



Oregon Department of Transportation
Application for State Highway Approach
Instructions for completing the application

Read **“The Permit Process for an Application for State Highway Approach”** before completing this application.

Do not use email to submit an Application for State Highway Approach form or attachments. Email is not a reliable method to send information to ODOT. The state email filters may delete your email before we receive it or we may delete the email thinking it is spam. Therefore, do not use email to submit application materials.

Pre-application meetings. You may request a pre-application meeting for any approach permit application. The purpose of a pre-application meeting is to review general application requirements, processing timelines, technical requirements and any other issues specific to your application. The process for requesting a pre-application meeting involves completing a request form provided by the ODOT District office and scheduling a time to meet. You are expected to bring the following information to the pre-application meeting: a preliminary site plan, description of existing and proposed land uses, estimated vehicle trips and any additional information or questions you may have. We encourage you to assemble a complete and accurate application up front to avoid delays later on.

ODOT District offices. There are 14 Maintenance Districts across the state. Each District is responsible for the day to day maintenance and operation of state highways, including approach permits, in their geographic area. District maps and contact information are on the Office of Maintenance and Operations website at: http://www.oregon.gov/ODOT/HWY/OOM/about_us.shtml

Complete all the boxes on the application form and attach all the required information. The Application for State Highway Approach form is attached to these instructions. We can't process an application that is incomplete or does not contain sufficient information to determine if a request meets approval requirements. If you do not provide the required information or do not provide the required signatures, we may return the application form for you to complete. This may delay processing of your application. If you have questions about completing any part of this application, you are invited to contact your ODOT District office for assistance.

Submit your completed application to your ODOT District office. We will notify you within 30 days after receiving your application if additional information or documents are required to continue processing your application. The rules for highway approach permits are in Oregon Administrative Rules, Chapter 734, Division 51.

1. Box 1 asks you to provide the applicant's contact information.
2. Box 2 asks you to provide information about the location of the requested approach. Check if the requested approach location is the same as the applicant's street address.
3. Box 3 asks you to check the type of private approach requested. A mandatory meeting with your ODOT District office is required for change of use of an existing access connection. The meeting must take place before ODOT deems your application complete for processing.
4. Box 4 asks whether the applicant is the owner of the property where the requested approach is located. If YES, then skip to Box 6. If the applicant does NOT own the property

where the approach is located, then the property owner must authorize the applicant to act as a designated agent. See Box 5.

5. Box 5 is an Authorization of Designated Agent form provided your convenience. If the applicant is not the owner of the subject property, then the property owner must authorize the applicant to act as a designated agent. The applicant must have the property owner complete Box 5 or submit a signed letter from the property owner or co-owners authorizing the applicant to act as a designated agent. If there are co-owners, all the co-owners must sign a letter or letters authorizing the applicant to act as a designated agent.
6. In Box 6 the applicant must sign and date the application. The applicant's signature certifies under penalty of law that all information provided on the application form and all attachments are true, complete and correct to the best of your knowledge. If you don't provide the required signatures, your application may be delayed.
7. Box 7 has two parts. First, describe the existing land use or activity on the subject property, including information about the number of units, total square footage of floor area, total acreage of the subject property, etc. Second, describe the proposed land use or activity to be served by the requested approach, including information about the number of units, total square footage of floor area, total acreage of the subject property, etc.
8. Box 8 asks you to check the vehicle turning movements requested for the approach. Please note, when the subject property is on a one-way street or a divided highway, all turning movements are not possible because some turning movements will be limited by the one-way traffic flow.
9. Box 9 informs you that a site plan is required for all Applications for State Highway Approach. The site plan must meet the minimum site plan requirements in Attachment A of these instructions and be attached to the application form. If there is a pending local land use approval for the use or activity to be served by the approach, you must attach a copy of the site plan that is being reviewed or has been approved by the local jurisdiction.
10. ODOT uses county tax assessor's tax maps to evaluate the subject property in relation to adjacent properties. Box 10 asks you to list all of the assessor's tax lot numbers for the subject property. It also asks you to: 1) attach a copy of the current assessor's tax maps for including the site and all the adjacent tax lots; and 2) provide the following information:
 - Highlight all tax lots to be served by the requested approach;
 - Show the location of the requested approach on the tax lot map; and
 - Provide the names and addresses for all owners of adjacent tax lots, including tax lots in the same ownership as the subject property.
11. Box 11 asks for property owner information. Check if the property owner's mailing address is the same as the property owner's street address. If the addresses are the same, there is no need to fill in the street address. Check if there are co-owners of the subject property. If there are co-owners, you must provide full contact information for each of the co-owners on a separate paper and attach the contact information to your application. If you don't provide this information, your application may be delayed.
12. Box 12 asks for information about "trip generation." Trip generation is an engineering term that refers to traffic volume or the number of vehicles entering and exiting a property (site) from an adjacent road. If you need help completing Box 12, you are invited to contact your ODOT District office for assistance. If you do not provide the requested trip generation information, your application may be delayed.

