



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

**APPLICATION TO CONSTRUCT AND
MAINTAIN DRIVEWAY OR
APPROACH ROAD ON HIGHWAY
RIGHT-OF-WAY**

RECEIVED BY DOT&PF

**APPLICATIONS MUST BE SUBMITTED
AT LEAST 60 DAYS BEFORE CONSTRUCTION**



The State of Alaska, Department of Transportation and Public Facilities (DOT&PF) is pleased to announce the availability of online permitting for driveways and approach roads.

You may apply online at www.dot.state.ak.us/permits.

Computer access is available at all public libraries
and at the main offices of DOT&PF's regional offices.

If you choose to complete this paper application, please mail it to the appropriate address below and DOT&PF personnel will input the information for you.

Southeast Region	Central Region	Northern Region
<p>Mailing Address: AKDOT/PF D&ES ROW 6860 Glacier Hwy Mail Stop 2506 Juneau AK 99801-7909</p> <p>Voice: (907) 465-4540 or 1-800-575-4540 Fax: (907) 465-3506 TDD: (907) 465-4410</p> <p>Physical Address: AKDOT/PF D&ES ROW 6860 Glacier Hwy Juneau AK 99801-7909</p>	<p>Mailing Address: AKDOT/PF D&ES ROW P.O. Box 196900 Anchorage AK 99519-6900</p> <p>Voice: (907) 269-0700 or 1-800-770-5263 Fax: (907) 248-9456 TDD: (907) 269-0473</p> <p>Physical Address: AKDOT/PF D&ES ROW 4111 Aviation Drive Anchorage AK 99502-1058</p>	<p>Mailing Address: AKDOT/PF D&ES ROW 2301 Peger Road Mail Stop 2553 Fairbanks AK 99709-5316</p> <p>Voice: (907) 451-5400 or 1-800-475-2464 Fax: (907) 451-5411 TDD: (907) 451-2363</p> <p>Physical Address: AKDOT/PF D&ES ROW 2175 South University Ave., #2 Fairbanks AK 99709-4910</p>

APPLICATION CHECKLIST FOR A DRIVEWAY PERMIT

- Recorded Subdivision Plat (11" x 17") – a clean, legible copy or original. The plat must contain the plat notes. This can be obtained from the State of Alaska, Department of Natural Resources, Recorder's Office. If a plat is not available, a recorded waiver resolution or recorded waiver subdivision is acceptable.
- Site plan of the subject property that indicates:
 - the location of proposed driveway
 - related parking arrangement
 - the location of improvements (existing or proposed)
- Proof of Ownership or Lease Agreement showing authorization to obligate the owner and land.
- A Traffic Impact Analysis if for a commercial site that will generate 100+ vehicles per hour.
- Traffic Control Plan if driveway construction involves: (1) cuts in roadway pavement or physical disruptions to the shoulder section, (2) excavations of the roadside foreslope from the road shoulder to the base of ditch, (3) traffic lane disruptions or closures, (4) pathway and sidewalk disruptions or closures, and (5) making temporary or permanent guardrail breaks.
- Lane Closure Permit if construction of the driveway will interfere with vehicular or pedestrian traffic.
- For a residential or farm driveway: \$100 nonrefundable application processing fee.
- For a residential or farm driveway: \$500 Performance Deposit. This will be refunded after the driveway is constructed, if an inspection assures that it was built to State of Alaska construction standards.
- For a commercial property driveway: Retainer fee to be determined when the application is submitted.
- Complete, **ORIGINAL** signed and dated application.

APPLICATION CHECKLIST FOR AN APPROACH ROAD PERMIT

- Engineered drawings, half size maximum (11" x 17"), containing a Professional Engineer (PE) Stamp that shows:
 - 1) Existing and proposed typical section(s) for proposed work within State right-of-way.
 - 2) Plan view of proposed work, with a maximum scale of 1" to 40'. Include any existing approach road within 400 feet. Indicate limits of asphalt surfacing.
 - 3) Profile extending from centerline of state road to right-of-way along the proposed approach road.
 - 4) Cross-section of the proposed approach road showing:
 - Surfacing (minimum paved to radius return).
 - Depths of proposed structural layers.
 - Minimum 24" cross pipe culvert - Corrugated Metal Pipe [CMP] (if required).
 - Fore-slope of ditch on fill. (Minimum, 3:1 within 30 feet of shoulder of state road).
 - Any obstructions, poles, fences, etc.
 - 5) Locations of signing, illumination, and striping. Include auxiliary lanes and signals where applicable.
 - 6) Drainage considerations/storm drainage features signed by the engineer.
 - 7) Any proposed usage of DOT&PF Standard Drawings.
 - 8) Sight distance at intersection.
 - 9) Pedestrian pathway if applicable.
 - 10) Utilities located within a 50-foot radius of the construction area.

- Recorded existing subdivision/property plat with notes.

- Proposed plat – engineer-stamped plan set of proposed design.

- Proof of Ownership of the property being accessed from a State road.

- Retainer fee of \$5,000, submitted with application. This will be used for staff time in completing the review process. Any remaining balance will be refunded after the road is constructed and inspected to assure it is built to standard and as-built plans have been submitted to DOT&PF.

- Traffic Impact Analysis if a commercial site will generate 100+ vehicles per hour.

- Traffic Control Plan (This requires a permit before beginning construction.)

- Complete, **ORIGINAL** signed and dated application.

APPLICATIONS MUST BE SUBMITTED NO LESS THAN 60 DAYS BEFORE CONSTRUCTION

CUSTOMER INFORMATION

Applicant Name: _____

Company or
Organization Name: _____

Address: _____

Phone: () _____ - _____

Fax: () _____ - _____

E-mail: _____

DOT&PF REGION WHERE DRIVEWAY OR APPROACH ROAD WILL BE LOCATED
(See page one for regional office locations):

SOUTHEAST **CENTRAL** **NORTHERN**

LOCATION:

State Road _____ Milepost: _____

Tax ID# _____ Legal Description: _____

Subdivision _____

DRIVEWAY OR APPROACH ROAD INFORMATION

Is access available from other public rights-of-way? Yes No

If yes, how? _____

Is the driveway or approach road within a platted right-of-way? Yes No

If yes, where? _____

How many lots will the driveway or approach road serve? _____

Size of the tract served by driveway? _____ square feet OR _____ acres.

Is the driveway or approach road located within a zoning authority? Yes No

If yes, what authority? _____

Zoning designation: _____

Is the driveway or approach road proposed or existing? Yes No

Date work will be completed in accordance with attached plan: _____

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 the tract served by the driveway or approach road?

Residential Commercial Other _____

DRIVEWAY/APPROACH ROAD SPECIFICATIONS:

Select the geographic direction as you enter the driveway or approach road:

North

South

East

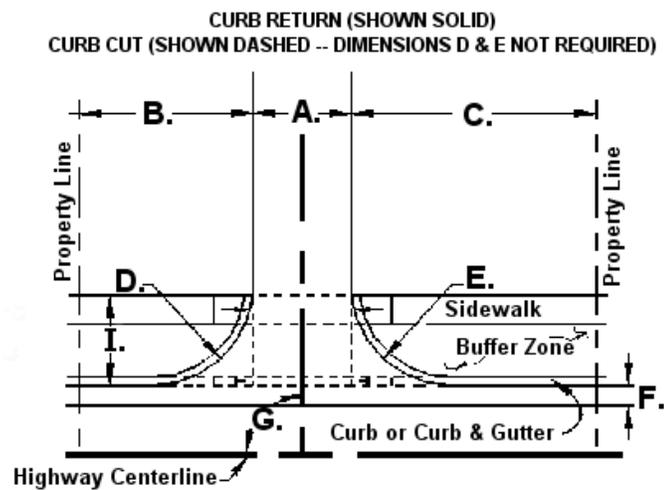
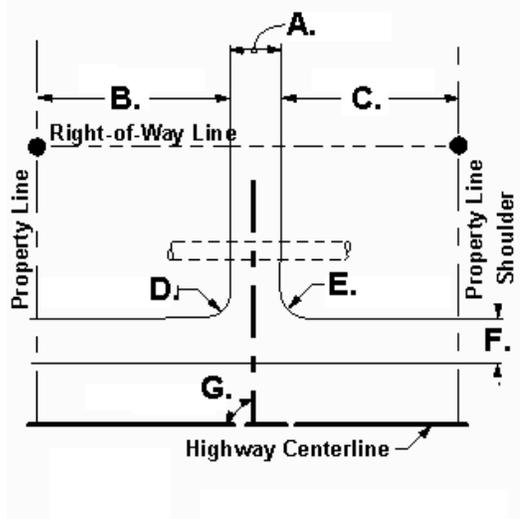
West

