



Access Management Standard Operating Procedures

Austin District
Maintenance Operations Section

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Approved by: Terry McCoy, P.E., District Engineer

Access Management: Driveway Permitting

References and Links

TxDOT Standard Specifications Book:

<http://www.txdot.gov/business/resources/txdot-specifications.html>

TxDOT Access Management Manual

<http://gsd-ultraseek/txdotmanuals/acm/index.htm>

TxDOT Roadway Design Manual

<http://gsd-ultraseek/txdotmanuals/rdw/index.htm>

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Commercial Access Driveway Permits

Commercial Driveway Permit Categories: Any permit request involving a commercial enterprise, even if located on a residential property, constitutes a commercial permit request.

Major Commercial Access	Minor Commercial Access
<ul style="list-style-type: none"> ○ Any business or property creating more than 100 daily turning movements ○ Requires Form 2534 “Commercial and Energy Sector Request for Driveway Access”, ○ Requires a turn lane (whether right or left turn) to services high traffic volume per TIA, at signalized intersections (existing or proposed), or at public streets. ○ Large commercial developments with sizeable parking lots (≥ 75) ○ Retail building $\geq 9,000$ SF ○ General office building $\geq 25,000$ SF ○ Gas Station/Convenience Store (> 6 pumps) ○ Subdivisions (≥ 50 single family lots) or subdivision with school on site 	<ul style="list-style-type: none"> ○ Less than 100 daily turning movements ○ Right turn lane is not required (if the right turning movement are less than 50 vehicles per hour) ○ Small commercial development with parking lots < 75 spaces ○ Retail building $< 9,000$ SF ○ General office building $< 25,000$ SF ○ Subdivisions (< 50 single family lots) and no school on site ○ Churches ○ Public and private schools (Grade K to 12th grade) ○ Gas Station/Convenience Store (≤ 6 pumps)

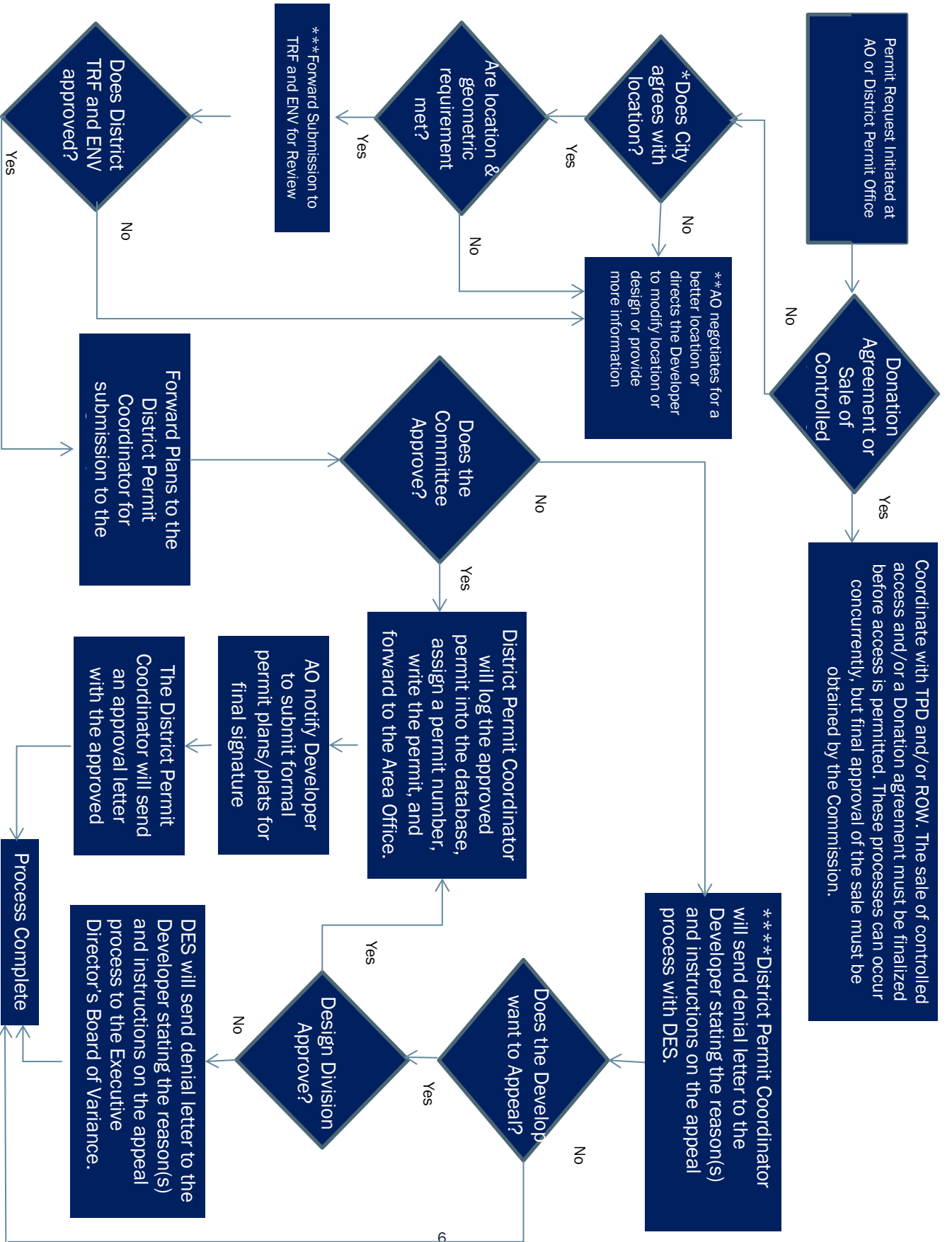
District Procedures for Commercial Driveway Permits: Below is the District process and procedures for the approval of new commercial access driveway permits, which is also illustrated in Figure 1.

1. Commercial permit requests can be initiated through the District Permit Office or the Area Office. Provide a Commercial Access Permit Packet as seen in Appendix 1.
2. Conduct an early coordination meeting with the Developer to determine all requirements for each unique situation to optimize the amount of information and effort for each permit. Determine if a Donation Agreement or Sale of Controlled Access is required.
3. If applicable, approval from the local incorporated city may be needed. Consult with local government for concurrence.
4. Sale of Controlled Access - Whenever a control of access or access denial exists at a proposed driveway location a process to lift the control of access must be followed. Either process to lift the access denial will require coordination with the ROW and DES Divisions. TxDOT Commission has final approval of sale of controlled access.
 - a. Please make sure to coordinate with the District’s ROW section whenever a driveway location has been approved where a denial of access exists.
 - b. Property owners seeking to have the access denial lifted will incur certain expenses associated with surveying, appraising and establishing title.

- c. The process will require commission action after the surveying; appraising and title requirements have been satisfied.
 - d. Property owners should be informed the process can take several months to complete.
5. Donation Agreement – Anytime a developer or private entity agrees to construct additional widening for a turn lane (whether right or left turn) and/or signalization paid for by the developer or private entity, a donation agreement is required. If it is determined a Donation Agreement is required, refer to the District’s TP&D SOP-2 “Donation Agreement Procedures for Proposed Projects” for instructions for completing request for donation agreement.
6. Advance Funding Agreement (AFA) – Anytime a developer or private entity agrees to donate funds through a city or county for TxDOT to construct additional widening for a turn lane (whether right or left turn) and/or signalization, an AFA is required. If it is determined an AFA is required, refer to the District’s TP&D SOP-1 “Advance Funding Agreement (AFA) Procedures for Proposed Projects” for instructions for completing request for an AFA.
7. Provide the Developer with the Commercial Access Permit Packet. The complete packet must be submitted to the appropriate Area Office, whether initiated at the District Permit Office or not.
8. Upon submission of the packet by the Developer, the Area Office must:
 - a. Review the packet for completeness. If the packet is not complete, do not move forward until the Developer provides all documentation.
 - b. All 1058 or 2534 forms must be submitted electronically and all fields must be filled in. No handwritten applications will be accepted.
 - c. Verify the applicant is the landowner of the property the driveway will service and the physical address is provided.
 - d. Review for the proposed location, geometrics (spacing, radii, sight distance, etc...), pavement design, engineering study (if applicable), drainage plans, and traffic controls. Verify stopping sight distance at this location. If the SSD is not adequate, reject the location of the driveway and work with the applicant on an alternate location.
 - e. If the preliminary review by the AO indicates the submission meets spacing and radii requirements, then the AO will forward copies of the packet to the Traffic Operation Section, Environmental Section (only for major commercial permits with right turn lanes) and District Permit Office for further review. Traffic Operation Section and District Permit Office must provide acceptability of the proposed driveway access and recommendations within 10 working days.
9. If the proposed location and design meet all requirements;
 - a. Forward the complete Commercial Access Permit Packet to the District Permit Coordinator for submission and approval by the Committee
 - b. Submit it to the AUS_Driveway_Permits mailbox. (Any packets sent to any other email will be turned back).

