



Oregon Department of Transportation Application for State Highway Approach

FOR OFFICE USE ONLY

Date Received Stamp

Permit Specialist _____

Permit Type: New Change of Use Temporary Restricted

Modification of Existing: Yes No Deviation: Yes No

NOTES: _____

Hwy #: _____ Milepoint: _____ Station: _____ CHAMPS ID #: _____

Required Information

The applicant must submit the following information with the Application for State Highway Approach. ODOT will notify the applicant if additional information is required.

- All attachments required by answers on the application form, including applicant signature.
- If the applicant is not the owner of the property to be served by the approach, then the property owner must authorize the applicant as a designated agent. The applicant must have the property owner complete the *Authorization of Designated Agent* block on this form OR submit a signed letter from the property owner authorizing the applicant as the designated agent .
- Site plan and vicinity map approved or currently being reviewed by the local government
- A *Land Use Compatibility Statement (LUCS) for a State Highway Approach* (page 4 of this application) **must be completed by the local government.**
- A copy of the current County tax lot map for the property served by the approach. Map must highlight *all* property that would be served by the approach and list *all* owner name(s) on adjacent properties. Make a note on map if ownership of adjacent property is same as subject property. Identify the location of the proposed approach on map.
- A copy of the recorded easement(s), if the subject property has an existing easement(s) for access to the property.
- A copy of any existing state or local government approach permits for the property.

In addition to the above submittals, the applicant may be required to place stakes or markings near the highway shoulder at the proposed approach location.

Definitions for commonly used terms are in the attached brochure. The brochure is also available on the ODOT website located at: <http://www.oregon.gov/ODOT/HWY/ACCESSMGT/>

Applicant Information

Last Name:		First Name:		Company:	
Street Address:					
City:		State:	Zip Code:		County:
Mailing Address:					
City:		State:	Zip Code:		County:
Phone Number:			FAX Number:		
Cell Phone Number:					
E-mail Address:					
Is applicant working as an Agent of the Owner? YES: <input type="checkbox"/> NO: <input type="checkbox"/>					
If YES, the owner must complete the Authorization of Designated Agent section below, OR ATTACH a letter from the owner authorizing applicant to act as his/her agent.					

Approach Location

Highway Name – May be a statewide highway name such as Pacific Highway, or a local name like East Main Street.
Route Number - The posted highway number, e.g. I-5 or US-84

Highway Name: _____ Route Number: _____ County: _____

Mile Point : _____ Side of Highway: North South East West

Is the highway in a national forest area?: Yes No

Authorization of Designated Agent

I _____ (printed name of property owner) authorize
_____ (printed name of applicant) to represent me as
my agent in the matter of this highway approach permit application.

Owner Signature: _____ Date: _____

Applicant Signature

NOTIFICATION TO APPLICANT: The ODOT District Office will contact you when your application has been reviewed. If additional documents are required to continue the application process you will be notified. When all of the necessary documents have been received, the application will be deemed complete. If your completed application is approved, preliminary construction specifications will be issued. A performance bond and liability insurance will be required before any construction work can begin on the highway right of way. For the complete rules regarding approach permitting, see OAR Chapter 734 Division 51.

The Applicant declares, certifies, and affirms under penalty of applicable state or federal laws that all information provided on this form and attachments are true and complete to the best of his/her knowledge.

Printed Name: _____ Signature: _____ Date: _____

Additional Approach Information

- Application is a request for (check all that apply)
- New Approach - There is no existing permitted or grandfathered approach road at the location requested in this application
 - Temporary Approach – The approach requested will be removed after a specified period of time
 - Existing Approach - This application affects, or may affect, an existing approach
 - Restricted Use Approach - The approach requested is for emergency services, government, utility access or similar specific uses with limited traffic

Vehicle Turning Movements

Turn movements requested (check all that apply)
All movements: OR Right In: Right Out: Left In: Left Out:

Property Owner Information (If different than applicant)

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone Number: _____ FAX Number: _____

Cell Phone Number: _____

E-mail Address: _____

Are there additional owners of the subject property? YES: NO:
If YES, **ATTACH** the same contact information as above for each of the co-owners on a separate sheet of paper.

