

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DRIVEWAY ACCESS PERMIT APPLICATION

Application No.
Control Section
Amount Received
Check No.
Date Received

Department Use Only

\*\*\*Please Print or Type\*\*\*

APPLICANT:
(Name of Lot Owner)
(Street)
(City) (State) (Zip Code)
(Phone Number)

LOCATION: BLOCK: LOT:
MUNICIPALITY: COUNTY:
DESCRIPTION: Between And

THE TYPE OF PERMIT REQUESTED IS: (CHECK ONE):

Submit to the REGIONAL MAINTENANCE OFFICE:

- ( ) Single Family Residential
( ) Combined Residence and Business
( ) Government Driveway
( ) Minor

Submit to the BUREAU OF MAJOR ACCESS PERMITS:

- ( ) Major
( ) Major with Planning Review
( ) Concept Review

THIS PERMIT REQUEST INCLUDES:

- (Check those that apply.) ( ) Lot Consolidation
( ) Lot Subdivision

- ( ) Drainage
( ) Curb
( ) Sidewalk

PLEASE FILL IN THE FOLLOWING INFORMATION:

1) ROUTE: 2) SUFFIX: 3) MILEPOST: 4) DIRECTION
5) LIST THE DEVELOPMENT THE ACCESS WILL SERVE: LAND USE TYPE LAND USE SIZE EXISTING OR PROPOSED

- 6) TOTAL SIZE OF DEVELOPMENT THE ACCESS WILL SERVE
7) IS THE LOT A CORNER LOT? (YES OR NO)
IF YES, IS THE INTERSECTING ROAD ALSO A STATE HIGHWAY?
8) IS A TRAFFIC SIGNAL INVOLVED AT THE LOT? (YES OR NO)
9) IS THE LOT SHARING ACCESS WITH A NEIGHBORING LOT? (YES OR NO)
IF YES, SHARING ACCESS WITH LOT ON WHICH SIDE?
10) HOW MANY TWO-WAY DRIVEWAYS ARE REQUESTED?
(ON DIVIDED HIGHWAYS 2, ONE-WAY DRIVEWAYS MAY BE SUBSTITUTED FOR 1, TWO-WAY DRIVEWAY)
11) WHAT SIZE IS THE LOT (TO HUNDREDTHS OF ACRE)? ACRES
12) WILL THE LOT BE SERVED BY ALTERNATIVE ACCESS? (YES OR NO)
13) IF YES, WHAT IS THE PERCENTAGE OF TRAFFIC USING THE ALTERNATIVE ACCESS?
14) DOES THE DEPARTMENT OWN ANY DENIAL OF ACCESS ALONG THE LOT FRONTAGE? (YES OR NO)
IF YES, IS IT ON THE LEFT OR RIGHT SIDE OF THE LOT, WHEN FACING THE LOT?
FOR HOW MANY FEET? FEET
15) HOW MANY FEET OF FRONTAGE DOES THE LOT HAVE ON THE STATE HIGHWAY? FEET
16) LOOKING AT THIS LOT FROM THE HIGHWAY, WHAT ARE THE FRONTAGES OF THE NEIGHBORING LOTS WITHIN 330' AND ARE THE LOTS SINGLE FAMILY RESIDENTIAL?
LEFT: FEET YES OR NO: RIGHT: FEET YES OR NO:
LEFT: FEET YES OR NO: RIGHT: FEET YES OR NO:
(NOTE: Not applicable if this application is for a single family residential lot)
17) HAVE YOU ATTACHED AN AFFIDAVIT FOR ANY AFFORDABLE HOUSING ON THE LOT? (YES OR NO)

Please provide the information for those items that have parentheses under your application type.

