



## ACCESS MANAGEMENT PERMIT CHECKLIST

PERMIT APPLICATION		
<p><b>All permits Category C and above must have a Pre-Application Meeting with FDOT Staff and provide the permit application and conceptual site plan for the meeting. This is to be coordinated with the local operations center.</b></p> <p>Staff recommendations and determination of traffic impacts areas will be provided at the Pre-Application meeting to expedite review of the permit submittal in One Stop Permitting.</p> <p><a href="#">FDOT - One Stop Permitting</a></p> <p>The permit submittal in OSP must include a complete set of signed and sealed plans, signed and sealed Traffic Study, and the required project related information in accordance with Florida Administrative Code 14-96.</p>	<p><b>ACCESS MANAGEMENT COUNTIES/REVIEWERS:</b></p> <p><u>DeSoto &amp; Hardee:</u>  <b>Megan Hurst</b>            863-519-2258 or <a href="mailto:megan.hurst@dot.state.fl.us">megan.hurst@dot.state.fl.us</a></p> <p><u>Manatee &amp; Sarasota:</u>  <b>Kim Strickland</b>            863-519-2236 or <a href="mailto:kim.strickland@dot.state.fl.us">kim.strickland@dot.state.fl.us</a></p> <p><u>Polk, Highlands, and Okeechobee:</u>  <b>John Johnson</b>            863-519-2387 or <a href="mailto:john.johnson@dot.state.fl.us">john.johnson@dot.state.fl.us</a></p> <p><u>Lee, Collier, Charlotte, Glades, &amp; Hendry:</u>  <b>Mark Clark</b>            239-225-1984 or <a href="mailto:mark.clark@dot.state.fl.us">mark.clark@dot.state.fl.us</a></p>	
GENERAL INFORMATION		
<input checked="" type="checkbox"/>	The Department does not permit development in phases.	All property under ownership to be included in the complete submittal. Entire property to be included in both plans and traffic study.
<input checked="" type="checkbox"/>	Access and Drainage permits are reviewed and approved simultaneously.	<ul style="list-style-type: none"> <li>Ensure all permit submittals are made simultaneously via the OSP website.</li> <li>Plans for drainage and access permits are required to match.</li> </ul>
<input checked="" type="checkbox"/>	Off-system Improvements	<ul style="list-style-type: none"> <li>Any proposed changes to city or county access will require the provision of a signed Letter of Authorization from the appropriate agency.</li> </ul>
<input checked="" type="checkbox"/>	Drainage permits	<ul style="list-style-type: none"> <li>Any proposed development adjacent to the State Road, irrespective of access connection, is required to submit for a drainage permit.</li> </ul>
PLANS		
<input checked="" type="checkbox"/>	Cover Sheet	<ul style="list-style-type: none"> <li>Include Location</li> <li>Include vicinity map</li> <li>Include permit application numbers</li> </ul>
<input checked="" type="checkbox"/>	Existing Conditions	<ul style="list-style-type: none"> <li>Include entire property under ownership</li> <li>Include all existing buildings.</li> <li>Include all existing driveways</li> </ul>

