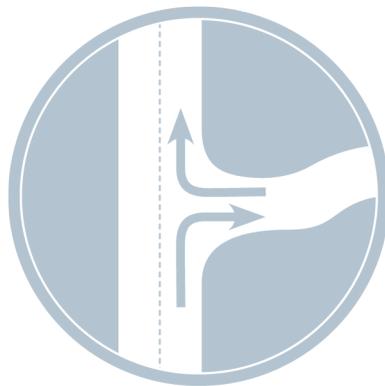
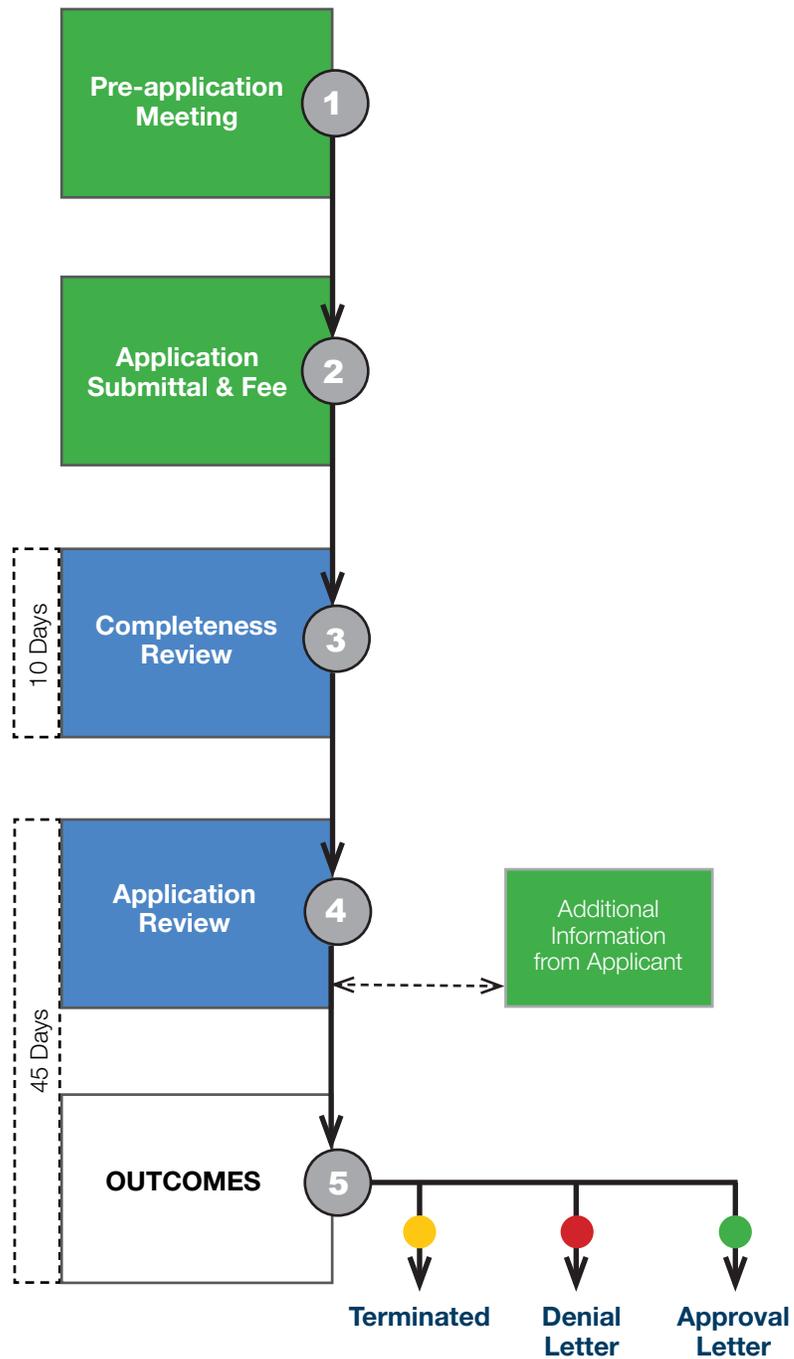
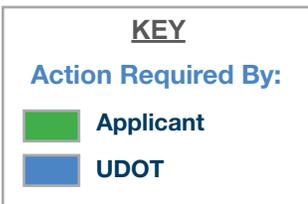




# Pre-Application

## Conditional Access Permit Packet





## CONDITIONAL ACCESS PERMIT PROCESS OVERVIEW

The Department's Access Management Program maintains a safe and efficient highway system by regulating the number, size, location and use of access points (streets and driveways). Excessive access points to the highways can result in increased accidents, traffic congestion, transportation costs, and a decline in air quality. In contrast, controlled access points reduce property damage, personal injury, vehicle or pedestrian-related fatality rates, and improve traffic flow.

