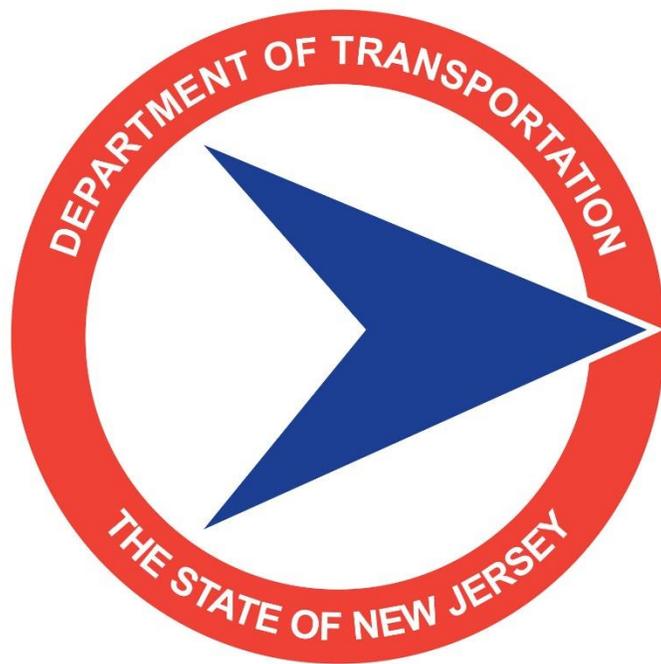


# **New Jersey Department of Transportation**



## **Access Design Guidelines**

**2023**

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## SECTION 1 – INTRODUCTION

### 1.1 Purpose & Need

Access Design is the design and alteration of driveways and other egress and/or ingress to and from the State highway. It is an important and necessary component in all State Capital Improvement Projects. The initiation, execution, and closing of access designs and alterations are on the critical path and are key elements for the timely completion of the design phase of almost every capital project. These access alternations are designed according to the New Jersey State Highway Access Management Code (the Access Code), N.J.A.C. 16:47-1.1, et seq. However, on limited scope projects, which include milling and paving projects and basic resurfacing projects which do not necessitate paving driveways on private property, the Access Code generally will not be applied. There may be exceptions, particularly for projects where driveway designs are a factor in a high accident rate, or where the roadway is to be reconstructed in a limited area. In these circumstances, the Access Code should only be applied in the reconstruction area.

The Access Design and administration 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 document provides general guidelines and:

- Provides guidance with respect to the Access Code
- Identifies design requirements on all Access Design deliverables
- Provides the standard format of all Access Design deliverables
- Assists in the reduction of the Quality Assurance review time on all Access Design deliverables
- Provides Quality Control checklists for all Access Design deliverables
- Separates Access Design 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

**These definitions are summaries meant to offer guidance. At all times, the Access Code definitions apply.**

**Access Cut Out (ACO):** The plan sheets of each property that will be shared with each individual property owner.

**Adjustment of Driveway(s):** (refer to N.J.A.C. 16:47-11.1(b)1 and N.J.A.C. 16:47-11.2) Any alteration to an access point as a result 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 and there are no non-access related ROW acquisitions on the property.

**Access Impact Assistance (AIA):** The Designer shall prepare an Access Impact Assistance report during the Preliminary Engineering Phase to advise the Department of all necessary assistance that will have to be made to a property owner in the establishment of alternative access, as required as a result of a Department Project.

**Legal Notification:** (refer to N.J.A.C. 16:47-11.2(b), 11.3(b) & 11.4(i)) 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 State ROW line, the Office of Access Design (OAD) seeks lot owner access concurrence (LOAC) to alter the access and a lease agreement (LOLA) to enter the property to construct the alteration. When representing the LOLA on an ACO and on ROW plans, an easement line must be represented using 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.
- The LOLA will be executed by the Department of Transportation and signed by the Director of the ROW Division.
- When the limits of the proposed driveway(s) or access related alterations are within the existing and /or proposed ROW line, only the LOAC will be sent to the owner. In these cases, all modifications or removals will receive a LOAC.
- If the alteration is an adjustment, the property will not receive a LOAC.
- Public notice of the highway improvement project will be provided to all owners prior to the beginning of construction.

**Modification of Driveway(s):** (refer to N.J.A.C. 16:47-2.1, N.J.A.C. 16:47-11.1(b)2 and N.J.A.C. 16:47-11.3) Any alteration to an access point as a result 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 is deemed a “modification”. Modifications include replacing all ingress or all egress, **or both**, between a State highway and a lot or site with ingress or egress, **or both**, via a private easement on a different lot or site; or the elimination of ingress, egress, **or both**, between one State highway and a lot or site, while still providing ingress, egress, **or both**, between a different State highway and the lot or site. Modification of driveway does not refer to changes made by a lot or site owner to his or her own driveway. A legal notification to the lot owner and any access easement holder, with a courtesy copy to all known lessees, is required for this type of access alteration.

**OAD or Office of Access Design:** The unit responsible for preparing or reviewing State highway projects that will affect any and all lot owners’ access to the State highway.

**Removal of a Driveway(s):** (refer to N.J.A.C. 16:47-2.1, N.J.A.C. 16:47-11.1(b)3 and N.J.A.C. 16:47-11.4) Any alteration to an access point as a result 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 the provision of an alternative access point to a street, highway, easement other than a private easement, service road, or common driveway other than the subject State highway. A legal notification to the lot owner and any access easement holder, with a courtesy copy to all known lessees, is required for this type of access alteration.

