



PDHonline Course C613 (7 PDH)

Driveway and Encroachment Control on Georgia State Highways

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2020

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REGULATIONS FOR
DRIVEWAY
AND
ENCROACHMENT CONTROL

State of Georgia
Department of Transportation
State Traffic Safety & Design Engineer

Wayne Shackelford Building
935 Confederate Avenue
Building 24
Atlanta, Georgia 30316

October 10, 2009

Copies of this document may be obtained by visiting or writing the Office of Traffic Safety and Design at the above address. The document can also be downloaded from the website below.

Visit our website at: <http://www.dot.ga.gov>

**ORDER OF THE COMMISSIONER
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

WHEREAS, the Department of Transportation has in the past adopted Regulations for Driveway and Encroachment Control on State Highways. Said Regulations are developed as guidelines for maximum protection to the public through the orderly control of traffic entering and leaving a part of the State Highway System. These Regulations are applicable to all roads under the jurisdiction of the Department of Transportation; and

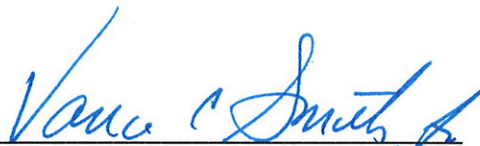
WHEREAS, from time to time exercise has dictated the wisdom of amendments To Regulations and the Department has from time to time adopted such amendments; and

NOW, THEREFORE, by virtue of the authority contained in Code Section 32-6-133 of the Official Code of Georgia Annotated, be it ordered by the Commissioner to adopt and make effective this date "Regulations for Driveway and Encroachment Control", and the same is hereby adopted as embodying the full and complete Regulations for the purposes therein stated in lieu of previous documents for such purposes and all amendments thereof until this date.

BE IT FURTHER ORDERED, that the Commissioner shall be authorized to grant waivers in connection with the requirements of these Regulations when deemed necessary in the public interest.

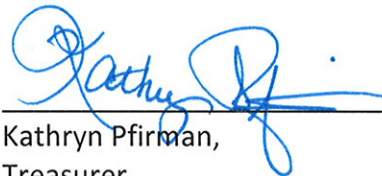
Done at Atlanta, Georgia, this 10th day of October, 2009

APPROVED:



Vance C. Smith, Jr., Commissioner
Department of Transportation

ATTEST:



Kathryn Pfirman,
Treasurer

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Version	Revision Date	Type	Section
3.0	10/09/09	General Revisions and Updates Policies and Procedures Referenced Revised Charts and Figures	Chapters 1, 2, 3, 4, 5 & 7

INTRODUCTION

1A PURPOSE

The purpose of the driveway permit process is to manage access on the State Highway System. Access regulations are necessary in order to preserve the functional integrity of the State Highway System and to promote the safe and efficient movement of people and goods.

This document is intended to clearly define the process of constructing a legal driveway or other work within the State Highway rights-of-way.

1B BACKGROUND

The safety and efficiency of the State Highway System are affected by the amount and character of intersecting streets and driveways. While it is recognized that property owners have certain rights of access, the public also has the right to travel on the road system with relative safety and freedom from interference.

The Georgia Department of Transportation is interested in balancing the often conflicting interests of property owners with those of the general public. As the number of permit requests has continued to increase, the Department has recognized the need to develop a comprehensive set of regulations that is equitable and clearly defined.

In the process of developing these regulations, a survey of the practices of other States was conducted. The resulting regulations are consistent with guidance published by the American Association of Highway and Transportation Officials ([AASHTO](#)), the Federal Highway Administration ([FHWA](#)), and the Institute of Transportation Engineers ([ITE](#)).

1C AUTHORITY

The regulations and procedures described in this document are established pursuant to Georgia Code Sections 32-6-51 and 32-6-133.

1D WHEN PERMITS ARE REQUIRED

A permit is required prior to performing any construction work or non-routine maintenance within the State Highway Right-of-Way. This includes but is not limited to the following: grading, landscaping, drainage work, temporary access to undeveloped land for logging operations, or construction of a development. Any revisions to any portion of existing driveways, i.e. widening, for existing driveways only, and/or relocation that are within the State Highway Right-of-Way shall also require a permit. If any significant change in land use is requested, the department has the right to refer to the redesign of the commercial driveways. The permit inspector is to consult the local government prior to permit issuance.

In addition to being unlawful, performing the above-described work within the State Highway-Right-Way without a permit, shall entitle the Department to barricade, displace, or otherwise close such driveway and to collect the costs therefore from the violator as provided for in Georgia Code 32-6-134.

Any commercial driveway constructed prior to July 1, 1973, and adjudged by the Department to be unsafe for the traveling public or in violation of Department regulations promulgated pursuant to Code Section 32-6-133 may be changed or caused to be changed by the Department so as to eliminate any unsafe features; or it may be closed or displaced by substitution of another driveway at such a place or of such design as may be deemed safe. Liability for the expense of such change or substitution will be determined in accordance with Code Section 32-6-134.

1E DEFINITIONS

The following terms, as used in this document, shall have the following meanings unless the context thereof indicates to the contrary.

AASHTO

[\(American Association of State Highway and Transportation Officials\)](#) which publishes documents in this manual, including [A Policy on Geometric Design](#). (Green Book)

Acceleration Lane

A speed-change lane, including tapered areas, for the purpose of enabling a vehicle entering the roadway to increase its speed to a rate at which it can more safely merge with through traffic. Also called an "accel lane."

Access

Entrance to or exit from land adjacent to a public road.

Access Management Engineer

An engineer whose primary responsibility is to assist applicants with permit applications, plan review and to ensure compliance with the Department's regulations.

ADT

Average Daily Traffic – The total volume during a given time period (in whole days), greater than one day and less than a year, divided by the number of days in that time period.

Angle of Two-way Driveway

The angle of deflection measured from the centerline of the nearest travel lane to the centerline of the driveway. An angle of 90 degrees is desirable.

Applicant

The person or organization that has applied for a permit.

Categorical Exclusion (C.E.) – Refer to Programmatic Categorical Exclusion

Clear Zone

The roadside recovery area should remain free of hazards such as steep embankments, trees, poles, etc. Studies have indicated that on high-speed highways, over 45 mph, a width of 30' or more from the edge of the traveled way permits about 80 percent of the vehicles leaving a roadway out of control to recover safely. For determining clear zones for commercial driveways, use Table 4-11. Use the posted speed limit and the latest available traffic count data (ADT) to enter the table and use the higher distance for "Fill Slopes" 5:1 to 4:1.

Commercial Driveway

Any private entrance, exit, ramp, tunnel, bridge, side road or other vehicular passageway to any property used for commercial purposes, 20' or larger (one way), or 24' or larger (two way), except a farm or dwelling house not exceeding a four-family capacity, and leading to or from any public road on the State highway system. (Code 1933, Section 95A-942, enacted by Ga. Law 1973, page 947, section 1.)

Conceptual Review

A preliminary review of a site or proposed development for initial comment and discussion on access location and design considerations.

Deceleration Lane

A speed-change lane, including tapered areas, for the purpose of enabling a vehicle that is making an exit turn from a roadway to slow to a safe turning speed after it has left the mainstream of faster-moving traffic. Also called a "decel lane"; it denotes a right turn lane or a left turn lane into a development.

Daylighting

The process of the removal of vegetation from the right of way to provide visibility for an adjacent business or outdoor advertising sign without a vegetation management permit.

