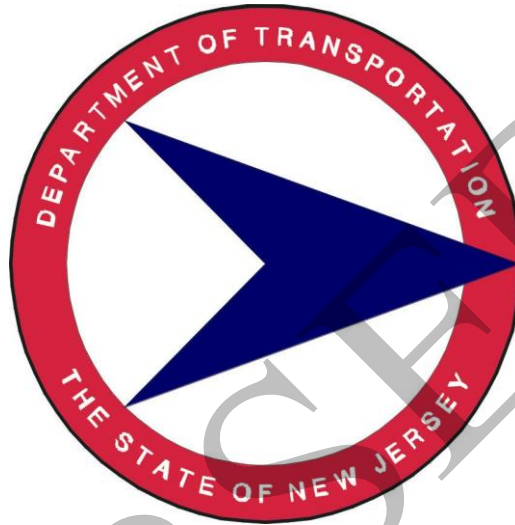


# **New Jersey Department of Transportation**



## **Access Design Guidelines**

2012

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## Section 1 - Introduction

### 1.1 Purpose & Need

Access Design is an important design component in all State Capital Improvement projects. The Initiation, Execution and Closing of all access alterations are always on a critical path for almost every project and are key elements to the timely completion of the design phase of a project. Access alterations are designed according to the New Jersey State Highway Access Management Code (Access Code). However on limited scope projects where the pavement is milled and replaced or the pavement is resurfaced with a change in profile or cross slopes that does not necessitate paving the driveways onto private property (to achieve the allowable driveway grade), the Access Code generally will not be applied. Exceptions would include projects where the driveway(s) design(s) were a factor in a high accident rate in the area. Also, if a project has several miles of milling/paving and a relatively small area of reconstruction (ex. adding an auxiliary lane), the Access Code should only generally be applied in the reconstruction area.

The Access Design includes the following activities:

- Activity (3105): Prepare Project Access Plan & Access Impact Summary
- Activity (4705): Prepare Access Cut-outs
- Activity (4710): Review Access Cut-outs
- Activity (4715): Administer Access Alterations

Activity 3105 occurs during the Preliminary Engineering phase and activities 4705, 4710 and 4715 occur during the Final Design phase in the Project Delivery Process Network.

The information presented in this document shall serve as a **Guide** and shall be used as a reference by all Designers (In-house and consultants), Project Managers, Office of Access Design (OAD) staff and other Subject Matter Experts (SMEs).

### 1.2 Objective

This "Guidelines" document:

- Provides interpretation of *NJ State Highway Access Management Code*
- Identifies design requirements on all Access Design deliverables
- Provides the standard format of all Access Design deliverables
- Reduces the Quality Assurance review time on all Access Design deliverables
- Provides Quality Control checklists for all Access Design deliverables
- Separates Access related site impacts from the ROW related site impacts
- Promotes creative and flexible design approach
- Standardizes the administrative processes of Access Design
- Expedites the overall Access Design process
- Helps to expedite the ROW acquisition process
- Helps to reduce the overall project's design and construction budget

### 1.3 Definitions

**Adjustment of Access:** (refer to N.J.A.C. 16:47-4.33(b)) Any alteration to an access point in conjunction with the implementation of a State highway improvement project, which results in changing the width of an access point by 5 feet or less, or changing the location of an access point by 10 feet or less, or moving an access point away from the centerline of the highway, such as when a highway is widened, or changing the elevation or profile of an access point. A legal notification to the lot owner is not required for this type of access alteration unless the limit of proposed access alteration is beyond the State Right Of Way (ROW) line.

**Change of Access:** Any access point alteration along a non-State highway. Access alterations on non-State highways may be designed in accordance with the New Jersey State Highway Access Management Code (Access Code) if there are no other local access codes requirements. Administrative processes of this type of access alteration are not required to be executed in accordance with the New Jersey State Highway Access Management Code. Implementation of the Access Code on non-State highways will be at the discretion of the Office of Access Design (OAD) and the Project Manager. If at all possible, impacted non-State highway access points shall be replaced "in-kind". A legal notification to the lot owner is not required for this type of access alteration unless the limit of proposed access alteration is beyond the public ROW line or the access alterations impact the apparent existing use of the lot. OAD will notify the owner and the Project Manager will address all follow-up proceedings directly with the owner. OAD will provide any necessary assistance.

**Legal Notification:** (refer to N.J.A.C. 16:47-4.33(c)2 & (d)3-4)) The Department's written notification to a lot owner whose existing access points will be impacted by a State highway improvement project.

**Lot Owner Access Concurrence (LOAC) and Lot Owner Lease Agreement (LOLA):**

- When proposed access alteration work is beyond the public ROW line, OAD attempts to obtain from the lot owner an access concurrence (LOAC) to alter the access and a lease agreement (LOLA) to enter the property to construct the alteration. (The LOLA is a ROW document that will be signed by the Director). The Access cut-out (ACO) and ROW plans will show a short dashed line approximately 5 feet beyond the physical limits of the proposed driveway or access related alterations. The line will be labeled "Temporary Site Mitigation Work Line (Access)". See attachments 1A and 1B for templates of the LOAC and LOLA forms and for further information see the OAD procedure for administering access alterations.
- If the limits of the proposed driveway(s) or access related alterations are within the existing and /or proposed ROW line, only the LOAC may be sent. The LOAC will be sent for all modification or revocation, but not be sent for adjustment or changes if the alteration does not temporarily or permanently impact the operation of the property.

**Modification of Access:** (refer to N.J.A.C. 16:47-4.33(c)) Any alteration to an access point in conjunction with the implementation of a State highway improvement project, which results in changing the number of access points, or changing the width of an access point by more than 5 feet, or changing the location of an access point by more than 10 feet. A legal notification to the lot owner is required for this type of access alteration.

**Revocation of Access:** (refer to N.J.A.C. 16:47-4.33(d)) Any alteration to an access point in conjunction with the implementation of a State highway improvement project, which results in elimination of direct ingress from the State highway or elimination of direct egress to the State Highway, or elimination of direct ingress and egress (two way driveway) on the State highway with provision of an alternative access point to a street, highway, easement, service road or common driveway other than the subject State highway. A legal notification to the lot owner and all lessees, is required for this type of access alteration.