Box 12 asks you to provide four specific pieces of information:

- 1) The current number of vehicle trips generated by development on the site, if applicable.

- 2) The expected number of vehicle trips to be generated by the proposed use on the site.
- 3) The current number of vehicles with gross weight rating of 26,000 pounds or greater generated by development on the site, if applicable.
- 4) The expected number of vehicles with gross weight rating of 26,000 pounds or greater to be generated by the proposed use of the site.

Unless a Traffic Impact Analysis (TIA) is required, ODOT uses the Institute of Transportation Engineers (ITE) trip generation manual to estimate average daily traffic (ADT) volumes. For example, the ITE manual says the ADT for a single family dwelling is 10 vehicle trips. A trip is a one-way vehicle movement entering or leaving a property. Examples of vehicles with a gross weight rating of 26,000 pounds or greater include semi trucks, large motor homes, large tour buses and fire trucks.

13. Box 13 asks whether the requested approach needs a deviation from three objective access management standards: 1) access spacing; 2) channelization; and 3) sight distance standards. If the requested approach doesn't meet these standards, you will need to request one or more deviations from the standards. A deviation is a departure or variance from the standards. Rules for deviations are contained in OAR 734-051-3050. If you request one or more deviations it is your responsibility to:
 - Identify the deviations you need and describe any relationships between the deviations.
 - Provide a Traffic Impact Analysis (TIA), scoped by ODOT and prepared by a professional engineer as required by OAR 734-051-3030(4) and (5), unless ODOT waives the TIA.
 - Understand ODOT may require mitigation measures to address traffic impacts as a condition of approving a deviation. The rules for mitigation measures are contained in OAR 734-051-3070.

If you don't know if your requested approach meets the objective standards or if you need a deviation, you are encouraged to contact your ODOT District office to request a pre-application meeting to discuss your approach application. If you don't request a deviation and later discover a deviation is needed, your application may be delayed.

14. Box 14 asks for information about Traffic Impact Analysis (TIA). Thresholds and rules for when a TIA is required are contained in OAR 731-051-3030(4) and 3030(5). Related rules for safety and operations concerns are contained in OAR 734-051-4020. If you are not sure whether a TIA is required, you are encouraged to contact your ODOT District office to request a pre-application meeting to discuss TIA thresholds and requirements before you submit your application. If a TIA is required, it must be scoped by an ODOT engineer and prepared by an engineer licensed in Oregon. If you don't provide the appropriate traffic analysis, your application may be delayed.
15. Box 15 contains a Land Use Compatibility Statement (LUCS). The LUCS is required for every Application for State Highway Approach. Box 15 must be completed and signed by the appropriate local planning official. Do not detach the LUCS from the application form because information on the subject property, the requested approach and the land use or activity to be served by the approach is on the first two pages of the application form.

What is a LUCS? OAR 731-015 requires ODOT to coordinate its highway approach permit program with statewide planning goals and local acknowledged comprehensive plans. ODOT uses the LUCS to rely on local jurisdictions to certify that all local land development approvals have been obtained or are under review for the use to be served by the proposed approach. ODOT may accept a final land use decision In lieu of the LUCS. *OAR 735-051-3030(3)(i)*

Attachment A – Site Plan Requirements

Provide a site plan that includes all the information listed below.

a. Submit drawing/s on separate paper no larger than 11” x 17” in size.

- Include a north arrow.
- Include a scale, if applicable.
- Provide a vicinity map showing the location of the subject property and the location and name of the nearest landmark or cross street.

b. Use solid lines to show the subject property and abutting streets.