Department or DOT

The Georgia Department of Transportation (GDOT).

Driveway Width

The narrowest width of a driveway measured perpendicular to centerline of the driveway, from edge of pavement to edge of pavement or edge of gutter to edge of gutter.

Easement Limited Agreement (ELA)

A legal document that details the conditions of a utility's rights.

Encroachment

The use of state rights-of-way by anyone other than Department personnel or authorized agents for any specific purpose other than that generally intended.

Engineer

The Chief Engineer of the Department unless otherwise identified.

FHWA

[Federal Highway Administration](#).

Guidelines

The proper design of driveways involves a number of design elements. Due to the complexity of the interaction between these design elements, exact design criteria cannot be specified for every possible situation. Therefore, design guidelines are included to assist the designer.

Interior Drive

A driveway that is located inside an existing or proposed development which is placed beyond the intersecting driveway that connects to the state highway.

Interparcel Access

A roadway or series of connecting roads within a property providing access to interior lot frontage or other properties not connected to a public road or state route.

Island

A device used to separate or direct traffic in order to facilitate the safe and orderly movement of vehicles. An island may be a raised area that provides a physical barrier to channel traffic movements or a painted area.

ITE

[Institute of Transportation Engineers](#)

Median Crossover

An opening constructed in the median strip of a divided highway designed to allow traffic movements to cross from one side of the highway to the other. In some cases, the Access Management Engineer may require the design to be such that some movements be physically prohibited.

Milepost

DOT mileposts are the small green and white signs located along state routes numbered in sequence, approximately one mile apart, usually running from south to north or from west to east. All proposed developments are referenced to the nearest milepost at one-tenth mile increments.

Mitigation

The partial reduction of the loss of green space by replanting and grassing the disturbed area.

M.U.T.C.D.

[The Manual on Uniform Traffic Control Devices](#). (Current Edition)

Non-commercial Driveway

A driveway serving a school, government building, church, hospital or other non-commercial organization inviting public use. Design guidelines relating to commercial driveways will be applicable to driveways serving these land uses.

Permit

A legal document issued by the Department authorizing an applicant to do specific work on state rights-of-way.

Permit Inspector

A technician assigned to a DOT Area Office, with the responsibility of working with the applicant or the applicant's contractor while actual construction is ongoing to ensure construction is in compliance with the Department's policies, regulations, and standards as stated on the approved permit plans. The permit inspector will notify the Permit Engineer when the applicant and the Area Engineer determine that the work is acceptable.

Programmatic Categorical Exclusion (PCE)

An environmental document required by the Federal Highway Administration on any permits that will not induce any significant impacts to planned growth, land use, natural, cultural, recreational, or historical sites. This document will also be required for areas that will not involve significant air, noise, or water quality.

Residential Driveway

Any private passageway to any property used for dwelling purposes. However, if a driveway provides access for more than four dwelling units, it shall be considered a commercial driveway. Any private access connecting property zoned and used for a residential dwelling. Residential driveways may connect to a public street, roadway, or state route. These driveways may vary from 14 feet to a maximum of 24 feet for two way residential traffic. Driveways providing access to four or more dwelling lots shall be considered commercial access and must comply with commercial design requirements.

Roadway

The portion of a highway, including shoulders, for vehicle use.

Right-of-Way (R/W)

All land under the jurisdiction of, and whose use is controlled by the Department.

Right-of-Way Line

A line that defines the limits of the R/W of a public road as it relates to adjacent property.

Right-of-Way Miter

A right-of-way line at an intersection, which is parallel to neither road but forms a triangle with extensions of the R/W lines of the adjacent sides of the intersecting roads. The purpose of the R/W miter is to provide improved visibility for vehicles approaching the intersection by enabling the Department to eliminate visual obstructions or provide room for a traffic signal support pole or guy wire. A driveway should never be allowed along the R/W miter.

Roadside Design Guide

AASHTO [Roadside Design Guide](#)

Sight Distance

As used in this document, sight distance refers to intersection sight distance, which is the distance that can be seen along the main roadway by the driver of a vehicle on the driveway. The distance is measured based on an eye height of 3.5' and an object height of 3.5'. Sight Distance should be determined to provide adequate time for an entering vehicle to accelerate to within 10 mph of posted speed limit, prior to being overtaken by approaching vehicles. (Refer to AASHTO, Green book)

Stopping Sight Distance

The sum of two distances: the distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied and the distance required to stop the vehicle from the instant brake application begins. Stopping sight distance is measured based on an eye height of 3.5' and an object height of 2.0' or calculated based on future conditions.

Traveled Way

The portion of the roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Urban Conditions

This document defines access and spacing criteria separately for urban and rural conditions. Urban conditions typically refer to roadways that have curb & gutter, sidewalks, posted speed limits 45 MPH or below and higher land use density.

Utility

All privately, publicly or cooperatively owned water distribution and sanitary sewer facilities and systems for producing, transmitting or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, steam, waste and storm water not connected with highway drainage, including river gages, fire and police signals, traffic control devices, and street lighting systems, which directly or indirectly serve the public or any part thereof. The term "utility" may also be used to refer to the owner of any above described utility or utility facility.

Utility Driveways

Drive for access to utility sites such as water tanks, water meters, sewer lift stations, telephone service cabinets, power substations or gas regulator sites.

Utility Facility

The term "utility facility" shall include but is not limited to, any and all poles, wires, guys, anchors, buried cable, conduit, pedestals, pipe lines, hydrants, valve boxes, manholes, casings, river gages and related fixtures authorized in the permit or agreement.

2A APPLICATION

Application, to perform any construction or non-routine maintenance work within State Highway Right-of-Way (R/W), must be made at the appropriate office in the District where the site is located. For commercial driveways, application is made to the District Access Management Office at the District Office. The District Access Management Office is the central point of contact. Application for residential driveways and temporary use driveways are made at the District Area Office. See Appendix A for a list of the District Offices and contact information. An applicant may also apply for a commercial or special encroachment permit application by the department's electronic website AMPS/ [Access Management Permitting System](#)

2A-1 APPLICANT QUALIFICATIONS

Application for a permit under these regulations will be accepted only from the property owner, lessor or an official representing the company, organization or group which owns or leases the property abutting the R/W and upon which the driveway or other permit work will be constructed. In the event the applicant leases the property to be served by the driveway, the lease should be for a period of at least three (3) years; otherwise the permit must be issued to the property owner. In any case, written acknowledgement of the permit work must be obtained from the owner or his agent.

In cases where a site with multiple owners is being developed by a single entity under a development agreement, the developer may apply for the permit. A copy of the development agreement between the developer and all affected property owners must be included with the application. The agreement must give responsibility for developing all affected driveways to the entity that is making application.

When application is made by an agent of the owner or if the owner is a partnership or corporation, written authorization allowing the agent to act on behalf of the owner must be provided by the applicant.

2A-2 PERMIT FORMS

Application for the various permits must be made on the appropriate form:

- DOT 7410 - SPECIAL ENCHROACHMENTS,
- DOT 7410 A –SPECIAL ENCROACHMENT FOR LIMITED LANDSCAPING
- DOT 7412 - DRIVEWAY PERMIT,
- DOT 7414 - TEMPORARY CONDITION.
- DOT 8413A - UTILITY ENCROACHMENTS

Only original forms may be used. Residential driveway applications can be obtained from the appropriate Area Office. All other permit forms will be provided to the applicant after plans are submitted to the Access Management Supervisor. Permit forms consist of multiple copies; each of which must be signed in ink by the applicant and the witness.