		<ul style="list-style-type: none"> <li>• Include all parking and internal site circulation plan.</li> </ul>
<input checked="" type="checkbox"/>	Proposed Site plan	<ul style="list-style-type: none"> <li>• Include entire property under ownership</li> <li>• Include all proposed buildings.</li> <li>• Include all proposed driveways</li> <li>• Include all parcels to be served with requested access.</li> <li>• Include all parking and internal site circulation plan.</li> </ul>
<input checked="" type="checkbox"/>	Roadway Improvements	<ul style="list-style-type: none"> <li>• Roadway Improvement Plans</li> <li>• All proposed improvements, left turn lane(s), right turn lane(s), signal plans, intersection improvements, etc.</li> <li>• Cross sections every 50-feet.</li> <li>• All existing and proposed connections are to be called out.</li> <li>• Must be designed in accordance with Florida Design Manual.</li> </ul>
<input type="checkbox"/>	Truck turning template	<ul style="list-style-type: none"> <li>• Utilize FDOT approved software.</li> <li>• Utilize largest anticipated vehicle</li> <li>• Provide ingress and egress all connection locations</li> <li>• Provide internal site circulation</li> </ul>
<input checked="" type="checkbox"/>	Driveway Detail Sheet	<ul style="list-style-type: none"> <li>• Driveway geometrics (lane widths, radii, etc. (standards 16' inbound, 12' outbound, and 35' radii)</li> <li>• Centerline profile(s) with elevation and slope percentage from centerline of State Road to 50' beyond property line.</li> </ul>
<input checked="" type="checkbox"/>	Aerial Exhibit	<ul style="list-style-type: none"> <li>• Include all connection and median features within 600' of the proposed driveway(s) for a roadway with a speed 45 mph or less.</li> <li>• Show all connection and median features within 1320' of the proposed driveway(s) for a roadway with a speed greater than 45 mph.</li> </ul>
<input checked="" type="checkbox"/>	Boundary Survey	<ul style="list-style-type: none"> <li>• Show adjacent parcels, label ownership and all known easements.</li> <li>• Show location of all property boundaries.</li> <li>• Provide a copy of the Warranty Deed.</li> </ul>
<b>NON-CONFORMING ACCESS</b>		
<input checked="" type="checkbox"/>	Draft cross access agreement	<ul style="list-style-type: none"> <li>• Draft cross access agreement provided for review</li> <li>• Submitted via OSP in conjunction with permit application.</li> <li>• Reviewed and approved by FDOT Legal and Surveying and Mapping.</li> </ul>
<input type="checkbox"/>	Court recorded cross Access agreement	<ul style="list-style-type: none"> <li>• Court recorded cross access agreement to be provided in OSP with final permit set for records.</li> </ul>
<b>TRAFFIC STUDY</b>		

☒	Category C and above applications (600 trips or more a day)	<ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Introduction</li> <li>• Existing Conditions</li> <li>• Proposed Conditions</li> <li>• Mitigation and Improvements</li> <li>• Conclusions and Recommendations</li> <li>• Appendix</li> </ul>
☒	Background and project description	<ul style="list-style-type: none"> <li>• Project location map and site plan</li> <li>• Type of proposed uses</li> <li>• Size - building square footages, units, etc.</li> <li>• Construction schedule – opening and build-out years</li> <li>• Study needs to include posted and planned speed limits, design speeds for major roadways, context classification and access classification. Include spacing requirements for Access Class.</li> <li>• On cover page include FDOT Section and MP numbers from FDOT Straight Line Diagram <a href="https://fdotewp1.dot.state.fl.us/slogis/Reviewed and approved by FDOT Legal and Surveying and Mapping.">https://fdotewp1.dot.state.fl.us/slogis/Reviewed and approved by FDOT Legal and Surveying and Mapping.</a></li> </ul>
☒	Existing Conditions	<ul style="list-style-type: none"> <li>• Document field review of existing conditions including turn lane lengths and queueing conditions during peak hours.</li> <li>• Include Aerial of intersections.</li> <li>• Signal timings - for study area</li> <li>• Multimodal accommodations including transit, pedestrians, and bicyclists</li> <li>• AM/PM turning movement counts (TMCs) - include truck, pedestrian, and bicycles</li> <li>• Include any discussions/agreements with local entity</li> <li>• Account for other planned developments in the area</li> <li>• Document programmed improvements on state and local roads in study area</li> </ul>
☒	Traffic Forecasts: <i>Utilize the most recent version of the ITE Trip Generation (currently 11<sup>th</sup> Edition).</i>	<ul style="list-style-type: none"> <li>• Daily/AM/PM Peak hours. Provide source, trip rates and table of calculations by land-use</li> <li>• Trip Distribution - Include model data and historical data. Show Graphically.</li> <li>• FDOT Planning assist on approval of trip distributions and growth rates. Show graphic of percent distribution and trips.</li> <li>• Use ITE approved pass-by and capture rates.</li> <li>• Background traffic - adjust appropriately. Show graphically.</li> <li>• Background plus project trips. Show graphically.</li> </ul>
☒	Traffic Analysis	<ul style="list-style-type: none"> <li>• Capacity analysis- project driveways and impacted intersections</li> <li>• AM and PM peak hours analyses - unless special circumstances require mid-day/weekends.</li> <li>• Analysis volumes match graphics and truck percentages match TMC</li> <li>• Multimodal evaluation</li> <li>• Reasonable signal timings</li> <li>• Existing analysis results match field conditions</li> <li>• Include input and output data sheets</li> </ul>