To manage access points, the Department requires that any changes or additions to a driveway, curb cut or local street connection on state highways be requested and approved through the Conditional Access Permit process. These permits may be for direct, reasonable (indirect), temporary or shared access. Changes or additions to access points include (for a full description of each of these conditions, see [R930-6](#), page 30):

- (a) Access changes.
- (b) Change in land use type and intensity.
- (c) Modification or improvement by local authorities.
- (d) Transfer of additional right-of-way and improvements.
- (e) Temporary access connections.

### Steps of the Process:

The process includes five primary steps; the first two are the applicant's responsibility, and the last three are the Department's responsibility (see diagram, page 1).

#### 1. PRE-APPLICATION MEETING

**Goal:** Define a complete application.

**Steps:** Pre-Meeting:

- (a) Applicant schedules meeting with appropriate Region Office.
- (b) Applicant fills out Application Form before the meeting.

Meeting:

- (a) Applicant and the Department discuss feasibility, site-specific issues, limitations, items required for a complete application and the review process.

#### NOTE:

**Letter of Credit:** Prior to approval of the access application, the developer or owner may be required to obtain up to \$100,000.00 irrevocable letter of credit for the completion of the improvements within the UDOT right-of-way and must be good for one year after the completion of the project (see [R930-6](#), page 38).

#### 2. APPLICATION SUBMITTAL AND FEE

**Goal:** Turn in complete application and pay appropriate non-refundable review fee.

**Steps:**

- (a) Submit all items as outlined in pre-application meeting and shown on application form.
- (b) Pay appropriate non-refundable review fee. (Work with the Department's local personnel to determine payment method.)



### 3. COMPLETENESS REVIEW

**Goal:** Ensure the applicant correctly submitted all required information.

**Steps:**

- (a) The Department reviews submittal (may take up to 10 days).
- (b) The Department responds with items needed to complete the application requirements (if any).

### 4. APPLICATION REVIEW

**Goal:** Ensure application meets all the Department's standards.

**Steps:**

- (a) The Department reviews submittal (may take up to 45 days).
- (b) The Department responds with any needed changes.

### 5. OUTCOMES

**Goal:** Deliver the final decision to the applicant.

**Steps:**

- (a) The Department notifies the applicant on the approval or denial status of the application (typically by email).

#### NOTES:

A Conditional Access Permit is not an authorization for construction of an access. An encroachment permit, must be obtained from a UDOT Permits Officer. An encroachment permit details methods and materials of construction, time and date of construction activity, environmental mitigation measures as necessary and traffic control plan requirements.

## REFERENCES

### Access Management Rule R930-6

For a complete version of the Department's standards and guidelines regarding access permits please refer to Access Management Rule [R930-6](#).

**1 PRE-APPLICATION MEETING**

The Conditional Access Permit application process can be complex, time-intensive, and require a substantial resource commitment on the part of the applicant. To ease the process, the first step is a pre-application coordination meeting with the Department’s knowledgeable staff. Applicants are responsible for scheduling this meeting with the appropriate Region Permitting Office prior to applying for the permit. Applicants must also fill out the Application Form and bring it with them to the meeting. Staff will help the applicant:

1. Determine the feasibility of the access point change/addition.
2. Determine the level of the proposed access point change/addition.
3. Navigate the application process.

**To schedule a pre-application meeting please contact the appropriate Region Permitting Office Monday to Friday, from 8 a.m. to 5 p.m.**

<b>REGION CONTACT INFORMATION</b>	
<p><b>Region One Contact</b> (Box Elder, Cache, Davis, Morgan, Rich and Weber Counties)</p> <p><b>Keith Bladen</b> 801-620-1604 <a href="mailto:kbladen@utah.gov">kbladen@utah.gov</a> 166 West Southwell Street Ogden, Utah 84404</p>	<p><b>Region Three Contact</b> (Juab, Utah, Wasatch, Duchesne, Daggett and Uintah Counties)</p> <p><b>Austin Tripp</b> 801-222-3418 <a href="mailto:atripp@utah.gov">atripp@utah.gov</a> 658 North 1500 West Orem, Utah 84057</p>
<p><b>Region Two Contact</b> (Tooele, Salt Lake and Summit Counties)</p> <p><b>Alicia Stinson</b> 801-975-4808 <a href="mailto:astinson@utah.gov">astinson@utah.gov</a> 2010 South 2760 West Salt Lake City, Utah 84104</p>	<p><b>Region Four</b> (Beaver, Carbon, Emery, Garfield, Grand, Iron, Kane, Piute, Millard, San Juan, Sanpete, Sevier, Washington, and Wayne Counties)</p> <p><b>Jeff Bunker</b> 801-893-4707 <a href="mailto:jbunker@utah.gov">jbunker@utah.gov</a> 210 West 800 South Richfield, Utah 84701</p>

**REFERENCES**

**UDOT Permits Web Pages**

Additional guidelines and requirements necessary to apply for a Conditional Access Permit are available at:  
[www.udot.utah.gov/go/AccessManagement](http://www.udot.utah.gov/go/AccessManagement).