PERMIT PROCEDURES

Special encroachments are generally improvements required to accommodate a development that must be made within the right-of-way. An example would be additional lanes added to an existing intersection.

Temporary Condition Permits are typically driveways constructed to perform logging operations or other short duration activity such as construction entrances.

The applicant is asked to complete the “Permit Application Information Sheet” and submit the form along with the first submittal of the plans for review. A copy of the Information Sheet is contained in Appendix B.

Utility Encroachments Permits are generally required of utility companies to install, relocate, or adjust utilities within the right of way. The applicant is required to coordinate with the utilities affected by the driveway work for proper submittal of the appropriate Utility Encroachment Permits. The first submittal of the plans must show the existing and proposed utility facilities. Any review letters stating “no conflict”, “no facilities”, “existing easement”, etc. must be submitted on utility company letterhead.

2A-3 PRELIMINARY /CONCEPTUAL SITE PLAN

For large developments and any location where a property has or will be subdivided,, the applicant’s engineer is encouraged to meet with the District Access Management Office early in the plan development process. Refer to GA Code Section 32-6-151 for regulations regarding planning commission requirements for approval of subdividing property. A preliminary site plan is helpful to facilitate the exchange of information so the Access Management Supervisor can see the intent of the applicant. The preliminary site plan will also be useful in discussing the relevant requirements of these regulations.

Applicants are encouraged to consult their engineers and site designers to develop overall site plans. The site layout should have a central access point(s) to the overall development and access points connecting to alternate or adjacent roadways in order to equally distribute site traffic. The development should provide interior circulation which is set back from the state route where it connects to the main driveway intersecting the state route in order to prevent operational problems at the driveway. Refer to section 3A-3. The overall site plan approved will provide access to the entire site. No future driveways onto the state route will be permitted to individual lots. Future driveways will only be considered if they meet requirements.

2B PERFORMANCE BONDS

Each applicant will provide a performance bond or letter of escrow to assure that the authorized work is accomplished in accordance with the approved permit. In cases of noncompliance, the bond will be used to offset the cost of correcting or removing uncompleted or unauthorized work, and to offset the cost of any damages incurred by the Department or other parties as a result of the work or activities of the applicant in relation to this permit.

PERMIT PROCEDURES

The amount of the bond or letter of escrow is based on the estimated current construction costs as determined by the Department, shown in Table 2-1. A bond may be underwritten by a company housed outside of Georgia only if a Georgia resident agent of said Surety Company countersigns.

Blanket performance bonds are acceptable. The amount of the bond will be based on the construction estimates shown in Table 2-1, and the estimated number of permits to be requested statewide during the active period covered by the blanket bond. The blanket bond must contain the name of the owner or entity that is making application for permit. If the site is being developed on behalf of more than one owner under a development agreement, the surety must be in the name of the developer making application. The Department will allow the use of a Letter of Credit/ LOC if provided in a format preapproved by the Department. A copy of the most current format is available from the District Permit Engineer.

Posted Speed Limit	Number of Turn Lanes*	Roadway Type**	Calculated Cost	Minimum Bond amount ***
<=35	one	rural	\$34,263	\$40,000
<=35	one	urban	\$53,238	\$60,000
<=35	two	rural	\$64,890	\$70,000
<=35	two	urban	\$83,865	\$90,000
40-45	one	rural	\$44,143	\$50,000
40-45	one	urban	\$63,118	\$70,000
40-45	two	rural	\$98,975	\$100,000
40-45	two	urban	\$117,950	\$120,000
50-55	one	rural	\$51,553	\$60,000
50-55	one	urban	\$70,528	\$80,000
50-55	two	rural	\$119,722	\$120,000
50-55	two	urban	\$138,697	\$140,000
>=60	one	rural	\$61,432	\$70,000
>=60	one	urban	\$80,407	\$90,000
>=60	two	rural	\$145,410	\$150,000
>=60	two	urban	\$164,385	\$170,000
Add \$120,000 to Bond if new signal, add \$60,000 for existing signal modification				

- * For multiple driveways, add the bond amounts for each drive
- ** Urban = with curb and gutter; Rural = Paved or graded shoulders
- ***Bond amount may be increased at the District Engineer's discretion

TABLE 2-1 PERFORMANCE BOND AMOUNTS

For locations where no turn lanes will be constructed of for a Special Encroachment Permit review, the bond amount will be ½ of the minimum bond amount, or higher depending on the scope of the work, as determined by the Access Management Supervisor.

2C PLAN REQUIREMENTS

The applicant must submit appropriate plans with the permit application. Plans must conform to the minimum guidance described herein. In addition, the applicant's engineer shall also use his judgment to prepare plans that conform to accepted guidance including but not limited to the most current edition of *A Policy on Geometric Design of Highways and Streets* published by the [American Association of State Highway and Transportation Officials](#) (AASHTO Green Book).

When submitting plans for review, the applicant must provide three (3) sets. The Department prefers plans with 24" x 36" sheet size or smaller.

When submitting final plans, the applicant must provide two or three sets of 11" x 17" sheet size plans (GO, local government, District copies) and two or three sets full sheet size 24" x 36" plans (applicant, inspector, or District copies) as directed.

2C-1 PLAN CHECKLIST

The following checklist contains information that should be shown on plans submitted for Commercial Driveway and Special Encroachment Permit requests. For initial or concept reviews, two sets of plans should be submitted (three sets for requests that include a traffic signal), one copy of the Hydrology Report, and one copy of the Traffic Impact Study, if applicable. Plans should be 24" X 36". The scale of the plans should be 1"= 20'. If a smaller scale is used for overall plans, then enlarged details of the work on the RW must be furnished on a 1"= 20' scale. All sheets should be numbered and dated, with a north arrow.

1. A title block showing the name(s) of the property owner(s) of record as listed on the property deed, the permit applicant, if different from the property owner, and the name of the engineer or individual who prepared the plans. The Land Lot Number, Section Number, Georgia Militia District where applicable, District Number and the county in which the project is located. Contact information should include e-mail addresses for all owners, developers, and the engineer preparing the plans.
2. Location sketch map showing the location of the property in the surrounding area.
3. An overall site plan showing the road name, State Route number, US Route number, names of all intersecting roads, and the posted speed limit.
4. All existing features should be shown with screened line weights or dashed lines and all proposed features shown with solid lines. The designer may also screen existing features for clarity. This should be clearly shown on the plan legend.
5. Locations of all traffic signal equipment pull boxes, utility easements, existing above and below ground utilities and the proposed relocations for above and below ground utilities.