**Waiver:** (refer to N.J.A.C. 16:47-9.9) 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 necessary waivers for any proposed recommended access alterations with proper justifications in the Access Impact Summary (AIS) document. Also, a Form MT-159 (Request of Waiver - Attachment 9) must be completed and submitted along with the submission of Access Cut-Out (ACO). OAD will review these 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 Access Impact Summary (AIS) is a listing all driveways within the limits of a project. The AIS should include but not be limited to, the following information for each lot:

- Block and Lot Numbers
- Name of owner of record and address
- Lot address
- Tenant name and address (for Removals 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 (See 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.
- See Attachment No. 2 for an Access Impact Summary sample

### **SECTION 3 - OVERALL PROJECT ACCESS PLAN (PAP) REQUIREMENTS**

- The Designer is responsible for preparing an overall Project Access Plan (PAP). The Designer shall prepare a PAP and finalize the AIS as part of the Activity 3105. A review meeting among the construction Project Manager (PM), Designer, and OAD is recommended to expedite the review process. Generally, the PAP shall include but not be limited to the following information: Entire limits of the project (including existing topography baseline data and proposed geometry)
- Scale is 1" = 50' or 1" = 100' (other scales permitted with approval from OAD)
- ROW Lines (existing & proposed)
- All Property Lines for the entirety 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)
- Guide rail and Retaining Walls (existing & proposed if available)
- Block #, Lot #
- Existing buildings, parking stalls, circulation, drive-through areas, loading area, etc.
- Curb (existing & proposed) with dimensions of curb line opening of all existing and proposed driveways.
- Color coded legend.
- Proposed parking stalls and circulation patterns (only show if required to mitigate damage caused by administration of the Access Code) See Attachment No. 3 Overall Project Access Plan sample

## SECTION 4 - ACCESS CUT-OUTS (ACO) REQUIREMENTS

The Access Cut-Outs shall be prepared by the Designer as part of the Activity 4705 (Prepare Access Cutouts). These ACOs shall be prepared with the knowledge the ACOs will be presented to a property owner who may not know or understand engineering language or notations. The Designer shall comply with all OAD's comments on the AIS and the PAP and submit 2 copies of the draft ACOs to OAD through the Right-of-Way units Office of Technical Support, unless instructed otherwise, in writing, by the OAD case manager. The Designer shall comply with any and all changes proposed by OAD. Upon OAD approval of the draft ACOs, the Designer shall submit final 12 color copies of the final ACOs pursuant to the following:

- Scale of ACO in English (1" = 30' or 50' scale). Whenever possible, the minimum plan size should be 11" x 17", otherwise use standard plan sheet size (22" x 36").
- Do not include extraneous notes (i.e.: quantities) not applicable to the property or which may confuse the owner in understanding the proposed access impacts.
- Show North arrow.
- In the title box (bottom right corner of plan), show the type of access alteration (Adjustment, Modification or Removal), the Route and Section designation and project name, Block and Lot Number, Municipality and County, Scale and Date of drawing, and Milepost at the center of the property frontage.
- Show the name of the project and the UPC number to the left of the title box.
- Name of Owner of record, full address, and zip code. This information must be verified using deed and/or tax records. For removals only, include all tenant(s) names and addresses (company, operator, or individuals). Attach tenant list separately if necessary.
- Curb (existing and proposed) with dimensions of curb line opening and driveway width of all existing and proposed driveways. Also show island widths for bifurcated driveways.
- Indicate the existing use of the property, including abandonments, and the 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 is 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 the entire property and 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 lanes and signalized intersections. Use a separate plan to show entire property if necessary. For large property, adjust the scale or use "inset" to show the details
- Show the block and lot numbers for all adjacent properties.
- For all Modifications and Removals, show internal parking lot configuration, layout, aisles, and site circulation components.
- Show and label any proposed work to be constructed by the State's contractor (as set forth 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 a complex Modifications or Removals of access points, the Designer may be requested to develop cross sections and/or driveway profiles.
- Each ACO shall 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. If applicable, the ACO shall include the completed Form MT-159 (Request for Waiver).
- List existing and proposed driveways even if they do not have Access Code violations.
- Include the Quality Control check on each ACO and include completed checklist (See Attachment No. 10).
- For Removals only –
  - Alternative access routes and access points shall meet the requirements of reasonableness (N.J.A.C. 16:47-11.4(c)).
  - Show proposed sign locations, sign legends and overall sign sizes for reasonable alternative access as per the Access Code. This requirement can be accomplished by using separate sheets if necessary.
  - Designer shall provide justifying documentation for the reasonableness of the alternative access. (See also Section 5.3 below).
- See Attachment Nos. 4, 5, 6, 7 and 8 for types of access alteration samples.

## **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 the existing condition is, 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 geometric design of the roadway, 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 under the requirements of the Access Code?
2. Do the proposed alterations satisfy safety and operational requirements?
3. Would the lot owner be agreeable to the proposed alterations that fully conform to the Access Code?
4. Are there any flexible and cost-effective design solutions that will make the lot owner agreeable to the proposed alterations?

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 Removal and some Modification cases, the Designer shall evaluate and document any alternative access (the proposed design) that 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 the tests in the following sub sections are met:

#### **5.3.1 Commercial Property**

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

#### **5.3.2 Industrial Property**

The alternative access is onto any improved street, 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. However, the Department, at its discretion, may erect signs if OAD deems it appropriate.

### **5.3.3 Residential or Agricultural Property**

The alternative access must be onto any improved public street.

## **SECTION 6 - GENERAL GUIDELINES FOR ACCESS IMPACT ASSISTANCE (AIA) REPORT**

The AIA, prepared by the Designer, will set forth any assistance the Department must provide to a property owner whose lot will be assigned alternative access., The Department's Construction Project Manager, OAD, and the Designer will work together to determine if an AIA report is necessary.