10. If the proposed location and design do not meet all requirements, the Area Office should attempt to negotiate a more suitable location or design with the developer before a project is brought to the District Access Management Committee.
 - a. If the Area Engineer cannot negotiate for a better location, the Area Office should submit the Commercial Access Permit Packet to the AUS_Driveway_Permits mailbox, and all pertinent communication documents for the Committee to review at a scheduled meeting.
11. If the location is approved by the Committee, the following will occur:
 - a. The Developer will be instructed by the AO to submit formal permit plans/plats for final signature by one of the standing members of the Committee or Deputy District Engineer.
 - b. The District Permit Coordinator will log the approved permit into the database, assign a permit number, write the permit, and forward to the Area Office.
 - c. The District Permit Coordinator will send an approval letter with the approved permit.
12. If the project location is denied by the Committee, the following will occur
 - a. The District Permit Office will send a denial letter to the developer stating the reason(s) why the permit was denied and instructions on the process to lodge a request to appeal the denial within 30 days. A copy of the letter will be sent to the Area Office also.
 - b. The applicant will also receive instruction on the appeal process with Design Division.
13. Design Division Appeal:
 - a. If the Division approves the appeal,
 - i. Division will send the approval letter
 - ii. Notify the District Permit Office in order to following the normal approval process.
 - b. If the Division denies the appeal,
 - i. Division will send the denial letter
 - ii. Notify the District Permit Office
 - iii. Provide instruction on how to appeal the Executive Director's Board of Variance
14. If the driveway is not constructed within 6 months of approval, the permit will expire and the following will have to done:
 - a. Permit will have to reviewed and approved for renewal by the local Area Office
 - b. Area Office should approve and renew the permit, as long as the scope of work, land use, and roadway conditions have not changed
 - c. Area Office must notify the District Permit Coordinator of renewed permits.
 - d. If the driveway has not been constructed after 3 years of the original issuance, the local Area Office should decline renewal and the applicant must start a new permit application.

Figure 1: Commercial Access Driveway Permit Approval Process



* Agreement from incorporated city may be required when specified in the most current Municipal Maintenance Agreement (MMA).
 ** If the Developer does not want to negotiate or accept modifications from AO or TRF, forward the Commercial Access Permit Packet and all pertinent communication documents for the Committee to review at a scheduled meeting.
 *** Environmental review is only required when a turn lane part of the scope of the proposed driveway permit or as at the discretion of the Engineer such as sensitive recharge zone.
 **** The Developer can accept the recommendation of the Committee or AO after denial and resubmit directly to the Committee for reconsideration.

Approval & Appeal Policies for Commercial Access Driveway Permit:

- Developer must submit all documentation required in the Commercial Access Permit Packet for approval, as seen in Attachment 1, for consideration for approval.
- Only the owner of the property the driveway will service can apply for the permit.
- All commercial access permits will be reviewed and considered by the Access Management Committee (AMC).
- The Access Management Committee:
 - Scheduled to meet the second and fourth Wednesdays of each month.
 - Comprised of three standing members. They are the District Director of Maintenance (Chair); District T P&D Director (including ROW representative when controlled access is involved); District Director of Operations.
 - Other advising representatives may be required, such as:
 - ROW representative
 - Traffic engineer representative
 - Environmental representative
 - Hydraulics representative
 - Must field a quorum of any two standing members or delay project reviews until two standing members can attend.
 - Any standing member may send an engineering representative in their absence to provide input specific to their field of expertise, as long as two other standing members are present.
- The Area Office will submit all complete Commercial Access Permit Packets to the District Permit Coordinator for the review and approval at least 2 work days prior to the committee meeting. The Commercial Access Permit Packet should include a cover sheet with all pertinent information as detailed in Appendix 1.
- Upon concluding each meeting, the Committee will:
 - Approve or deny the submittal for permit.
 - Compile the results of the project reviews including statements to support their approval or denial.
 - Forward to the Area Engineer, District Permit Coordinator and standing committee members.
- A formal letter of approval or denial will be sent by the District Permit Office and be sent to the developer or applicant and the Area Office.
- If approved and the Developer accepts the conclusions or recommendations from the Committee, they will be instructed to submit full, complete final set of plans, in accordance to the Commercial Access Permit Packets, for approval and signature of plat of plans by the Area Engineer.
- If the developer does not accept the Committee's alternative recommendation or denial of the project as submitted, they will be provided instructions on the appeal process with Design Division.

Commercial Access Driveway Permit – Acceptable Manual Deviations: The Access Management Manual does allow deviations, under the Variance Section of the Access Management Manual, from the strict application for the access spacing based on extenuating circumstances. Any request for a manual deviation by the Developer must be in writing. It must be stated that the justification for a Deviation is based on the Access Management Manual provisions.

Some of the circumstances which may justify a Manual Deviation are as follows:

- Any alteration to a permitted driveway that increases capacity, such as widening, should require a new Permit that considers present TxDOT Access Standards. Reconstruction of a driveway of the same width and with larger curb or entry radii would not be considered as a capacity increasing improvement.
- A reconstructed driveway that has a change in usage from a low usage to a high usage should require a new Permit to address the driveway requirements. This is especially important when the change in usage may require turn bays due to the Peak-Hour turn movements.
- A proposed driveway may be allowed if the adjacent driveway that is too close has a low usage, such as small commercial business.
- Land locking a property is not allowed when no other access is available. Small lots should consider shared-use driveways on property lines to maximize the driveway spacing. A main driveway can serve several properties with a shared-use access easement across the front of the properties, which should be outside the State Right of Way.
- A second access that does not meet spacing criteria may be permitted for emergency vehicle circulation if it is not feasible to provide adequate emergency access to a secondary roadway. A written explanation with references to local criteria from an appropriate government public safety official must be submitted.

Residential Access Driveway Permit Policies

Residential Access Driveway Permit – Categories: Residential Driveway Permits are only intended for single or multi-family residence. Any permit request involving any commercial enterprise, even if located on a residential property, constitutes a commercial permit request.

Procedures for New Permits for Residential Access Driveway Permit: Below is the process and procedures for the approval of residential access driveway permits, which is also illustrated in Figure 2.

1. Residential permit requests can be initiated through the District Permit Office or the Area Office.
2. Provide the Resident with the Residential Access Permit Packet, as seen in Appendix 2. The complete packet must be submitted to the appropriate Area Office or Maintenance Sections.
3. Upon submission of the packet from the Resident, the Area Office or Maintenance Sections must:
 - a. Review the completeness packet. If the packet is not complete, notify the resident to correct.
 - b. The 1058 form must be submitted electronically and all fields must be filled in. No handwritten applications will be accepted.
 - c. Verify the applicant is the landowner of the property the driveway will service and the physical address is provided.
 - d. Review for the compliance with all requirements stated in the 1058 and the Residential Driveway Diagram in in the Residential Access Permit Packet
 - e. Use checklist in Figure 3 as a tool for review
4. If the preliminary review indicates the submission meets requirements, the Area Office or Maintenance Sections should;
 - a. Notify the resident of approval
 - b. Write, sign, and issue the permit
 - c. Send a copy of the residential permit to Resident, the land-owner (if applicable) and the municipal or governmental entity where the facility will be installed
 - d. Send one completed, signed and dated copy to the District Permit Office
5. If all requirements are and approved, they will be instructed to submit full, complete final set of plans, in accordance to the Commercial Access Permit Packets, for approval and signature of plat of plans by the Area Engineer.
6. If the application for permit is approved by the Area Office, the following will occur:
 - a. Notify the District Permit Coordinator
 - b. The District Permit Coordinator will log the approved permit into the database, assign a permit number, write the permit, and forward to the Area Office.
 - c. Forward approved permit to the Resident
7. If the application for permit is not approved and the Resident does not accept the recommendation of the Area Office or Maintenance Sections

- a. Notify Resident and District Permit Office of denial including the reasons for denial
- b. Provide the Resident instructions on the appeal process with Design Division.

Approval & Appeal Policies for Residential Access Driveway Permit:

- Resident must submit all documentation required in the Residential Access Permit Packet for approval, as seen in Attachment 2.
- Area Office or Maintenance Sections are authorized to issue residential access permits.
- Area Office or Maintenance is responsible for all review of completeness and whether it meets all access management requirements, as stated in the Residential Access Permit Packet.
- Upon approval or denial, the Area Office or Maintenance Sections must contact the Resident directly with the decision and copy the District Permit office on the notification.
- If approved and the resident accepts the conclusions or recommendations from the Area Office or Maintenance Sections, the Area Office or Maintenance Sections will write and issue the permit in coordination with the District Permit Office.