6. Location of the RW line, centerline of the road, all property lines with the names of the property owners on either side of the property being developed, and all existing driveways on both sides of the road.
7. The distance from the centerline of the highway or road to the R/W line at each corner of the property. (A general statement such as "Right-of-Way Varies" is not acceptable.)
8. The distance along the RW line from the centerline of the nearest named intersecting street to the property corner and the total property frontage. The total length of frontage of the property owned and, if different, the length of the frontage being developed under the permit.
9. Location of existing and proposed buildings, pumps, signs, grease racks, wash racks, underground storage tanks, etc. The distances between buildings, pumps, signs or any foundations on the property and the R/W line(s).
10. The width of existing and proposed roadway pavements, lane widths, lane lines, striping, pavement markings, RPMs, roadway signs, and direction of travel (using directional arrows) within the lanes.
11. The proposed driveway width, measured either from face of curb to face of curb (GA STD) or from edge of pavement to edge of pavement (GA STD). This measurement shall be perpendicular to the centerline of the driveway at its narrowest point. The intersecting angle of the proposed driveway to the highway centerline
12. The distance from the centerline of the driveway to each property line, measured along the R/W line.
13. The distance between driveways, if more than one driveway is proposed or existing, on both sides of the State Route. The distance to the nearest driveway on the adjacent property in each direction, and the opposite side of the road, measured along the R/W line.
14. The radii of all curves on the proposed driveways measured to the edge of pavement or face of curb.
15. Wheelchair ramps, designed in compliance with [*Americans with Disabilities Act*](#) and in accordance with current Georgia DOT Standards, shall be included at all driveways and streets where sidewalk is proposed.
16. Sight distances from each proposed driveway.
17. The proposed deceleration lane, including length of lane, length of taper, width of lane (measured from edge of existing travel lane to edge of pavement or to face of curb).
18. The proposed left turn lane and tapers with lengths and striping.

PERMIT PROCEDURES

19. For multi-lane facilities, existing and proposed signing and marking may be on a separate sheet.
20. The difference in elevation between the roadway and the driveway at the R/W line. The slope should not be greater than +/- 6.25%, if practical. There are situations that require greater slopes; these should be examined carefully before approving their use.
21. The distance from the edge of pavement to the center of the side ditch and the direction of the flow of water within the ditch.
22. Existing and proposed contour lines or elevations sufficient to show the natural and proposed drainage features within the property to be developed. This should include the entire adjacent highway R/W and any elevations needed to show how water flows once it leaves the property.
23. Cross sections for extensive grading on the Right of Way/RW.
24. Driveways and any new shoulder work on a tangent section should slope downward and away from the edge of pavement for a distance of at least 12' at a slope rate of 2.08% (1/4" per foot), generally, including any decel lane. If located in a super-elevated section, all construction should match the super-elevation for at least 12'. Shoulder cross slopes (behind curb and gutter) shall not exceed 2.08%.
25. The location and size of any existing and proposed side drain or cross drain culverts, catch basins, detention ponds, pipes, etc. and direction of flow within the structure(s).
26. Location, size, type, inverts and direction of flow of any proposed pipes or culverts, detention ponds, catch basins, inlets, etc. All pipes 48" and larger must have an inlet and an outlet headwall. Only safety headwalls are allowed on the RW. All pipes on the RW up to 48" must have [GDOT STD](#) Safety End Sections. If located outside the clear zone or behind guardrail, standard flared end sections may be used.
27. All structures which are to be extended must be extended in like kind. All drainage structures within the RW must be concrete or HDPE if approved by the Area Engineer. If additional fill is to be placed over an existing structure, the structure must be analyzed for strength to carry the additional load. Pipes and structures on the permit may match an active DOT construction project.
28. Drainage computations for all drainage structures including any existing structures which are to be extended. All drainage computations must show the drainage area, runoff coefficients, time of concentration and discharge for the required storm frequency. These computations must be in a report format and show high waters above the inlet of the pipe or above the flow line of the grate. All structures must have computations for inlet and outlet control and should include pre and post development runoffs. The post development runoff rate must not exceed the pre development runoff rate.

PERMIT PROCEDURES

29. Ditches should be designed to carry the design year storm, with erosion protection provided for a 10 year storm.
30. Driveway and side drain pipes should be designed for the 25 year storm unless a pipe emptying into the ditch leading to the driveway pipe is designed to carry a lesser frequency.
31. Open ended DOT cross drain structures which must be extended should be designed for the 50 year storm with no overtopping occurring during the 100 year storm.
32. On site detention pond designed for the 10 year storm, with computations, unless local jurisdictions require a lesser frequency.
33. On site detention pond outlet structures, including spillways, designed for the 100 year storm, with computations, unless local jurisdictions require a lesser frequency.
34. Curb inlets and grated inlets should be designed for the 10 year storm, except low points which shall be designed for the 50 year storm.
35. Erosion Control Plan.
36. Roadway Typical Section.
37. Suitable photographs of the site showing all existing features may be required for proper review of the application.
38. For requests that include landscaping or irrigation, a separate plan which shows the location, size and type of any trees, shrubs, bushes or other vegetation that exist on State R/W; the location, size, quantity and common botanical names of any proposed trees, shrubs or other vegetation; the location, size, type and direction of spray of any irrigation lines and heads proposed on the RW; and the location of a manual shut off valve behind the RW line. All irrigation systems on the RW must be wrapped in metallic tape during installation. An Indemnity Agreement must be signed by the property owner for all irrigation systems installed on the RW. A RW Mowing and Maintenance agreement is required for the applicant to maintain plantings on the RW.

2D TRAFFIC IMPACT STUDIES

The applicant is encouraged to conduct traffic studies as needed in order to identify geometric facilities that will be needed to satisfy the access/egress requirements of the site. The Department will require a traffic impact study for any site estimated to generate more than 2,000 gross daily trips using ITE Trip Generation Rates. The Department may require impact studies in other cases as deemed necessary. The studies may recommend alternative access configurations such as roundabouts or signalization. For studies considering these alternatives, the study should include analyses of both configuration alternatives with respective efficiencies of each. The study should recommend a preferred configuration based on analysis. Recommendation of final access configuration should consider types of traffic control at adjacent intersections for corridor consistency.

All traffic impact studies shall be conducted under the supervision of a Professional Engineer licensed in Georgia and all such reports shall be stamped and signed by the engineer. All traffic impact studies shall contain a **Certification** page, as shown in Appendix C. The certification should appear immediately behind the report cover.

The engineer must certify whether the proposed development, as shown in a preliminary site plan to be included with the impact study, conforms to the spacing and geometric design criteria as specified herein. If the proposed development does not comply, the traffic engineer should indicate the reasons for nonconformity and the Department may consider allowing the noted exceptions. If smaller developers wish to hand-draw their plans, this will be acceptable by the Department; however if any plans are drawn by an engineer, the engineer must be a professional engineer.

2E PERMIT PROCEDURES

The plan review and application process is initiated when the applicant or their engineer submits plans for review. For commercial driveways and special encroachments, the plans are submitted to the Access Management Supervisor in the District Office. For residential driveways, temporary condition driveways, and utility driveways the plans are submitted to the Area Engineer in the appropriate Area Office. Check with district offices for the use of the term "Certificate of Completeness."

Any traffic impact studies, traffic signal warrant analysis or hydrology studies necessary to complete a review of the request should be submitted with the first set of plans.

During the plan review and application process, the Access Management Supervisor will notify the applicant or their agent of any studies or documents that may be required for permit approval. These documents may include but not limited to a copy of the property owners Warrantee Deed, Lease Agreement, Right of Way Deed, Right of Way Mowing and Maintenance Agreement, Indemnity Agreement, Radius Encroachment Agreement. The applicant or their agent must supply all required documents, signed application and approvable plans to the Access Management Supervisor prior to receiving approval for the requested permit.

When final approval of the permit is made, the applicant will receive a letter of approval and an original Performance Bond form and any other document forms that may be required). The letter will include instructions on how to proceed with completing and submitting the Performance Bond, and other documents, if necessary. Once the applicant has furnished the completed Performance Bond and documents, the Area Engineer will issue the applicant's copy of the approved permit plans and permit poster. At that time, a preconstruction meeting shall take place with the Area Engineer and the applicant; and/or contractor.