Generally, the AIA report will be required if the design of the alternative access is complicated and requires a qualified Traffic Engineer, Site Planner, or other expert to performs functions outside the Designer's normal scope of work. The additional expert will investigate, analyze, and document all site impacts along and develop all feasible mitigation measures related to access alterations. The Department will provide the assistance, as required, pursuant to the Access Code, N.J.A.C. 16:47-11.1 (e). Site impacts due to access alteration that may require an AIA report are, 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

## **SECTION 7 - FORMAT OF ACCESS IMPACT ASSISTANCE REPORT**

The scope of services needed of the AIA report will be written by ROW Technical Support, as directed by the Construction Project Manager 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, site history and background

#### **7.1.2 Before Access Modification/Removal**

- 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, etc.
- Easement agreements between the subject property and the adjacent property as the agreements relate to the driveway(s), parking and/or on-site circulation
- Existing topographic map of the site
- Existing layout of parking stalls. If the stalls are encroaching the State ROW, then the existing site plan shall be shown with two scenarios: 1) existing layout as it exists currently in the field and 2) existing current layout with the elimination of all parking stalls that are encroaching State ROW, pursuant to N.J.A.C. 16:47-Appendix E-2.1(b).

### **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 The "After" Condition**

- 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
- Updated Access Cut-out
- Site plan showing all assistance items and all revised access points.
- OAD will have examples of AIA reports.

## **SECTION 8 - ADMINISTER ACCESS PROCESS**

When the OAD receives 12 copies of the approved ACOs, the unit will begin Activity 4715 (Administer Access Alterations). The Designer shall participate in informal meetings with property owners, explain the driveway design in question, provide an overview of the overall project, and respond to the property owners' concerns. The Designer will also revise ACOs as necessary. When ACOs are revised, the Designer shall provide a new date in the title block cutout revision.

Also, the Designer shall testify on the driveway design on any potential formal hearings held by a hearing officer within the Department, with the Office of

Administrative Law (OAL), and/or with any other trier of fact. Contact the OAD for further information.

## **SECTION 9 - STATE HIGHWAY ACCESS MANAGEMENT CODE**

Designers shall use the State Highway Access Management Code as the basis for all decisions and recommendations related to access design.

At the completion of the construction project and/or alteration of the access to the lot, the OAD will issue an administrative permit, at no cost to the lot owner/property owner whose driveway(s) are altered along the State Highway. This work may be done in conjunction with State Highway projects advanced by the Department, or other projects, with Department approval. Attachment 11 shall be filled out by the Designer for each property with altered driveways. Access Code N.J.A.C. 16:47 Appendix F-1.2 should be used for the guidance.

**ATTACHMENT 1A - LOT OWNER ACCESS CONCURRENCE**

**ROUTE & UPC:** Click to enter text.

**SECTION:** Click to enter text.

**BLOCK:** Click to enter text.      **MUNICIPALITY:** Click to enter text.

**LOT:** Click to enter text.      **COUNTY:** Click to enter text.

**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 using a separate document.**

**Owner / Designee Concurrence**

Click to enter text.

**Print Name**

**Signature**

Click to enter text.

**Date**

**Attach: Access Alteration Plan**

**ATTACHMENT 1B - LOT OWNER LEASE AGREEMENT**

**BLOCK:** Click to enter text.      **MUNICIPALITY:** Click to enter text.  
**LOT:** Click to enter text.      **COUNTY:** Click to enter text.

**ROUTE & UPC:** Click to enter text.

Pursuant to the New Jersey State Highway Access Management Act and the New Jersey State Highway Access Management 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 to enter upon Property within the limit of line shown as “Temporary Site Mitigation (Access)” on the Plan with 72 hours’ notice.
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 and regulations.
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 the property, or portion thereof, that this Agreement is in place and that 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 ten years, or indefinite 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.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year last below written.

\_\_\_\_\_  
Name of individual Lot Owner/ Business Entity

\_\_\_\_\_  
Signature of Lot Owner/Authorized Officer of Business Entity

\_\_\_\_\_  
Title/Capacity of Authorized Officer of Business Entity

Date: \_\_\_\_\_

**Attest/Witnessed/Affix Seal:**

**NEW JERSEY DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_

By: \_\_\_\_\_

Printed Name:

Printed Name:

Secretary, Department of Transportation

Title: Director, Division of Right of Way and Access Management

Date: \_\_\_\_\_

**ATTACHMENT 2 - ACCESS IMPACT SUMMARY SAMPLE**

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

Contract No. 066950374 Access Impact Summary

Route 46 Eastbound

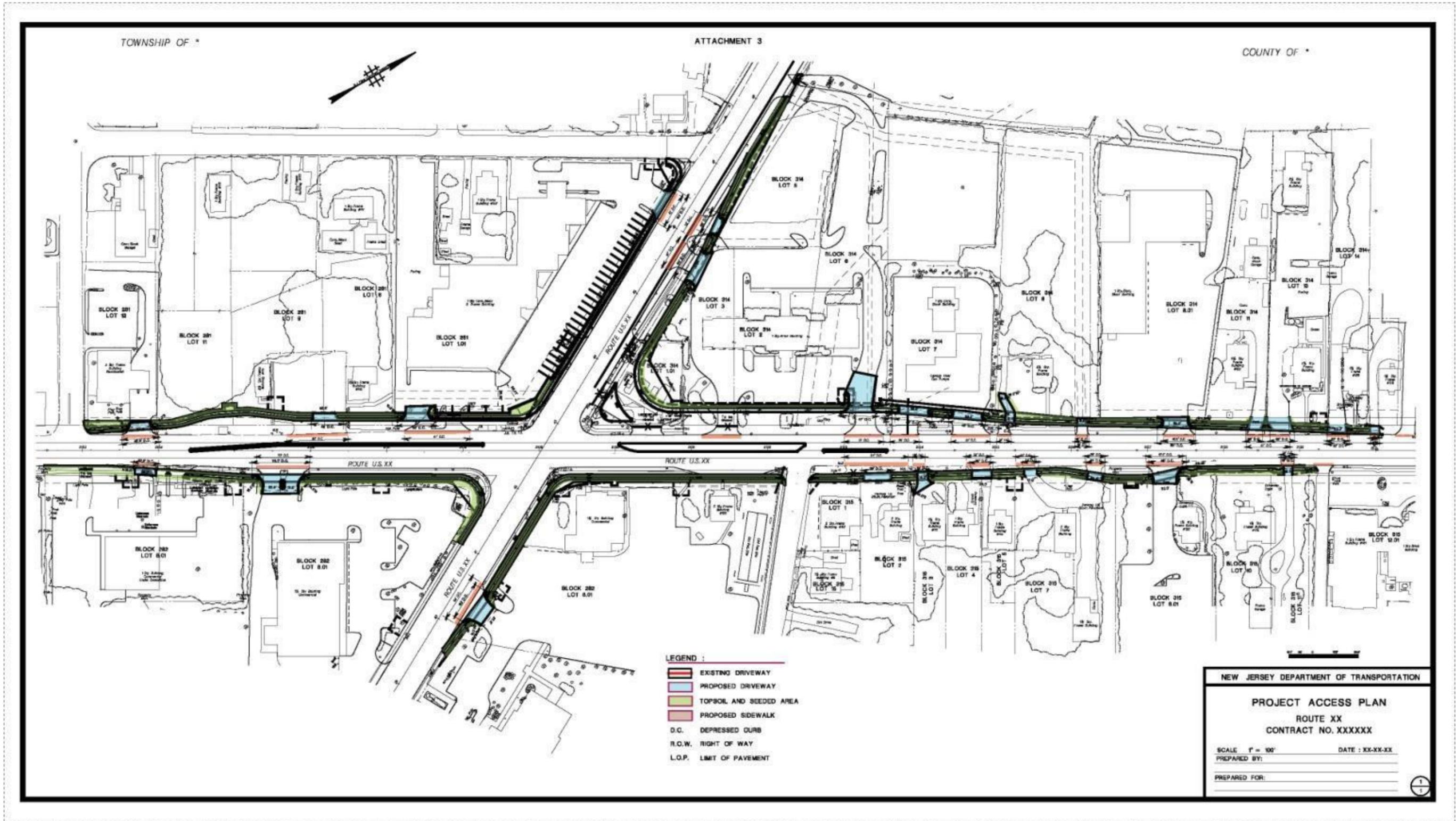
No	Block	Lot	Name Of The Owner Of Record And Address	Lot Address	Tenant Name And Address	Lot Type / Use	No. Of Allowable Access Points	Type Of Access Alteration	Access Level	No Of Existing Driveways	Location Of Existing Driveways	Baseline Sta. Of Existing Driveways	Existing Access Violations	Corresponding 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 (Attach Separate Word Document If Needed)
1	56	26.0 1	Xxx 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-App. E Table E-1	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-Encroaching 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 16:47-9.9 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	Distance Between Driveways Less Than 24'	16:47-App. E Table E-1		RT. 46 EB	3505+80				
											RT. 46 EB	3505+70	Distance Between Driveways Less Than 24'	16:47-App. E Table E-1							
											ALL	ALL	Total Number Of Existing Driveways Are More Than Allowable	16:47-App. D D-1							
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	16:47-7.2(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-Encroaching 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 16:47-9.9 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-App. E E-2.1 (b)							