Figure 2: Residential Access Driveway Permit Approval Process

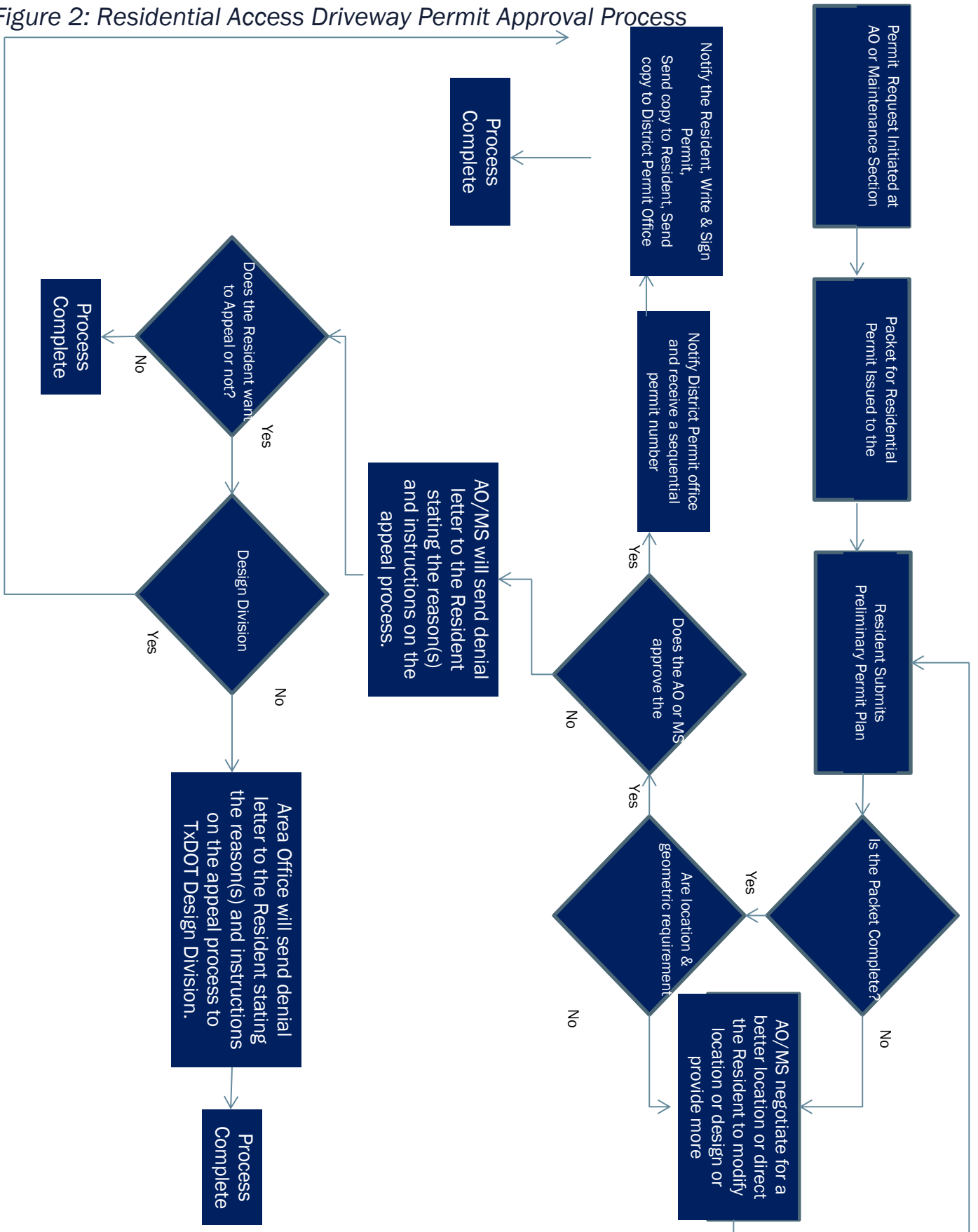


Figure 3: Residential Driveway Permit Review Checklist



TXDOT – AUSTIN DISTRICT

RESIDENTIAL DRIVEWAY PERMIT PACKET – CHECKLIST

(Rev. 11/16)

Driveway Design & Plan Items	Compliant			Requirements
	Yes	No	N/A	
Location & Property Usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No current commercial use on the property <input type="checkbox"/> Accurate location map
Geometrics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Spacing requirements <input type="checkbox"/> Driveway Geometrics (width, radii) <input type="checkbox"/> Use proper standards/details
Pedestrian/Bicycle Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Use proper standards/details
Landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Request for landscape agreement
Stopping & Sight Distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Inspected by _____ <input type="checkbox"/> Acceptable
Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Post-development discharge \leq Pre-development discharge rate onto State ROW <input type="checkbox"/> Proper pipe size <input type="checkbox"/> End-treatments <input type="checkbox"/> No adverse impact to TxDOT roadway/ROW
SWPPP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Use proper standards/details
Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Compliant (Edwards Aquifer Only)
Traffic Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Meet TMUTCD requirements
Pavement Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Meet minimums <input type="checkbox"/> Use proper standards/details

Unpermitted Driveways or Unapproved Usage of Existing Driveways:

The following are the policies and procedures when encountering unpermitted driveway or permitted driveway usage has changed without initiating the new permit process.

- For Unpermitted Driveway:
 - Notify the owner using the template letter in Appendix 3
 - The letter states it is illegal to encroach on State ROW
 - The owner has the option to submit a permit application, remove the driveway, or allow the State to remove it at their cost.
 - A deadline to respond will be provided in the letter.
 - If the owner does not respond and take action, a local Area Office must notify ROW and OGC of this citation.
- For Unapproved Usage:
 - Notify the owner using the template letter in Appendix 3
 - The letter states the usage of the driveway from the original approved permit has changed which makes the original permit invalid and requires a new permit application.
 - A deadline to respond will be provided in the letter.

If the owner does not respond and take action, a local Area Office must notify ROW and OGC of this citation.

APPENDIX 1: COMMERCIAL DRIVEWAY/ACCESS PERMITS PACKET



Austin District Commercial Access Driveway Permit Packet

Revised November 2016



November 1, 2016

To: All Access/Driveway Applicants
From: Austin District Maintenance Operations Office
Subject: Driveway/Access Permit Application Process

Dear Applicant,

TxDOT recognizes the importance of providing access to and from state highways to commercial developments. However, TxDOT access management is a balance of providing access while achieving our Department goals of enhancing system safety, reducing congestion, expanding economic opportunity, and increasing the value of transportation assets. The Austin District has developed the enclosed Commercial Access Driveway Permit Packet in an effort to manage access to the state highway system in order to accomplish our Department goals.

Listed below are the contents of the packet:

- Application Instructions including the Approval and Appeal Process
- Commercial and Industrial Driveway Access Request Form (Form 1058 & 2534)
- Plan Requirements
- Design Guideline including Approved Driveway Standards and Details

A complete packet must be submitted to the local Area Office for consideration for approval. All incomplete packets will be denied.

As early as possible in the development process, applicants are encouraged to have an early coordination meet with the local TxDOT Area Office staff, and the municipality if applicable, to discuss specific requirements, such as the need for a sale of controlled access, donation agreement, traffic impact analysis (TIA), environmental clearance, or additional agreements for sidewalks or landscape, associated with obtaining access to the state highway system. It is the intent of TxDOT to require only those elements of an engineering study or TIA that are necessary to answer the specific questions that arise during the permitting process for specific access points.

If you have any questions, please feel free to contact the Austin District Maintenance Office at (512) 832-7300.

Director of Maintenance – Austin District
Mike Arellano, P.E

Instruction for Applying for a Commercial Access Driveway Permit

1. A complete packet must be submitted to the local Area Office (as seen in the table below) for consideration for approval. Incomplete packets will not be review or approved. A TxDOT permit must be issued prior to any site construction or work within TxDOT right of way.

Area Office	Counties	Phone Number
Bastrop	Bastrop, Caldwell, Lee	(512) 321-2195
Burnet	Burnet, Blanco, Gillespie, Llano, Mason	(512) 756-2316
Georgetown	Northwest Travis, Williamson	(512) 930-5402
North Austin	East, Northeast, & Central Travis	(512)832-9599
South Austin	South Travis, Hays	(512) 282-2113

It is our District’s goal to review and approve all permits within 60 days of receiving a complete application package. The following items and documentation must be submitted to the local Area Office for review and approval.

- One (1) Electronically Completed [TxDOT Form 1058](#), “Permit to Construct Access Driveway Facilities on Highway Right of Way”
 - One (1) Electronically Completed TxDOT Form 2534 “Commercial and Energy Sector Request for Driveway Access”, if applicable.
 - Three (3) sets of paper copies (11x17 size) or 1 PDF of plans and documentation showing compliance with all Access Management requirements as stated in the Commercial Driveway Permit Guidelines, including a site plan, engineering study or traffic impact analysis (if applicable; see guidelines for more information)
2. Upon completion of Form 1058 and submission of all supporting documentation, the Area Office will perform an initial review. If complete and compliant, the permit application will be forwarded to the District Access Management Committee for approval.
 3. If approved by the District Access Management Committee,
 - a. Final plans/plats will be requested for final signature by a Committee member.
 - b. Approval letter with the approved permit will be provided.
 4. If not approved by the District Access Management Committee, the following are your options:
 - a. A denial will be sent with the reason(s) for denial and required modifications.
 - b. If you agree with the required modifications, make the changes to the plans and resubmit for approval.
 - c. If you do not accept the required plans, you can request an appeal to the Design Division.
 - d. If the Design Division review denies the permit, you can either make modifications as required or you can appeal to the Executive Director’s Board of Variance for a final review. Contact the District Permit Coordinator for instructions to this process.

Commercial Driveway Permit Guidelines & Requirements

Any permit request involving a commercial enterprise, even if located on a residential property, constitutes a commercial permit request.