For assistance in providing the following information, see the drawing at the bottom of the page, with letters A, B, C, etc., keyed to the required information.

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: <input type="checkbox"/> Curb cut without buffer zone <input type="checkbox"/> Curb cut with buffer zone <input type="checkbox"/> Curb return without buffer zone <input type="checkbox"/> Curb return with buffer zone <input type="checkbox"/> Don't know	1190.05(10)
I.	Curb to sidewalk distance _____ feet	

*References are to relevant sections of the *Alaska Pre-Construction Manual*, Chapter 11, Driveway Standards. This manual is available online and at DOT&PF's regional offices.

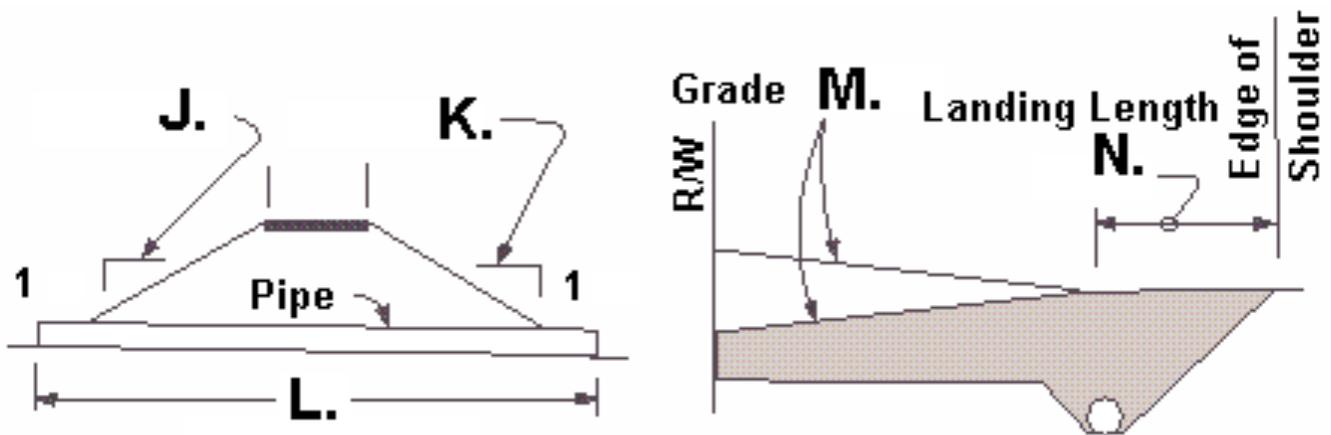


For assistance in providing the following information, see the drawing at the bottom of the page, with letters J, K, L, etc., keyed to the required information.

References*

J.	Right driveway foreslope 1:_____	1190.04(8)
K.	Left driveway foreslope 1:_____	1190.04(8)
L.	Culvert length _____ feet	
M.	Landing grade in percent _____ %	1190.05(10)
N.	Landing length _____ feet	1190.05(10)(f)
O.	Culvert diameter _____ inches (18" Minimum Size)	
P.	Culvert Type <input type="checkbox"/> Steel <input type="checkbox"/> Aluminum	
Q.	Ditch depth _____ feet (Depth from edge of shoulder to bottom of ditch.)	
R.	Driveway surface type <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <i>(Note: If your driveway connects to a paved State road, your driveway must be paved a minimum of 20 feet back from fog line [traveled way].)</i>	
S.	Shoulder type <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete	

*References are to relevant sections of the *Alaska Pre-Construction Manual*, Chapter 11, Driveway Standards. This manual is available online and at DOT&PF's regional offices.