- Show the boundaries of all tax lots that are part of the subject property or the proposed development. Label all the tax lots with the corresponding tax lot numbers.
- Show all public streets abutting the subject property. Label the street names. Show the number of lanes, width of lanes and the direction of traffic flow for each street.

c. Use solid lines to show proposed new site elements and existing site elements that will remain, including:

- The location of existing approaches or access connections that will remain.
- The location of proposed new approach and the requested width and turning movements.
 - Label the distances from the center of the requested approach to the boundaries of the subject property.
 - Label the distance from the center of the requested approach to the nearest cross street.
- The location of the nearest existing approaches or access connections on both sides of the highway within 500 feet of the center line of the requested approach.
- On-site parking and circulation.
 - The location of parking areas and parking spaces.
 - The location of on-site access aisles, the travel lanes widths, and direction of traffic flow.
 - The location of access to the parking lots.
- The footprint of all existing buildings and structures that will remain.
 - Label the proposed use and square footage of each.
- The footprint of proposed new buildings and structures.
 - Label the proposed use and square footage of each.
- Other new equipment or facilities.
 - Label the square footage and use of each item.

d. Use dashed lines to show any access or “cross-over” easements as well as existing site elements that will be removed, including:

- The location of existing access or “cross-over” easements with neighboring properties.
 - Label whether the easement will remain.
- The location of proposed new access or “cross-over” easements with neighboring properties.
- The location of existing approaches and access connections that will be removed.
 - Place an “X” on approaches or access connections that will be removed.
 - Label the width and turning movements for each.
- The footprint of existing buildings or structures that will be removed.
- Any other existing equipment or facilities that will be removed.



Oregon Department of Transportation
Application for State Highway Approach

Date Received Stamp

1. Applicant Information			
Last Name:		First Name:	
Company Name (if applicable):			
Street Address:			
City:	State:	Zip:	Country:
Mailing Address:			<input type="checkbox"/> Check if same as street address
City:	State:	Zip:	Country:
Phone No.:	Cell No.:	Fax No.:	
Email:			
2. Location of the Proposed Approach			
<input type="checkbox"/> Check if the proposed approach location is the same as the applicant's street address.			
Side of Highway:	<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East <input type="checkbox"/> West
Highway Name:	Route Number:	Mile Point:	
Street Address:			
City:	State:	Zip:	County:
3. Type of Approach Requested			
<input type="checkbox"/> New approach	<input type="checkbox"/> Temporary approach	<input type="checkbox"/> Improve existing connection	
<input type="checkbox"/> Change of Use of an existing connection	<input type="checkbox"/> Special use approach	<input type="checkbox"/> Permit a grandfathered approach	
4. Ownership of Subject Property			
Is the applicant the owner of the subject property? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, skip to Box 6.			
5. Authorization of Designated Agent. If the applicant is NOT the owner of the property to be served by the approach, then the property owner must authorize the applicant to act as a designated agent. The applicant must have the property owner complete the Authorization of Designated Agent form below or submit a signed letter from the property owners or co-owners authorizing the applicant to act as a designated agent. If there are co-owners, all the co-owners must sign a letter authorizing the applicant to act a designated agent.			
I/We _____ (printed name of property owner/s)			
authorize _____ (printed name of applicant) to represent me as my agent in the matter of State Highway Approach Permit Application.			
Signature/s:		Date:	
6. Applicant Signature			
<i>I declare, certify, and affirm under penalty of applicable state or federal laws that all information provided on this application form and all attachments are true, complete and correct to the best of my knowledge.</i>			
Printed or Typed Name:			
Signature:		Date:	