Route 46 Westbound

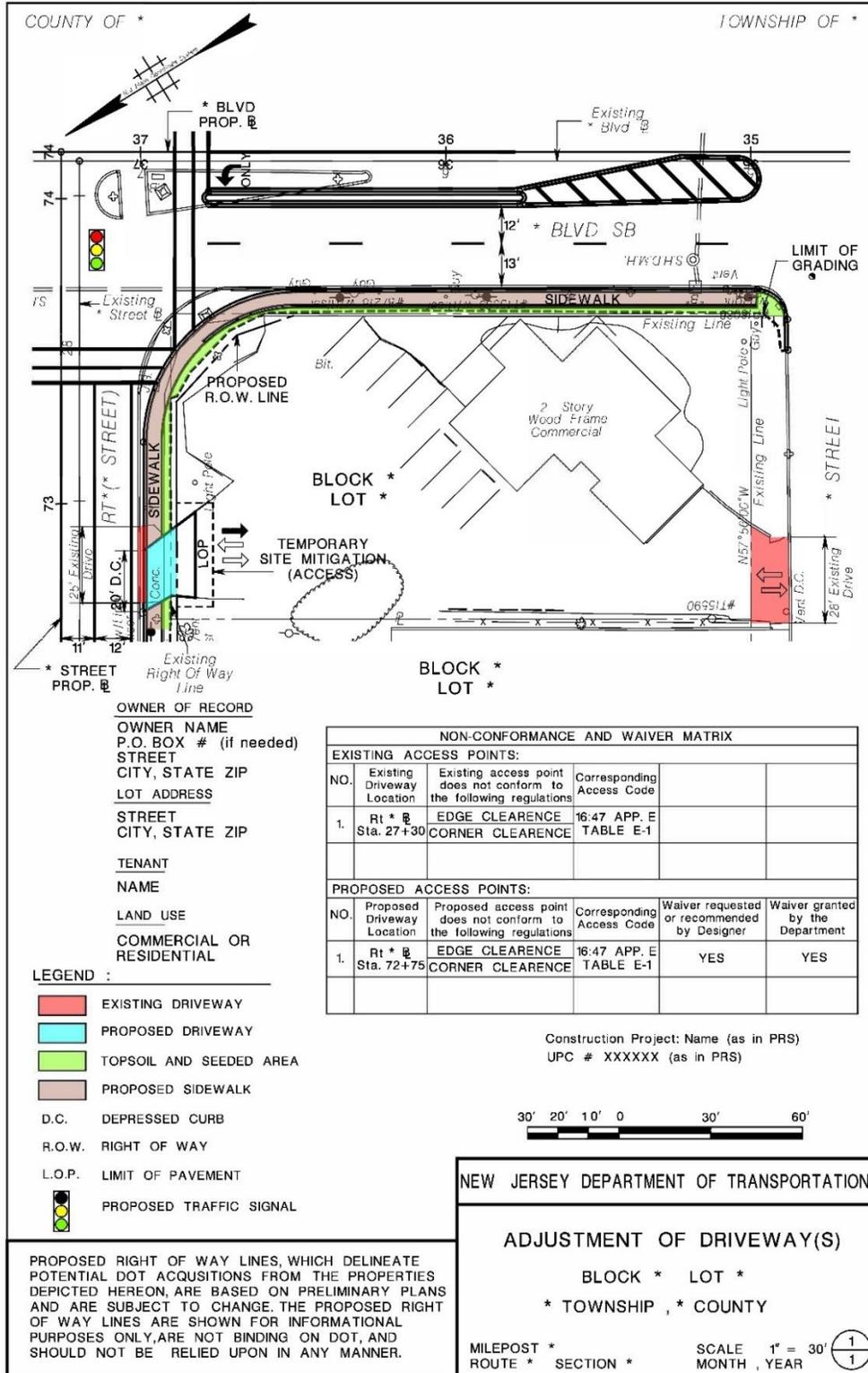
3	89	26.0 1	Xxx Petroleum Inc. 1590 Croft Road Eastland TX 11739	Zzz Route 46 East Linden, NJ 11746	N/A	Nonconforming/ Commercial	1-Two Way	Modification	3	2	Broad St.	3504	Corner Clearance Less Than 50'	16:47-App. E Table E-1	2	Broad St.	3505	Yes	WB-50/P	Corner Clearance	1) Mention What Triggers The 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-Encroaching 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 16:47-9.9 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	Removal 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-Encroaching 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 16:47-9.9 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 and overall Project Access Plan (PAP) as part of the Activity 3105. Completed PAP and AIS shall be submitted to Office of Access Design (OAD). The lot conformance calculation shall be based on Subchapter 5 of N.J. State Highway Access Management Code.