**THE APPLICANT, UPON SIGNING THIS APPLICATION, ACKNOWLEDGES
AND AGREES TO THE FOLLOWING PERMIT PROVISIONS**

Any survey monument or monument accessory that will be disturbed or destroyed during construction of the driveway must be referenced prior to the disturbance and restored or replaced by a Land Surveyor licensed in the State of Alaska. The Land Surveyor must file a Monument Record in accordance with AS 34.65.040. All monument records must be reviewed by DOT&PF prior to filing with the District Recorder.

A driveway or approach road constructed under permit within a highway right-of-way is the property of the State, but all cost and liability arising from the construction, operation, or maintenance of a driveway or approach road is at the sole expense of those lands served. DOT&PF is not obligated to change its maintenance practices to accommodate a driveway or approach road constructed under a permit, or to incur any additional expense removing snow berms or other obstructions from a driveway or approach road within a right-of-way resulting from DOT&PF's activities, or activities under a permit issued under 17 AAC 15.

Permittee is responsible for adjusting or relocating the driveway or approach road without cost or liability to DOT&PF if the use or safety of the highway requires that the driveway or approach road be adjusted or relocated.

A permit is not a property right but a temporary authorization, revocable by the State upon violation of any permit terms or conditions, or for other reasons. All reasonable attorney's fees and costs associated with legal or enforcement actions related to the terms and conditions of a permit will be borne by the permittee.

A permittee shall construct and maintain a driveway or approach road in such a manner that the highway, and all of the highway's appurtenances or facilities, including drainage facilities, pipes, culverts, ditches, traffic control devices, street lights, pathways, and sidewalks are not impaired or endangered in any way by the construction or maintenance. (17 AAC 10.020(b) If the permittee damages any improvements within the State right-of-way, the permittee will be responsible for returning them to their previous condition. DOT&PF inspection and approval of the restored improvements is required. (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 the State right-of way, the permittee 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.

A permit grants permission for driveway construction only, allowing access to and from the permittee's 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.

Parking of equipment or stockpile material on the shoulder during non-working hours is prohibited.

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 DOT&PF 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 the driveway or incur additional expense to clear snow berms or other obstacles resulting from DOT&PF's activities.

Permittee 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)

The permittee shall 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 must conform to the Alaska Sign Design Specifications.

The permittee shall fabricate special signs from engineering grade reflective sheeting on either sheet aluminum or plywood panels.

The permittee shall adjust sign locations in the field to provide adequate separation from existing signs. All signs must be visible.

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

The permittee shall remove all traffic control devices when no longer needed.

The permittee shall clean up litter or debris generated as a result of driveway construction.

An inspection is required prior to reimbursement of permittee's performance deposit. Please contact DOT&PF for an inspection appointment after final construction of the driveway.

Traffic control plans must be prepared by an ATSSA or IMSA certified worksite traffic supervisor.

Certified worksite traffic supervisors can be found through most telephone books under headings including: traffic, road building contractors, and paving contractors. Or contact ATSSA at 1-800-272-8772 or IMSA at (315) 331-2182 for a listing of certified individuals.

Class "Conventional" signs, as designated in the Alaska Sign Design Specifications, must be used.