Property Information (attach additional page(s) if space is insufficient)

Subject property address(es): _____

City: _____ Zip Code: _____ County: _____

Township(s) _____ Range(s) _____ Section(s) _____ Tax lot(s) _____

Current zoning: _____ Proposed zoning: _____

In the boxes below, describe the existing and proposed land use(s) on the property, including square footage or acreage.

Existing: _____ Proposed: _____

Site Plan & Vicinity Map Requirements

Local government site plan

Has the local government approved a site plan or is the local government currently reviewing a plan for the proposed land use?

- Yes (*If yes, attach a copy of the plans being reviewed by the local government.*)
 No

ODOT Site Plan Requirements

Submit drawing(s) no larger than 11" x 17" in size. Site plan(s) shall include all applicable information listed below:

Property location and property lines, including:

- North arrow
- Show all lots or parcels that are part of the property or development with their corresponding tax lot numbers identified
- Distance from the property lines to the center of the proposed approach

Using solid lines, show:

- Proposed approaches with requested width and turning movements shown
- Proposed & existing buildings and structures to be retained
- Proposed use of existing buildings and structures to be retained
- Other proposed equipment or facilities and their proposed use
- Proposed access or "cross-over" easements with neighboring properties
- Nearest approaches on both sides of the highway within 500' of the proposed approach center-line

Using dashed lines, show:

- Existing approaches with width and turning movements shown
- Place an "X" on approaches to be removed
- Existing buildings and structures to be removed
- Existing equipment or facilities to be removed
- Other existing facilities to be removed
- Existing access or "cross-over" easements with neighboring properties

Show proposed on-site circulation, including:

- Travel lanes with travel directions indicated
- Travel lane widths
- Parking spaces or parking areas
- Access locations to the parking spaces or areas

Show nearest landmark or cross street:

- Provide nearest cross street name
- Distance from the requested approach location to the nearest cross street
- All public streets that abut the property(s)



Oregon Department of Transportation

Land Use Compatibility Statement (LUCS)

What is a LUCS? A Land Use Compatibility Statement (LUCS) is the form ODOT uses to ensure that Highway Approach Permits are consistent with local land use requirements.

Why is a LUCS Required? ODOT Coordination Rules, OAR 731-015, identify Highway Approach Permits as permits that affect land use. State law requires ODOT activities that affect land use to be consistent with acknowledged local comprehensive plans...

When is a LUCS Required? An ODOT LUCS must be submitted with every ODOT Highway Approach Permit Application.

How to Complete the LUCS: The applicant completes Section 1. Section 2 must be completed by the local jurisdiction. The applicant then submits the completed LUCS to ODOT as part of the Highway Approach Permit Application.

SECTION 1: Applicant & Site Information
Print applicant name:
Applicant signature:
Property owner name:
Subject property address:
Site description:
Describe the proposed activity, use, or development, including type and volume of traffic it will generate.
Township(s) Range(s) Section(s) Tax lot(s)

SECTION 2 must be filled out by a Local Planning Official

SECTION 2: Determination of Compliance with Local Land Use Requirements
The subject property is: Inside Outside City Limits Inside Outside UGB
Current Comprehensive Plan designation: Current zoning:
Is a Comprehensive Plan or zoning amendment proposed? YES NO
If YES, list the proposed plan designation: proposed zoning:
Does the activity, use, or development require land use review to determine compliance with land use regulations? YES NO
If NO, it means that no local land use review is needed. Skip to Local Planning Official Information below.
If YES, what is the status of the land use application: Approved Denied Under review Not yet received
List file number(s): Is the decision final: YES NO
Comments:

Local Planning Official Information (Required):
Jurisdiction:
Print planning official's name and title:
Mailing Address:
City: Zip Code:
Phone: Fax:
Email:
Planning Official's Signature: Date: