ACCESS MANAGEMENT PERMIT CHECKLIST

PERMIT APPLICATION	
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. 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. FDOT - One Stop Permitting 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. 14-96 : STATE HIGHWAY SYSTEM CONNECTION PERMITS - FLORIDA ADMINISTRATIVE RULES, LAW, CODE, REGISTER - FAC, FAR, ERULEMAKING (FLRULES.ORG)	**ACCESS MANAGEMENT COUNTIES/REVIEWERS:** Polk, Highlands & Okeechobee: **Megan Stroud** 863-519-2258 or megan.stroud@dot.state.fl.us Manatee & Sarasota: **Kim Strickland** 863-519-2236 or kim.strickland@dot.state.fl.us Lee, Collier, Charlotte, Glades & Hendry: **Keri Nelson** 863-519-2709 or keri.nelson@dot.state.fl.us Hardee & DeSoto: **Vivianne Pena** 863-519-2387 or vivianne.pena@dot.state.fl.us

	GENERAL INFORMATION	
☒	The Department does not permit development in phases.	• All property under current ownership must be included in the permit submittal. Entire property to be included in both plans and traffic study. "Highest and best use"
☒	Access and Drainage permits are reviewed and approved simultaneously.	• Ensure all permit submittals are made simultaneously via the OSP website. • Plans for drainage and access permits are required to match.
☒	Off-system Improvements	• Any proposed changes to city or county access will require the provision of a signed Letter of Authorization from the appropriate agency.
☒	Drainage permits	• Any proposed development adjacent to the State Road, irrespective of access connection, is required to submit a drainage permit.
☐	Median Modification Letters	• Please provide a list of affected property owners within a minimum of 300 feet plus all motorists affected by the modification. Letters will be sent by District staff. We require 30 days after the letters are sent out to receive feedback before a permit can be approved/ issued.

PLANS		
☒	Cover Sheet	• Include Location • Include vicinity map • Include permit application numbers
☒	Existing Conditions	• Include entire property under ownership • Include all existing buildings. • Include all existing driveways • Include all parking and internal site circulation plan.
☒	Proposed Site plan	• Include entire property under ownership • Include all proposed buildings. • Include all proposed driveways • Include all parcels to be served with requested access. • Include all parking and internal site circulation plan.
☒	Roadway Improvements	• Roadway Improvement Plans • All proposed improvements, left turn lane(s), right turn lane(s), signal plans, intersection improvements, etc. • Cross sections every 50-feet. • All existing and proposed connections are to be called out. • Must be designed in accordance with Florida Design Manual.
☒	Truck turning template	• Utilize FDOT approved software. • Utilize largest anticipated vehicle • Provide ingress and egress to all connection locations • Provide internal site circulation • Adjust radius per FDM Table 214.3.1 if off tracking is demonstrated
☒	Driveway Detail Sheet	• Driveway geometrics (lane widths, radii, etc. (standards 16'inbound, 12'outbound, and 35' radii) • Centerline profile(s) with elevation and slope percentage from centerline of State Road to 50' beyond property line. • Driveway length (see Table 22)
☒	Aerial Exhibit	• Include all connection and median features within 600' of the proposed driveway(s) for a roadway with a speed 45 mph or less. • Show all connection and median features within 1320' of the proposed driveway(s) for a roadway with a speed greater than 45 mph.
☒	Boundary Survey	• Show adjacent parcels, label ownership and all known easements. • Show location of all property boundaries. • Provide a copy of the Warranty Deed.

NON-CONFORMING ACCESS		
☐	Draft cross access agreement	• Draft cross access agreement provided for review • Submitted via OSP in conjunction with permit application. **Please include the Cross Access checklist.** • Reviewed and approved by FDOT Legal and Surveying and Mapping.
☐	Court recorded cross Access agreement	• Court recorded cross access agreement to be provided in OSP with final permit set for records. • Plans must show stub out and call out easement.
TRAFFIC STUDY		
☒	Category C and above applications (600 trips or more a day)	• Executive Summary • Introduction • Existing Conditions • Proposed Conditions • Mitigation and Improvements • Conclusions and Recommendations • Appendix
☒	Background and project description	• Project location map and site plan • Type of proposed uses • Size - building square footages, units, etc. • Construction schedule – opening and build-out years • 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. • On cover page include FDOT Section and MP numbers from FDOT Straight Line Diagram https://fdotewp1.dot.state.fl.us/slogis/Reviewed and approved by FDOT Legal and Surveying and Mapping.
☒	Existing Conditions	• Document field review of existing conditions including turn lane lengths and queueing conditions during peak hours. • Include Aerial of intersections. • Signal timings - for study area • Multimodal accommodations including transit, pedestrians, and bicyclists • AM/PM turning movement counts (TMCs) - include truck, pedestrian, and bicycles • Include any discussions/agreements with local entity • Account for other planned developments in the area • Document programmed improvements on state and local roads in study area
☒	Traffic Forecasts: *Utilize the most recent version of the ITE Trip Generation (currently 11th Edition).*	• **FDOT Planning provides approval of trip distributions and growth rates. The approval will need to be confirmed prior to Permit submittal. Planning contact: Brittany.Nichols@dot.state.fl.us.** *Show graphic of percent distribution and trips with back up documentation.* • Daily/AM/PM Peak hours. Provide source, trip rates and table of calculations by land-use

		• Trip Distribution - Include model data and historical data. Show Graphically. • Use ITE approved pass-by and capture rates. • Background traffic - adjust appropriately. Show graphically. • Background plus project trips. Show graphically.
☒	Traffic Analysis	• Capacity analysis- project driveways and impacted intersections • AM and PM peak hours analyses - unless special circumstances require mid-day/weekends. • Analysis volumes match graphics and truck percentages match TMC • Multimodal evaluation – Section 4.8 of Handbook • Reasonable signal timings • Safety Analysis – Section 4.9 of Handbook (5 years of crash data) • Existing analysis results match field conditions • Include input and output data sheets • Summarize LOS/Delay - with and without project results • Signal warrant analysis - provide signed and sealed based on FDOT D1 procedures. • If warrants met – separate ICE required – discuss viable controls at pre-app (ICE Manual 2.5.1) • Access spacing - meet agency access spacing guidelines • Turn lane analysis • Mitigation measures result in acceptable operations
SIGNAL WARRANT ANALYSIS Manual on Uniform Traffic Control Devices (MUTCD) - FHWA (dot.gov)		
☐	To be provided if signal warranted are met in accordance with MUTCD	• Submitted upon approval of Traffic Study Only • Complete document in PDF format • Document to signed and sealed
INTERSECTION CONTROL 'ICE' ANALYSIS Intersection Operations and Safety (fdot.gov)		
☐	ICE Analysis required	• Proposed signal locations • Reconstruction of existing intersections • Driveway Access Category E and above • Complete document in PDF format • Document to be signed and sealed

Spacing Standards:

14-97 : STATE HIGHWAY SYSTEM ACCESS CONTROL CLASSIFICATION SYSTEM AND ACCESS MANAGEMENT STANDARDS - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking (flrules.org)

Table 2

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

LaBelle Commercial Meeting Notes:

- State Road 80 is Section 07010000, MP 7.608 – 7.860
- Proposed Commercial Uses Including:
  - - 4-Story Hotel (Approx. 124 rooms)
  - - Gas Station w/ Car Wash (Approx. 4,100 sf)
  - - Retail Strip (Approx. 27,200 sf)
- Since the development generate more than 600 VTPD a Traffic Impact Analysis (TIA) will be required. The TIA must include trip generation based on the latest edition of the ITE Trip Generation Manual, utilizing the appropriate land use codes, provide trip generation, traffic distribution, AM and PM peak hour turning movement analysis provided in graphic format, including queue analysis and turn lane analysis. Analysis is to include existing, future background and background + project traffic operational analyses. The study would need to include analysis of median opening to the north and Captain Hendry Drive intersection to the south and at access driveway on SR 80 including queue analysis and turn lane analysis.
- Depending on the northbound left volume a left turn lane may be warranted. The Department has concerns with the northbound to southbound U-turn movements in the existing gore area and discussed shifting the driveway further north to accommodate a full dedicated northbound left turn lane. A raised median separator of at least 4 feet in width would be preferred (2 – foot raised separator with a variation).
- Driveway to be designed to District One standards; minimum 28‘ width (16’ inbound lane, 12’ outbound lane), 50’ radii (minimum 35 feet).
- At the time of permitting the developer should provide an ingress \ egress truck turning template for the largest vehicles to ensure the circulation in and out of the site will not create operational or safety concerns.
- For any required off-site improvements, the improvements must be designed per FDOT standard Plans and the Florida Design Manual. FDM requirements can be coordinated with Roadway Design. Access Management evaluates queues for turn lanes.
- 5-year work program project:
  447878 – Median Modification: SR 80 FROM N OF CAPTAIN HENDRY DR TO W OF FORREY DR

  Project consists of several intersection improvements and will replace the existing two-way left-turn lanes with raised medians

  Design Project Manager
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*These comments are not intended to be all inclusive of errors and omissions. It should not be assumed that any issues that are not addressed in this correspondence are acceptable to this Department. We will submit additional comments once these issues have been addressed.

Table 22 - Recommended Minimum Driveway Length for Major Entrances

Land Use	Driveway Length *(In feet)*
Any major entrance to a development with 4 or more total lanes in the driveway. (Typically, malls and "Big Box Centers")	300 or greater, based on traffic study
Regional Shopping Centers (over 150,000 sq. ft.)	250
Community Shopping Center (100-150,000 sq. ft.) (supermarket, drugstore, etc.)	150
Small Strip Shopping Center	50
Smaller Commercial Developments (convenience store with gas pumps)	30
Note: *for large developments (such as regional malls, big box centers, or regional office centers), the total recommended length is not necessary for all entrances, only the major ones.*	

Source: Adapted from Vergil Stover unpublished course notes

Additional discussion on driveway length can be found in NCHRP Report 659. ***Table 23*** from this report presents simplified guidance on driveway length (also referred to as throat length) based on number of lanes and type of control.

For driveways that may be signalized, driveway length should be determined by a traffic study of expected future traffic and queues. An important measurement in determining the driveway length is the outbound queue. The estimates in Table 22 can be used for unsignalized driveways or for a first estimate of driveway length

Table 214.3.1 Driveway Dimensions

Element	Description	Connection Category		
		A	B	C and D
			2-Way	2-Way
Curbed Roadways				
W	Connection Width	12' Min 24' Max	24' Min 36' Max	24' Min 36' Max
F	Flare (Drop Curb)	10' Min	10' Min	N/A
R	Radial Returns (Radius)	N/A	See Note 3	25' Min 50' Std 75' Max
Y	Angle of Driveway	60°- 90°	60°- 90°	60°- 90°
S	Driveway Traffic Separator or Median	N/A	4'-22' Wide	4'-22' Wide
G	Setback	12' Min., All categories.		
C & D	Corner Clearance and Driveway Connection Spacing	See connection spacing in ***Tables 201.4.2*** and ***201.4.3***		
Flush Shoulder Roadways				
W	Connection Width	12' Min 24' Max	24' Min 36' Max	24' Min 36' Max
F	Flare (Drop Curb)	N/A	N/A	N/A
R	Radial Returns (Radius)	15' Min 25' Std 50' Max	25' Min 50' Std 75' Max	25' Min 50' Std (Or 3-Centered Curves)
Y	Angle of Driveway	60°- 90°	60°- 90°	60°- 90°
S	Driveway Traffic Separator or Median	N/A	4'-22' Wide	4'-22' Wide
G	Setback	12' Min., All categories.		
C & D	Corner Clearance and Driveway Connection Spacing	See connection spacing in ***Tables 201.4.2*** and ***201.4.3***		

Notes:

(1) Connection Categories A, B, C, and D are defined in ***FDM 214.1.1***.
(2) 2-Way refers to one entry movement and one exit movement; i.e., not exclusive left or right turn lanes on the connection.
(3) Small radii may be used in lieu of flares for curbed roadways in Connection Category B when approved by the Department.
(4) The Angle of Driveway for Connection Category A may be reduced with approval by the local Operations/Maintenance Engineer.
(5) Design criteria for channelization islands (I) is found in ***FDM 210.3***.

Radial Returns (Radius):

(6) Provide the minimum radius for low-speed roadways with driveway design vehicle of a passenger car.
(7) Provide the standard radius for high-speed roadways or driveway with large design vehicles (e.g., SU-30).
(8) Consider providing the maximum radius or compound curve for high-speed roadways or driveway with large design vehicle (e.g., WB-62).