

Commercial and Industrial Driveway Access Request Form

Date:

District:

County:

Highway:

Limits:

1. Purpose of Request: *Explain the need for access driveway*

2. Proposed use of the property: *Operations, facilities, frequency of access use, types and sizes of vehicles for each individual year of the next three year period*

3. Background: *Dated chronology of previous correspondence, meetings, or discussions about driveway access, identification of property zoning or approved platting, if applicable*

4. Participant(s) in the request process: *Including as applicable city, county, developers, consultants, legal counsel, etc.*

5. Highway layout showing the requested access site and upstream/downstream roadway system and other associated access: *Attach vicinity map (surrounding area), project location map (adjacent highway/ramps and local streets), location of access breaks (in relationship to property boundaries)*

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6. Existing roadway characteristics: *ADT, number/width of lanes/shoulders, posted speed, bridge structures, utility overhead and underground (location/relocation), geometrics at proposed access (Sight distance, grades, vertical/horizontal curves), pavement (structure, width, and material)*

7. Proposed driveway: *Proposed radii, throat width and length, entry/exit width*