

KANSAS DEPARTMENT OF TRANSPORTATION
APPLICATION FOR HIGHWAY ACCESS

Date received by KDOT Area Office
 (KDOT use only):

Instructions:

**Please print
 or type**

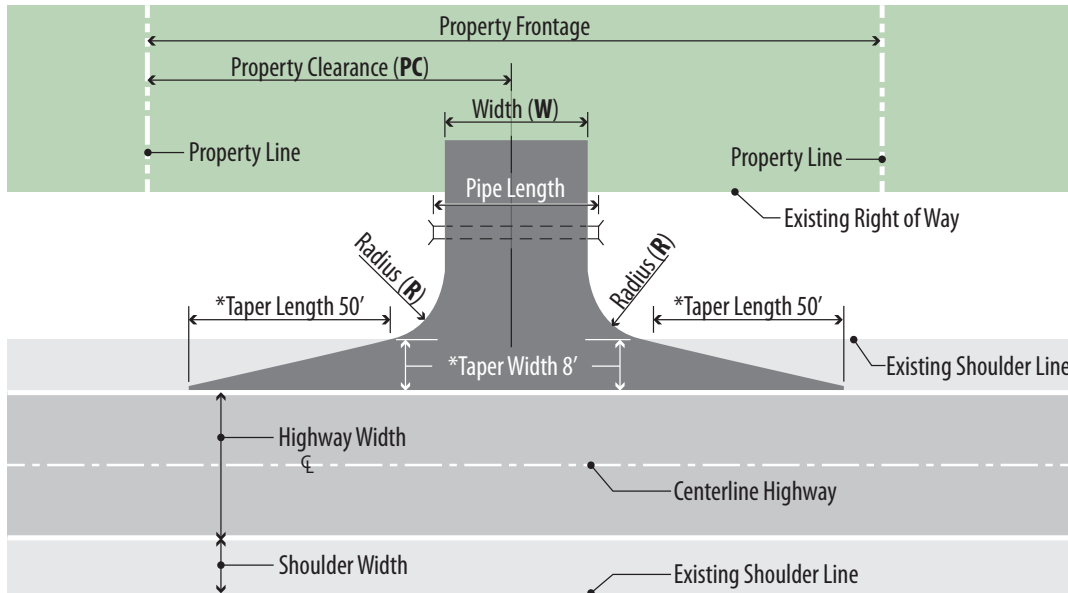
- Contact Kansas Department of Transportation's (KDOT) Area Permit Coordinator to determine what plans and other documents are required to be submitted with your application.
- Complete this form (some questions may not apply to you) and attach all necessary documents and submit it to the KDOT Area Permit Coordinator.
- If the property is within City Limits the permit needs to have City concurrence on the application prior to submittal.
- Submit an application for each access affected.
- If you have any questions contact the KDOT Area Permit Coordinator.
- For additional information see KDOT's Access Management website at www.ksdot.org/accessmanagement