**Waiver:** (refer to N.J.A.C. 16:47-4.35) A waiver is the Department's relinquishment of its right to wholly enforce provisions of the Access Code. Waivers may either reduce or eliminate Access Code requirements. The Designer shall list all required waivers for the proposed recommended driveways with proper justifications in the Access Impact Summary (AIS) document by implementing the flexible and right sizing design approach of the project. Also, a Form MT-159 (Request of Waiver - See Attachment 8) needs to be Access Design Guidelines

completed and submitted along with the submission of ACO. OAD will review those justifications with respect to the project's scope, safety and operation of the State highways, and may grant the waivers accordingly.

## **Section 2 - Access Impact Summary (AIS) Requirements**

The Designer shall start preparing this report as part of Activity 3105 (Prepare Project Access Plan & Access Impact Summary). Activity 3105 should not begin until the completion of Activity 3030 (Prepare Horizontal & Vertical Geometry). Generally the AIS should include but not be limited to the following information: (See Attachment No. 2 Access Impact Summary sample)

- Block and Lot Nos.
- Name of owner of record and address
- Lot address
- Tenant name and address (for Revocations only)
- Lot type /use of lot
- Numbers of allowable access points
- Proposed type of access alteration
- Access Level
- Numbers of existing driveways
- Location of existing driveways
- Driveway Stationing
- Existing access violations with corresponding access code
- Numbers of proposed driveway
- Need for LOAC
- Vehicle size for auto turn check
- Required waivers for the proposed recommended driveways
- Narrative for each impacted property including but not limited to:
  - Overall access impact to property including photos if necessary
  - Overall proposed access alterations for the property including on-site modifications and improvements such as parking stalls drainage improvements etc.
  - Justifications for the required waivers for all proposed recommended driveways.

## **Section 3 - Overall Project Access Plan (PAP) Requirements**

The Designer is responsible for preparing an overall PAP. The Designer shall prepare PAP and finalize AIS also as part of the Activity 3105. Generally, the PAP should include but not be limited to the following information: (See Attachment No. 3 Overall Project Access Plan sample)

- Entire limits of the project (including existing topography baseline data and proposed geometry in bed sheet format)
- Preferred scale is 1' = 50' or 1" = 100'
- ROW Lines (existing & proposed)
- Property Lines of all impacted properties
- Slope Lines (proposed if available)
- Denial of Access Lines (existing & proposed if available)
- Access Level
- Traffic Striping (existing & proposed)
- Signalized intersections
- Driveways (existing & proposed with limits of paving)
- Drainage & Sign Structures (existing & proposed if available)
- Guiderail and Retaining Walls (existing & proposed if available)
- Block #, Lot #

- Existing buildings, parking stalls, circulation, drive-through areas, loading area, etc.
- Concrete curb (existing & proposed) with dimensions of curblines opening of all existing and proposed driveways.
- Color coded legend.

The Designer shall submit the PAP along with the AIS to OAD as part of Activity 3105. OAD will review the AIS and PAP, and provide comments and/or a set of marked up plans to the Designer. An on-board review meeting among PM, Designer and OAD is recommended to expedite the review process.

#### **Section 4 - Individual Access Cut-Outs (ACO) Requirements**

The Designer is responsible for preparing **individual access cut-outs (ACO)** as part of the Activity 4705 (Prepare Access Cutouts). The Designer shall comply with all OAD's comments on the AIS and the PAP, and submit 2 copies of draft ACOs to OAD. Upon OAD's review and approval of the draft ACOs, the Designer shall submit final ACOs (12 color copies each). Generally, the ACOs must be prepared using the following guidelines and should include but not be limited to: (See Attachment Nos. 4, 5, 6 and 7 - types of access alteration samples)

- Scale of ACO in English (1"= 30' or 50' scale). The ACO should not include quantities or other extraneous notes not applicable to the property or which may confuse the owner in understanding the proposed access impacts. Whenever possible, the minimum plan size should be 11" x 17", otherwise use standard plan sheet size (22" x 36").
- Show North arrow.
- In the title box (Bottom right corner of plan), mention the type of access alteration (Adjustment, Modification, Change of Access or Revocation), identifying the Route and Section designation (or project name), Block and Lot Number, Municipality and County, Scale and Date of drawing.
- Name of Owner on record, full address and zip code. This information must be verified using deed and/or tax records. For revocations only, include all tenant(s) names and addresses (company, operator or individuals – refer to N.J.A.C. 16:47-4.33(d) 3). Attach tenant list separately if necessary.
- Indicate the existing use of the property, including abandonments, and the actual zoning.
- In lower left corner of the ACO, include the following note: "Proposed right of way lines, which delineate potential NJDOT acquisitions from the properties, depicted hereon, are based on preliminary plans and are subject to change. The proposed right of way lines are shown for informational purposes only, are not binding on DOT, and should not be relied upon in any manner."
- Show existing and proposed highway geometry, including striping along the State highway frontage of the impacted property.
- Show all property lines, easements, existing and proposed right of way lines, existing and proposed access points along frontage and any other conditions which affect the access design decision. Label all auxiliary, acceleration, deceleration lanes and signalized intersections. The ACO must show the entire property. Use a separate plan to show entire property if necessary. For large property, adjust the scale or use "inset" to show the details.
- For all Modifications and Revocations, show internal parking lot configuration, layout, aisles and site circulation components.
- Show and label any proposed work to be done by the State's contractor (i.e., in construction contract) which affects the access design decision including signs (highway and private), drainage structures, fence, utility poles, fire hydrants, lighting poles, traffic signal poles, grading, parking, circulation changes, landscaping, etc.

- For Revocations only - (refer to N.J.A.C. 16:47-4.33(d) 2 i, ii, iii) Alternative access routes and access points must meet the requirements of reasonableness as per the Access Code. Also show proposed sign locations, sign legends and overall sign sizes for reasonable alternative access as per the Access Code. Depending on the scale of the ACO, this requirement can be accomplished by using separate sheets if necessary. Designer must provide justifying documentation for the reasonableness of the alternative access. (See also Section 5.3 below).
- For projects that are designed in the metric system, the ACO shall show all dimensions in **both** metric and English. Otherwise, all dimensions shall be in English.
- For a complex Modifications and Revocations of access points, the Designer may be required to develop cross sections and/or driveway profiles.
- Each ACO must include a "Non-conformance and waiver matrix". This matrix identifies violations of all existing and proposed driveways in a before and after condition along with the citation of the appropriate reference to the Access code. This matrix also identifies the recommended waivers by the Designer and granted waivers by the Department. Each ACO must include the completed Form MT-159 (Request for Waiver). See Attachment No. 8
- The Designer must perform the Quality Control check on each ACO according to QA/QC checklist. Each ACO must include completed checklist (See Attachment No. 9).

## **Section 5 - General Guidelines for Designer on Access Design**

During the **Preliminary Engineering phase**, the Designer is responsible for reviewing all existing driveways within the limits of the project to determine if they are or will be in conformance with the applicable requirements of the Access Code.

### **5.1 In Conformance**

If the existing driveway within the project limit is in conformance with the Access Code and it will not be impacted by the proposed geometry then no changes should be proposed.

### **5.2 Not In Conformance**

If the existing driveway within the project limit is not in conformance with the Access Code, the Designer shall evaluate revising the existing driveway based on the following flexible design approach:

1. What is required to bring the existing driveway into conformance by adhering to the Access Code?
2. Would the lot owner be agreeable to the proposed alterations that fully conform to the Access Code?
3. Are there any flexible and cost effective design solutions that will make the lot owner agreeable to the proposed alterations?
4. Do the proposed alterations satisfy the safety and operational requirements?

The Designer shall present the most practical and feasible solution for each access alteration case along with the justifications and the list of required waivers. The OAD and the Project Manager shall decide on a final access solution to progress as part of the final project design.

### **5.3 Reasonable Alternative Access**

For all revocation and some modification cases, the Designer shall evaluate and document if the alternative access (the proposed solution) is reasonable or unreasonable. The documentation for reasonable alternative access (results of below mentioned tests) must be completed and submitted to OAD along with the final submission of the ACO. Specifically, a reasonable alternative access is achieved when the requirements of following tests are met:

### 5.3.1 Commercial Property

The alternative access is onto a parallel or perpendicular street, highway, easement, service road or common driveway of sufficient design to support traffic to and from the site and is direct, convenient and well marked. Three tests for reasonable alternative access of commercial property are:

1. Alternative access is onto a perpendicular or parallel street. A perpendicular street is one that directly intersects the State highway and a parallel street is one that directly intersects the perpendicular street.
2. Alternative access is of sufficient design:
  - the path can carry the size and type of traffic for the commercial use
  - has the capacity to handle the anticipated volume of traffic, as of the date of the notice to the owner
  - has the pavement strength to handle the weight of the anticipated traffic
  - the driveways must be able to handle the anticipated volume, size and type of vehicles
3. Alternative access is convenient, direct and well marked.
  - access fits with the site
  - access lines up with traffic circulation aisles
  - access serves loading areas, drive-ups, etc.
  - relatively straight
  - there are limited choices along the path
  - signs must be provided to direct motorists from the State highway to the new ingress and from the new egress to the State Highway.
  - a sign must be provided at each location where a motorist will have to make a decision
  - the signs must be (a) a maximum of 8 square feet, (b) with white message on blue or green backgrounds and (c) will be maintained by the Department for at least one year

### 5.3.3 Industrial Property

The alternative access must be onto any improved street, highway, easement, service road or common driveway of sufficient design to support the necessary truck and/or employee access as required by the industry. **Note:** for an industrial property, signage is not required.

### 5.3.4 Residential or Agricultural Property

The alternative access must be onto any improved public street or highway.

## Section 6 - General Guidelines for Access Impact Assistance (AIA) report

During the **Preliminary Engineering phase** and as part of Activity 4705 (Preparation of Access Cut-outs), the Designer is responsible to identify the need and preparation of the AIA report. Generally the AIA report will be required, if site impacts due to access alteration result in but not limited to:

- Loss in approved /non-encroaching parking stalls
- Change in internal circulation for passenger cars
- Change in internal circulation for delivery trucks
- Change in internal concrete islands
- Change in business signs and lights



- Change in goods delivery loading docks
- Change in drive through circulations
- Change in Parking attendance booths
- Inconvenience to daily business operation during construction
- Conflicts between vehicular and pedestrian traffic

In these cases, the Department shall provide all necessary assistance to the lot owner in the establishment of the alternative accesses as per the Access Code. A qualified Traffic Engineer or a Site Planner shall investigate, analyze and document all site impacts related to access alterations along with all feasible mitigation measures in the AIA report as part of Activity 4705. The Project Manager and OAD will make final decision on the need for this report on case by case basis.

## **Section 7 - Format of Access Impact Assistance (AIA) report**

The scope of services of this report will be decided by the Project Manager (PM) and OAD. This report shall be prepared and submitted in two phases:

### **7.1 Phase I**

#### **7.1.1 Introduction**

- Purpose of the report
- Project description and site history and background

#### **7.1.2 Before Access Modification/Revocation**

- Site location and description
- Existing conditions and business operation based on site inspection, on-site meeting with owner, photographs, approved site plans, approvals of variances, waivers, existing site circulation
- Easement agreements between the subject property and the adjacent property as they relate to driveway, parking and/or on-site circulation
- Existing topographic map of the site
- If existing layout of parking stalls are encroaching the State ROW then the existing site plan shall be shown with two scenarios. One with existing layout as it exists currently in the field and the second one with the elimination of all parking stalls that are encroaching State ROW as per the N.J.A.C. 16:47-3.5 (e) -11.

#### **7.1.3 Feasibility of Alternative Access**

- Proposed locations of alternative access points
- Meeting with property owner/ site visits
- Preliminary recommendation of access assistance items
- Preliminary cost estimate

### **7.2 Phase II**

#### **7.2.1 After Access Modification/ Revocation**

- Description of proposed changes at all access points
- Identification of site impacts including proposed changes to any easement agreements
- Quantification of site impacts
- Description of site assistance items
- Specifics of site assistance items including:
  - Quantity of construction items
  - Cost of construction items
  - Construction methodology and/or staging
  - Material requirements for all assistance items

- Total duration for the construction of all assistance items with all assumption and constraints
- Latest Access Cut-out
- Site plan showing all assistance items along with all revised access points

OAD will have examples of AIA reports.

### **Section 8 - Administer Access Process**

After the 12 copies of the approved version of the ACOs are submitted, OAD will begin to Administer Access Alterations (activity 4715). The Designer may be asked to participate in informal meetings with property owners, to explain the driveway design in question and give an overview of the overall project. The Designer will also revise cutouts as necessary. A new date in the title block will be used for each cutout revision. For further information contact the OAD and see the State Highway Access Management Code.

SUPERSEDED

**Attachment 1A**  
**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**LOT OWNER ACCESS CONCURRENCE**

**ROUTE:**  
**SECTION:**

**BLOCK:**  
**LOT:**

**MUNICIPALITY:**  
**COUNTY:**

**NAME OF OWNER/CORPORATION:**

**I, the owner / designee of the above block and lot accept and concur with the attached access alteration plan dated \_\_\_\_\_ on the condition that the New Jersey Department of Transportation (Department) will be responsible for all construction necessary to implement the alterations. This concurrence does not in itself give permission to the Department to enter on to my property to perform such construction if such entry is necessary. I understand the Department will obtain such permission separately.**

**Owner / Designee Concurrence**

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attach: Access Alteration Plan**

## Attachment 1B

### NEW JERSEY DEPARTMENT OF TRANSPORTATION LOT OWNER LEASE AGREEMENT

**BLOCK:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**LOT:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

Pursuant to the State Highway Access Management Act and Code, the New Jersey Department of Transportation (Department) will alter access to Lot \_\_\_\_\_ and Block \_\_\_\_\_ (the Property) in conformance with the attached access alteration plan (Plan). This work will require the temporary entry onto the Property for approximately \_\_\_\_ week(s). In consideration of \$ \_\_\_\_\_, in lieu of condemnation, the owner of the Property (Lot Owner) agrees as follows:

1. The Department its employees and contractors are permitted with 72 hours notice to enter upon Property within the limit of line shown as “Temporary Site Mitigation (Access)” on the Plan.
2. At its sole expense, the Department shall perform, or cause a contractor to perform, all work necessary to establish the access alterations shown on the Plan in a good and workmanlike manner and in accord with applicable Department specifications.
3. The Department, its employees, contractors, or any other individual or entity who enters upon the Property pursuant to this Agreement, shall not unreasonably prevent the Lot Owner, its tenants, assigns, customers, or any other individuals or entities, from entering upon the Property during construction.
4. The Lot Owner shall notify any subsequent purchaser of this Agreement and this Agreement is binding on all successors and assigns.
5. The Lot Owner acknowledges that this Agreement is for the temporary lease of a portion of Lot \_\_\_\_\_, Block \_\_\_\_\_ as depicted on the Plan for the construction work necessary to alter access to the Property.
6. The Lot Owner shall retain its right to additional compensation if the Department acquires any supplementary real property rights in addition to the “Temporary Site Mitigation (Access)” interest acquired by this Lease Agreement.
7. Payment will be made to the Lot Owner prior to the Department’s award of the contract for construction of the highway improvement project and entry onto the Property.
8. This Agreement will automatically expire when the Department has completed the work necessary to alter the access to the Property or five years from the date of the Department’s execution, whichever comes sooner.
9. The parties who execute this Agreement hereby certify that they have full power and authority to act on behalf of and to bind the respective parties.

**Attachment 2**  
Access Impact Summary Sample

**Route U.S. 46 Section 4T Windsor Boro**

**Contract No. 066950374**

**Access Impact Summary**

Route 46 Eastbound

No	Block	Lot	Name Of The Owner Of Record And Address	Lot Address	Tenant Name And Address	Lot Type / Use	No. Of Allowable Access Points	Type Of Access Alteration	Access Level	No Of Existing Driveways	Location Of Existing Driveways	Baseline Sta. Of Existing Driveways	Existing Access Violations	Corresponding Access Code	Numbers Of Proposed Driveway	Location Of Prop. Driveway	Baseline Sta. Of Prop. Driveway	Prop. Driveway Work Beyond The State Row Line	Auto Turn Check Vehicle	Required Waivers For The Proposed Recommended Driveways	Discussion On 1) Overall Access Impact To The Property, 2) Justification For The Required Waivers For Proposed Recommended Driveways (Attache Separate Word Document If Needed)
1	56	26.0 1	Xxxx Petroleum Inc. 1590 Croft Road Eastland Tx 11739	Xxx Route 46 East Linden, Nj 11746	N/A	Nonconforming/Commercial	1-Two Way	Modification	4	3	Rt. 46 EB	3504	Edge Clearance Less Than 12'	16:47-3.8(C)	2	Rt. 46 EB	3505	Yes	WB-50/P	Edge Clearance	1) Mention What Triggers The Alteration Of Access Points; Mention Current Use And Operation Of Lot With Existing Driveways; Mention Site Impacts With Proposed Driveways Such As Loss In Non-Encroching Parking Stalls, Impacts To Internal Circulations With Respect To Use And Operation Of Lot (Provide Drawings On Auto Turn Tracks If Necessary); Mention Impacts To Internal Signs, Islands, Lights, Fence Etc.; Mention Temporary Impacts To Business Operation During Construction; 2) Provide Detailed Justifications For All Required Waivers; Refer To Access Code Article 16:47-4.35 For The Basis Of Justifications; Other Possible Basis Could Be Safety And Operation Of State Highway, Project Scope, Schedule And Budget.
											RT. 46 EB	3505+40	Distace Between Driveways Less Than 24'	16:47-3.8(I)		RT. 46 EB	3505+80				
											RT. 46 EB	3505+70	Distace Between Driveways Less Than 24'	16:47-3.8(I)							
											ALL	ALL	Total Number Of Existing Driveways Are More Than Allowable	16:47-3.5(C)							
2	78	26.0 1	Yyy Route 46 East Linden, Nj 11746	Yyy Route 46 East Linden, Nj 11746	N/A	Nonconforming/Commercial	1-Two Way	Adjustment	2	1	Rt. 46 EB	35+20	Private Sign/Bill Board On State Right Of Way	16:47-3.12(D)	1	Rt. 46 EB	45+25	Yes	P		1) Mention What Triggers The Alteration Of Access Points; Mention Current Use And Operation Of Lot With Existing Driveways; Mention Site Impacts With Proposed Driveways Such As Loss In Non-Encroching Parking Stalls, Impacts To Internal Circulations With Respect To Use And Operation Of Lot (Provide Drawings On Auto Turn Tracks If Necessary); Mention Impacts To Internal Signs, Islands, Lights, Fence Etc.; Mention Temporary Impacts To Business Operation During Construction; 2) Provide Detailed Justifications For All Required Waivers; Refer To Access Code Article 16:47-4.35 For The Basis Of Justifications; Other Possible Basis Could Be Safety And Operation Of State Highway, Project Scope, Schedule And Budget.
													Parking Stalls That Require Backing Maneuvers Within The State Right Of Way	16:47-3.5(E)11							

Route 46 Westbound

3	89	26.0 1	Xxx Petroleum Inc. 1590 Croft Road Eastland Tx 11739	Zzz Route 46 East Linden, Nj 11746	N/A	Nonconforming/Commercial	1-Two Way	Change Of Access	3	2	Broad St.	3504	Corner Clearance Less Than 50'	16:47-3.8(K)	2	Broad St.	3505	Yes	WB-50/P	Corner Clearance	1) Mention What Triggers The Alteration Of Access Points; Mention Current Use And Operation Of Lot With Existing Driveways; Mention Site Impacts With Proposed Driveways Such As Loss In Non-Encroching Parking Stalls, Impacts To Internal Circulations With Respect To Use And Operation Of Lot (Provide Drawings On Auto Turn Tracks If Necessary); Mention Impacts To Internal Signs, Islands, Lights, Fence Etc.; Mention Temporary Impacts To Business Operation During Construction; 2) Provide Detailed Justifications For All Required Waivers; Refer To Access Code Article 16:47-4.35 For The Basis Of Justifications; Other Possible Basis Could Be Safety And Operation Of State Highway, Project Scope, Schedule And Budget.
											Market St.	2+44	None			Market St.	2+44				
4	78	26.0 1	Xxx Petroleum Inc. 1590 Croft Road Eastland Tx 11739	Kk Route 46 East Linden, Nj 11746	Xx Realty Kk Rt. 46 East Linden, Nj 11746	Nonconforming/Commercial	1-Two Way	Revocation Of Egress	4	2	Rt. 46 EB	3504	None		3	Rt. 46 EB	3504	Yes	WB-50/P	Driveway Slope	1) Mention What Triggers The Alteration Of Access Points; Mention Current Use And Operation Of Lot With Existing Driveways; Mention Site Impacts With Proposed Driveways Such As Loss In Non-Encroching Parking Stalls, Impacts To Internal Circulations With Respect To Use And Operation Of Lot (Provide Drawings On Auto Turn Tracks If Necessary); Mention Impacts To Internal Signs, Islands, Lights, Fence Etc.; Mention Temporary Impacts To Business Operation During Construction; 2) Provide Detailed Justifications For All Required Waivers; Refer To Access Code Article 16:47-4.35 For The Basis Of Justifications; Other Possible Basis Could Be Safety And Operation Of State Highway, Project Scope, Schedule And Budget.
											Rt. 46 EB	3505+40	None			Rr Street	41+00				
											Rr Street	45+70	None			Rr Street	45+70				

**Note:** The Designer Shall Start Preparing This Access Impact Summary (AIS) Document As Part Of The Activity 1150 (Initiate Access Impacts). Completed Ais Shall Be Submitted To Office Of Design Access Design (Oad) Along With Overall Project Access Plan (Pap) As Part Of Activity 1155 (Prepare Access Plan)

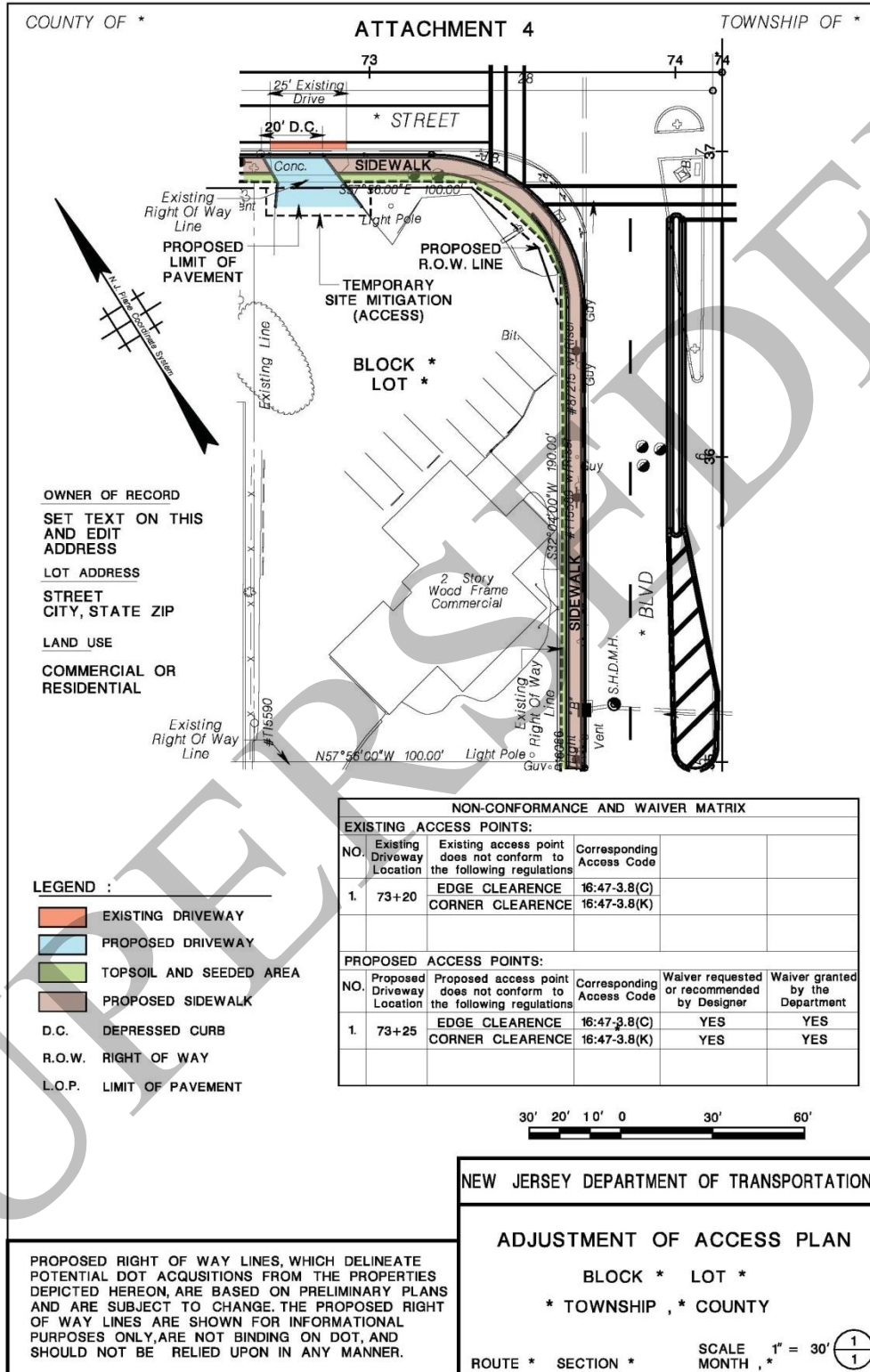
**Attachment 3**  
Project Access Plan Sample





# Attachment 4

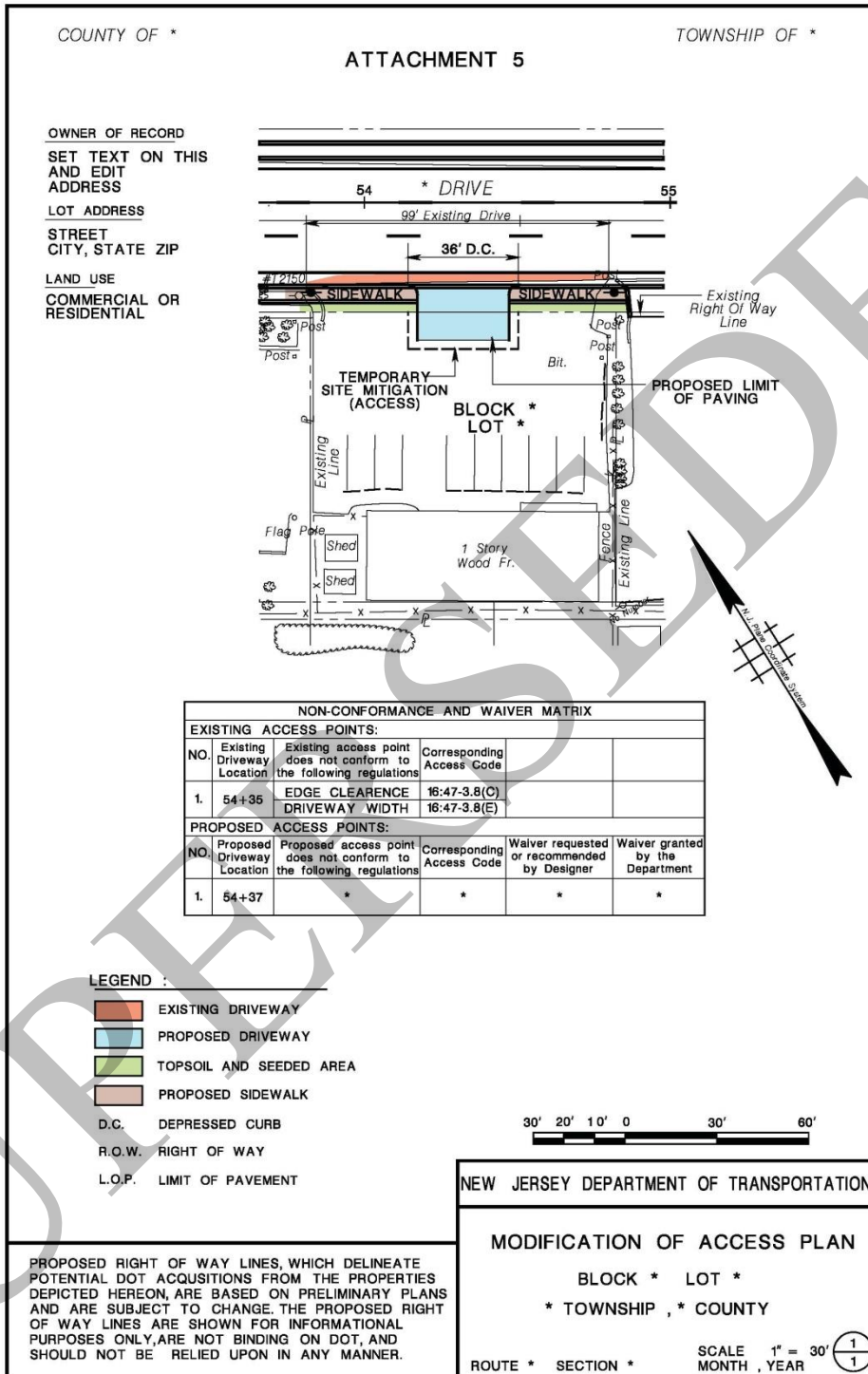
## Adjustment of Access Sample



D = TPCICEM file = est = 17-FEB-2010 11:59 quus = @NJDOT/EICAD/PLT/B/Oce/1609/00 30,000000:1.000000 den tabe = \\njdotprjw\vbaystem\ujdotw\pr

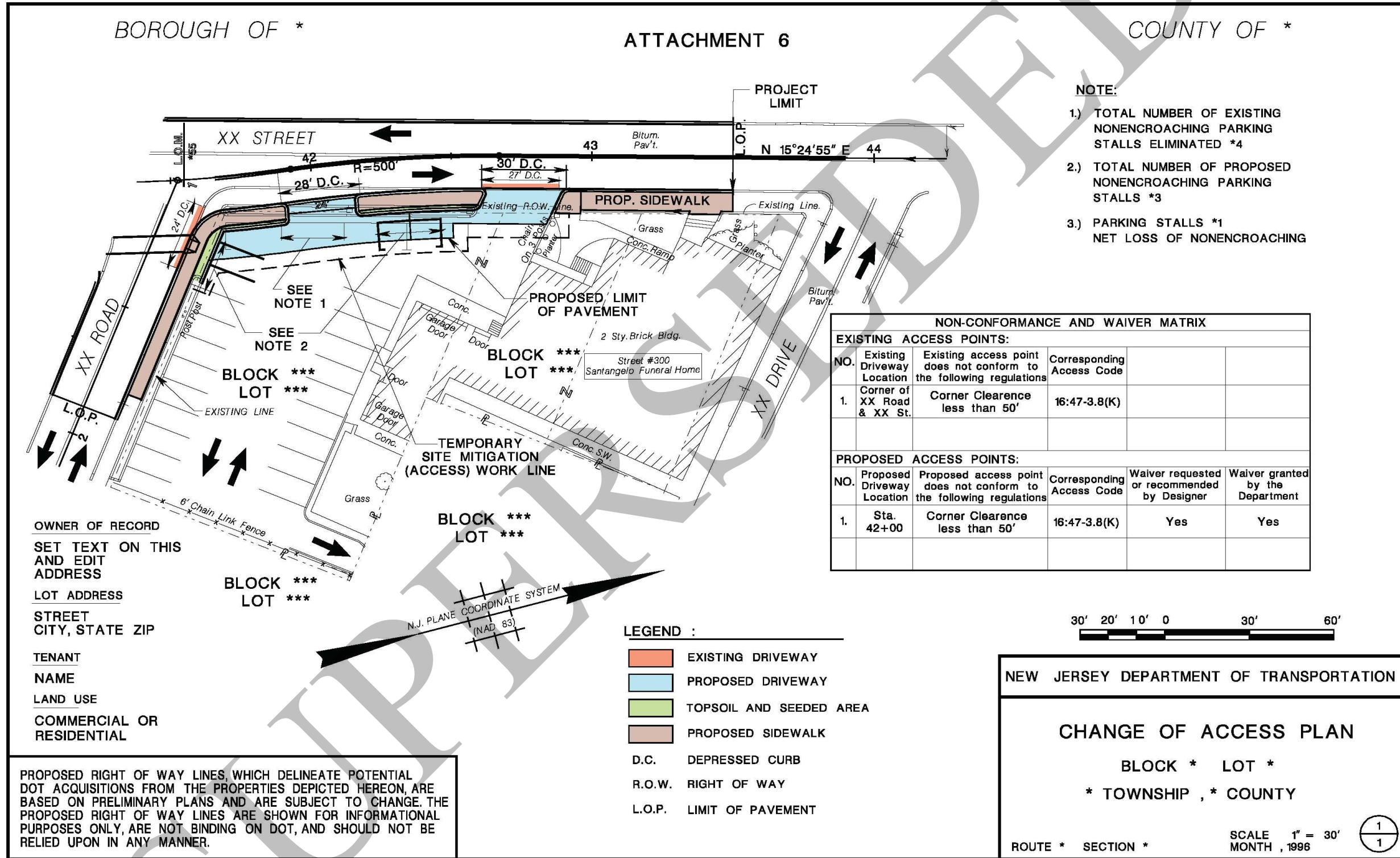
# Attachment 5

## Modification of Access Sample





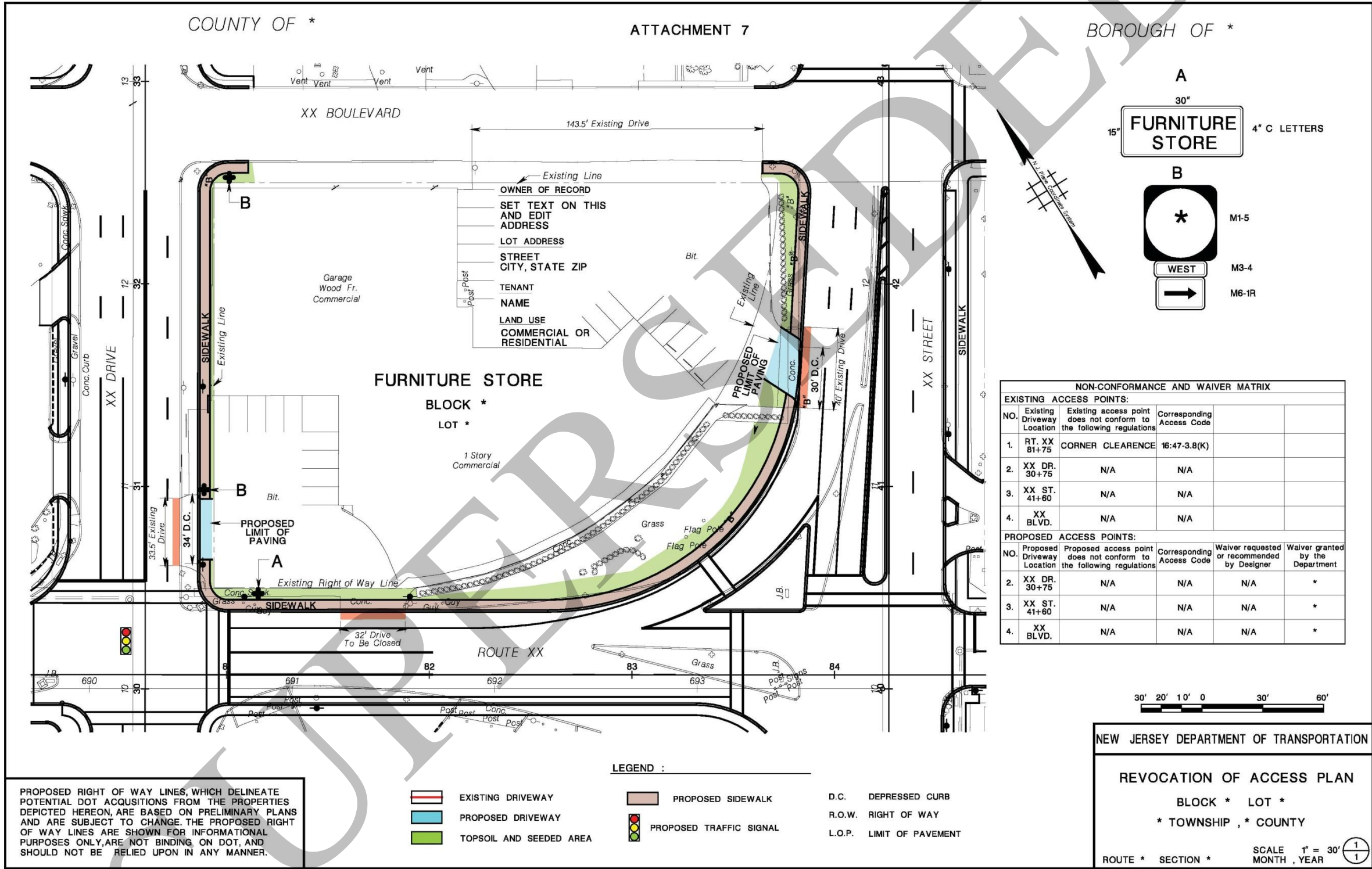
**Attachment 6**  
Change of Access Sample



pen table= \\jtdotprfw\workspace\jtdotprfw\projects\jtdotprfw\this\Non-Reactiv  
scale= 30.00000001.0000000  
date= 17-FEB-2010 11:56  
ID= TP2CITEM

file=

**Attachment 7**  
Revocation of Access Sample



# Attachment 8

Form MT-159 9/92

## NEW JERSEY DEPARTMENT OF TRANSPORTATION ACCESS PERMIT APPLICATION REQUEST FOR WAIVER

Please complete one copy of this form for each waiver request.

ROUTE NO.: \_\_\_\_\_ DIRECTION: \_\_\_\_\_ MILEPOST: \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_  
MUNICIPALITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

### REASONS FOR THIS WAIVER REQUEST (check where appropriate)

A WAIVER FOR RELIEF FROM ACCESS CODE PROVISION, N.J.A.C. 16:47-\_\_\_\_\_, IS REQUESTED FOR THE FOLLOWING REASONS:

- 1. Existing substandard conditions
- 2. Existing social, economic or environmental constraints
- 3. Unique character of a lot
- 4. Unreasonableness of strict application of the Access Code under particular circumstances
- 5. A boundary such as urban/rural, speed limit, or access classification falling within frontage of the lot
- 6. A lot within an urban enterprise zone
- 7. Conflict between the requirements of the Access Code and the requirements of

\_\_\_\_\_  
*(name of agency)*

\_\_\_\_\_  
*(conflicting statute or regulation citation)*

- 8. Lower access classification or capacity of the State highway than that applicable to an intersecting county or municipal street
- 9. Municipal, county or other approving agency imposition of conditions beyond the control of the Applicant
- 10. Low or moderate income housing, proposed pursuant to the Fair Housing Act
- 11. Evidence that the major or minor type of permit which the Department would determine pursuant to N.J.A.C. 16:47-4.4 is inappropriate
- 12. Other reason: \_\_\_\_\_

*(Please specify)*

JUSTIFICATION: \_\_\_\_\_

## Attachment 9

### Access Design Guidelines QA/QC Checklist

Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Use with Activity (4705) Prepare Access Cut-Outs and Activity (4710) Review Access Cut-Outs

No.	Items included/shown in Access cut-out	Yes	No	N/A	Remarks
1.0	Scale of drawing (1"=30' or 50')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	Other extraneous information is deleted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	North Arrow, County and Municipality are shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.0	Title box (lower right corner) includes:				
4.1	Type of access change (Mod., Rev. or Adjustment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Route and section (confirmed with PM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Block and Lot Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Municipality and County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Date of drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	Name and full address of "property owner of record"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	Property (Lot) address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	Tenant's names and addresses (Only for Revocations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	Existing use of the property (Lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	In lower left corner, a disclaimer statement regarding proposed ROW lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Existing features includes (in light shade & letters)				
10.1	Existing highway geometry with traffic stripes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Entire property with property lines and zonal lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Existing ROW lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Existing easement lines (e.g., slope, drainage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.5	Labeling of existing auxiliary lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.6	Labeling of signalized intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.7	Internal parking lot configuration, aisles, loading, unloading areas, drive through windows (Only for Revocations and complex Modifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.8	All existing access points of property (in red color) with dimensions of curb-line openings and directional arrows of traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Items included/shown in Access cut-out	Yes	No	N/A	
11.0	Proposed features include: (in dark/bold)				

	shade and letters)				
11.1	Proposed highway geometry with traffic stripes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Proposed ROW lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Proposed easement lines (e.g., slope, drainage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	All proposed/modified access point of the property (in blue color) with dimensions of curb-line openings and directional arrows of traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.5	Labeling of proposed auxiliary lanes with required length of acceleration/deceleration lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.6	Labeling of proposed signalized intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.7	Proposed/modified internal parking lot configuration, aisles, loading/unloading areas, drive-through bay (Only for Revocations and complex Modifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.8	Proposed landscaping work on the property near proposed/modified access points (in green color)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.9	Proposed road-side items to be constructed by state contractor, such as sidewalks, utility poles, drainage structures, highway signs, retaining walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.10	For all Revocations and complex Modifications Only:				
11.11	Proposed alternative access route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.12	Alternative access routes and points meet the requirements of reasonableness as per Access Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.13	Proposed sign locations, legends and sizes that motorists can follow to and from the existing access points to proposed access points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	The limit of proposed access alteration work is identified by the dashed line labeled with "TEMPORARY SITE MITIGATION WORK (ACCESS)" or "Temporary Site Mitigation Work" (See section 1.3 of the Access Guidelines for definition of terms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.0	Color coded legend above the title box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.0	QA/QC checklist is completed for each Access Cut-Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	