



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

Application Form for State Highway Approach (Form No. 734-2680). This application represents the initial submission of basic information regarding your proposed approach. The permitting process varies with each applicant and additional information may be required after the application is submitted. For example, an approach in an area with drainage issues may require a hydrology report. A pre-application meeting with your district office can bring these supplemental requirements to your attention ahead of time.

Pre-application meetings. You may request a pre-application meeting for an approach permit application to review application requirements, timelines, technical elements, and other issues specific to your application. Pre-application are optional, but help clarify the process and avoid delays once an approach application is submitted. To request a meeting, complete the Pre-Application Form for State Highway Approach available on the [Access Management webpage](#).

Application form. Complete all boxes on the application form and attach any required items. The Application Form for State Highway Approach is attached to these instructions. Incomplete forms may be returned to the applicant for completion which may delay the processing of your application.

If you have questions about completing any part of this application, contact your ODOT District office for assistance. District maps and contact information are available on the [Maintenance and Operations Programs webpage](#).

Applicants may sign the application with a pen or sign electronically, and then email or send a hardcopy. All are acceptable. Submit your completed application to your ODOT District office where your application will be processed in accordance with Oregon Administrative Rules, Chapter 734, Division 51 Highway Approaches, Access Control, Spacing Standards and Medians. For email addresses, contact your ODOT District office for assistance. We will notify you within 30 days after receiving your application if additional information or documents are required to continue processing your application.

1. Provide applicant contact information.
2. Provide details about the location of the proposed approach.
3. Indicate the type of approach requested.
 - New Approach – when there is no existing driveway
 - Change of Use – when the property use/activity is changing
 - Temporary – limited duration (e.g., temporary logging access)
 - Special Use – specific use/limited volume (e.g., emergency services, utilities)
4. Provide property owner information.
5. Provide designated agent information (if applicable).
 - a. If the applicant and property owner are not the same, then the property owner must authorize the applicant to act as a designated agent on the owner's behalf.
 - b. The applicant must have the property owner complete this section 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. Read the declaration before signing and dating the form.
7. Describe the existing land use and the proposed land use.
8. Assessor Maps

List all of the county assessor's tax lot numbers for the property served by the approach. Attach a copy of the current assessor map(s) for the subject property and all the adjacent tax lots with the following notations:

 - a. Highlight all tax lots to be served by the requested approach
 - b. Show the location of the requested approach on the tax lot map
 - c. Provide the names and addresses for all owners of adjacent tax lots, including tax lots under the same ownership as the subject property
9. Provide property owner(s) contact information.
10. Trip Generation

Trip generation refers to the number of vehicles entering and exiting a property. A "trip" is the one-way movement (either the entering or exiting) of a standard vehicle at an approach. For example, three customers at a business would count as (6) trips with each vehicle entering and exiting the approach. The exception to this deals with vehicles weighing 26,000 pounds GVW or more, which count entering and exiting as just one trip. Using the same example, three semi-trucks delivering supplies to a business would only count as (3) trips.
11. See Attachment A for information on submitting a site plan.
12. Land Use Compatibility Statement (LUCS)

The LUCS is required as part of every Application for State Highway Approach and must be completed and signed by the appropriate local planning official. DO NOT DETACH the LUCS from the application form. The planning official will need to review information about the property, requested approach, and proposed land use in order to complete the LUCS. ODOT may accept a final land use decision in lieu of a LUCS.

Attachment A: Site Plan

Applicants are required to submit a site plan. If there is a pending local land use approval for the proposed use, you must attach a copy of the site plan that is being reviewed or has been approved by the local jurisdiction. Use the following guidelines when submitting a site plan.

- **Submit drawings 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
- **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 tax lots with the corresponding tax lot numbers.
 - Show all public streets abutting the subject property. Label street names. Show number of lanes, lane widths, and the direction of traffic flow for each lane.
- **Use solid lines to show site elements (proposed as well as remaining):**
 - The location of existing approaches or access connections
 - The location of proposed approach, the width, and turning movements
 - Label distances from center of requested approach to property lines
 - Label distance from center of requested approach to 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, lane widths, 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
- **Use dashed lines to show any access or "cross-over" easements as well as existing site elements that will be removed, including:**
 - Existing access or "cross-over" easements with neighboring properties
 - Label whether the easement will remain
 - Proposed new access or "cross-over" easements with neighboring properties
 - The location of existing approaches and 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
 - Place an "X" over any easement, building, equipment, or facility to be removed



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Application Form for State Highway Approach