1) Property owner (Permittee) (max 62 char)		2) Applicant or Contact for permittee (if different from property owner) (max 62 char)	
Street address (max 62 char)		Mailing address (max 62 char)	
City, state & zip (max 32 char)	Phone No. (###-###-####)	City, state & zip (max 32 char)	Phone No. (###-###-####)
E-mail address (max 62 char) <input type="checkbox"/> Preferred method of communication		E-mail address if available (max 62 char) <input type="checkbox"/> Preferred method of communication	
3) Address of property to be served by permit (max 62 char)		Business name (max 62 char)	
4) Legal description of property: county _____ section _____ township _____ range _____		5) Is access to be shared? <input type="checkbox"/> no <input type="checkbox"/> yes	
6) From which State Highway are you requesting access?		7) What side of the highway? <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W	
8) How far to the proposed access from the nearest mile marker? _____ miles (<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W) of mile marker: _____		9) How far is the proposed access from the nearest highway or major cross street? _____ <input type="checkbox"/> feet <input type="checkbox"/> miles (<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W) from highway or major cross street: _____	
10) Is the proposed access within City Limits? <input type="checkbox"/> no <input type="checkbox"/> yes		11) Is access on highway frontage road? <input type="checkbox"/> no <input type="checkbox"/> yes	
12) What is the highway speed limit?		13) What is the highway section? <input type="checkbox"/> curb and gutter or <input type="checkbox"/> open ditch	
14) What is the estimate date you would like to begin construction? How long do you anticipate construction taking?			
15) Check here if you are requesting a: <input type="checkbox"/> new access <input type="checkbox"/> improvement to existing access <input type="checkbox"/> temporary access (duration anticipated: _____) <input type="checkbox"/> change in access use <input type="checkbox"/> relocation of an existing access			
16) Describe in detail existing property use: (max 460 char)			
17) Does the property owner own or have any interests in any adjacent property? <input type="checkbox"/> no <input type="checkbox"/> yes, if yes—please describe: (max 130 char)			
18) Are there other existing or dedicated public streets, roads, highways or access easements bordering or within the property? <input type="checkbox"/> no <input type="checkbox"/> yes, if yes—list them on your plans and indicate the proposed and existing access points. (Proposed access? Property Use? Thoughts?)			
19) Do you have any other alternative access serving this property, or adjacent properties in which you have a property interest? <input type="checkbox"/> no <input type="checkbox"/> yes, if permit is available provide permit number and a copy: _____.			
20) Describe proposed access property use: (max 258 char)			
21) Provide the following vehicle information. Leaving the property then returning counts as two (2) trips.			
# of vehicles per day	# of vehicles in the peak hour	Most common vehicle type	
Largest vehicle type to use access regularly		Frequency of usage (# of vehicles) _____ per <input type="checkbox"/> day <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year	

22) Check with KDOT's Area Permit Coordinator to determine which of the following documents are required to complete the review of your application.

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|---|--|---|
| a) Property map indicating other access, bordering roads and streets. | d) Map and letters detailing utility locations before and after development in and along the right-of-way. | g) Parcel and ownership maps including easements. |
| b) Highway and driveway plan profile. | e) Subdivision, zoning, or development plan. | h) Traffic studies. |
| c) Drainage plan showing impact to the highway right-of-way. | f) Proposed access design. | i) Proof of ownership. |
| | | j) Proof of insurance. |

23) Provide the following geometric information regarding the proposed access. An attached drawing may be needed if the proposed access requires improvements in addition to those shown on the drawing below. (Note: Measurements along and on the highway should not be completed by the applicant without prior notification and approval by KDOT.)



Proposed Access Drainage: Mound Entrance Valley Gutter Pipe/Culvert — Provide Pipe/Culvert Type _____

Access Information: **W**-Width: _____ feet **R**-Radius: _____ feet Pipe Diameter: _____ inches

Access Surface: Asphalt Concrete Gravel Other: _____ Access Thickness (depth): _____ inches

PC-Property Clearance: _____ feet Side Slope: _____ : 1** Refer to Section 23 of the instructions.

*Note: Taper Length and Taper Width not applicable in areas with curb and gutter. Use standard taper unless auxiliary lane or other improvement is determined needed by KDOT.

If an access permit is issued, it will state the terms and conditions for its use. Any changes in the use of the permitted access not consistent with the terms and conditions listed on the permit may be considered a violation of the permit.

The applicant declares under penalty of law, that all information provided on this form and submitted attachments are to the best of their knowledge true and complete.

Notification to Applicant: KDOT will contact you when your application has been reviewed. If additional documents are required to continue the application process you will be contacted. When all of the necessary documents have been received, the application will be deemed complete. If your completed application is approved, a Highway Access Permit will be issued.

Insurance provided Insurance not required (governmental entities only)

Applicant signature	Print name	Date
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If the applicant is not the property owner, the applicant must have property owner's consent prior to submitting the application. The property owner or property owner's legal agent will be required to sign the approved permit.

I am the property owner or property owner's legal agent I have the property owner's consent to make this application

When the access location is on a state highway within a city limit, the city needs to support the request for access.

The City of _____ is in support of this request for access, as acknowledged by

Name of City Representative Date

Mayor City Manager City Engineer Other (max 40 char) _____

INSTRUCTIONS FOR COMPLETING APPLICATION FOR HIGHWAY ACCESS

(KDOT Form No. 827)

January 2013

To construct, relocate, close, or modify access(es) to a State Highway or when there are changes in use of such access point(s), an Application for Highway Access must be submitted to the Kansas Department of Transportation (KDOT). Submit a completed Application for Highway Access to the KDOT Area Permit Coordinator in which the subject property is located. The following link will help you determine which KDOT Area office to contact:

www.ksdot.org/accessmanagement

All applications are processed and access permits are issued in accordance to the requirements and procedures found in the most current version of the **KDOT Access Management Policy**. Copies of the Application for Highway Access and Instructions are available at your local KDOT Area Office.

Please complete all information requested accurately. Access permits granted based on applications found to contain false information may be revoked. An incomplete application will not be accepted. If additional information, plans and documents are required, attach them to the application. Keep a copy of your submittal for your records. Please note that only the original signed copy of the application will be accepted. The following is a brief description of the information to be provided on each enumerated space on the application form (KDOT Form 827, January 2013).

1. **Property Owner (Permittee):** Please provide the full name, mailing address, telephone number and the e-mail address (if available) of the legal property owner (owner of the surface rights). Please provide a telephone number where the Permittee can be reached during business hours (8:00 a.m. to 5:00 p.m.). Having a contract on the property is not a sufficient legal right to that property for purposes of this application. If the access is to be on or across an access easement, then a copy of the easement **MUST** accompany this application. If federal land is involved, provide the name of the relevant federal agency **AND** attach a copy of the federal authorization for property use.
2. **Agent for permittee:** If the applicant (person completing this application) is different than the property owner (Permittee), provide entity name (if applicable), the full name of the person serving as the Agent, mailing address, telephone number, and the e-mail address (if available). Please provide a telephone number where the Agent can be reached during business hours (8:00 a.m. to 5:00 p.m.). Joint applications such as owner/lessee may be submitted. All corporations serving as, or providing, an Agent as the applicant must be licensed to do business in Kansas.
3. **Address of Property to be Served:** Provide if property to be served has an official street address. If the access is a public road, note the name (or future name) of the road. Provide business name if applicable.
4. **Legal Description of Property:** Complete all applicable sections. This information is available at your local County Courthouse, or on your ownership deed(s). A copy of the deed may be required as part of this application, upon request. To determine applicability, check with the local KDOT Area Permit Coordinator
5. **Shared Access:** If the access is used by more than one property owner, it is a shared access, select "yes," otherwise select "no."
6. **State Highway:** Provide the State Highway number from which the access is requested (E.g., US-50 or K-96).
7. **Highway Side:** Mark the appropriate box to indicate what side of the highway the requested access is located.
8. **Access Mile Marker:** Without complete information, we may not be able to locate the proposed access. To obtain the distance in feet, drive the length between the mile marker and the proposed access, rounding the distance on the odometer to the nearest tenth of a mile to obtain the distance from the mile marker. Then select the direction (i.e. north, south, east, west) from the mile marker to the proposed access. Finally, enter the mile

marker number (E.g., 281). It is helpful in rural or undeveloped areas if some flagging is tied to the right-of-way fence at the desired location of the access.

9. **Access Cross Street:** Note the distance in feet/miles to the nearest highway or major cross street from the proposed access (using the same procedures noted above). Nearest highway is preferred.
10. **City Limits:** Determine if the property is within city limits and mark the appropriate box.
11. **Frontage Road Access:** If the requested access is on a frontage road that is within KDOT ROW select “yes,” otherwise select “no.”
12. **Speed Limit:** Provide the speed limit on the highway of the proposed access.
13. **Highway Section:** Determine if the section of highway adjacent to the access is curb and gutter or if it is an open ditch?
14. **Access Construction Date:** Fill in the date on which construction of the access is planned to begin. Construction cannot begin until the permit is issued.
15. **Access Request:** Mark items that apply. More than one item may be checked. **New access** is a NEW connection to a state highway. **Improvements to existing access** include replacement, redesign, or change of surfacing material. **Relocation of an existing access** is the closure of an existing access and the installation of a new access at a different location. The work pertaining to the closure of the existing access will be included on the access permit associated with the relocation. A Use of Right-of-Way permit will not be needed. **Change in access use** is for property owners who change the use of their property and KDOT has been determined that a new permit is needed. **Temporary Access** is permitted for a use until alternative permanent access becomes available.
16. **Describe in Detail Existing Property Use:** Describe in detail the existing property use including business name if applicable.
17. **Adjacent Property:** Please mark the appropriate box. If the “yes” box is marked, provide a brief description of the property (location of the property in relation to the property for which this access application is being made). They should be shown on a map or plan attached to this application.
18. **Abutting Streets:** If there are any other existing or proposed public roads or easements abutting the property, they should be shown on a map or plan attached to this application.
19. **Existing Access:** Does the property have *any other alternatives to reach a public road* other than the access requested in this application? If any access permits exist, provide permit number and copy of permits. If there are no existing access point(s), mark the “no” box.
20. **Proposed Access Use:** List the land uses include the square footage, acreage, number of fueling positions, number of dwelling, or any other relevant information.
21. **Estimated Traffic Count:** Provide a reasonable estimate of the traffic volume expected to use the access.

of vehicles per day are the total number of vehicles (The total number of vehicles using the access in a 24-hour period. A vehicle entering and exiting the access will count as 2 vehicles.) This includes all vehicle types.

of vehicles in peak hour are the total number of vehicles using the access in the busiest 1-hour period and the time of the busiest 1-hour. This includes all vehicle types.

Most common type is the most common type of vehicle that will use the access, such as passenger car, box truck, RV/truck with trailer, farm equipment, semi, etc.

Largest vehicle type is the largest vehicle type expected to use the access on a regular basis. Select from the following list:

- passenger
- bus
- dump truck
- concrete truck
- single-trailer semi
- multi-trailer semi
- other—provide vehicle type detail (ie. tractor, RV)

Frequency of usage is how often the largest frequent vehicle will use the access. Once per month, twice a week, 6 times per year, etc.

22. **Documents and Plans:** The KDOT Area Permit Coordinator or Access Management Unit staff will determine which of these items must be provided to make the application complete. Incomplete applications will not be accepted. The Permittee shall furnish two (2) sets of scaled plans or sketches (11" x 17") and one electronic set for the proposed work to the Area Office which includes a description of the location of the driveway, surface material and provisions for drainage structures. *It is the responsibility of the applicant to verify with the KDOT Area Permit Coordinator whether the application is complete at the time of submission.*

23. **Geometrics:** Provide the geometric information regarding the proposed access.

**** Side Slopes:** Access side slopes will have the same side slope as the highway with no steeper than a 6:1 slope from the shoulder of the access to the bottom of the drainage ditch (rounding to the drainage ditch or ground level). Where a pipe/culvert is used under an access, the pipe/culvert and end sections will be of sufficient length to allow extensions through the entire width of the access and side slopes. Mound entrances, where the fill is less than 10 feet, should have an 8:1 side slope when inside the highway clear zone. Mound entrances, where the fill is greater than 10 feet, may use slopes not steeper than 6:1.

Signature: If the applicant is not the property owner, the applicant must have property owner's consent prior to submitting the application. Electronic signatures will be allowed on the electronic version of the application. Please select whether you are the "property owner or owner's legal agent" or if you have the owner's consent to make this application. The property owner or owner's legal agent will be required to sign the approved permit.

City Acknowledgement: If the access to a state highway is within city limits, the Permittee needs the support of the city in which the access is proposed. An authorized city representative's name, position, and date of coordination are filled in by the Permittee confirming that the Permittee has city support for the access.

If the application is accepted, it will be reviewed by the KDOT Area/District Engineers and may be reviewed by KDOT Access Management Unit staff. If an Access Permit is issued, be sure to read all of the attached Terms and Conditions before signing and returning the Access Permit to the Area Permit Coordinator.