The contractor is required to notify the Permit Inspector when the work will begin and when the work is complete. The work must be completed to the satisfaction of the Inspector before the project can be accepted and the bond is released. The project must be constructed according to the approved permitted plans. If during the construction of the work, questions arise or unforeseen conditions are encountered, the contractor shall contact the Permit Inspector for consultation. The Permit Inspector will require "as-built" drawings if significant modifications are approved in the field. The Permit Inspector shall not change design without first consulting the District for review and approval.

2E-1 DEPARTMENT APPROVAL

Department personnel will accomplish the processing of permits in an expeditious manner. The District Access Management Supervisor will be the primary point of contact for permits. The goal of the Department is to provide a decision on the permit within 20 working days after receiving all required information. The District Utilities Engineer will review all utility facilities shown on the plans and Utility Encroachment Permits or "no conflict", "no facilities", "existing easement" letters and approve or disapprove within 5 working days after receiving an acceptable submission from the District Access Management Supervisor. The District Traffic Engineer will be available for advice and guidance, if needed, and will assist in the review of a permit application, usually within 10 working days of a request.

If the permit site is adjacent to a two-lane road or a multi-lane or divided highway, the District Engineer or their designee may approve or disapprove the permit. In the event that the commercial driveway permit does not meet the spacing and turn lane criteria in Chapters 3 and 4, the District Traffic Engineer, may consult with the District Engineer prior to approving the permit and a completed and approved form, APPENDIX E, included in the file.

PERMIT PROCEDURES

All permit requests on highways that are within an active GDOT improvement project or a project that is in the plan development process shall be reviewed by the appropriate design office before the permit is approved.

In the case of projects not on the State Highway System or not located on State owned rights-of-way, but for various reasons the Department is monitoring the project through preconstruction and acceptance, the Department will review the driveway request and make known to the local government under what conditions the plan would be acceptable to the Department. On all construction projects, which are monitored by DOT, on R/W owned by a local government, the Department shall approve or deny any access request with a letter to the local government.

2E-1A APPROVAL – MEDIAN CROSSOVERS

The Director of Operations and the State Traffic Engineer or their designee shall approve all requests to construct new median crossovers or to relocate existing crossovers. If the permit site is adjacent to a limited access highway, or involves a Limited Access fence, the DOT Commissioner shall approve or disapprove the permit.

If the applicant or his engineer has submitted plans that do not comply with the median crossover spacing and other geometric design guidance of these regulations, they may request a variance in writing stating the reason and evidenced with supporting data. The Department may consider granting an exception if the exception is in the best interest of the general use of the highway facility.

2E-1B APPROVAL – SCHOOL DRIVEWAYS

For new school facilities or redevelopment of existing school sites, the local governing authority or local school board authority must submit engineering plans with driveway designs in compliance with these regulations. The applicant's engineer is encouraged to meet with the District Access Management Office early in the plan development process. A preliminary site plan is required showing the desired access locations and considering multiple access routes to distribute the concentration of traffic accessing the site. The Department recommends the site plan include separate bus and student drop off points within the school site and include adequate internal circulation and parking to prevent excessive stacking of cars or busses on the highway.

At a minimum, all school driveways are required to have left turn lanes and right turn deceleration lanes as shown in Chapter 4 for each access point on the State Route system.

2E-2 TRAFFIC SIGNAL PERMITS

Traffic signal operation may be needed to safely and efficiently accommodate the access requirements for some developments. Since the type of traffic control affects the pavement marking design and sometimes the geometric design of an intersection, it is necessary to coordinate driveway permits with signal permits. This section will briefly describe the process to be followed when traffic signal operation is desired at the intersection of a proposed driveway with a State Highway. The recommended minimum spacing for traffic signals is 1000 feet.

In those cases where the traffic impact study indicates that traffic signal operation may be beneficial, a TE study should be prepared, to include a traffic signal warrant analysis and a proposed traffic signal design in compliance with the signal spacing requirement in Chapter 3, Section D. If the District Traffic Engineer concurs that traffic signal operation is needed, the TE study should be submitted to the Office of the State Traffic Engineer. An overall site plan of the area to be served by the proposed signal should also be included in the submittal. A traffic signal permit application, signed by the local government, must be submitted along with a letter from the local governing authority supporting the request for a traffic signal and the study indicating the local government's concurrence with the recommendation for the signal and their agreement to bear the costs of the electrical energy and telephone service used to operate the signal.

When the District Traffic Engineer sends a traffic signal study and permit application, for a proposed driveway, to the Office of the State Traffic Engineer for consideration, the District Traffic Engineer will notify the Access Management Supervisor.

The Department strives to be as responsive as possible when processing permits and allows many driveway applications to be approved at the District level. However, all traffic signal permits are reviewed by the Office of the State Traffic Engineer and must be approved by the Chief Engineer. For this reason, a driveway permit having pavement marking and geometric features requiring signalized operation should not be issued until the traffic signal permit has been approved or denied.

2F CONDITIONS PLACED ON PERMITS

The conditions enumerated in this section will be placed on the applicant as part of the application. These conditions to the permit continue to be in effect unless changes are made or authorized by the Department.

Violation of the conditions specified in a permit and in these regulations shall be ground for revocation of the permit. If necessary, the Department has the authority to remove a driveway constructed in violation of the permit and to restore the right of way. The cost of this work will be collected from the applicant or by using the performance bond, escrow, or letter of credit.

2F-1 GENERAL RESTRICTIONS

1. No driveway approach or other improvement constructed on DOT R/W, as an exercise of the permit shall be relocated or have its dimensions altered without the written permission of either the Access Engineer who approved the permit or a higher authority. A letter from the engineer approving the change must be sent to the applicant and all who received a copy of the original permit.

PERMIT PROCEDURES

2. Parking is prohibited on DOT R/W except in downtown areas where parallel or angle parking is provided by the city, by ordinance and in compliance with O.C.G.A. 32-6-2, 40-6-200, 40-6-202 or 40-6-204, or in those instances where a Temporary Conditional Special Encroachment Permit is approved for parking on the R/W. When approved by the Department, excess R/W may be leased for parking at the current property value rate.
3. Driveways should not be provided within the R/W for purposes of parking loading, servicing, etc.
4. Geometric and safety requirements shall be maintained as stipulated in the permit and shall not be altered by the applicant.
5. The applicant must take possession of an approved permit within 60 days of approval. If not, the permit will be canceled after 90 days.
6. Work under the permit shall begin within 90 days after approval. Failure to begin work will be cause for the permit to be canceled.
7. Construction work authorized by an approved permit shall be completed within twelve (12) months following approval of the permit. Permitted work not completed within twelve (12) months, for just reasons, may be officially extended, by the District Engineer, for an additional six (6) months. Additional permit extensions may be granted with sufficient cause by the District Engineer on an individual basis. If the permitted work is not completed in compliance with the terms, action will be taken to secure the bond or Escrow in order to complete the work to Department standards, or remove the uncompleted work and restore the R/W.
8. Once a permit has been canceled or voided, it cannot be reactivated or reinstated for any reason. A new permit must be submitted when the applicant is ready to begin work. This also includes the appropriate number of copies of up-to-date plans and all related documentation needed to review the application. This is necessary because when a permit is canceled, the file is closed out and placed with permits that have been completed. These are then cataloged and sent to the State Records Center for permanent retention.
9. New driveways to new businesses should not be opened for use by the traveling public until the final inspection and release of any bond or escrow by the District Engineer. This is not always possible; therefore, the Area Engineer may make a preliminary determination and allow it to be used if the Permit Inspector is satisfied that the driveway is complete enough and will operate safely and efficiently. In order to insure a timely release, the applicant is encouraged to coordinate all phases of work with the Permit Inspector.
10. It is the responsibility of the property owner to provide routine maintenance of the commercial driveway up to the radius return at the edge of the roadway without making improvements to it as governed by the permit process. Maintenance or replacement of the side drain pipe installed by the permittee will be their responsibility.