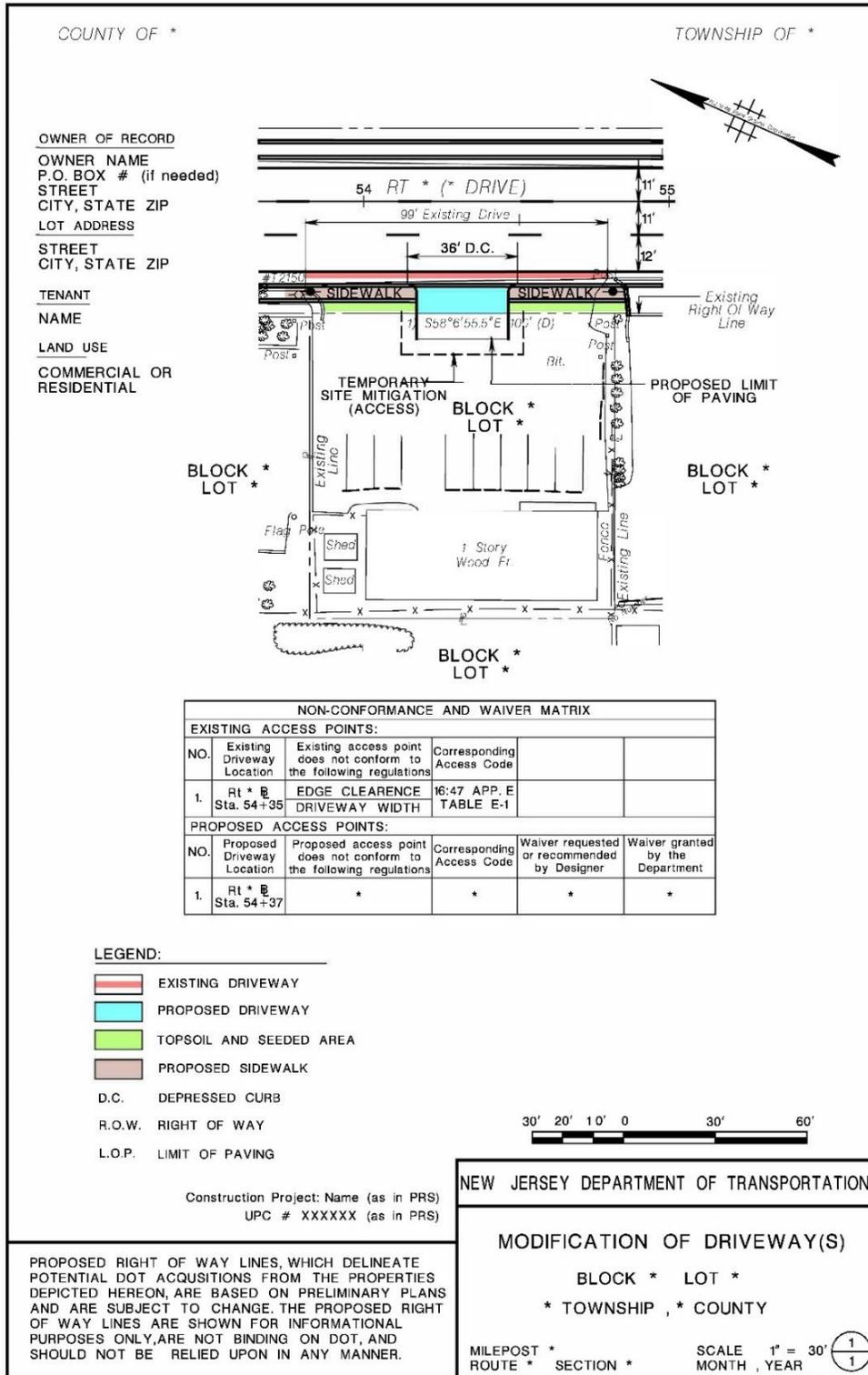
ATTACHMENT 3 - PROJECT ACCESS PLAN SAMPLE



# ATTACHMENT 4 - ADJUSTMENT OF DRIVEWAY(S) SAMPLE

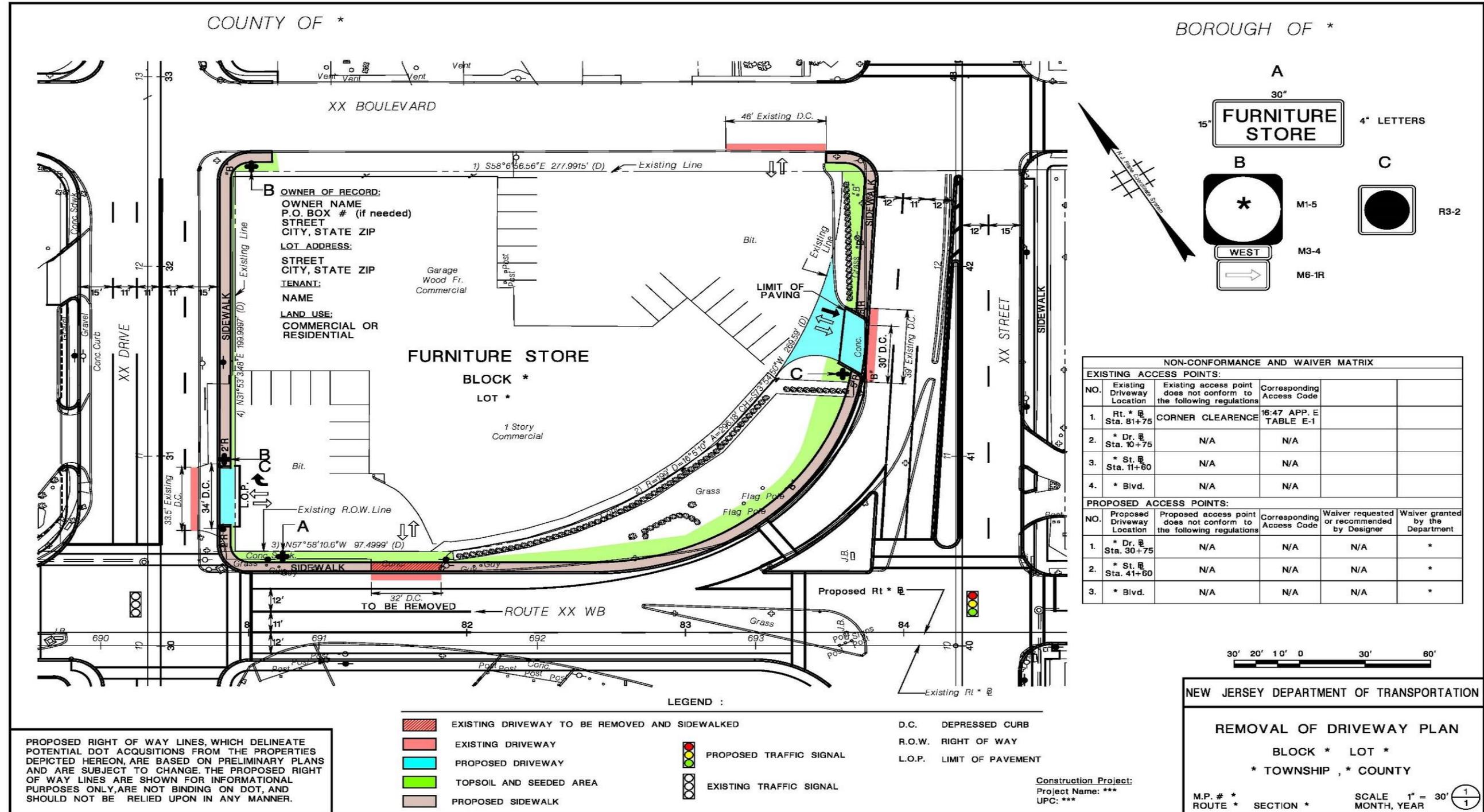


# ATTACHMENT 5 - MODIFICATION OF DRIVEWAY(S) SAMPLE

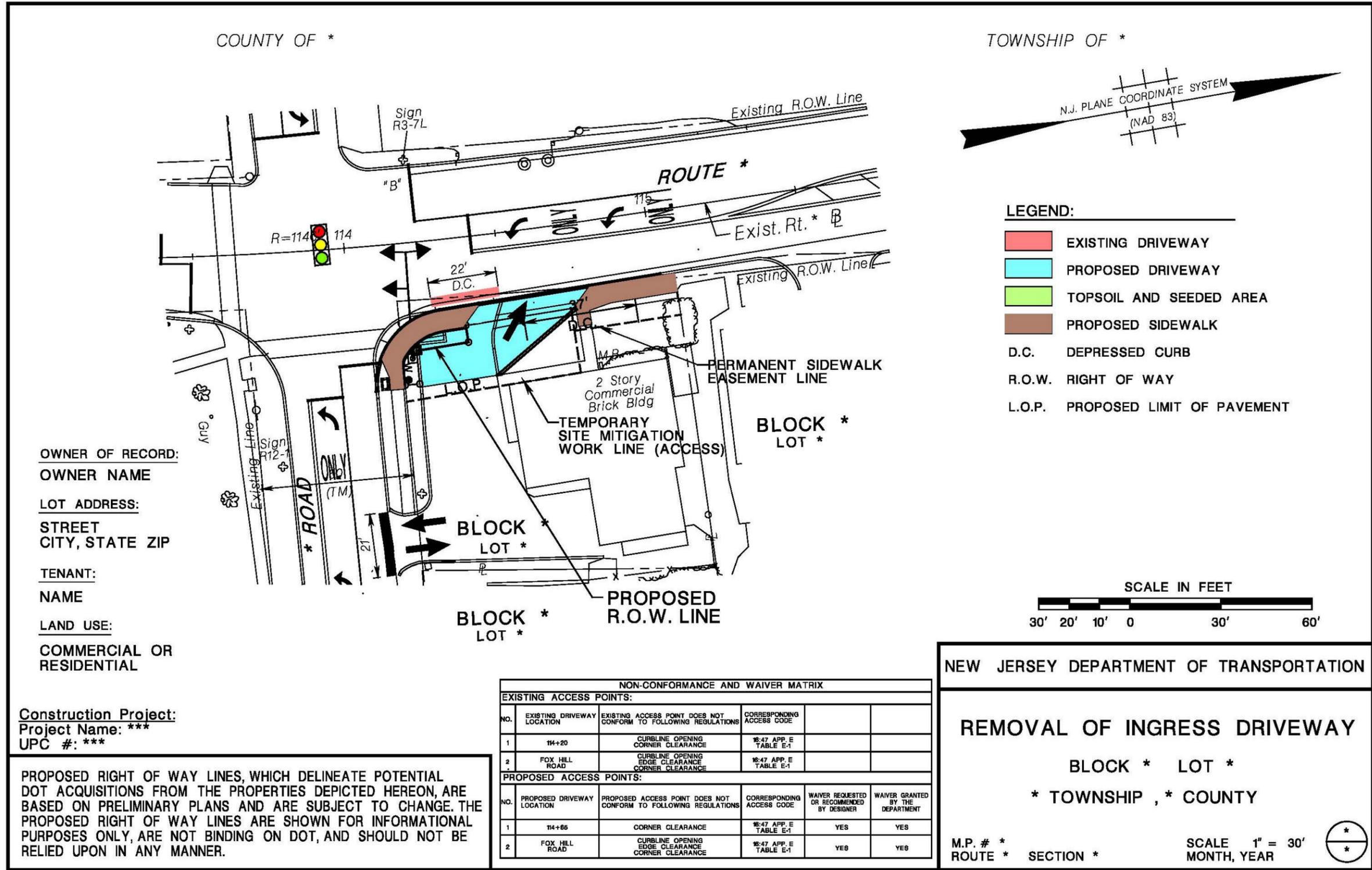


© - TPUPERK file - Access Only Projects\Access Sample\Drawings\DWG\DOT\New22\Code.dgn - @njdot\p101\B0-UPROW-4-UPC\44-48-294118-1000000 pen table - \\njdot\prj\w\vsystem\njdot

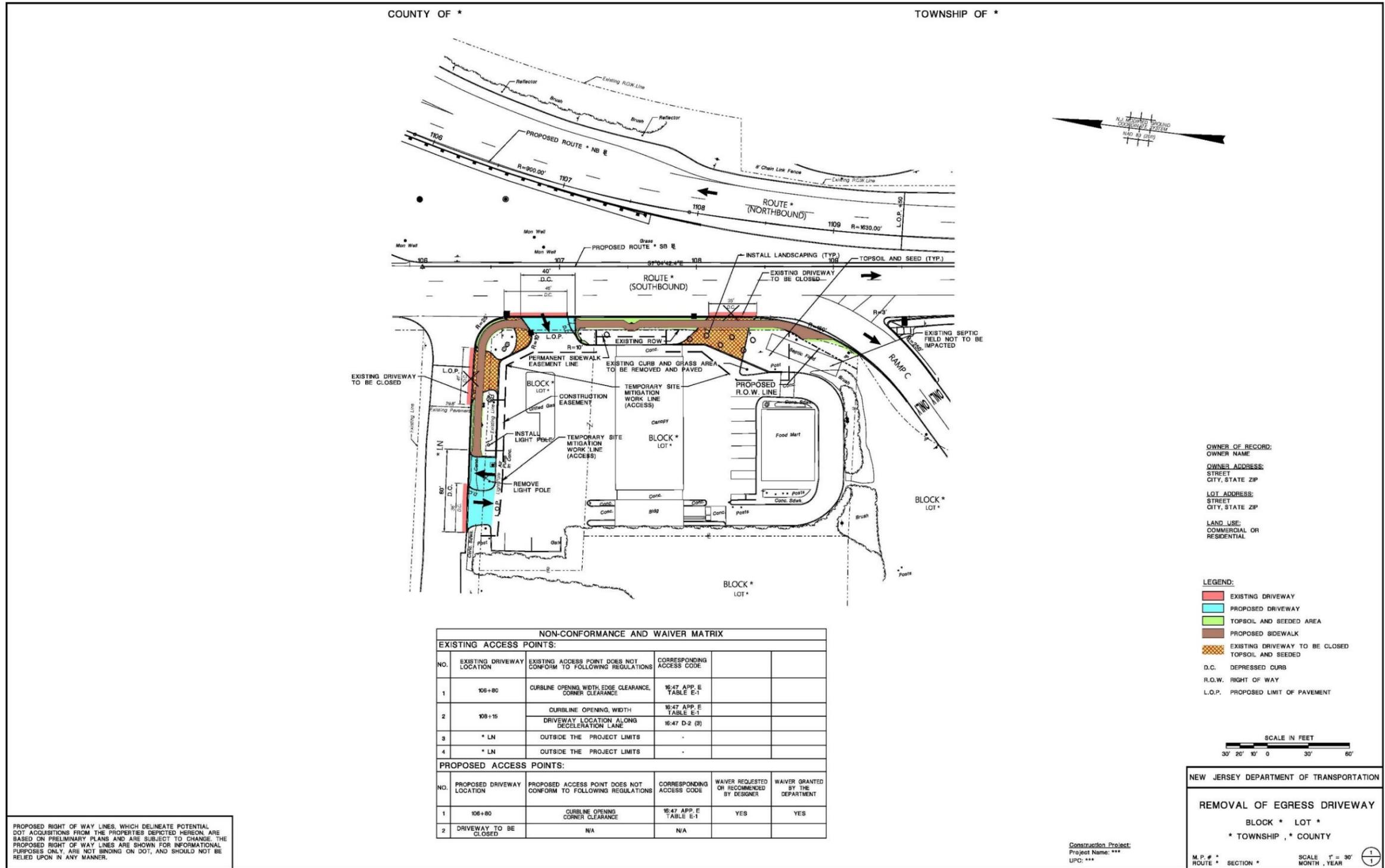
ATTACHMENT 6 - REMOVAL OF DRIVEWAY SAMPLE



