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COMMERCIAL DRIVEWAY CHECKLIST

PERMITS OFFICE

Rick Long, Supervisor
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**GLOBE DISTRICT MISSION
STATEMENT**

*"TO CONSTRUCT, MAINTAIN AND
MANAGE THE STATE
TRANSPORTATION SYSTEM IN THE
GLOBE DISTRICT, TO MEET, OR
EXCEED THE REASONABLE
EXPECTATIONS OF OUR
CUSTOMERS."*

COMMERCIAL DRIVEWAY CHECKLIST

The Arizona Department of Transportation (ADOT) desires to operate a safe and efficient State Highway System. The management of access to the system in an effective manner is vital to maintain the overall safety and efficiency of this system. Access to the State Highway system is managed through the access permit process. This permit process requires those desiring access to the State Highway System from adjacent land to apply for an access permit. Since access to a state highway for development may impact traffic on the highway, a Traffic Impact Analysis may be required for developments.

Below is a checklist to assist the applicant in completing a Commercial Access Permit.

1. Encroachment Owner; this is the name of the property owner requesting access to the state highway. The encroachment owner will be responsible for the maintenance of the turnout once it is completed. An address and current phone is required in order for ADOT to contact the owner. If the property should change ownership, it is the responsibility of the parties to contact the permit office for notification of change in ownership. An original signature of the owner is required. Sign and print your name.
2. Applicant Name; this is the name of the person or company that is submitting the permit. In some cases, the encroachment and applicant will be the same. Again, the correct address of the applicant is important in case ADOT needs to contact the applicant. Please sign and print name.

3. Direction of highway and distance from nearest milepost; this identification is important to be able to locate the permitted work at a later date. If you are unsure of the approximate location please contact the Permits Office for assistance.
4. If the highway stations are not known, leave blank.
5. Purpose; include, Type of Development, proposed width and length of turnout; proposed use of requested turnout and will this be a depressed curb type construction.
6. Has a site plan been provided? Yes/No?

This site plan will include a scaled drawing of the proposed development plan with the following information:

- ❖ Site boundaries and adjacent streets.
 - ❖ Location of driveways, turnouts and/or street intersections near site.
 - ❖ Existing right of way and property lines, location and design of all proposed accesses
 - ❖ Parking layout and internal circulation
 - ❖ A drainage study to determine impact of runoff from development onto the state highway system.
 - ❖ Identify the land use with detail. Please identify the specific tenants if known.
7. Have plans detailing work within the right of way been provided? Yes/No?

The site plan shall include:

- ❖ Access for construction
- ❖ A typical section for intersection access
- ❖ Roadway geometric (include full width highway and access)
- ❖ Signing and striping requirements
- ❖ Drainage/Grading Plan (existing and

proposed)

*** NOTE*** Additional information may be required after review from the Permits Office. Enclosed is ADOT Standard C-06.10, Turnout Specifications.

QUESTIONS?

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