

DOT&PF
DRIVEWAY & APPROACH ROAD
APPLICATION



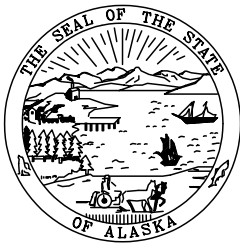
The State of Alaska Department of Transportation is pleased to announce online permitting for Driveways and Approach Roads. You can now apply online at www.dot.state.ak.us/permits.

The online system will expedite your application.

Computer access is available at all public libraries and the main offices of the Department of Transportation at each regional office.

Please complete the following application if you do not have computer access and mail to:

Southeast Region	Central Region	Northern Region
Mailing Address: DOT&PF, D&ES Right-of-Way (ROW) 6860 Glacier Hwy Mail Stop 2506 Juneau, AK 99801-7909 (907) 465-4540 or (800) 575-4540 Fax: (907) 465-3506 TDD: (907) 465-4410 Physical Address: 6860 Glacier Hwy Juneau, AK 99801-7909	Mailing Address: DOT&PF, D&ES Right-of-Way (ROW) P.O. Box 196900 Anchorage, AK 99519-6900 (907) 269-0700 or (800) 770-5263 Fax: (907) 248-9456 TDD: (907) 269-0473 Physical Address: 4111 Aviation Dr Anchorage, AK 99502-1058	Mailing Address: DOT&PF, D&ES Right-of-Way (ROW) 2301 Peger Road Fairbanks, AK 99709-5316 (907) 451-5400 or (800) 475-2464 Fax: (907) 451-5411 TDD: (907) 451-2363 Physical Address: 2720 Pickett Place Fairbanks AK 99701



DRIVEWAY PERMIT # _____

STATE OF ALASKA
Department of Transportation and Public Facilities
Division of Statewide Design and Engineering Services

**DRIVEWAY & APPROACH ROAD
APPLICATION CHECKLIST**

Please provide the following items:

- ☐ A cover letter that explains and demonstrates your need for a driveway access.
 - Describe the development to be placed on the property and the amount of traffic you believe will be generated by the development.
 - Explain existing and proposed conditions concerning drainage and pedestrians.
 - Describe any impacts to sidewalks, pathways, and utilities, and your solution to such impacts.
- ☐ Provide a current original 11" x 17" copy of a recorded plat. The plat must contain the plat notes. This can be obtained from the State of Alaska Department of Natural Resources Recorder's Office. The plat will be reviewed for lot sizes, corner clearance, access requirements, etc. If a plat is not available, a recorded waiver resolution or recorded waiver subdivision is acceptable.
- ☐ Provide an 11" x 17" site plan of the subject property. The site plan must indicate:
 - Location of proposed driveway
 - Related parking arrangement
 - Location of improvements
- ☐ Proof of Ownership or Lease Agreement showing authorization to obligate the owner and land.
- ☐ Complete, **ORIGINAL** signed and dated Driveway Application. The permit must detail the driveway width, degree of slope and the type of driveway (i.e., curb cut, curb return or rural approach.). **(SIGNATURE REQUIRED) Page 8 of 8.**
- ☐ Residential & Farm: \$100 (One Hundred Dollars) non-refundable application process fee.
- ☐ Residential & Farm: \$500 Refundable Performance Deposit when driveway is constructed and built to standard.
- ☐ Commercial Property and Approach Roads: Retainer to be determined when application is submitted.



Driveways must be constructed according to the Department's Highway PreConstruction Manual, Chapter 11, Driveway Standards.

Road Approaches have specific standards of construction. Please contact the Department for requirements.



Driveway and Approach Road Permit Application

Online application is available at: www.dot.state.ak.us/permits

The information provided in this paper application must be entered into the online permit system.
Please see the last page of this application for the appropriate mailing address if you do not have computer access.

APPLICATIONS MUST BE SUBMITTED NO LESS THAN 60 DAYS BEFORE CONSTRUCTION

CUSTOMER INFORMATION

Applicant Name: _____

Company or
Organization Name: _____

Address: _____

Phone: () _____ - _____

Fax: () _____ - _____

E-mail: _____

REGION: _____

LOCATION:

State Road _____

Milepost _____

Tax ID# _____

Legal Description _____

Subdivision _____

Driveway or Approach Road Information

Is access available from other public rights-of-way?

Is the driveway or approach road within a platted right-of-way?

How many lots will the driveway or approach road serve?

Size of the tract served by driveway? (Must be numeric, no commas) _____ square feet

OR _____ acres.

Is the driveway or approach road located within a zoning authority?

Zoning designation. _____

Is the driveway or approach road proposed or existing?

Date work will be completed in accordance with attached plan. (Format: MM/DD/YYYY)

Maximum number of vehicles that will use the driveway or approach road in any one hour.

What is the driveway or approach road's main use?

What is the proposed land use for tract served by the driveway or approach road?

Driveway Specifications:

Select the direction of North as you enter the driveway in relation to the drawing provided below:

N

W

E

S

Reference Locations can be found
in attached Construction Manual sheets.

References

A. Driveway width _____ feet.	1190.05(2)
B. Left edge clearance _____ feet	1190.05(8)
C. Right edge clearance _____ feet	1190.05(8)
D. Left return radius _____ feet	1190.05(4)
E. Right return radius _____ feet	1190.05(4)
F. Shoulder width _____ feet	Distance from edge of pavement to beginning of ditch slope.
G. Approach angle _____ degrees	1190.05(3)
H. Curb type _____	1190.05(10)
I. Curb to sidewalk distance. _____ feet	1190.04(6)
J. Left driveway foreslope 1: _____	1190.04(8)
K. Right driveway foreslope 1: _____	1190.04(8)
L. Culvert length _____ feet	
M. Landing grade in percent _____ percent	1190.05(10)
N. Landing length _____ feet	1190.05(10)(f)
O. Culvert diameter _____ inches (18" Minimum Size)	
P. Culvert type _____ (Steel/Aluminum)	
Q. Ditch depth _____ feet	Depth from edge of shoulder to bottom of ditch.
R. Driveway surface type _____	(Gravel/Asphalt/Concrete)
S. Shoulder type _____	(Gravel/Asphalt/Concrete).

Attachments

The following attachments are REQUIRED FOR ALL driveway applications:

- Recorded plat, including notes of the placement of the driveways
- Site Development Plan
- Proof of ownership

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- Traffic Control Plan if working within traveled way.
 - Traffic Impact Analysis if site will generate 100+ vehicles per hour.
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The following attachments are REQUIRED FOR ALL Approach Road applications:

- Detailed 11" X 17" Construction Plans
- Recorded plat or waiver including notes of the placement of the approach road
- Traffic Control Plan
- Traffic Impact Analysis if commercial site will generate 100+ vehicles per hour.

Your application will not be processed until all required attachments are received.

Attachments can be mailed to the address on the following page or attached electronically.

Permittee upon signing this permit acknowledges and agrees to the following provisions:

This permit is not a property right but a temporary authorization, revocable by the state. (17 AAC 10.020 and 10.040)

If you damage any improvements within the state-owned right-of-way, you will be responsible for returning them to their previous condition. The Department will inspect and approve the restored improvements. (17 AAC 10.065)

Permittee shall indemnify, defend, and hold harmless the state, and its officers, employees, and contractors, from any and all claims or actions resulting from injury, death, loss, or damage sustained by any person or personal property resulting directly or indirectly from permittee's use of or activities in the permitted area.

If driveway construction interferes with the public's safety and/or use of facilities within state-owned right-of-way, you will be directed to stop work until adjustments are made.

A copy of this permit must be on site. If any of the conditions of this permit are violated, the state reserves the right to require the removal of all activities from the area.

The permit grants permission for driveway construction only, allowing access to and from your property onto a state-maintained highway. It does not permit the following within the right-of-way or within that portion of a driveway that is within the right-of-way: (1) Parking of vehicles "for sale"; (2) Obstructions of any kind (i.e. logs, cables, fencing, etc.); (3) Advertising signs or banners/flags; (4) Parking vehicles with signs/advertising on the side.

Do not park equipment or stockpile material on the shoulder during non-working hours.

Permittee is responsible for sight distance clearing of brush and obstructions.

Driveway landings must be paved from pavement edge on all paved roads unless deemed otherwise by the state.

Please contact the Department for information about acceptable driveway markers (i.e., size, materials, distance, etc.) for placement within the right-of-way.

The state will not change its maintenance practices to accommodate your driveway or incur additional expense to clear snow berms or other obstacles resulting from the Department's activities.

You may not push or otherwise deposit snow or ice onto a highway in a manner, or in quantities, that may constitute a hazard to snow removal equipment or other traffic. (13 AAC 02.530)

Implement the traffic control plan and maintain traffic control devices in accordance with the Alaska Traffic Manual and any provisions and conditions noted.

All sign layouts shall conform to the Alaska Sign Design Specifications.

Fabricate special signs from engineering grade reflective sheeting on either sheet aluminum or plywood panels.

Adjust sign locations in the field to provide adequate separation from existing signs. All signs shall be visible.

Traffic control devices are not required for construction more than 2 feet behind curb, or farther than 15 feet beyond the shoulder.

Remove all traffic control devices when no longer needed.

Clean up litter or debris generated as a result of this driveway construction.

An inspection is required prior to reimbursement of your performance deposit. Please contact the Department for an inspection appointment after final construction of your driveway.

Attachments included as part of this permit are:

REQUIRED for ALL DRIVEWAYS:

- ☐ Recorded plat including notes of the placement of the driveway
- ☐ Site development plan
- ☐ Proof of ownership
- ☐ Traffic control plan if working within the traveled way

REQUIRED for ALL APPROACH ROADS:

- ☐ Detailed construction plans
- ☐ Recorded plat or waiver including notes of the placement of the approach road
- ☐ Traffic control plan
- ☐ Traffic Impact Analysis if site will have 100+ vehicles per hour

I, _____, acknowledge that I am acting on behalf of the above named organization with the full authority to do so. I further acknowledge and accept that _____ will comply with all the provisions and conditions that the Department of Transportation and Public Facilities has included as a condition of issuing this permit.

Permittee Signature

Date

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