From the edge of roadway shoulder to within two feet behind curb, or up to 15 feet when there is no curb, place a flashing yellow beacon near the driveway or on the road shoulder. The following limitations apply: Total work is limited to no more than 12 continuous hours per day. (1) Use a Type A Beacon, 8-inch minimum diameter. (2) Mount beacon on top of: a vehicle, traffic drum, or Type II Barricade. Position the beacon off the shoulder when possible. (3) Otherwise, position the beacon on the shoulder, outside traffic lanes. (4) Ensure beacon visibility for 500 feet in both directions along main road. If necessary, use two beacons, one in advance of each approach to the driveway. (5) The size, shape, color, and reflectivity of traffic drums and Type II Barricades must conform to Part VI of the Alaska Traffic Manual. (6) Obtain beacons, drums and barricades from a local hardware and materials supplier, contractor, or Work Zone Traffic Control company. DOT&PF does not furnish these devices.

Additional traffic control devices are required for the following: (1) Cuts in roadway pavement or physical disruptions to the shoulder section, (2) Excavations of the roadside foreslope from the road shoulder to the base of ditch, (3) Traffic lane disruptions or closures, (4) Pathway and sidewalk disruptions or closures, and (5) Making temporary or permanent guardrail breaks. These types of work require a traffic control plan. Items (1)-(2) include longer-term shoulder encroachments will require advance signs placed by the applicant or contractor. Items (1)-(5) could involve more complex work that will require traffic control plans prepared and implemented by a certified worksite supervisor. Consult with DOT&PF prior to undertaking complex work.

An inspection is required prior to reimbursement of your performance deposit/retainer. Please contact DOT&PF for an inspection appointment after final construction of your Driveway or Approach Road.

By signing below, I accept and will comply with all the provisions and conditions for issuing a Driveway or Approach Road Permit.

If I am not the Applicant/land owner, I acknowledge that I am acting on behalf of the above-named applicant with the full authority to do so. I further acknowledge and accept that the Permittee will comply with all the provisions and conditions for issuing a Driveway or Approach Road Permit.

Printed Name

Applicant Signature



Date

See page one of this application for the appropriate mailing or delivery address for this application and all required attachments.

APPLICATIONS MUST BE SUBMITTED NO LESS THAN 60 DAYS BEFORE CONSTRUCTION

CUSTOMER INFORMATION

Applicant Name:

Company or Organization Name:

Address:

Phone: () -

Fax: () -

E-mail:

DOT&PF REGION WHERE DRIVEWAY OR APPROACH ROAD WILL BE LOCATED
(See page one for regional office locations):

- SOUTHEAST CENTRAL NORTHERN

LOCATION:

State Road:

Milepost:

Tax ID#:

Legal Description:

Subdivision:



DRIVEWAY OR APPROACH ROAD INFORMATION

Is access available from other public rights-of-way? Yes No

If yes, how?

Is the driveway or approach road within a platted right-of-way? Yes No

If yes, where?

How many lots will the driveway or approach road serve?

Size of the tract served by driveway? square feet OR acres.

Is the driveway or approach road located within a zoning authority? Yes No

If yes, what authority?

Zoning designation:

