



## LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT PRELIMINARY ACCESS CONNECTION REQUEST FORM TRAFFIC GENERATOR TYPE ACCESS ON A STATE ROUTE

*An access connection is any physical connection between a state roadway and private or public property which allows the ingress and egress of vehicles to or from said property.*

**THIS FORM IS NOT TO BE USED FOR SINGLE-FAMILY RESIDENTIAL OR NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION REQUESTS.**

**PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_  
 Company (If Applicable to Permit) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home/Bus Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

Check here if Owner is to be the Primary Contact.

**DESIGNATED CONTACT INFORMATION (If Primary Contact is not the Owner)**

Name \_\_\_\_\_  
 Company (If Applicable to Permit) \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Relationship to Property Owner:  Engineer  Attorney  Other \_\_\_\_\_

*Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the Owner.*

**PROPERTY INFORMATION**

Property 911 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Parish \_\_\_\_\_ Current Hwy Surface \_\_\_\_\_  
 State Highway Adjacent to Property (LA/US Route #): \_\_\_\_\_  
 Property is located on the (circle applicable) N **S** E W side of the highway  
 \_\_\_\_\_ miles (circle applicable) N **S** E W from (nearest state highway  
 # or other major roadway) \_\_\_\_\_

Lot Depth (ft): \_\_\_\_\_ Frontage Width (ft): \_\_\_\_\_  
 Proposed driveway width (ft): \_\_\_\_\_

**REQUIRED INFORMATION**

**OPTIONAL INFORMATION**

Distance from Centerline of Roadway to Property Line (ft): \_\_\_\_\_  
 Proposed Building Dimensions \_\_\_\_\_  
 Setback from Right-of-Way to nearest building/gas pump/etc. (ft): \_\_\_\_\_  
 Distance from Property Lines to Nearest Driveways/Roadways \_\_\_\_\_  
 Property Latitude \_\_\_\_\_ Property Longitude \_\_\_\_\_

**YOU MUST ATTACH A PROPERTY MAP TO THIS DOCUMENT.**

Attach property survey or plat of property. Show proposed location of access point and locations of nearest existing driveways and median openings (if applicable). Everything must be dimensioned.

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**APPLICANT TO COMPLETE:**

**PROPOSED USE OF PROPERTY:**

- Multi-Residence Single Family  
Number of Homes Proposed \_\_\_\_\_
- Commercial  
Total Facility Sq. Ft. \_\_\_\_\_  
Select One:  
 Retail  Mixed-Use  Medical  
 Religious  Educational  Public  
 Agricultural  Utility  Bank  
 Other: \_\_\_\_\_
- Temporary (less than 1 year) – Explain Use \_\_\_\_\_
- Other – Explain \_\_\_\_\_

- Will access connection become a public road?  Yes  No
- Will the full development be built in phases?  Yes  No  Unknown

**SELECT ALL THAT APPLY:**

- Applicant requests more than one access connection.
- Property is within ½ mile of an existing traffic signal.
- Applicant requests a new traffic signal.
- Applicant requests a new median opening.
- Requested access connection location aligns with an existing signal or intersection.
- Existing median opening or portion thereof, is within the frontage limits of the property.
- Requested access connection is not on a state route, but is within ¼ mile of a state route.
- Railroad crossing located within ¼ mile.
- Applicant requests a roundabout.
- Property has frontage on an existing local or parish roadway.
- Property is within the functional area of intersection or limits of turn lane.

If requesting commercial access, indicate the types and number of businesses and provide the floor area square footage of each:

Business Type	Sq. Ft.

If requesting residential development access, indicate the types and number of units (single family, apartment, townhome, etc.):

Residence Type	# Units

For agricultural access, indicate number of acres the access will serve: \_\_\_\_\_

Please answer the following questions. Provide additional documentation, if necessary:

Does the applicant have knowledge of any State Highway access permits serving this property, or adjacent properties, in which the applicant has, or may have, a property interest?

No       Yes. Provide details: \_\_\_\_\_

Does the property owner own or have any interests in any adjacent properties?

No       Yes. Provide details: \_\_\_\_\_

Are there other existing or dedicated public streets, roads, highways, or access easements bordering or within the property?

No       Yes. If Yes, list them on all plans and indicate the proposed and existing access locations.

This application is for (check one):  New Construction     Remodel/Change in Use     Expansion of Facility

*I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.*

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Form to the District Permit Specialist at the DOTD District Office where subject property is located.**

**DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY (Permit Specialist)**

Date Requested Received \_\_\_\_\_ Date Owner Contacted \_\_\_\_\_  
 (Owner should be contacted within 14 business days of date request is received.)

District \_\_\_\_\_ Request Processed By \_\_\_\_\_

Pre-Permit Application Meeting Required:  No  Yes

Meeting Scheduled for \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_ AM/PM

Applicant Contacted to Confirm Meeting by \_\_\_\_\_