**APPLICATION CHECKLIST**

For Applicant's Use

For Dept. Use

N.J.A.C. 16:47 -	SINGLE FAMILY RESIDENTIAL/ RESIDENCE & BUSINESS 4.9	OTHER MINOR TRAFFIC GENERATORS 4.10	MAJOR 4.12	MAJOR WITH PLANNING REVIEW 4.14	CONCEPT REVIEW 4.16	
1. Lot location map.	-	( )	( )	( )	( )	( )
2. Copy of tax map.	( )	( )	( )	( )	( )	( )
3. Right of way line from Department desirable typical section	( )	( )	( )	( )	( )	( )
4. Topography showing all highway features within 500 feet of the lot frontage on both sides of undivided highways and one side of divided highways.	-	( )	( )	( )	-	( )
5. Setback and location of structures.	( )	( )	( )	( )	-	( )
6. Curb: existing & proposed.	( )	( )	( )	( )	-	( )
7. Sidewalks: existing & proposed.	( )	( )	( )	( )	-	( )
8. Trees within Department right-of-way.	( )	( )	( )	( )	-	( )
9. Signs.	( )	( )	( )	( )	-	( )
10. Utility Poles.	-	( )	( )	( )	-	( )
11. Highway electrical installations.	( )	( )	( )	( )	-	( )
12. Locations of all lot driveways - existing and proposed.	( )	( )	( )	( )	( )	( )
13. Locations of nearest driveway on adjacent lots, including type of operation using adjacent driveways.	-	-	-	( )	-	( )
14. Driveway/street width.	( )	( )	( )	( )	( )	( )
15. Driveway/street alignment with respect to the highway.	( )	( )	( )	( )	( )	( )
16. Curblin openings.	( )	( )	( )	( )	( )	( )
17. Edge clearance.	( )	( )	( )	( )	-	( )
18. Type of driveway/street.	( )	( )	( )	( )	( )	( )
19. Contours - existing & proposed.	-	( )	( )	( )	-	( )
20. Corner clearance.	( )	( )	( )	( )	-	( )
21. Driveway/street & island radii.	-	( )	( )	( )	-	( )
22. Estimated 24-hour & highway peak-hour traffic count for the lot & access point.	( )	( )	( )	( )	( )	( )
23. Number of lanes on the highway.	-	( )	( )	( )	( )	( )
24. Speed-change lanes (acceleration, deceleration, left-turn).	-	( )	( )	( )	( )	( )
25. Lane and shoulder widths.	-	( )	( )	( )	( )	( )
26. Typical highway pavement sections.	-	( )	( )	( )	( )	( )
27. Location of centerline on undivided highways and median on divided highways.	-	( )	( )	( )	( )	( )
28. Location of existing median openings on divided highways.	-	( )	( )	( )	( )	( )
29. Location of existing driveways on opposite side of undivided highways.	-	( )	( )	( )	( )	( )

N.J.A.C. 16:47 -	SINGLE FAMILY RESIDENTIAL/ RESIDENCE & BUSINESS 4.2	OTHER MINOR TRAFFIC GENERATORS 4.10	MAJOR 4.12	MAJOR WITH PLANNING REVIEW 4.14	CONCEPT REVIEW 4.16	
30. Dimensions from the lot line to the edge of pavement.	-	( )	( )	( )	( )	( )
31. Number of new units for residential units; rooms for hotels & motels; square footage for retail, office or warehouse; or appropriate unit of measure for other land uses.	-	( )	( )	( )	( )	( )
32. Parking facilities & internal traffic circulation.	-	-	( )	( )	( )	( )
33. Traffic patterns: existing & proposed.	-	( )	( )	( )	( )	( )
34. Highway traffic striping: existing & proposed.	-	( )	( )	( )	-	( )
35. Construction details.	-	( )	( )	( )	-	( )
36. Type of vehicles anticipated.	-	-	( )	( )	-	( )
37. Attachments to Department drainage system: existing and proposed.	-	-	( )	( )	-	( )
38. Drainage calculations: existing and proposed.	-	-	( )	( )	-	( )
39. Changes to existing traffic signals.	-	-	( )	( )	( )	( )
40. New traffic signals & MUTCD warrant numbers.	-	-	( )	( )	( )	( )
41. Proposed lot & highway transportation improvements.	-	-	-	( )	-	( )
42. Length of lot frontage along highway.	( )	( )	( )	( )	( )	( )
43. Distance to nearest traffic signal if less than 250 ft.- preceding (in feet), following (in feet).	( )	( )	-	-	-	( )
44. Distance to nearest traffic signal if less than 500 ft. - preceding (in feet), following (in feet).	-	-	( )	-	-	( )
45. Distance to nearest traffic signal - preceding (in feet), following (in feet).	-	-	-	( )	-	( )
46. Zoning designation for lot.	( )	( )	( )	( )	( )	( )
47. Waivers requested	( )	( )	( )	( )	( )	( )
48. Copies of transmittals of duplicate applications to the municipal clerk & county planning board.	-	-	( )	( )	( )	( )
49. Location of any access easement on the lot.	( )	( )	( )	( )	( )	( )
50. Applicability of Pinelands Act.	( )	( )	( )	( )	( )	( )
51. Justification for exceptions to design standards.	( )	( )	-	-	-	( )
52. Proposed use and size of buildings	-	-	-	-	( )	( )
53. Detailed plan or sketch : scale 1 in. = 30 ft. or 1 in. = 50 feet (Plan sheets shall not exceed 24 by 36 inches). Number of sets.	( ) 6	( ) 6	( ) 7	( ) 7	-	( )
54. Submitted plan sets 1 in. = 100 feet or 1 in. = 50 feet (Plan sheets shall not exceed 24 by 36 inches). Number of sets.	-	-	-	-	( ) 9	( )
55. Traffic impact studies, include TIS if concept review requires a planning review. Number of copies.	-	-	-	( ) 3	( ) 3	( )
56. A copy of current deed for the lot.	( )	( )	( )	( )	( )	( )

PLEASE SUBMIT ONLY THE APPLICATION FEE WITH THIS APPLICATION.  
**SUBMIT CHECK OR MONEY ORDER, PAYABLE TO:**

NEW JERSEY DEPARTMENT OF TRANSPORTATION

**CASH WILL NOT BE ACCEPTED**  
**FEES ARE NOT REFUNDABLE**

**FEES:**

<u>APPLICATION TYPE</u>	<u>APPLICATION FEE EACH LOT</u>	<u>PERMIT FEE EACH LOT</u>	<u>RENEWAL FEE EACH LOT</u>
SINGLE FAMILY RESIDENTIAL DRIVEWAY	\$ 35.00	\$ 15.00	\$ 15.00
RESIDENCE AND BUSINESS DRIVEWAY	75.00	25.00	25.00
GOVERNMENT DRIVEWAY	150.00	500.00	250.00
MINOR	265.00	85.00	85.00
MAJOR	3,750.00	1,250.00	250.00
MAJOR WITH PLANNING REVIEW	9,000.00	3,000.00	250.00
CONCEPT REVIEW	500.00	_____	_____

**FEES FOR LOW AND MODERATE INCOME HOUSING ONLY**

FOR APPLICATIONS WITH LOW AND MODERATE INCOME HOUSING, THE APPLICANT SHOULD SUBMIT AN AFFIDAVIT FROM THE MUNICIPAL APPROVING AUTHORITY WITH THIS APPLICATION, CERTIFYING TO THE DEPARTMENT THAT THE DEVELOPMENT CONTAINS AT LEAST 10 PERCENT SET-ASIDE FOR LOW AND MODERATE INCOME HOUSING PURSUANT TO THE FAIR HOUSING ACT P. L. 1985, c.222 (N.J.S.A.52:27D-301 ET SEQ.) OR COURT SETTLEMENT AS PER N.J.A.C. 16:41-2 ET SEQ. THE DEPARTMENT, UPON APPROVAL OF ACCESS, WILL REDUCE THE PERMIT FEE BY 10 PERCENT OF THE TOTAL APPLICATION AND PERMIT FEES COMBINED. THE RENEWAL FEES ARE NOT SUBJECT TO REDUCTION.

<u>APPLICATION TYPE</u>	<u>APPLICATION FEE</u>	<u>PERMIT FEE</u>	<u>RENEWAL FEE</u>
MINOR	SAME AS ABOVE	\$ 50.00	\$ 85.00
MAJOR	SAME AS ABOVE	750.00	250.00
MAJOR WITH PLANNING REVIEW	SAME AS ABOVE	1,800.00	250.00

**THE DEPARTMENT WILL NOT ACCEPT THIS APPLICATION IF IT IS NOT SIGNED.**

IF THE SIGNATURE BELOW IS AN AUTHORIZED REPRESENTATIVE OF THE LOT OWNER, PLEASE ATTACH A COMPLETED POWER OF ATTORNEY FORM.

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

(Name of Lot Owner)

(Street)

(City)

(State)

(Zip Code)

(Phone Number)

ENCLOSED IS THE \$ \_\_\_\_\_ APPLICATION FEE.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE. I AM AWARE THAT IF ANY OF THE ABOVE INFORMATION IS FALSE, I AM SUBJECT TO PUNISHMENT. I AGREE NOT TO PERFORM ANY WORK WITHIN STATE RIGHT OF WAY UNLESS IT IS AUTHORIZED BY A PERMIT ISSUED BY THE DEPARTMENT. THE APPLICANT ALSO AUTHORIZES THE DEPARTMENT REPRESENTATIVES TO ENTER UPON THE LOT FOR THE PURPOSE OF PERFORMING A SITE INVESTIGATION. FURTHERMORE, THERE ARE NO OBJECTIONS IN PARKING OF A DEPARTMENT VEHICLE ON THE LOT IF NECESSARY WHILE TAKING FIELD MEASUREMENTS AND OTHER DATA.

\_\_\_\_\_  
 (Signature of owner or authorized representative)

\_\_\_\_\_  
 (Print or type your title)

\_\_\_\_\_  
 (Print or type your name)

\_\_\_\_\_  
 (Date)