Is the driveway or approach road proposed or existing? Yes No

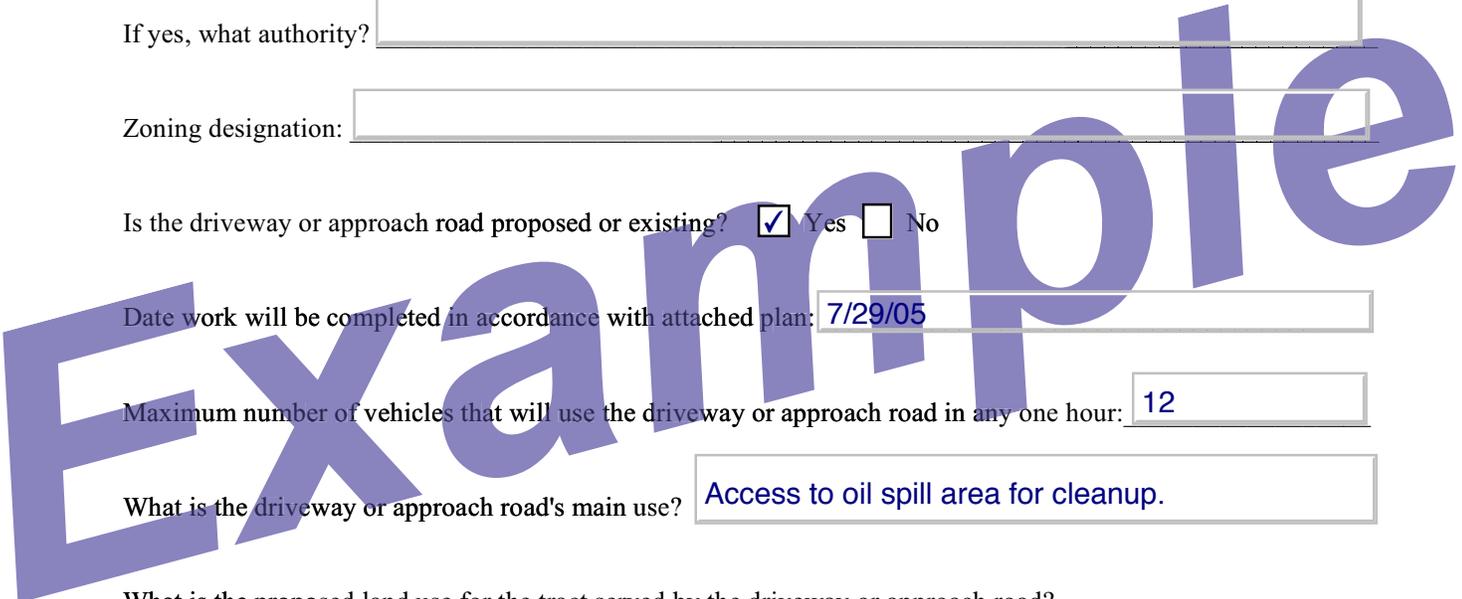
Date work will be completed in accordance with attached plan:

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 the tract served by the driveway or approach road?

Residential Commercial Other



DRIVEWAY/APPROACH ROAD SPECIFICATIONS:

Select the geographic direction as you enter the driveway or approach road:

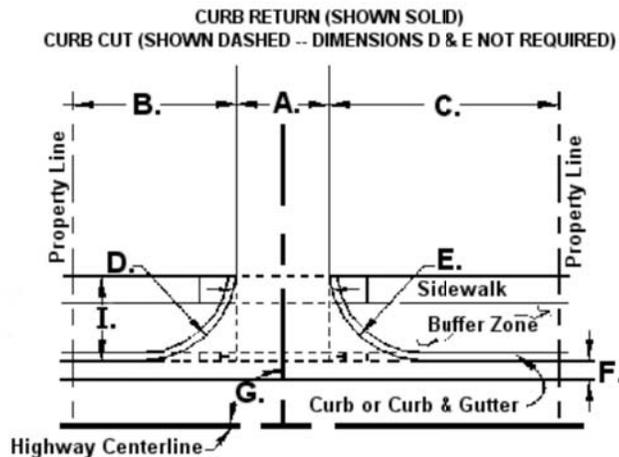
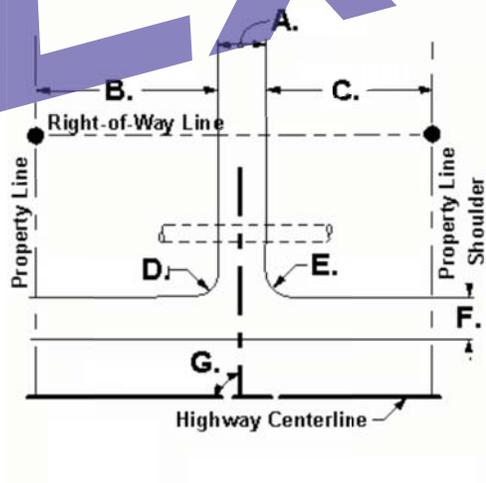
North
 South
 East
 West

For assistance in providing the following information, see the drawing at the bottom of the page, with letters A, B, C, etc., keyed to the required information.

