

Checklist for work on TXDOT ROW & Driveway Approval

* Effective July 29th 2013, TxDOT requires Traffic Impact Analysis (TIA) for all new commercial and industrial driveway permit requests.

* When the work requires crossing TxDOT roadway, contact Mr. Terry Carter @214-320 6270 for URI permit.

* When the property is located on the City's ETJ (Extra Territorial Jurisdiction), City will apply for the permit.

* The plans requires a seal and signed by a Texas Professional Engineer

- ___ 1. Plans with Title Sheet (**3 Complete Set of 11"x17"**)
- ___ 2. Project location noted on the plans
- ___ 3. Traffic Control Plan or general note added to the plans.
- ___ 4. a. **Show TxDOT ROW, Overall site plan; showing location of proposed Driveway/Structure, Abutting service road, and distance to the existing Driveways, Immediately Upstream & Downstream.**
- ___ b. Location, elevations, dimensions, of all existing and proposed facilities, Structure and utilities within the right-of-way.
- ___ c. Location of any entrance or exist ramps on freeway type facility.
- ___ d. Any permanent pavement markings or signs.
- ___ e. Posted speed on existing roadway.

Typical Sections:

- ___ 5 a. Existing and proposed driveway section detail sheets.
- ___ b. Pavement type and depth details.
- ___ c. Base type and depth details.
- ___ d. Concrete reinforcement and strength details.
- ___ e. Curb detail should match existing.
- ___ f. Tie-in detail **should match existing roadway**. Add a note Next to butt joint, to read "**Drill holes with a coring type bit. No impact drills are allowed**" (they tend to fracture the adjacent pavement). Blow holes, clean and coat with approved epoxy (or other approved method). Insert one-half of the 36-inch long 3/4-inch tie bars into the existing pavement 36" O.C., 18 inches from the ends"

Structural Details:

- ___ 6 a. Structures are detailed, i.e. culverts, manholes, inlets, etc.
- ___ b. Detail for safety end treatments on culverts (6:1 or flatter).
- ___ c. Detail for pipe runners on any s.e.t. with single pipe greater than 36".
- ___ d. Detail for pipe runners on any s.e.t. with multiple pipe greater than 30".
- ___ e. No fixed or movable signs erected or extending over R.O.W.
- ___ f. All structures flush with ground.
- ___ g. No Y-inlets.

Drainage Plan/Elevation

When the inlets are within the construction limit, it must be capped and used as a junction box for the new inlets.

- _____ 7 a. Drainage areas with contours.
- _____ b. Provide drainage calculations using coefficient of runoff, Times of Concentration (min. Tc=10) rainfall, intensities, runoff volumes and velocities.
- _____ c. Add plan profile of drainage pipe (including H.G.L.), pipe sizes & elevations, etc.
- _____ d. Calculations showing pre, and post development water run-off water to TxDOT'S R.O.W. (**No additional run off water to state ROW will be acceptable**)
- _____ e. Erosion Control notes added to plans.

Other Driveway Approach requirements added to plans:

- _____ 8 a. . joint details noted on plans.
- _____ b. blocks out and cut widths noted on plans.
- _____ c. general note added concerning the following of TxDOT and City's Specifications.
- _____ 9. **Approval letter from the City.**
- _____ 10. Permit assigned to property owner, can be filled out and signed by rep.

(TxDOT standard must be attached to plan set)

Guideline: 8/7/2013

The Engineering Study shall include;

1. Site plan including all access points and spacing between access points. This includes the spacing to nearest existing driveways.
2. Peak Hour trip generation utilizing the latest version of the ITE Trip Generation Manual.
3. Inbound and outbound trip distributions shown as a percentage at the proposed access points.
4. Traffic assignment volumes at the propose access points.
5. Turn lane analysis based on peak hour turning volumes.
6. Sight distance for each proposed access point.
7. Study conclusions and recommendations including mitigation based on sight distance, turning volumes and access point spacing.

The Traffic Impact Analysis;

Shall include all of the elements of an Engineering Study with the addition of;

1. Phasing of the development.
2. Data for adjacent intersections.
3. Existing traffic volumes on the adjacent road system.
4. Forecasted turning movements by phase.
5. Operational (capacity and/or level of service) analyses.
6. Mitigation measures to ensure acceptable level of service.



Permit to Construct Access Driveway Facilities on Highway Right of Way

PERMIT NUMBER:		2017	
REQUESTOR		GPS*	ROADWAY
		LATITUDE, LONGITUDE	HWY NAME
		FOR TxDOT'S USE	
NAME		CONTROL	SECTION
City of Melisa			
MAILING ADDRESS	3411 Barker Avenue		
CITY, STATE, ZIP	Melissa, Texas 45454		
PHONE NUMBER	972-924 2757		
*GLOBAL POSITIONING SYSTEM COORDINATES AT INTERSECTION OF DRIVEWAY CENTERLINE WITH ABUTTING ROADWAY			

The Texas Department of Transportation, hereinafter called the State, hereby authorizes City of Melisa/, hereinafter called the Permittee, to construct / reconstruct a _____ (residential, convenience store, retail mall, farm, etc.) access driveway on the highway right of way abutting highway number Collin in Collin County, located _____.

USE ADDITIONAL SHEETS AS NEEDED

Subject to the Access Driveway Policy described on page 2 and the following:

1. The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the state highway right of way.
2. Design of facilities shall be as follows and/or as shown on sketch on page 2 and is subject to conditions stated below:

* Lane Closure must be between 9:00 A.M. to 3:30 P.M. **COPY OF THIS DOCUMENT MUST BE KEPT ON JOBSITE**

** No irrigation apparatus allowed and Re-vegetation in the State ROW must be established prior to final inspection.

*** The permittee shall contact the the state's representative when state ROW portion of work is complete for final inspection

***** Minimum of 10 ft. asphalt pavement to State Road are required when state roadway are paved with asphalt. *****

All construction of materials shall be subject to inspection and approval by the State.

3. Maintenance of facilities constructed hereunder shall be the responsibility of the Permittee, and the State reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the highway. Changes in design will be made only with approval of the State.
4. The Permittee shall hold harmless the State and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
5. Except for regulatory and guide signs at county roads and city streets, the Permittee shall not erect any sign on or extending over any portion of the highway right of way, and vehicle service fixtures such as fuel pumps, vendor stands, or tanks and shall be located at least 12 feet from the right of way line to ensure that any vehicle services from these fixtures will be off the highway right of way.
6. The State reserves the right to require a new access driveway permit in the event of a material change in land use or change in driveway traffic volume or vehicle types.
7. This permit will become null and void if the above-referenced driveway facilities are not constructed within six (6) months from the issuance date of this permit.
8. The Permittee will contact the State's representative Ray Hejke 214 425 4529 telephone, (972) 547 2347, at least twenty-four (24) hours prior to beginning the work authorized by this permit.
9. The requesting Permittee will be provided instructions on the appeal process if this permit request is denied by the State.

Date of Issuance

State Authorized Representative

The undersigned hereby agrees to comply with the terms and conditions set forth in this permit for construction and maintenance of an access driveway on the highway right of way.

Date: _____

Signed: _____
(Property owner or owner's representative)

Access Driveway Policy

Title 43 Texas Administrative Code (Transportation), Chapter 11 (Design), Subchapter C (Access Connections To State Highways) and the "Access Management Manual" establish policy for the granting of access and the design, materials, and construction of driveways connecting to state highways. All driveway facilities must follow this policy.

TxDOT Driveway Permit Request Contact

For a local contact for your TxDOT Driveway Permit Request visit: <http://www.txdot.gov/inside-txdot/district.html>. You can click on the section of the map closest to your location to find the local TxDOT office. You can also click on the drop down box below the map to find the district for your county.

Sketch of Installation

(Use additional sheets as needed)