

Helpful Web Links:

INDOT Driveway Permit Manual:

<http://www.in.gov/dot/business/permits/pdf/driveway.pdf>

INDOT Permit Forms webpage:

<http://www.in.gov/dot/business/permits/forms.html>

INDOT Driveway Permit form:

<http://www.in.gov/dot/div/permits/forms/1945.pdf>

INDOT Driveway Permit Special Provisions:

<http://www.in.gov/dot/div/permits/forms/driveway.sp.pdf>

INDOT Applicant's Guide to Traffic Impact Studies:

http://www.in.gov/dot/business/permits/pdf/tia_app.pdf

For more information on Access Management visit:

www.accessmanagement.gov

For more information on INDOT's Statewide Access

Management Study visit:

<http://www.in.gov/dot/projects/access/>

Who should I contact for more information?

For more information contact your local Indiana Department of Transportation District Office:

LAPORTE DISTRICT

315 E. BOYD BOULEVARD
LAPORTE, IN 46350
PHONE: (219) 362-6125
FAX: (219) 325-7516

FORT WAYNE DISTRICT

5333 HATFIELD ROAD
FORT WAYNE, IN 46808
PHONE: (260) 484-9541
FAX: (260) 471-1039

CRAWFORDSVILLE DISTRICT

41 WEST 300 NORTH
P.O. Box 667
CRAWFORDSVILLE, IN 47933
PHONE: (765) 362-3700
FAX: (765) 364-9226

GREENFIELD DISTRICT

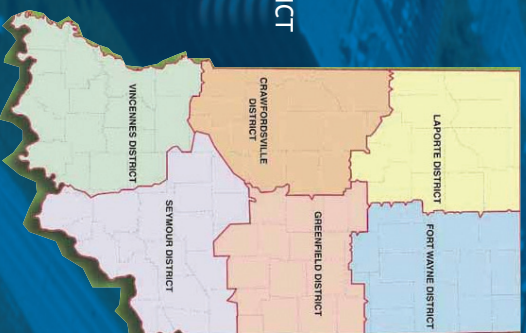
32 SOUTH BROADWAY
GREENFIELD, IN 46140-2247
PHONE: (317) 462-7751
FAX: (317) 462-7031

VINCENNES DISTRICT

3650 SOUTH U. S. 41
VINCENNES, IN 47591
PHONE: (812) 882-8330
FAX: (812) 882-2752

SEYMOUR DISTRICT

185 AGRICO LANE
SEYMOUR, IN 47274
PHONE: (812) 522-5649
FAX: (812) 522-7658



DO YOU NEED ACCESS TO

A STATE HIGHWAY?



INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Prepared by: Urbitrans Associates, Inc. 

Do I need a Driveway Permit?

Any business or private party wishing to construct an access driveway along a State highway is required to apply for, and obtain, a Driveway Permit from INDOT prior to beginning any construction. A Driveway Permit is also required for any proposed relocation or alteration of an access, approach, or cross-over and is governed by the same regulations and standards as for a new access driveway.

Why is driveway access to State highways regulated?

Each driveway introduces potential conflict points between through traffic on the highway and turning traffic into and out of the driveway. Therefore, the driveway must be designed and located in an appropriate manner to afford both you and other motorists the greatest possible safety.

What happens if I don't get a permit?

If a property owner fails to obtain the appropriate permit—or if the permit conditions and provisions are not satisfied—the Department may halt any construction activity and/or remove the driveway. Permit enforcement may also require the involvement of the State Attorney General's office. All construction work by the applicant within State right-of-way must proceed in accordance with the conditions and provisions specified in the issued access permit. Any costs incurred by the Department in correcting a failure to comply with the terms and conditions of a permit, or a failure to obtain a permit, are borne by the property owner.

What form should I use?

The appropriate INDOT application form, entitled "Driveway Permit" [Form 1945(RS/3-00)], is used for all routine requests for driveways along State highways. The form can be obtained on-line via the INDOT website (<http://www.in.gov/dot/div/permits/forms/1945.pdf>) or from your local INDOT District Office (see reverse side for District Office contact information).

In addition to the Driveway Permit, is other information required?

The following supplemental information may be required depending on site-specific circumstances:

- 1 **Additional Disclosure Form** – A document used for the purposes of identifying and notifying other parties (persons, organizations, companies, agencies, etc.) that are, or will be, served by the subject driveway approach.
- 2 **Permit Bond** – Should the applicant/permittee fail to perform properly, this notarized document is used to guarantee that the work performed on the right-of-way by the applicant/permittee will be completed as required in the conditions and provisions of the permit.
- 3 **Traffic Impact Analysis (TIA)** – A technical study, prepared by a registered professional engineer, may be required to evaluate the impact of present and future traffic generated by the proposed development. The TIA should be prepared in accordance with the Applicant's Guide to Traffic Impact Studies, an INDOT publication that can be found here: http://www.in.gov/dot/business/permits/pdf/tia_app.pdf
- 4 **Agreement to Execute an Access Control Document** – In consideration for INDOT granting a driveway permit, the applicant may be required to sign an agreement to execute an access control document conveying the access rights for the balance of property frontage owned by the applicant. This agreement allows INDOT to issue a permit to begin driveway construction before the actual deed relinquishing the remaining access rights is prepared and recorded on the property. This document is required for most developments with over 400 feet of frontage along a State controlled highway.

Is there any cost?

There is a non-refundable permit fee for each Driveway Permit application. The fee amount will be determined based on the type of land use associated with the application. The fee covers the Department's costs associated with reviewing the permit application and issuing the permit if the driveway is approved. Contact your local INDOT District Office (see reverse side) for more information.

How long does INDOT's application review take?

INDOT's review process is dependent upon the type of permit requested and the nature of the permit request. More complicated applications usually take longer to review and process, and may involve the Central Office in Indianapolis. Contact your local INDOT District Office for more information.

Where can I find more information?

INDOT encourages applicants to refer to its Driveway Permit Manual (<http://www.in.gov/dot/business/permits/pdf/driveway.pdf>), which explains the State highway access permit rules and procedures to be followed when applying for a permit, and also outlines design guidelines associated with locating and constructing the access driveway on the State right-of-way. The guidelines outlined in the Driveway Permit Manual are also used by INDOT in reviewing the access permit application