Prior to submission of designs and plans, the applicant must work with the local TxDOT Area Office to determine if there is a need for a donation agreement or if sale of controlled access is required in permitting process. It is encouraged to determine this as early as possible as these activities involve more coordination with other entities within TxDOT and in some cases local municipalities.

Driveway Plans and Design

All designs must meet the requirements of the most current version of TxDOT Standard Specifications Book, TxDOT Roadway Design Manual, TxDOT Design Standards, and Local/Statewide and Federal rules and regulations.

Please provide the supporting documentation required for the applicable permit category with a complete Form 1058 application or Form 2534 (if applicable).

1. *Driveway Site Plan* – Provide proposed plans for the new driveway with the following items and documents:

- Driveway Location
 - Location Map (to scale)
 - Copy of the Plat of the property
 - Displays all new and existing commercial and residential entities the driveway will service
 - TxDOT roadways and intersecting cross streets
 - Label driveways and/or streets as “EXISTING” or “PROPOSED”.
 - Proposed modifications to existing driveways
 - Provide the posted speed for the highway intersecting the proposed access
 - Identify any access easement(s)
 - Indicate the TxDOT Right-of-Way line and any known Access Control limits.
- Geometrics
 - Spacing of Access Connections – Distances between the proposed and existing driveways and/or side streets located on the same side of the highway for the proposed driveway must meet spacing requirements in accordance to the [TxDOT Access Management Manual, Section 2.3](#), in Table 2-1 (Frontage Road) or 2-2 (All Other State Highways). Distance should be measured from edge to edge of driveways/streets, as illustrated in Figure 2-1 or 2-3 in the Access Management Manual. Attachment 3 provides the criteria for access spacing.
 - Driveway Geometric Design – Proposed driveway must meet all widths, radii, profile, driveway angles, and pedestrian requirements in accordance to the [TxDOT Roadway Design Manual, Appendix C, “Driveway Design Guidelines”](#).

- For major commercial requiring a right turn lane, the following are required in the geometric design:
 - Minimum 300 foot length
 - Minimum 100 foot taper
 - Default 4 foot thru bike lane required; match existing bike lane width if greater than 4 feet
- For signalized intersection, a minimum of 2 lanes entrance or exit lane if access is to a roadway with 4 or more lanes.
- For a minor commercial driveway only, TxDOT may allow the use of a tapered driveway as seen in Attachment 5, and for the conditions below.
 - 100 foot Tapered Driveway:
 - No shoulder exists on the State roadway
 - Posted Speed < 45 mph
 - 0'-10' wide approach (taper width measured from edge to roadway)
 - 200 foot Tapered Driveway:
 - No shoulder exists on the State roadway
 - Posted Speed ≥ 45 mph
 - 0'-10' wide approach (taper width measured from edge to roadway)
- Sidewalks – To provide safe access for pedestrians, meet all requirements in the [TxDOT Roadway Design Manual Appendix C.6](#) for sidewalks, including all ADA requirements.
 - If modification to the sidewalk outside the driveway areas is required, the applicant must contact the local city jurisdiction to obtain permission to modify the sidewalk, and in some cases, a Multiple Use Agreement (MUA) will have to be pursued.
 - All pedestrian facilities must comply with ADA requirements
- Landscape – No landscape is allowed within areas maintained by TxDOT. If landscape is desired within these areas, a landscape agreement must be entered into with TxDOT and is a separate process from driveway permitting. For more direction, contact your local TxDOT Area Office or the District Permit Office.
- Visibility - Drivers must be able to locate a driveway in time to reduce speed and negotiate the entry.
 - Signing and lighting can be used to provide drivers with information regarding driveway opening locations a considerable distance in advance.
 - On divided driveways, the sign should be located within the divider separating the entrance and exit sides of the driveway.
 - Lighting can illuminate the junction of the driveway and the highway.
 - No signage or illumination is allowed on TxDOT right-of-way.

2. *Engineering Study* – The purpose of an engineering study is to provide all supporting engineering documentation of required analyses and calculations. Required for all commercial driveway permit applications. The following information must be provided:

- Summary of intended property usage and size of the development

- General Traffic Information:
 - Trip generation and trip distribution at the proposed access points.
 - Forecasted turning movements at the proposed access connections.
 - Existing background traffic volume
 - If the traffic volume is determined to be high, a turn lane may need to be required and a TIA conducted.
- Sight & Stopping Distance – Provide calculations and analysis documenting all sight distance requirements are met.
- Drainage Grading Plans & Runoff Study–
 - A drainage study is required for all commercial driveway permits to document that the proposed development will not significantly or adversely impact the rate or volume of storm runoff that enters or leaves the State right-of-way.
 - Post-development discharge rate shall not exceed the pre-development discharge rate onto State right-of-way.
 - Drainage study must be sign and sealed by a Professional Engineer (P.E.) with a current and valid license in the State of Texas
 - Drainage studies meeting the requirements of the local jurisdiction may be acceptable, at the discretion of the TxDOT Engineer.
 - No trench drain or linear drains in TxDOT right-of-way
 - Drainage outlets shall be treated with a 6:1 Safety End Treatment (Use TxDOT SET design standard)
 - Minimum pipe size 18”
 - Pipe shall be corrugated metal or reinforced concrete pipe
 - Adjustment of impacted inlets is required, capping not allowed
 - Final Plan should state the following *“Drainage for this development has been designed such that there will be no adverse impacts on the capacity, function or integrity of Texas Department of Transportation right of way drainage facilities.”*
- Storm Water Pollution Prevention Plan
 - Specify the location and type of all temporary and permanent erosion/sedimentation and revegetation control devices on the site and within the right-of-way, in accordance to TxDOT standards.
 - Silt fence or rock berms are required downstream of construction
 - All disturbed areas require 4 inches of topsoil, seeding and soil retention blankets.
 - If the disturbed area is greater than 1 acre the applicant will be required to prepare and implement Storm water Pollution Protection Plan (SWPPP) in accordance with TCEQ requirements.
- Environmental Clearance – The completion of the environmental issues checklist will determine next steps. If no issues are identified, the Developer signs and dates the checklist certifying all information is true and accurate. This will conclude the environmental review portion of the packet submittal. If issues are identified, follow the guidance included in the form. Additional studies, agency coordination and/or permitting may be required.
 - Resource agency coordination and timeframes for clearance are dependent upon project scope and location. Coordination timeframe should be accounted for in the project timeline.
 - Projects with potential impacts to protected species, historic resources, or occurring on the Edwards Aquifer Recharge Zone and Contributing Zone may require additional time.

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- Traffic Control – Provide traffic control plans using TxDOT Standards and [Texas Manual of Uniform Traffic Control Devices \(TMUTCD\)](#). Lane closures are not allowed unless approved by TxDOT. Contact the local TxDOT Area Office for all traffic control restrictions/allowance and all requirements.
- Driveway Pavement Surface must always be non-erodible surface, such as hot mix asphalt or concrete for all commercial driveways.
- Pavement Design (For turn lane requiring widening)
 - Final surface for all commercial must be hot-mix asphalt, seal coat, or concrete.
 - Rigid (Concrete) Pavement:
 - Use the most current Austin District detail.
 - Concrete pavement is required if the adjacent State roadway is concrete pavement.
 - Minimum slab thickness is 8”.
 - Match the existing adjacent concrete pavement section if it exceeds the minimum
 - Use standard CRCP (1)-13, Continuously Reinforced Concrete Pavement, One-Layer Steel Bar Placement - applies to CRCP that is from 8 to 13 in. thick.
 - Flexible (Asphalt) Pavement:
 - Flexible pavement is required if the adjacent existing State roadway is flexible pavement.
 - Minimum flexible pavement is:
 - Surface Course: 1.5” Item 340 D-GR HMA TY D PG 70-22
 - HMA Base Course: 3.0” Item 340 D-GR HMA TY B PG 64-22
 - Flexible Base Course: 8.0” Item 247 FLBS TY A GR 5
 - The default surface course type is Item 340 TYD, unless the adjacent pavement surface course is PFC.
 - Match the existing adjacent flexible pavement section if it exceeds the minimum

3. *Traffic Impact Analysis (TIA)* – TIA is only required for major commercial driveway with the following circumstances:

- Sale of TxDOT controlled access is requested
- Major commercial driveway applications
- Requires an acceleration/deceleration turn lane to services high traffic volume, at signalized intersections (existing or proposed), or at public streets.
- Proposed driveway does not meet spacing requirements may require a TIA to determine the operational impacts of the proposed driveway on the existing state roadway and adjacent driveways or intersections.
- TxDOT Engineer determines the traffic generated by the development has the potential to adversely impact traffic flow and movement on State roadways, especially if there are sight distance issues or limited ROW. Consult with the local TxDOT Area Office to determine this prior to performing a TIA at the early coordination meeting.

When a TIA is required, provide a TIA in addition to the required information and documentation above for an Engineering Study.