References*

A.	Driveway width <input type="text" value="12"/> feet	1190.05(2)
B.	Left Edge Clearance <input type="text" value="45"/> feet	1190.05(8)
C.	Right Edge Clearance <input type="text" value="56"/> feet	1190.05(8)
D.	Left return radius <input type="text" value="6"/> feet	1190.05(4)
E.	Right return radius <input type="text" value="6"/> feet	1190.05(4)
F.	Shoulder width <input type="text" value="9"/> feet (Distance from edge of pavement to beginning of ditch slope.)	
G.	Approach angle <input type="text" value="75"/> degrees	1190.05(3)
H.	Curb Type: <input type="checkbox"/> Curb cut without buffer zone <input type="checkbox"/> Curb cut with buffer zone <input type="checkbox"/> Curb return without buffer zone <input checked="" type="checkbox"/> Curb return with buffer zone <input type="checkbox"/> Don't know	1190.05(10)
I.	Curb to sidewalk distance <input type="text" value="no sidewalk"/> feet	

*References are to relevant sections of the *Alaska Pre-Construction Manual*, Chapter 11, Driveway Standards. This manual is available online and at DOT&PF's regional offices.

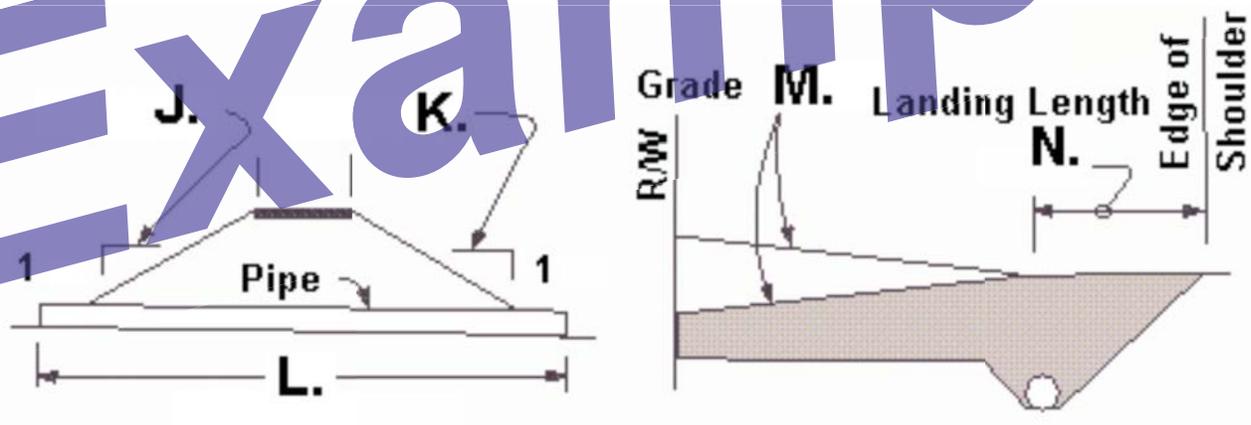
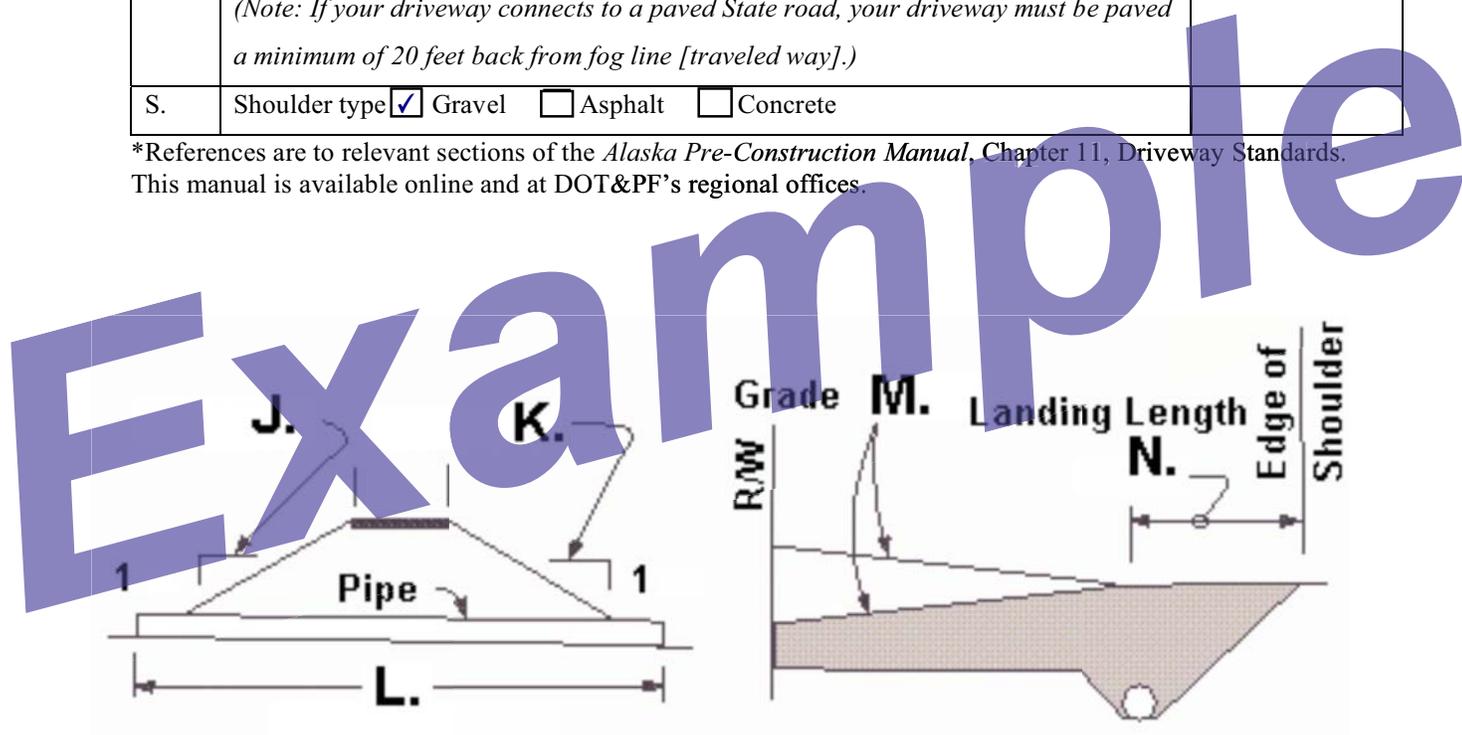