# 1 Application Form



This form is being provided to applicants interested obtaining a Conditional Access Permit (street or driveway connection) from the Department. A Conditional Access Permit is required before an access point on a state highway is constructed, modified, relocated, or closed. A Conditional Access Permit is also required if there is a change of use or intensity on a property with an existing access point, or if the use of a nonconforming access point has been discontinued for a period of 12-months or more.

Please complete all fields through the bottom of page one then contact the appropriate [UDOT Region Permitting Office](#) to schedule the required Pre-Application Concept Meeting. This form must be brought to the scheduled meeting where the remaining fields on the following pages will be completed in collaboration with the Region Permitting Office.

PROPERTY OWNER INFORMATION		APPLICANT INFORMATION	
Name:		Name:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Email:		Email:	
Phone:		Phone:	
PROPOSED ACCESS INFORMATION			
Physical Address:		Parcel Number:	
State Route ID:		Milepost Marker:	
Latitude (decimal degrees)		Longitude (decimal degrees)	
Access Width (in feet):		Access Use:	
<a href="#">Access Category:</a>		Side of Highway (N,S,E,W):	
PROJECT NAME AND BRIEF SCOPE OF WORK DESCRIPTION			
OWNER/APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT			
<p>I understand the pre-application meeting is not binding to the Department or the applicant. Information presented and findings generated during the meeting may be documented and confirmed (on this form). However, any pre-application written notification or communication from the Department (including this form) shall not be considered binding (UAC R930-6-8(3)(c)(i)).</p> <p>I also understand for typical access applications, one pre-application meeting shall be provided in regards to a specific access application. A second pre-application meeting may be allowed at the Department’s discretion to address complex access situations, or to include other affected jurisdictional partners. Additional meetings shall not be held until after the application has been submitted and the appropriate fee has been rendered (UAC R930-6-8(3)(c)(ii)).</p> <p>Any access allowed under this conditional access permit creates only a license to access a state highway to the extent provided in the permit, and the access may be closed, modified or relocated by Department if, at any time, the Department determines in its sole discretion that safety, efficiency or other reasons so require. This conditional access permit does not allow construction or other activities within a state right of way, and an encroachment permit must be separately applied for and issued before any construction within a state right-of- way is commenced.</p> <p>In addition, I understand once an application is submitted for review the application shall be deemed withdrawn if the applicant fails to provide requested documents, plan alterations, or similar application components as required by the Department within sixty (60) days of such a request. If any application is withdrawn under these administrative rule provisions the applicant must submit a new application, include a complete re-submittal of the current plans/ studies, and render a new application review fee before the Department can begin the formal review process again (UAC R930-6-8(9)(b) and (c)).</p> <p>Finally, I understand any intentional misrepresentation of existing or future conditions or of information requested for the application for the purposes of getting a more favorable determination is sufficient ground for the rejection or denial of the application or revocation of a conditional access permit (UAC R930-6-8(5)(e)).</p>			
Owner Name (Printed):		Sign Name:	
Date:			
Applicant Name (Printed):		Sign Name:	
Date:			

**PRE-APPLICATION MEETING DATE**

\_\_\_\_\_

**UDOT PERMIT POINT OF CONTACT**

\_\_\_\_\_

**MEETING PARTICIPANT LIST**

	<b>Name (please print)</b>	<b>Representing</b>	<b>Email</b>	<b>Phone</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**ACCESS APPLICATION AND TRAFFIC IMPACT STUDY REVIEW LEVEL**

**Your Review Fee is** \_\_\_\_\_

<b>Level</b>	<b>Non-Refundable Application Review Fee</b>
I	\$75.00
II	\$475.00
III	\$1,000.00
IV	\$2,300.00

\*Work with local UDOT Region personnel to determine payment method.

**DOCUMENTS REQUIRED TO SUBMIT FORMAL APPLICATION**

	<b>Document Type</b>	<b>Additional Information</b>
1	Detailed Site Plan	11" X 17" (24" X 36" acceptable)
2	Traffic Impact Study	Level:
3	Variance Request Form	<a href="http://www.udot.utah.gov/go/VarianceRequestForm">www.udot.utah.gov/go/VarianceRequestForm</a>
4	Future Shared Access Easement/Agreement	
5	Cross Easement	
6	Non-Refundable Application Review Fee	
7	Other	
8	Other	
9	Other	
10	Other	
11	Other	

Once all required documents have been compiled, checked for quality and completeness, and are ready for formal application review the applicant can apply online by going to this web address: [www.udot.utah.gov/go/onlinepermitsystem](http://www.udot.utah.gov/go/onlinepermitsystem). Please ensure all documents have been converted into an electronic file format and are ready to be uploaded (PDF format preferred). For additional Conditional Access Permit-related information please navigate to [www.udot.utah.gov/go/AccessManagement](http://www.udot.utah.gov/go/AccessManagement).

**SITE PLAN/ACCESS NOTES**

**TRAFFIC IMPACT STUDY NOTES**

**TIS WAIVER**

Approved	<input type="checkbox"/>	Print Name		Sign Name	
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**UTILITIES NOTES**

**DRAINAGE NOTES**

**OTHER**