7. Property Use to be Served by the Proposed Approach							
Describe the existing land use on the subject property (i.e. property use, number of units, total sq ft of floor area, total acreage of the subject property, etc.):							
Describe the land use that will be served by the highway/road approach (i.e. property use, number of units, total sq ft of floor area, total acreage of the subject property, etc.):							
8. Vehicle Turning Movements Requested							
<input type="checkbox"/> All turns. (Note: All turn movements are not possible on a divided highway or one-way street.) OR, check all that apply: <input type="checkbox"/> Right in <input type="checkbox"/> Right Out <input type="checkbox"/> Left in <input type="checkbox"/> Left Out							
9. Site Plan							
A site plan is required for all Applications for State Highway Approach and must be attached to this application form. Site plan requirements are in Attachment A of the instructions for completing this application.							
10. County Tax Assessor's Map Numbers.							
Fill in the tax map numbers. Attach a copy of the current tax map following the instructions for Box 10.							
Township	Range	Section	Tax Lot	Township	Range	Section	Tax Lot
11. Property Owner Information							
<input type="checkbox"/> Check if property owner's mailing address and street address are the same.							
Last Name:				First Name:			
Company Name (if applicable):							
Street Address:							
City:			State:		Zip:		Country:
Mailing Address:							
City:			State:		Zip:		Country:
Phone No.:		Cell No.:			Fax No.:		
Email:							
Are there co-owners of the subject property? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the same contact information as above for each co-owner on a separate sheet of paper.							
12. Trip Generation							
Existing Average Daily Traffic (ADT): _____ Number of site generated vehicle trips. _____ Number of vehicles with gross weight rating of 26,000 pounds or greater entering or exiting the site at the approach.				Proposed ADT: _____ Number of site generated vehicle trips _____ Number of vehicles with gross weight rating of 26,000 pounds or greater entering or exiting the site at the approach.			
13. Deviations							
Is a deviation requested? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, check the type of deviation(s) requested: <input type="checkbox"/> Access Spacing, <input type="checkbox"/> Channelization, <input type="checkbox"/> Sight Distance				If you request one or more deviations, you must comply with OAR 734-051-3050(2). See instructions for Box 13.			
14. ODOT Traffic Impact Analysis (TIA)							
Is a Traffic Impact Analysis required? <input type="checkbox"/> YES <input type="checkbox"/> NO				If YES, please attach the TIA to the application.			
If NO, was the TIA waived by ODOT? <input type="checkbox"/> YES <input type="checkbox"/> NO				Who waived it:		Date:	

15. Land Use Compatibility Statement (LUCS).

Instructions

The LUCS section of the application must be completed by the appropriate local jurisdiction.

ODOT 731-015 requires ODOT to coordinate its highway approach permit program with statewide planning goals and local acknowledged comprehensive plans and implementing ordinances. The LUCS is the process ODOT uses to rely on local jurisdictions to certify the land use or activity to be served by a highway approach has obtained the necessary development approvals.

Do not detach the LUCS from the application form because Information on the subject property, the proposed approach and the land use or activity to be served by the approach, are on the first two pages of the application form. For example:

- Box 2 – Location of the proposed approach.
- Box 7 – Property use to be served by the approach.
- Box 10 – County tax map and lot numbers.

Local land division and development regulations that have a bearing on access management:

- Comprehensive plan policies and implementing ordinances that support access management.
- Subdivision, partition and lot line adjustment regulations (i.e. (lot size, road frontage, double frontage lots and flag lots).
- Zoning ordinances (i.e. permitted use, conditional uses, development density).
- Site plan or site design review (i.e. access location, on-site circulation, cross-over easements and shared/joint access)..
- Sight distance and corner clearance.
- Arterial and collector road design and access policies and standards.
- Access control, access permitting, access spacing and alternate access.

Local jurisdiction that has land use authority:

Subject property location. (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Inside UGB | <input type="checkbox"/> Outside UGB |
| <input type="checkbox"/> Inside City Limits | <input type="checkbox"/> Inside an Urban Unincorporated Community |
| | <input type="checkbox"/> Inside a designated Special Transportation Area (STA) within an unincorporated community. |
| | <input type="checkbox"/> In an unincorporated community in the county. |

Plan and Zone Designations:

Current plan designation/s:	Proposed plan designation/s:
Current zone designation/s:	Proposed zone designation/s:

If the proposed approach is a public road, is it identified as a collector or arterial in the TSP or comprehensive plan? YES NO

Does land use to be served by the approach require land use or development review? YES NO

If NO, complete this section. Does the land use or activity to be served by the approach comply with the acknowledged comprehensive plan and implementing land use ordinances? YES NO

If YES, complete this section.

- A land use application is currently under review for the use or activity to be served by the highway approach.
- There is a final land use decision for the use or activity to be served by the approach, including resolution of any appeal. It was Approved, Approved with conditions, Denied.

Land use file No.: _____

Planner assigned to the case: _____

Site Plan. The attached site plan is approved or is being reviewed for the use or activity to be served by the approach.

TIA. A **Traffic Impact Analysis** has been requested or is being reviewed for the use or activity.

Local Planning Official Certification

Print Name:		Title:	
Mailing Address:			
City:	State:	Zip:	
Phone:	Cell:	Fax:	
Email:			
Signature:		Date:	