

Checklists For Permit Applications

Occupy Row

1. Review applications
2. Review location plan
3. Office and Field inspection to determine if application complies with [Policy For Accommodating Utilities On State Highway Right Of Way](#).
4. Performance guarantee shall be obtained from applicant in the minimum amount of \$500, but, may be waived for city, county, state and federal governments. For frequent users, please refer to the Permit Application Guidelines, Paragraph F, for establishing Performance Guarantee Accounts with the Department.
5. Complete [DR Form 219 Permit Application Transmittal](#)

Encroachment

1. Review applications
2. Office and Field inspection to determine if application complies with [Policy For Removing Or Permitting Physical Or Functional Encroachments, Structures Or Uses Of State Highway Right Of Way](#).
3. Performance guarantee shall be obtained from applicant in the minimum amount of \$500, but, may be waived for city, county, state and federal governments.
4. Complete [DR Form 219 Permit Application Transmittal](#)

Construct Access

1. Review application
2. Review location plan
3. Determine if access is in controlled access area.
4. Office and Field inspection for Access in **non-controlled** access area. Review items in [Section A, Permit Guideline of the So You Want An Access booklet](#).
 - a. Performance Guarantee - If the applicant is to construct an access in an area without controlled access, a performance bond, in the minimum amount of \$2,000 for commercial drive or \$500 for private drive, shall be obtained from the applicant.
 - b. Sight Distance
 - c. Location of Accesses
 - d. Access Alignment
 - e. Access Surfacing
 - f. Drainage ([Culvert Design](#)) DR Form 416

- g. Buffer Areas
 - h. Right of Way Encroachment
 - i. Setback Control Beyond the Right of Way Line
 - j. Control Dimensions
 - k. Spacing From Existing Intersection (corner clearance)
 - l. Fill Slope
 - m. Complete department access plan for rural (DR Form 414) or urban, (DR Form 412 or 413), as appropriate
5. Office and Field inspection for access **in controlled** access area.
- a. Performance Guarantee - If application is in a controlled area, the district should not accept a performance guarantee with the application. The reason is that the department does not approve many access requests and there is no reason to have these funds on hand.
 - b. Sight Distance
 - c. Location of Accesses
 - d. Access Alignment
 - e. Access Surfacing
 - f. Drainage ([Culvert Design](#)) DR Form 416
 - g. Buffer Areas
 - h. Right of Way Encroachment
 - i. Setback Control Beyond the Right of Way Line
 - j. Control Dimensions
 - k. Spacing From Existing Intersection (corner clearance)
 - l. Fill Slope
 - m. Complete department access plan for rural or urban as appropriate
6. Additional Required Information
- a. Property maps or plats indicating the boundaries of the property, other accesses, and abutting public roads and streets.
 - b. Names of the owner as they appear on the deed of record and the legal description of the property.
 - c. Proposed access design.
7. Consideration shall be given to and decision shall be made on the following items as to their appropriateness
- a. Highway and driveway plan and profile.
 - b. Complete drainage plan of the site showing impact to the highway right of way.
 - c. Map and letters detailing the utility locations before and after development in and along the Highway.
 - d. Subdivision zoning or development plan, if appropriate. These should be coordinated with the local officials and their comments should be included with the application.
 - e. A Traffic Impact Study may be required (District)
8. Access to the state highway system is based on many factors found in [Access Control Policy paragraph 016E](#).
9. Complete [DR Form 219 Permit Application Transmittal](#).