Date Received

Applicant Information				
Last Name:		First Name:		
Company Name (if applicable):				
Street Address:				
City:	State:	ZIP:	County:	
Mailing Address:				☐ Check if the same
City:	State:	ZIP:	County:	
Phone:	Cell:	FAX:		
Email:				
Location of Proposed Approach				
☐ Check if the same as the street address above				
Street Address (if established):				
City:	State: OR	ZIP:	County:	
Highway Name:		Route:	Milepoint:	
Side of Highway: ☐ North ☐ South ☐ East ☐ West				
Type of Approach				
☐ New approach ☐ Change of Use ☐ Temporary ☐ Special Use ☐ Grandfathered				
Property Owner Information				
Is the applicant the owner of the subject property? ☐ YES ☐ NO; if YES skip to Applicant Signature.				
Authorization of Designated Agent				
I/We _____		printed owner(s) name		
authorize _____		printed applicant name		
to represent me as my agent in the matter of this State Highway Approach Permit Application.				
Signature(s):			Date:	
Applicant Signature				
I certify that to the best of my knowledge, the information on this application and the required attachments are true and correct, that I have the authority to apply for this permit, and if it is approved that throughout its operation I will be bound by the terms of OAR 734-051.				
Printed name:				
Signature:			Date:	

Property Use to be Served by Proposed Approach														
Describe the <u>existing</u> land use on the subject property:														
Describe the <u>proposed</u> land use on the subject property:														
County Assessor Map Numbers														
Fill in the township, range, section, and tax lot numbers. Attach a copy of the current assessor map(s).														
Township	Range	Section	Tax Lot	Township	Range	Section	Tax Lot							
Property Owner Information														
Last Name:				First Name:										
Company Name (if applicable):														
Street Address:														
City:		State:		ZIP:		County:								
Mailing Address:						☐ Check if the same								
City:		State:		ZIP:		County:								
Phone:			Cell:			FAX:								
Email:														
Are there co-owners of the property? ☐ YES ☐ NO; if YES attach the same details above in a separate document.														
Trip Generation														
Existing Average Daily Trips:				Proposed Average Daily Trips:										
_____ Total of all vehicles entering/exiting property				_____ Total of all vehicles entering/exiting property										
_____ Total of all vehicles ≥ 26,000 GVW				_____ Total of all vehicles ≥ 26,000 GVW										
Site Plan														
A site plan is a required attachment to the <i>Application Form for State Highway Approach</i> (see instructions Attachment A). Site plan attached? ☐ YES ☐ NO														

ODOT Use Only			
Deviation requested? ☐ YES ☐ NO; if YES indicate the type of deviation(s) requested:			
☐ Access Spacing	☐ Channelization	☒ Sight Distance	
Traffic Impact Analysis required?	☐ YES ☐ NO	Neighbor Notification required?	☐ YES ☐ NO
Traffic Impact Analysis waived?	☐ YES ☐ NO	Neighbor Notification complete?	☐ YES ☐ NO
Waived by:	Date:		

Land Use Compatibility Statement (LUCS)		
*** A FINAL LAND USE DECISION MAY BE ACCEPTED IN PLACE OF THIS LUCS ***		
Instructions		
Provide your complete application to the appropriate local jurisdiction, not just the LUCS section. Information on the subject property, the proposed approach, and the land use or activity to be served by the approach is necessary for the local jurisdiction to complete the LUCS.		
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 (e.g., lot size, double frontage lots, and flag lots). - Zoning ordinances (e.g., permitted use, conditional uses, and development density). - Site plan/design review (e.g., access location, on-site circulation, 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.		
<i>OAR 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.</i>		
Subject Property Location (check all that apply): ☐ Inside UGB ☐ Inside city limits ☐ Outside UGB ☐ Urban Unincorporated Community ☐ Unincorporated Community in county ☐ Designated Special Transportation Area within an unincorporated community		
Plan and Zone Designations: Current designation(s): Proposed designation(s): Current zone(s): Proposed zone(s):		
Is the proposed approach to the highway a city street or county road? ☐ YES ☐ NO		
Does land use to be served by the approach require land use or development review? ☐ YES ☐ NO; If YES... Has an application been received? ☐ YES ☐ NO Application currently under review for the use/activity to be served by the proposed approach? ☐ YES ☐ NO; If NO... Final decision for the use/activity to be served by the proposed approach, including an appeal? ☐ YES ☐ NO; If YES... Was the final decision to: ☐ Approve ☐ Approve with conditions ☐ Deny Land Use File No: Assigned Planner:		
The attached Site Plan is ☐ Approved or ☐ Under Review for the use/activity to be served.		
A Traffic Impact Analysis ☐ has been requested or ☐ is under review for the use/activity to be served.		
Local Planning Official Certification ☐ Municipal Authority ☐ County Authority		
Name:	Title:	
Mailing Address:		
City:	State: OR	ZIP:
Phone:	Cell:	FAX:
Email:		
Signature:	Date:	