2F-2 LIABILITY AND RESPONSIBILITY OF APPLICANT

Applicants will be required to submit a Hold Harmless Agreement before the permit is approved. A copy of the Hold Harmless Agreement is provided in Appendix D.

The applicant is responsible for the relocation, adjustment or removal of all utility conflicts within the development area at no cost to the Department or the State. All traffic control devices including signs and traffic signal equipment relocated in compliance with the access permit will be completed at no cost to the Department. The Department encourages the applicant to contact the Utilities Protection Center (UPC) for “Design locate requests” which aids in the location of existing utility facilities for pre-design, advance planning purposes, or bidding. The applicant is encouraged to contact the District Traffic Operations Office to locate existing traffic signal equipment within the area of the access permit. Excavators shall contact the UPC in accordance with the Official Code of Georgia Annotated 25.9, before commencing excavation activities. Applicants or their contractors must notify the appropriate Area Office prior to beginning work on the right of way.

The applicant must move, relocate or remove any installation or construction placed on DOT R/W without cost to the Department or the State when instructed in writing to do so by the Department. If necessary, the applicant's performance bond or letter of escrow will be used to accomplish this work.

When determined necessary by the Department, the applicant must exhibit satisfactory evidence of adequate liability insurance to cover all aspects of the work specified under the permit for protection of the traveling public. Limits of such coverage shall be determined separately for each applicant and declared by the Department at its discretion.

2F-3 OWNERSHIP OF COMPLETED WORK

A median crossover constructed under a Special Encroachment or Commercial Driveway Permit becomes a feature of the highway and the unconditional property of the Department. The permit applicant or property owner(s) and/or lessees adjacent to the R/W at the crossover site retain no ownership or legal interest therein. The Department reserves the right and all authority to close, relocate or remove a crossover when such action is deemed necessary in the interest of public safety or efficiency of the roadway.

3A SPACING OF DRIVEWAYS

As drivers approach each intersection along a roadway, they are often presented with decisions and may be required to stop or make various maneuvers. When exiting the roadway, it is necessary to decelerate and in some cases, to change lanes. It may also be necessary to adjust speeds in reaction to other vehicles entering into the arterial traffic stream. Driveways should be spaced so that drivers can perceive and react to the conditions at each intersection in succession. Spacing between driveways should be at least equal to the distance traveled, at the posted speed limit, during the normal perception and reaction time plus the distance traveled as the vehicle decelerates to a stop. Each driveway or intersection also requires storage space for vehicles waiting to enter. The distance between intersections should be great enough to provide this storage, allowing each intersection to have its functional boundary separated from those of the next intersection. Crash data also indicate that as the number of driveways along a roadway increases so do accident rates. **Meeting the spacing criteria is not, in itself an indication that driveways or additional driveways will be allowed for a site. Alternative access routes are recommended. This is based on the TRB Access Management Guide.**

Guidelines for driveway spacing, associated with the construction of new driveways, are provided in Table 3-1. Driveways should be separated from any other facility, which accesses a State Highway, whether it is another driveway or a public street. Minimum spacing requirements should apply to driveways on the opposite side of undivided roadways. Variances are defined in Section 2E-1. **Requirements for the length of right and left turn lanes will dictate driveway spacing as shown in Table 4-8 and Table 4-9, and may increase the minimum allowable spacing shown in Table 3-1.** This table is based on the width of the radii.

3A-1 SPACING OF ONE-WAY DRIVEWAYS

Figure 3-1 shows a typical layout of one-way driveways. The spacing criteria presented in Table 3-1 does not apply to the distance between the two one-way driveways (driveway pair).

A driveway pair must be separated from another driveway pair by the distance as shown in Table 3-1. A driveway pair must also be separated from an adjacent two-way driveway in accordance with the spacing criteria in Table 3-1.

