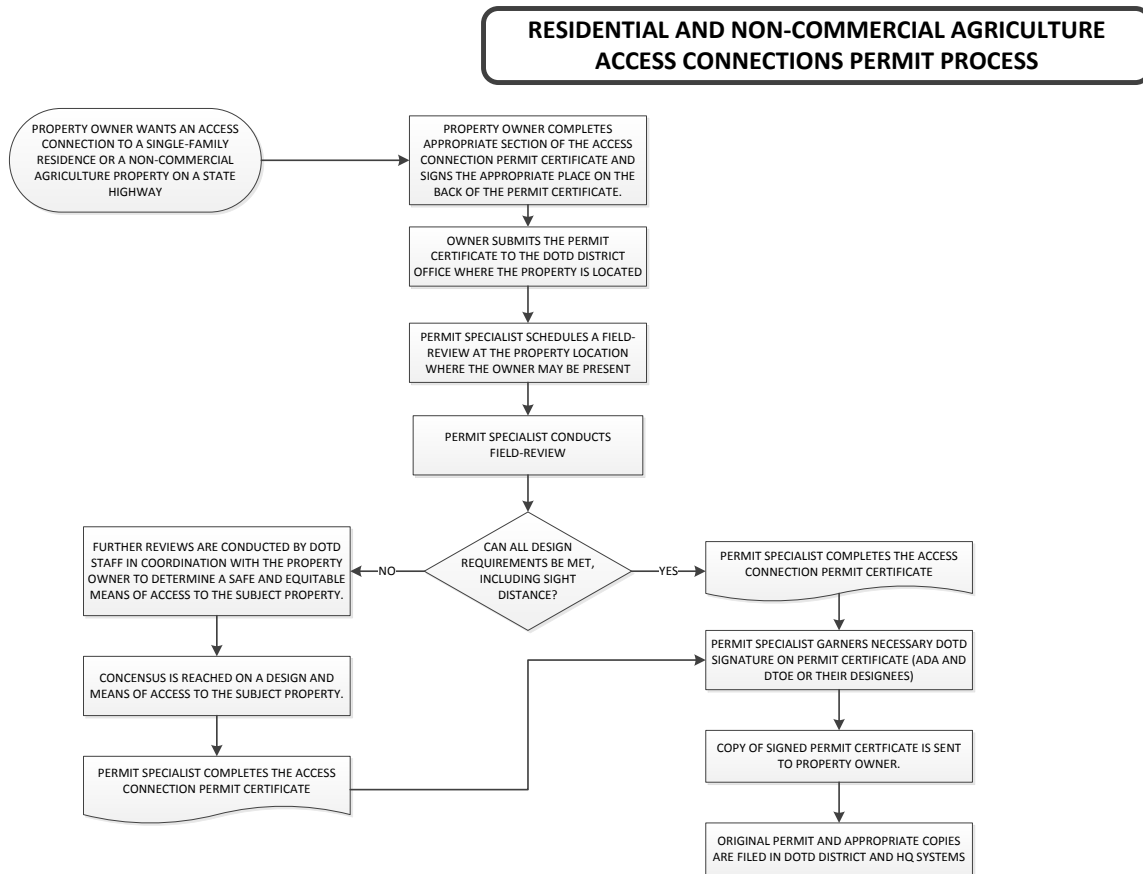


APPENDIX D:
PERMIT PROCESS DIAGRAMS

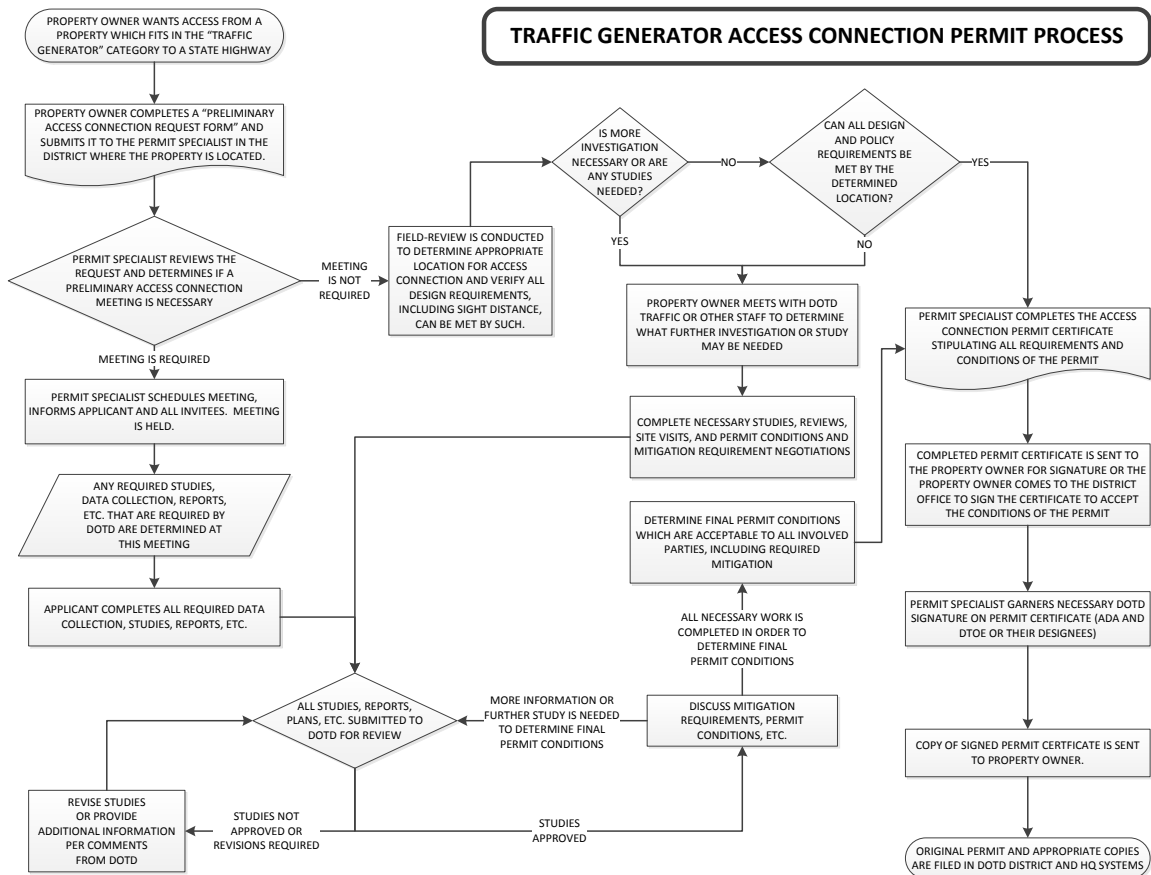
PROCESS INITIATION FOR ALL PERMIT TYPES



PERMIT PROCESS FOR ALL
RESIDENTIAL AND NON-COMMERCIAL AGRICULTURE
ACCESS CONNECTION APPLICANTS



PERMIT PROCESS FOR ALL TRAFFIC GENERATOR TYPE ACCESS CONNECTION APPLICANTS



PERMIT PROCESS FOR ALL
REQUESTING A RE-EVALUATION OF EXISTING
ACCESS CONNECTION(S) FOR PROPERTIES WHICH
ARE REMODELED, RECONSTRUCTED, OR
REDEVELOPED