For assistance in providing the following information, see the drawing at the bottom of the page, with letters J, K, L, etc., keyed to the required information.

References*

J.	Right driveway foreslope 1: <input type="text" value="5"/>	1190.04(8)
K.	Left driveway foreslope 1: <input type="text" value="5"/>	1190.04(8)
L.	Culvert length <input type="text" value="12"/> feet	
M.	Landing grade in percent <input type="text" value="15"/> %	1190.05(10)
N.	Landing length <input type="text" value="20"/> feet	1190.05(10)(f)
O.	Culvert diameter <input type="text" value="10"/> inches (18" Minimum Size)	
P.	Culvert Type <input checked="" type="checkbox"/> Steel <input type="checkbox"/> Aluminum	
Q.	Ditch depth <input type="text" value="3"/> feet (Depth from edge of shoulder to bottom of ditch.)	
R.	Driveway surface type <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <i>(Note: If your driveway connects to a paved State road, your driveway must be paved a minimum of 20 feet back from fog line [traveled way].)</i>	
S.	Shoulder type <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete	

*References are to relevant sections of the *Alaska Pre-Construction Manual*, Chapter 11, Driveway Standards. This manual is available online and at DOT&PF's regional offices.



More Information on this Form

When do you need this form?

When oil spill recovery activities require the addition of a driveway or approach off of state roads.

Who fills out this form?

Incident Commander or project manager.

Who signs this form?

Incident Commander or project manager.

Where does this form get delivered?

Delivery information can be found on page 1, or can be filled out online.