If the TxDOT Engineer determines a TIA is required, provide the following information and meet the following requirements:

- TIA must be prepared by a Professional Engineer (P.E.) with a current and valid license in the State of Texas should make recommendations in the TIA for proposed driveways or street connections serving the proposed development.
- An Executive Summary in the front of the TIA is desirable to have a proposed development overview.
- All information requested above for an Engineering Study.
- Trip generation and trip distribution at the proposed access points.
- Forecasted turning movements at the proposed access connections.
- Existing background traffic volume
- Highway Capacity Analysis which shows Level of Service at each proposed access connection, and at the nearest upstream and downstream roadway intersections within 1000 feet of the access connection.

PACKET ATTACHMENT 1: ACCESS SPACING CRITERIA

Access Management Manual – Access Connections Criteria

This section discusses the application of access connection criteria on the state highway system. The criteria are intended to provide reasonable access, while ensuring the safe and efficient operations of each roadway type.

The distance between access connections is measured along the edge of the travelled way from the closest edge of pavement of the first access connection to the closest edge of pavement of the second access connection. Refer to Figure 2-3 for frontage roads and Figure 2-1 for all other highways.

Figure 2-1. Access Connection Spacing Diagram

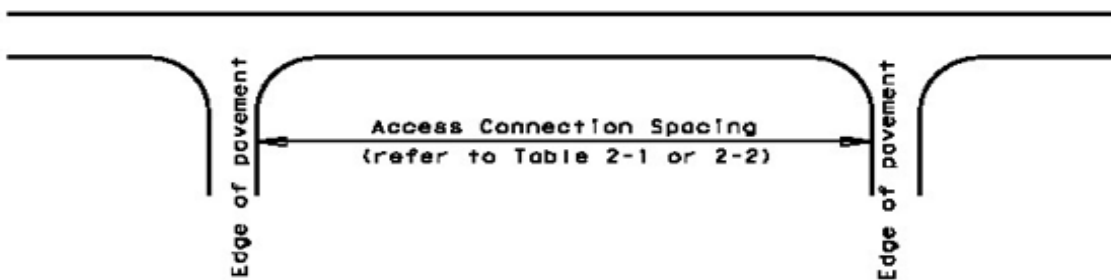


Figure 2-3. Frontage Road U-Turn Spacing Diagram

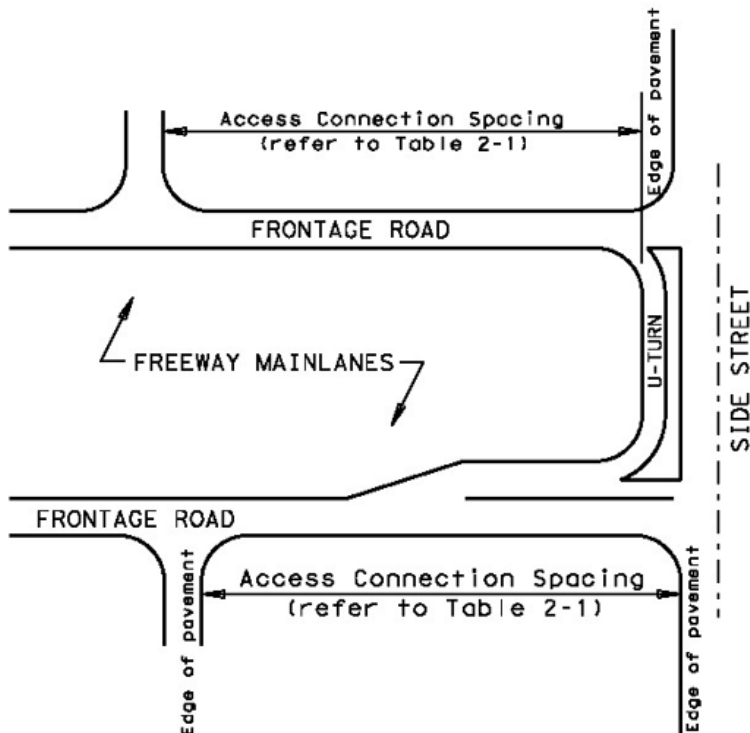


Table 2-1 gives the minimum connection spacing criteria for frontage roads.

Table 2-2 provides minimum connection spacing criteria for other state system highways. However, a lesser connection spacing than set forth in this document may be allowed without variance in the situations described in [Chapter 2, Section 5 of TxDOT Access Management Manual](#), such as to keep from land-locking a property.

Table 2-2 does not apply to rural highways outside of metropolitan planning organization boundaries where there is little, if any, potential for development with current ADT volumes below 2000. For those highways, access location and design will be evaluated based on safety and traffic operation considerations. Such considerations may include traffic volumes, posted speed, turning volumes, presence or absence of shoulders, and roadway geometrics.

Table 2-1: Frontage Road Connection Spacing Criteria

Posted Speed (mph)	⁽¹⁾⁽²⁾ Minimum Connection Spacing Distance (feet)	
	One-Way Frontages Roads	Two-Way Frontages Roads
≤ 30	200	200
35	250	300
40	305	360
45	360	435
≥ 50	425	510

1) Distances are for passenger cars on level grade. These distances may be adjusted for downgrades and/or significant truck traffic. Where present or projected traffic operations indicate specific needs, consideration may be given to intersection sight distance and operational gap acceptance measurement adjustments.

(2) When these values are not attainable, refer to the variance process as described in Chapter 2, Section 5.

Table 2-2: Other State Highways Connection Spacing Criteria

Posted Speed (mph)	⁽¹⁾⁽²⁾⁽³⁾ Minimum Connection Spacing Distance (feet)
≤ 30	200
35	250
40	305
45	360
≥ 50	425

- 1) Distances are for passenger cars on level grade. These distances may be adjusted for downgrades and/or significant truck traffic. Where present or projected traffic operations indicate specific needs, consideration may be given to intersection sight distance and operational gap acceptance measurement adjustments.
- (2) When these values are not attainable, refer to the variance process as described in Chapter 2, Section 5.
- (3) Access spacing values shown in this table do not apply to rural highways outside of metropolitan planning organization boundaries where there is little, if any, potential for development with current ADT levels below 2000. Access connection spacing below the values shown in this table may be approved based on safety and operational considerations as determined by TxDOT

Auxiliary Lanes

This subsection describes the basic use and functional criteria associated with auxiliary lanes.

Auxiliary lanes consist of left-turn and right-turn movements, deceleration, acceleration, and their associated transitions and storage requirements.

Left-turn movements may pose challenges at driveways and street intersections. They may increase conflicts, delays, and crashes and often complicate traffic signal timing. These problems are especially acute at major highway intersections where heavy left-turn movements take place, but also occur where left-turn movements enter or leave driveways serving adjacent land development. As with left-turn movements, right-turn movements pose problems at both driveways and street intersections.

Right-turn movements increase conflicts, delays, and crashes, particularly where a speed differential of 10 mph or more exists between the speed of through traffic and the vehicles that are turning right.

Table 2-3 presents thresholds for auxiliary lanes. These thresholds represent examples of where left turn and right turn lanes should be considered. Refer to the TxDOT *Roadway Design Manual*, Chapter 3, for proper acceleration and deceleration lengths.

Median Type	Left Turn to or from Property		Right Turn to or from Property (5)	
	Acceleration	Deceleration	Acceleration	Deceleration
Non-Traversable (Raised Median)	(2)	All	Right turn egress > 200 vph (4)	a. 45 mph where right turn volume is > 50 vph (3) b. where right turn volume is > 60 vph (3)
Traversable (Undivided Road)	(2)	(1)	Same as above	Same as Above

(1) Refer to Table 3-11, TxDOT Roadway Design Manual, for alternative left-turn-bay operational considerations.

(2) A left-turn acceleration lane may be required if it would provide a benefit to the safety and operation of the roadway. A left-turn acceleration lane would interfere with the left-turn ingress movements to any other access connection.

(3) Additional right-turn considerations:

- Conditions for providing an exclusive right-turn lane when the right-turn traffic volume projections are less than indicated in Table 2-3:
 - High crash experience
 - Heavier than normal peak flow movements on the main roadway
 - Large volume of truck traffic
 - Highways where sight distance is limited
- Conditions for NOT requiring a right-turn lane where right-turn volumes are more than indicated in Table 2-3:
 - Dense or built-out corridor where space is limited
 - Where queues of stopped vehicles would block the access to the right turn lane
 - Where sufficient length of property width is not available for the appropriate design

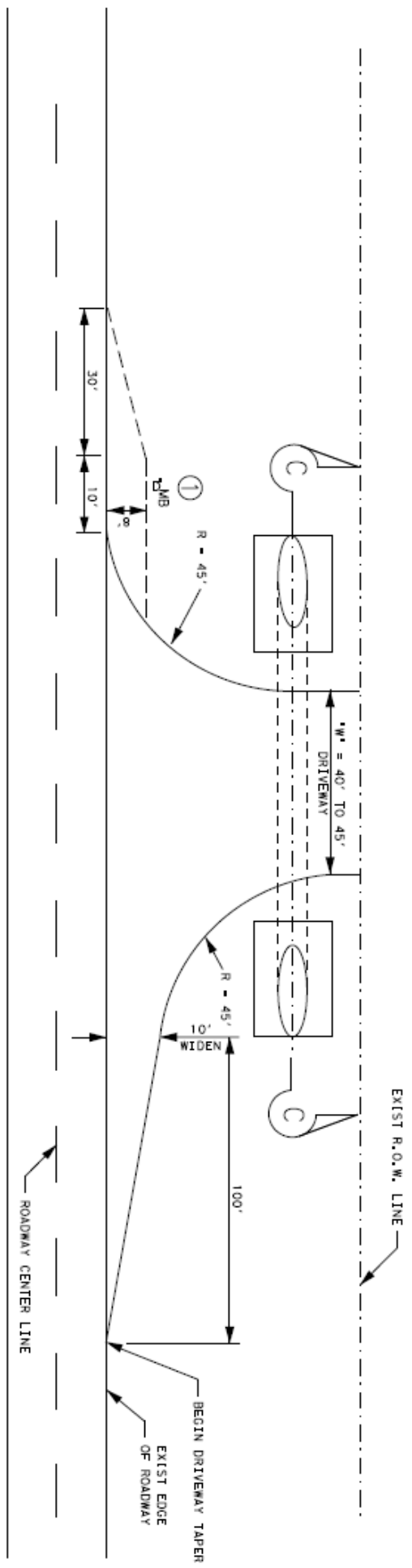
(4) The acceleration lane should not interfere with any downstream access connection.