		<ul style="list-style-type: none"> <li>Summarize LOS/Delay - with and without project results</li> <li>Signal warrant analysis - provide signed and sealed based on FDOT D1 procedures.</li> <li>If warrants met – separate ICE required</li> <li>Access spacing - meet agency access spacing guidelines</li> <li>Turn lane analysis</li> <li>Mitigation measures result in acceptable operations</li> </ul>
<b>SIGNAL WARRANT ANALYSIS</b> <a href="#">Manual on Uniform Traffic Control Devices (MUTCD) - FHWA (dot.gov)</a>		
<input checked="" type="checkbox"/>	To be provided if signal warranted are met in accordance with MUTCD	<ul style="list-style-type: none"> <li>Submitted upon approval of Traffic Study Only</li> <li>Complete document in PDF format</li> <li>Document to signed and sealed</li> </ul>
<b>INTERSECTION CONTROL 'ICE' ANALYSIS</b> <a href="#">Intersection Operations and Safety (fdot.gov)</a>		
<input checked="" type="checkbox"/>	ICE Analysis required	<ul style="list-style-type: none"> <li>Proposed signal locations</li> <li>Reconstruction of existing intersections</li> <li>Driveway Access Category E and above</li> <li>Complete document in PDF format</li> <li>Document to be signed and sealed</li> </ul>

**Spacing Standards:**

TABLE 2

	Class	Medians	Median Openings		Signal	Connection	
			Full	Directional		More than 45MPH Posted Speed	45 MPH and less Posted Speed
<input type="checkbox"/>	2	Restrictive w/Service Roads	2,640	1,320	2,640	1,320	660
<input checked="" type="checkbox"/>	3	Restrictive	2,640	1,320	2,640	660	440
<input type="checkbox"/>	4	Non-Restrictive			2,640	660	440
<input type="checkbox"/>	5	Restrictive	2,640 at greater than 45 MPH Posted Speed	660	2,640 at greater than 45 MPH Posted Speed	440	245
			1,320 At 45 MPH or less Posted Speed		1,320 At 45 MPH or less Posted Speed		
<input type="checkbox"/>	6	Non-Restrictive			1,320	440	245
<input type="checkbox"/>	7	Both Median Types	660	330	1,320	125	125

Site Specific Comments:

1. This location is Section # 12010000, Mile Post 32.5
2. The expected build out will be 360 mobile home residential units with multiple tie-in locations to the Pine Lake Community.
3. A single Right In / Right out Driveway is requested to US41. The access will be non-conforming but can be considered to meet LDOT access requirements for residential communities.
4. Driveway throat depth will be evaluated during the permit review process.
5. The TIS should include all informant outlines in the attached checklist and include an intersection analysis at US 41 and Pine Lake Blvd to determine if additional off-site work is required for this development.
6. Off-site improvement will be evaluated during the permit review process.
7. If off-site improvements are required, the improvements must be design per FDOT Standard Plans and the Florida Design Manual.
8. **FPID # 440337-1** US 41 Sidewalk from Tara Blvd to French Creek Lane. The Project Manager is David Agacinski, he can be reached at (239)-225-1924
9. **FPID # 448699-1** US 41 Sidewalk east side from Tara Blvd to Charlotte County Line. The Project Manager is David Agacinski, he can be reached at (239)-225-1924