SPACING OF DRIVEWAYS

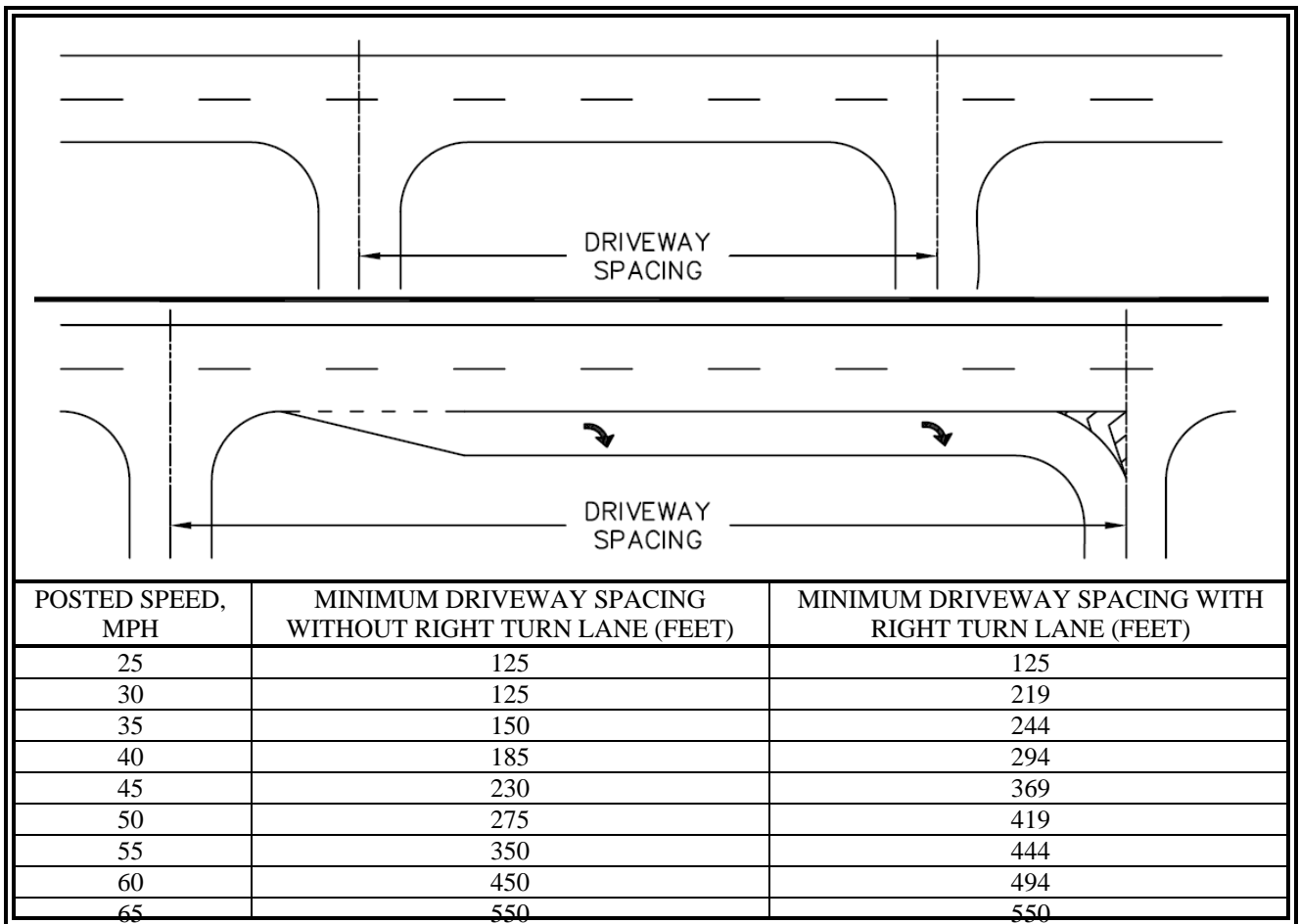


TABLE 3-1 SPACING CRITERIA FOR DRIVEWAYS, PUBLIC ROADS AND SIDE STREETS

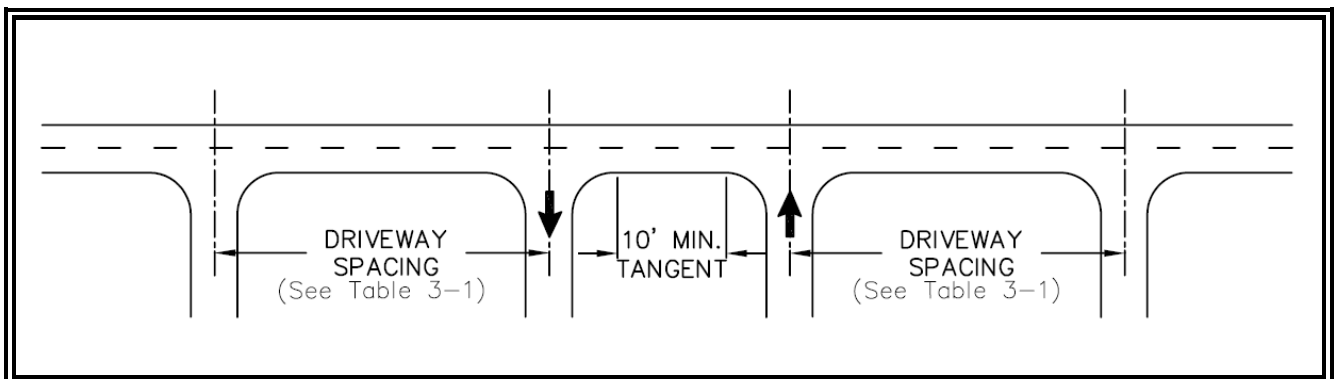


FIGURE 3-1 SPACING CRITERIA FOR ONE-WAY DRIVEWAYS

3A-2 PLACEMENT OF DRIVEWAYS

Not only must driveways be spaced from other driveways as provided above, they must also be located a minimum distance from the property line. The radius return must be a minimum of 4' from the property line or the encroachment agreed to by the adjacent property owner by signing a radius encroachment agreement. This agreement may be waived by the District Engineer if a safety concern exists.

When driveways are to be jointly used by two or more property owners, the property line separation requirements given in the above paragraph can be waived. However, a joint use agreement signed by the affected property owners must be provided to the Access Management Engineer. Either property owner may apply for the driveway permit. Refer to section 3-B (Driveway Alignment)

3A-3 PLACEMENT OF INTERIOR DRIVEWAYS

The placement of the first interior drive which intersects the driveway from the State Route should be as far as possible from the State Route for safe, more efficient operation. The distance between the roadway traffic and the first internal movement shall be a minimum of 200 feet, as shown in Figure 3-1.2. Lots less than 500 deep should maintain, a minimum distance of 100 feet. The distance required should be maintained or increased so as to avoid interference with the mainline traffic flow for large sites with high volumes, heavy truck traffic, and on high volume roadways.

If no other design alternatives exist and interior drives are proposed which do not meet minimum spacing, the left turning movement should be restricted with a raised barrier. Site planning should be done such that Interior Driveways accommodate the right of way at least 100 feet of storage.

SPACING OF DRIVEWAYS

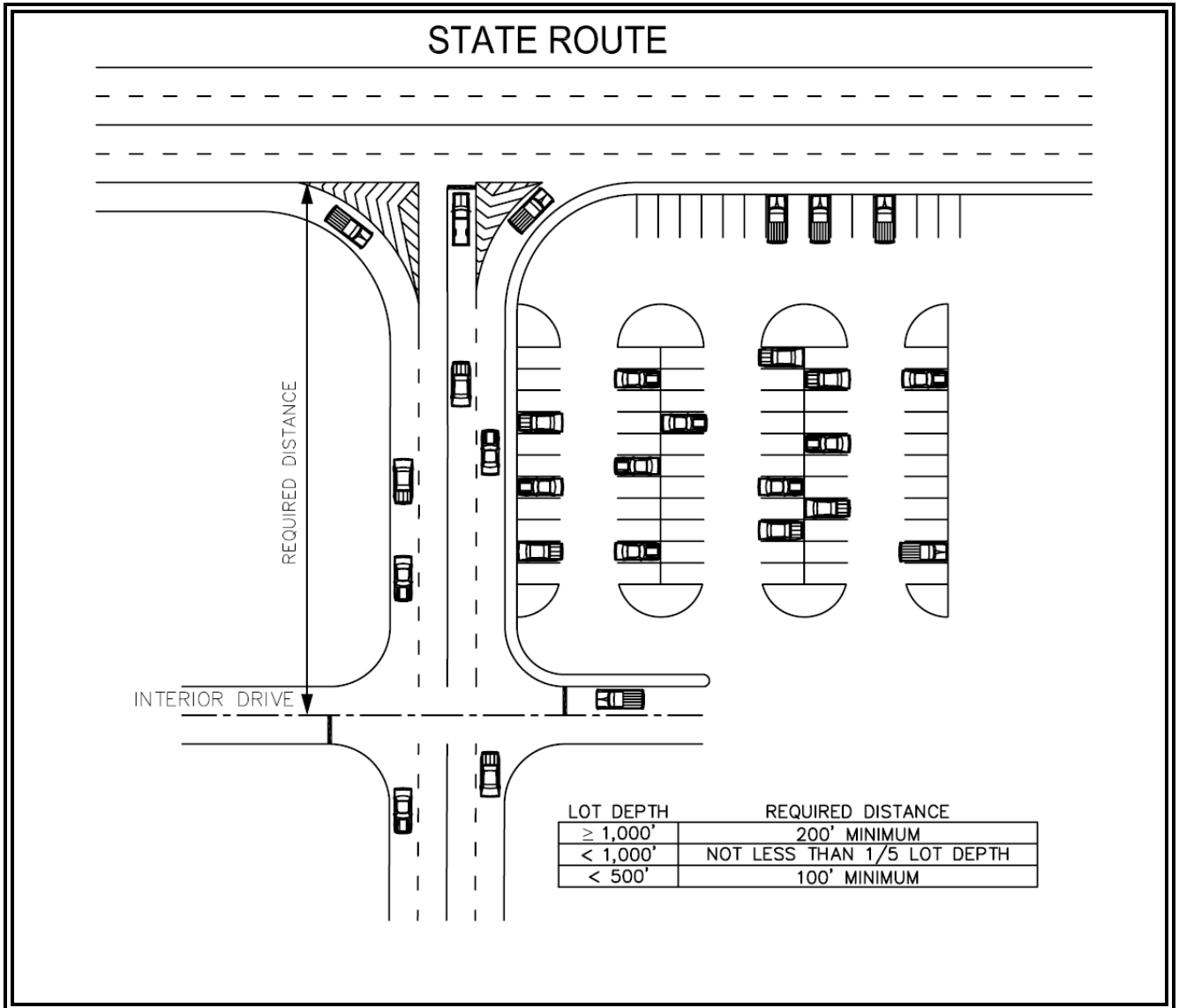


FIGURE 3-1.2 PLACEMENT OF INTERIOR DRIVES

3B DRIVEWAY ALIGNMENT

Driveways should align with other driveways located on the opposite side of the State Highway. If offset driveways cannot be avoided, the same driveway spacing criteria as given in Table 3-1 should be provided, to provide space for left turns. Figure 3-2 shows how the spacing is measured for spacing offset driveways onto undivided highways. Spacing is from Center to Center