The distance from the end of the acceleration lane taper to the next unsignalized downstream access connection should be equal to or greater than the distances found in Table 2-2.

- Additionally, if the next access connection is signalized, the distance from the end of the acceleration lane taper to the back of the 90th percentile queue should be greater than or equal to the distances found Table 2-2.

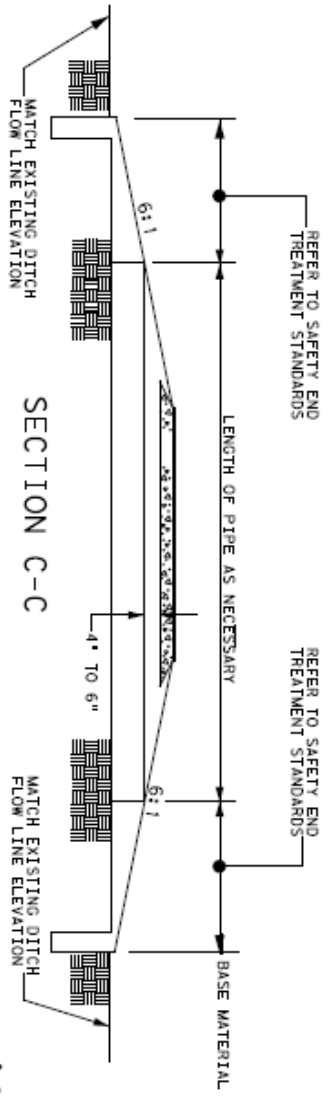
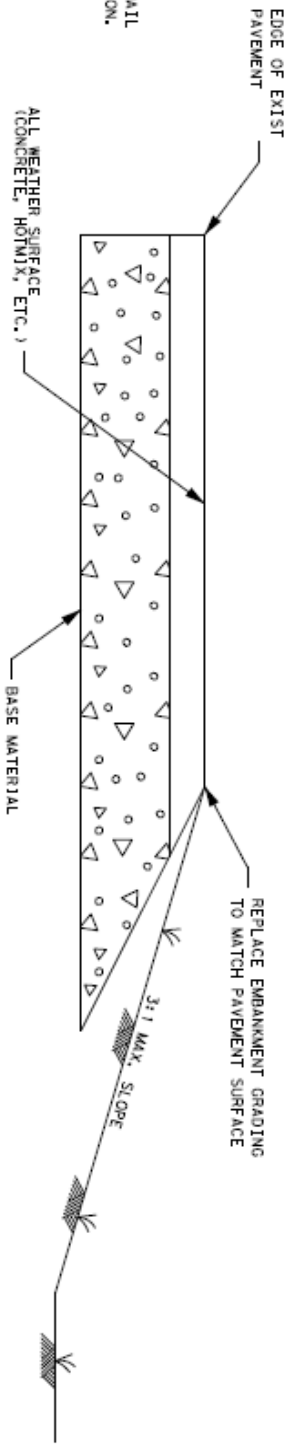
(5) Continuous right-turn lanes can provide mobility benefits both for through movements and for the turning vehicles.¹ Access connections within a continuous right turn lane should meet the spacing requirements found in Table 2-2. However, when combined with crossing left in movements, a continuous right-turn lane can introduce additional operational conflicts.

PACKET ATTACHMENT 2: AUSTIN DISTRICT TAPERED DRIVEWAY DETAIL

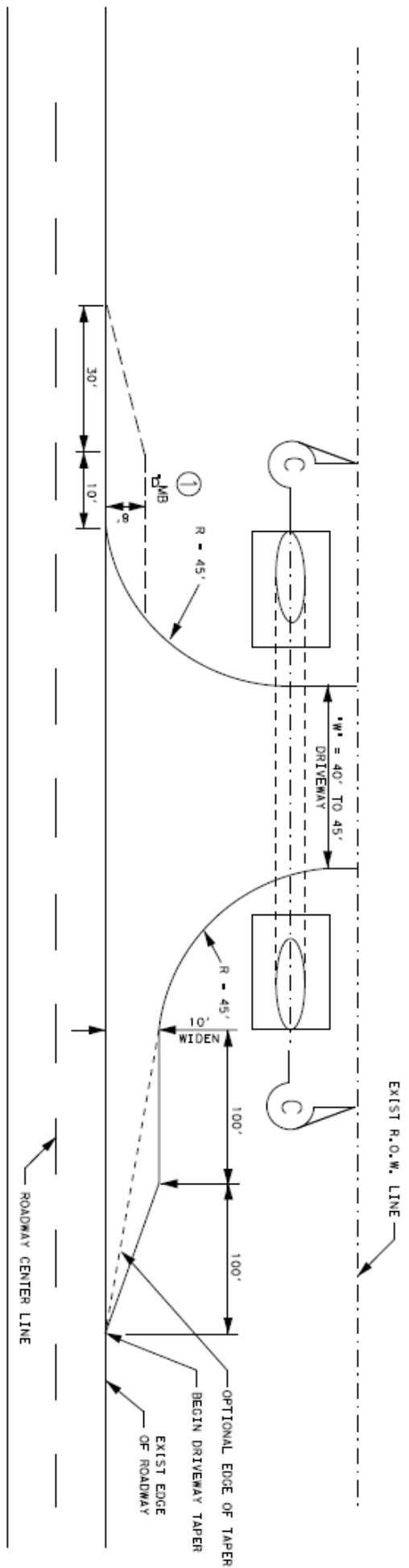


① WALLBOX PAD IS ONLY REQUIRED IF WALL IS TO BE DELIVERED AT THIS LOCATION.

TYPICAL URBAN DRIVEWAY SECTION

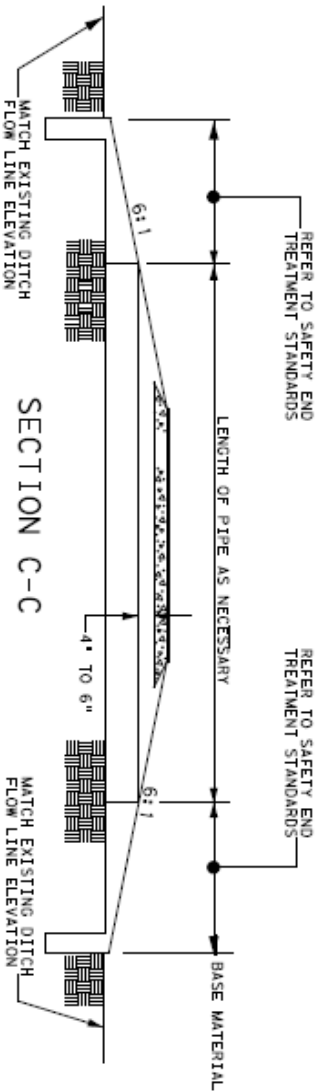
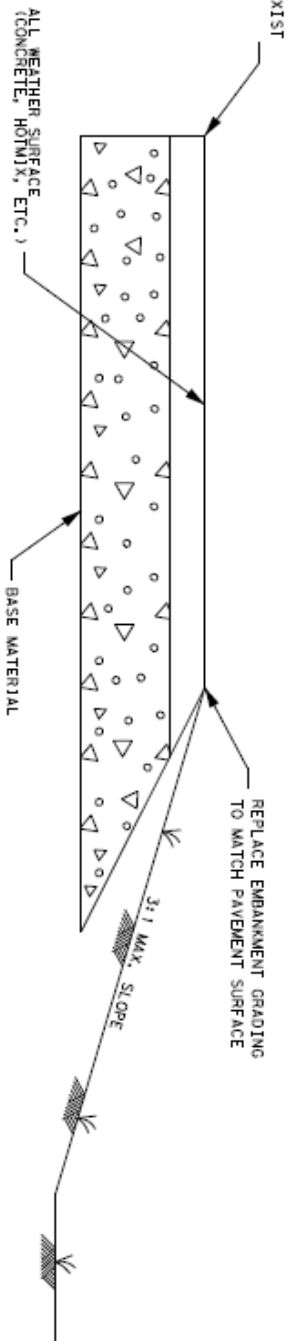


NON RESIDENTIAL DRIVEWAY
45 MPH OR LESS



① MAILBOX PAD IS ONLY REQUIRED IF MAIL IS TO BE DELIVERED AT THIS LOCATION.

TYPICAL URBAN DRIVEWAY SECTION



NON RESIDENTIAL DRIVEWAY
GREATER THAN 45 MPH

APPENDIX 2: RESIDENTIAL DRIVEWAY/ACCESS PERMITS PACKET



Austin District Residential Access Driveway Permit Packet

Revised: November 2016



November 1, 2016

To: Driveway Applicant(s)
From: Austin District Maintenance Operations Office
Subject: Driveway/Access Permit Application Process

Dear Applicant,

TxDOT recognizes the importance of providing access to and from state highways to residential property. However, TxDOT access management is a balance of providing access while achieving our Department goals of enhancing system safety, reducing congestion, expanding economic opportunity, and increasing the value of transportation assets. The Austin District has developed the enclosed Residential Access Driveway Permit Packet in an effort to manage access to the state highway system in order to accomplish our Department goals.

Please following the instruction enclosed in the packet. Listed below are the contents of the packet:

- Application Instructions including the Approval and Appeal Process
- Permit to Construct Access Driveway Facilities on Highway Right of Way (Form 1058)
- Design Guideline including Approved Driveway Standards and Details

A complete packet must be submitted to the local Area Office for consideration for approval. All incomplete packets will be denied.

As early as possible in the development process, applicants are encouraged to have an early coordination meet with the local TxDOT Area Office staff, and the municipality if applicable, to discuss specific requirements unique to the location proposed. It is the intent of TxDOT to require only those elements of an engineering study that are necessary to answer the specific questions that arise during the permitting process for specific access points.

If you have any questions, please feel free to contact the Austin District Maintenance Office at (512) 832-7300.

Director of Maintenance – Austin District
Mike Arellano, P.E

Instruction for Applying for a Residential Access Driveway Permit

1. A complete packet must be submitted to the local Area Office (as seen in the table below) for consideration for approval. Incomplete packets will not be review or approved. A TxDOT permit must be issued prior to any site construction or work within TxDOT right of way.

Area Office	Counties	Phone Number
Bastrop	Bastrop, Caldwell, Lee	(512) 321-2195
Burnet	Burnet, Blanco, Gillespie, Llano, Mason	(512) 756-2316
Georgetown	Northwest Travis, Williamson	(512) 930-5402
North Austin	East, Northeast, & Central Travis	(512)832-9599
South Austin	South Travis, Hays	(512) 282-2113

It is our District’s goal to review and approve all permits within 60 days of receiving a complete application package. The following items and documentation must be submitted to the local Area Office for review and approval.

- One (1) Electronically complete [TxDOT Form 1058](#), “Permit to Construct Access Driveway Facilities on Highway Right of Way”
 - One (1) Location Map
 - One (1) Completed Residential Driveway Detail, as seen in Attachment 2.
 - Three (3) sets of any additional documentation required to demonstration compliance
2. Upon completion of Form 1058 and submission of all supporting documentation, the Area Office or Maintenance Section will perform an initial review for completeness and compliance.
 3. If complete and compliant, the Area Office or Maintenance Section will
 - a. Approve the application
 - b. Notify the District Permit Office to receive a permit number
 - c. Approval letter with the approved permit will be provided.
 4. If not approved, the Area Office or Maintenance Section will
 - a. A denial will be sent with the reason(s) for denial and required modifications.
 - b. If you agree with the required modifications, make the changes to the plans and resubmit for approval.
 - c. If you do not accept the required plans, you can request an appeal to the Design Division.
 - d. If the Design Division review denies the permit, you can either make modifications as required or you can appeal to the Executive Director’s Board of Variance for a final review. Contact the District Permit Coordinator for instructions to this process.

Residential Driveway Permit Guidelines & Requirements

These guidelines are for single family residential driveway permits only. Any permit request involving a commercial enterprise, even if located on a residential property, constitutes a commercial permit request and would have to be requested through the commercial driveway access permitting process.

All designs must meet the requirements of the most current version of TxDOT Standard Specifications Book, TxDOT Roadway Design Manual, TxDOT Design Standards, and Local/Statewide and Federal rules and regulations.

Please provide the supporting documentation required for the applicable permit category with a complete Form 1058 application, if necessary.

Provide the following documentation with the Residential Driveway Detail:

- Aerial Location Map (i.e.: Google Image)
 - Displays all new and existing residential entities the driveway will service
 - TxDOT roadways and intersecting cross streets
 - Northern Directional Arrow

Driveway Design & Detail

Each permit application submitted should be accompanied with a Residential Driveway Detail with all driveway and drainage information filled out. Additional documentation may be required depending on the surrounding conditions and details, such as traffic control plan issues, curb & gutter, and sidewalk & pedestrian elements that are proposed within the State Right of Way.

Driveway Spacing of Access Connections

Distances between the proposed and existing driveways and/or side streets located on the same side of the highway for the proposed driveway must meet spacing requirements in accordance to the [TxDOT Access Management Manual, Section 2.3](#). in Table 2-2 (All Other State Highways). Distance should be measured from edge to edge of driveways/streets, as illustrated in Figure 2-3 in the Access Management Manual.

Figure 2-1. Access Connection Spacing Diagram ([Access Management Manual](#))

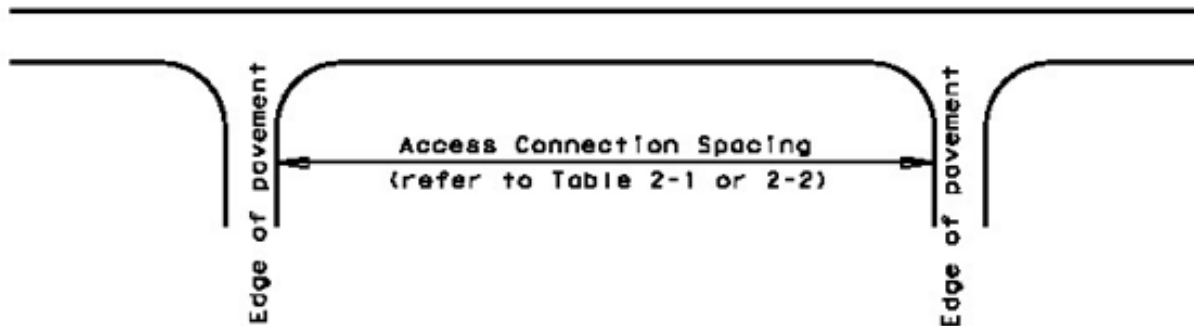


Table 2-2: Other State Highways Connection Spacing Criteria ([Access Management Manual](#))

Posted Speed (mph)	⁽¹⁾⁽²⁾⁽³⁾ Minimum Connection Spacing Distance (feet)
≤ 30	200
35	250
40	305
45	360
≥ 50	425

1) Distances are for passenger cars on level grade. These distances may be adjusted for downgrades and/or significant truck traffic. Where present or projected traffic operations indicate specific needs, consideration may be given to intersection sight distance and operational gap acceptance measurement adjustments.

(2) When these values are not attainable, refer to the variance process as described in Chapter 2, Section 5.

(3) Access spacing values shown in this table do not apply to rural highways outside of metropolitan planning organization boundaries where there is little, if any, potential for development with current ADT levels below 2000. Access connection spacing below the values shown in this table may be approved based on safety and operational considerations as determined by TxDOT

- Driveway Geometrics – Proposed driveway must meet all widths, radii, profile, driveway angles, and pedestrian requirements in accordance to the [TxDOT Roadway Design Manual, Appendix C, “Driveway Design Guidelines”](#).
 - Radius & Widths – Driveways serving single-family or duplex residences are normally designed as non-simultaneous two-way driveways. Standard design criteria for private residential driveways are provided in Table C-1. However, for existing cases where the criteria cannot be obtained, every attempt should be made to match the existing driveway width at the ROW line.

Figure C-2. Driveway Design Elements ([TxDOT Roadway Design Manual](#))

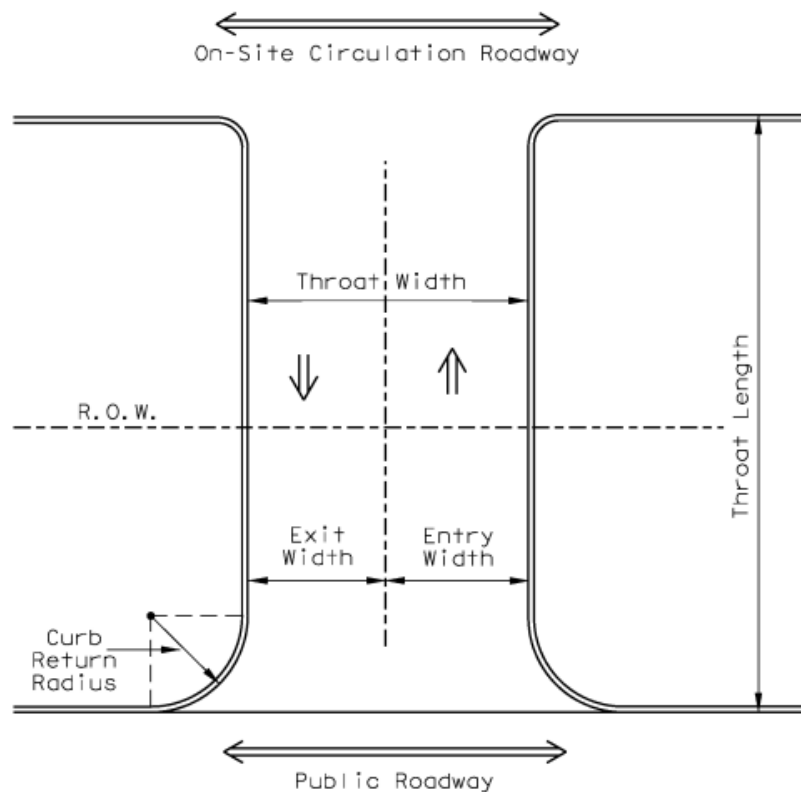


Table C-1. Design Criteria for Private Residential Driveways ([TxDOT Roadway Design Manual](#))

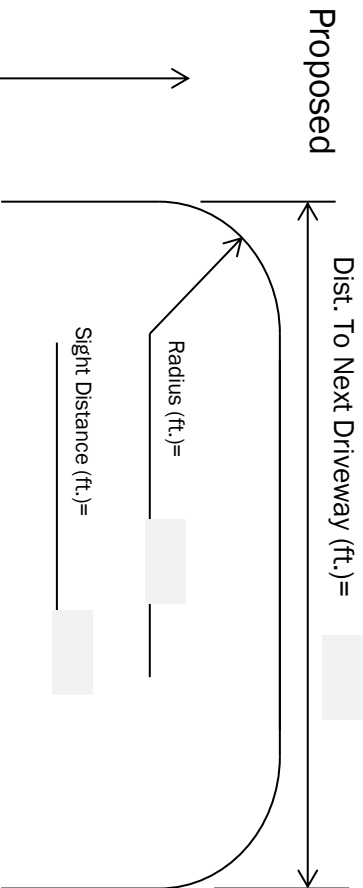
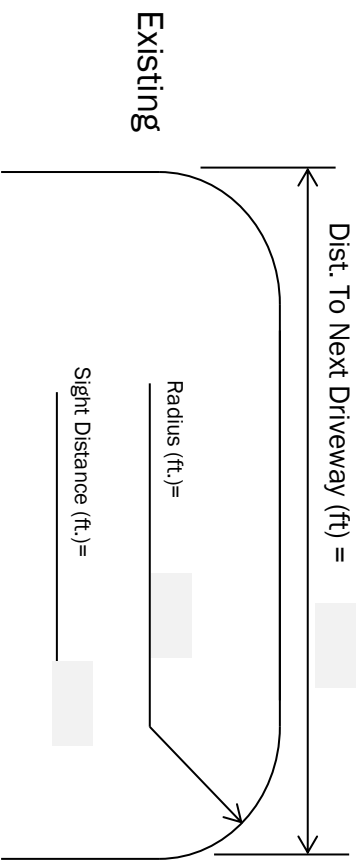
Radius	Throat Width	
Minimum (feet)	Standard (feet)	Maximum (feet)
20	14	24

- Profile – Meet requirements in the District Driveway Detail.
 - Maximum of 12 percent for private residential driveways
 - Recommended is 8 - 10%
- Driveway Angle – Two-way driveways should intersect the roadway at an angle of ninety degrees unless it is determined that a lesser angle will provide satisfactory traffic operations for the highway. Minimum angle is 75 degrees.
- Other Driveway Appurtenances (If Applicable)
 - Traffic Control – Provide traffic control plans using TxDOT Standards and [Texas Manual of Uniform Traffic Control Devices \(TMUTCD\)](#). Lane closures are not allowed unless approved by TxDOT. Contact the local TxDOT Area Office for all traffic control restrictions/allowance and all requirements.
 - Drainage – Drainage study is not required, unless directed otherwise by the local TxDOT Area Engineer.
 - Post-development discharge rate shall not exceed the pre-development discharge rate onto State right-of-way.
 - Drainage outlets shall be treated with a 6:1 Safety End Treatment
 - Minimum pipe size 18"
 - Pipe shall be corrugated metal or reinforced concrete pipe
 - Adjustment of impacted inlets is required, capping not allowed
 - Storm Water Pollution Prevention Plan
 - As recommended by the local TxDOT Area Engineer.
 - Pavement Design
 - Specify surface type (gravel, asphalt, or concrete)
 - Minimum coverage of 6" flexible base over the drain pipe; more may be required if directed by the Engineer

ATTACHMENT 1: RESIDENTIAL DRIVEWAY DETAIL

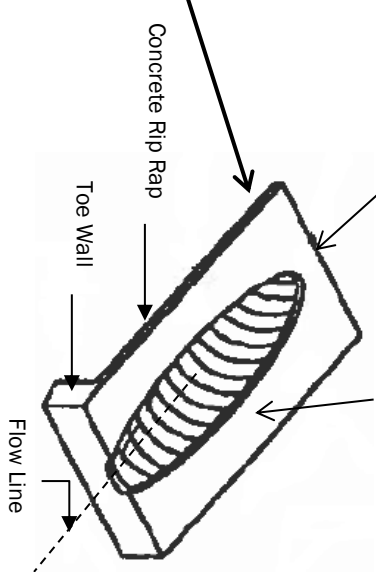
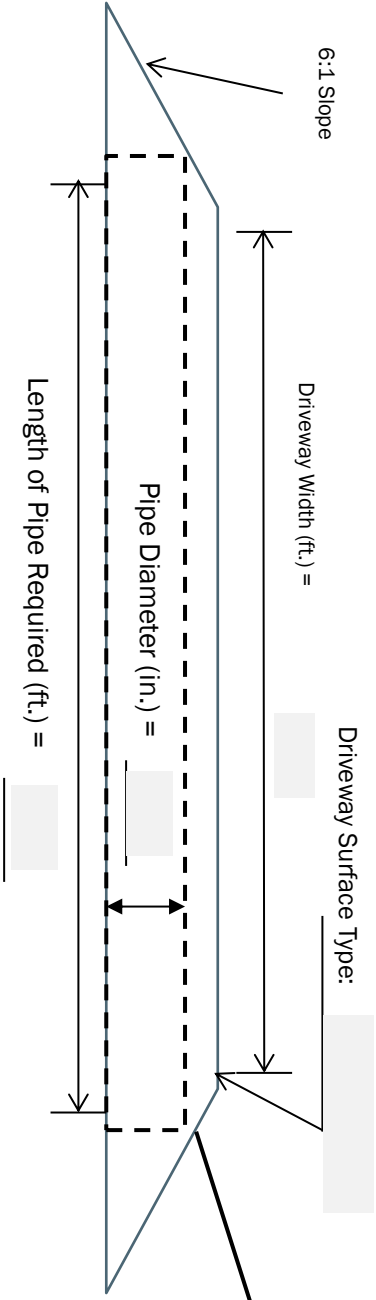
Residential Driveway Detail

HWY: _____ Posted Speed = _____ ft./hr.
 County: _____ ADT = _____ Resident Name: _____
 Control-Section: - - - - - Address: _____



TRM: _____ + _____
 Lat: _____
 Long: _____

Minimum 8 in.
 Concrete Top
 Minimum 8 in.
 Concrete Top



Safety end treatment required on each end of the culvert pipe with concrete rip & rebar at a minimum 6:1 slope; 8:1 is preferred.

APPENDIX 3: UNPERMITTED DRIVEWAY LETTER

PLACE THE FOLLOWING ON TXDOT LETTER HEAD

Dear Resident,

The purpose of this letter is to notify you there is not a permit on record for the driveway servicing your property adjacent to (State Highway, address, ex, 7900 Block of IH-35, Austin Texas).

A driveway permit is required when installing and tying into TxDOT Right-of-Way (ROW). It is illegal to encroach onto State owned ROW without permit.

To prevent any legal issues, the following options are available to you:

- Submit a driveway permit application (preferred action)
- Remove the driveway
- Or allow the State to remove it

TxDOT recognizes the importance of providing access to and from state highways to residential or commercial property. However, TxDOT access management is a balance of providing access while achieving our Department goals of enhancing system safety, reducing congestion, expanding economic opportunity, and increasing the value of transportation assets.

Please respond with 30 days of the date of this letter. If a response is not received, we will have to notify the Office of General Counsel (OGC) and our Right-of-Way department about this citation.

Our desire is to work with you to resolve this issue with a driveway permit application, which we've attached with this letter. Please feel free to contact our office for any assistance you may need with this application.

Thank you for your attention to this matter.

(Area Engineer Name)

(Area Office)

(Area Office Address)

(Area Office Phone Number)