**ATTACHMENT 7 - REMOVAL INGRESS DRIVEWAY SAMPLE**



### ATTACHMENT 8 - REMOVAL OF EGRESS DRIVEWAY SAMPLE



### ATTACHMENT 9 - REQUEST FOR WAIVER

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:	<u>Click to enter text</u>	DIRECTION:	<u>Click to enter text</u>	MILEPOST:	<u>Click to enter text</u>
BLOCK:	<u>Click to enter text</u>		<u>Click to enter text</u>	LOT:	<u>Click to enter text</u>
MUNICIPALITY:	<u>Click to enter text</u>		<u>Click to enter text</u>	COUNTY:	<u>Click to enter text</u>

#### 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

Click to enter text

*(name of agency)*

Click to enter text

*(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: Click to enter text

JUSTIFICATION: Click to enter text

**ATTACHMENT 10 - 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	Scale of drawing (1"=30' or 50')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Other extraneous information is deleted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	North Arrow, County and Municipality are shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Title box (lower right corner) includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
4.7	Mile Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Name of the Project and UPC Number (As in PRS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Name and full address of "property owner of record"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Property (Lot) address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Tenant's names and addresses (Only for Removals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Existing use of the property (Lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	In lower left corner, a disclaimer statement regarding proposed ROW lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Existing features includes (in light shade & Letters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.1	Existing highway geometry with traffic stripes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Entire property with property lines and zonal lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Existing ROW lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Existing easement lines (e.g., slope, drainage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.5	Labeling of existing auxiliary lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.6	Labeling of signalized intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.7	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"/>	
12	Proposed features include: (in dark/bold shade and letters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.1	Proposed highway geometry with traffic stripes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Proposed ROW lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Proposed easement lines (e.g., slope, drainage)				

12.4	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"/>	
12.5	Labeling of proposed auxiliary lanes with required length of acceleration/deceleration lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.6	Labeling of proposed signalized intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.7	Proposed/modified internal parking lot configuration, aisles, loading/unloading areas, drive-through bay (Only for Removals and complex Modifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.8	Proposed landscaping work on the property near proposed/modified access points (in green color)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.9	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"/>	
12.10	For all Removals and complex Modifications Only:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.11	Proposed alternative access route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.12	Alternative access routes and points meet the requirements of reasonableness as per Access Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.13	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"/>	
13	The limit of proposed driveway 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"/>	
14	Color coded legend above the title box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	QA/QC checklist is completed for each Access Cut-Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ATTACHMENT 11 - EXISTING LAND USE**

<b>Rt XX Bloomfield Av to Bridge over NJ transit (UPC # XXXXXX) (SAMPLE)</b>										
	<b>Block #</b>	<b>Lot #</b>	<b>Lot Size (Acres)</b>	<b># of 1 way or 2 ways driveways</b>	<b>Land Use</b>	<b>Unit</b>	<b>Development Unit/Size</b>	<b>Lot Sharing Access Yes/No</b>	<b>Alternate Access if any Yes/No</b>	<b>Notes</b>
1	180.01	31, 32, 33	1.07	2 WAYS-1	Liquor store	Sq. ft	29329	No		
2	5201.1	3	0.7	2 WAYS-1	High Turnover (Sit Down) restaurant	Sq. ft	6717	No		
3	71.01	2	2.05	1 WAY-2	Convenience market with Gas pump	Sq. ft	2800	No		
4	11	2	1.06	2 WAYS-1	Private School	Students	300	No		
5	13	4	2.5	2 WAYS-1	Nursing Home	Beds	100	No		
6	1	5	1.65	2 WAYS-2	Public Park	Acres	10	No		
<p><b>Access Code N.J.A.C. 16:47, Appendix F-1.2 should be used for the guidance.</b></p>										