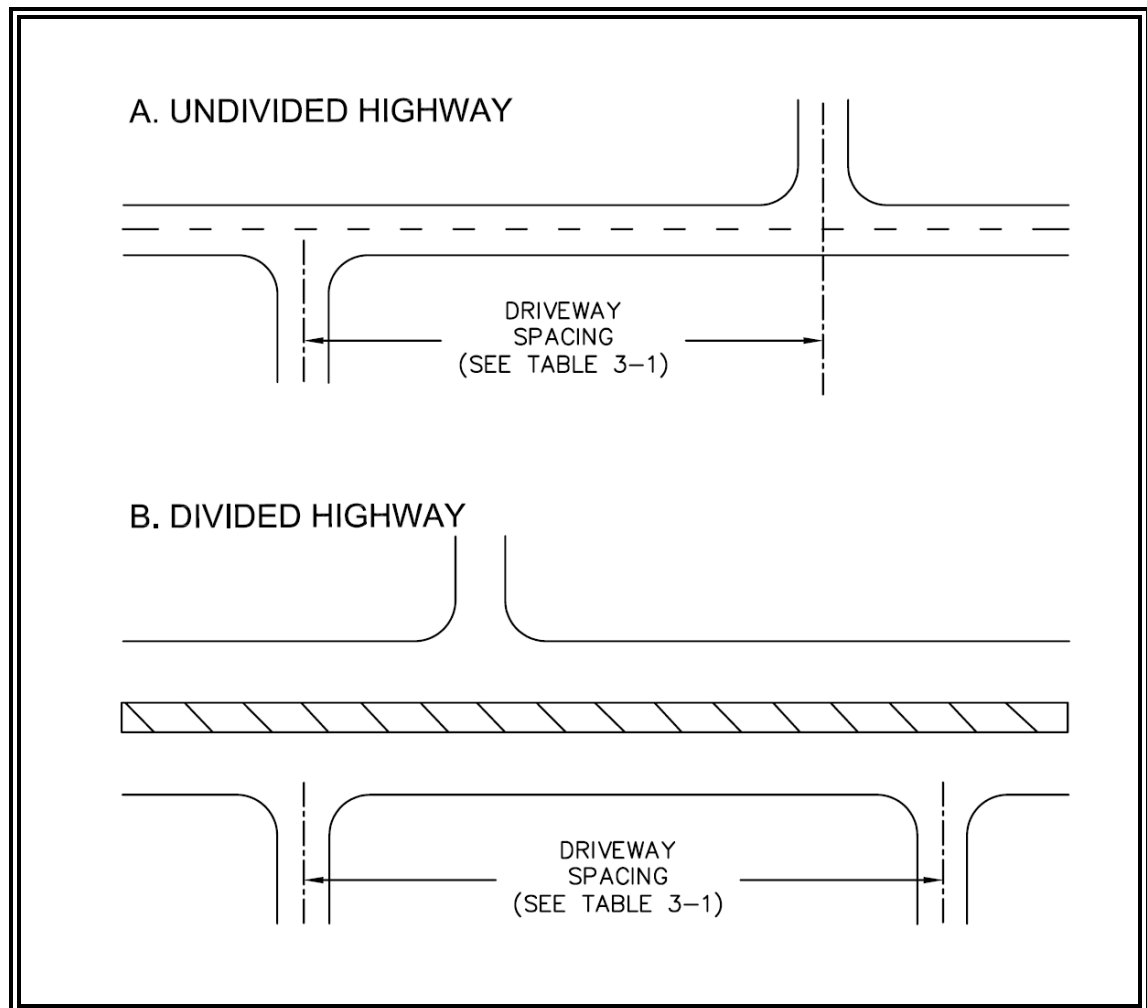
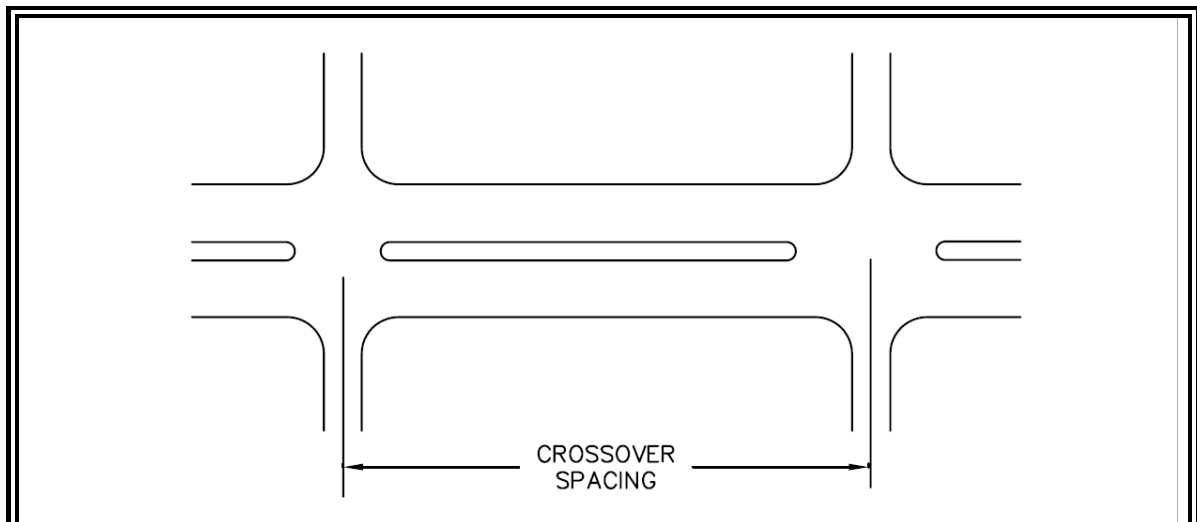


FIGURE 3-2 SPACING OF OFFSET DRIVEWAYS

If the State Highway involved is a divided facility and the driveways do not align with a median crossover, the driveway spacing would only apply to the adjacent driveway located on the same side of the Highway as shown above in Figure 3-2 (B).

3C SPACING OF MEDIAN CROSSOVERS

When the applicant is requesting a median crossover on a divided highway, the spacing standards shown in Table 3-2 apply.



ROADWAY TYPE	CROSSOVER SPACING, Ft	
	Preferred	Minimum
RURAL	2640	1320
URBAN	2000	1000

TABLE 3-2 SPACING OF MEDIAN CROSSOVERS

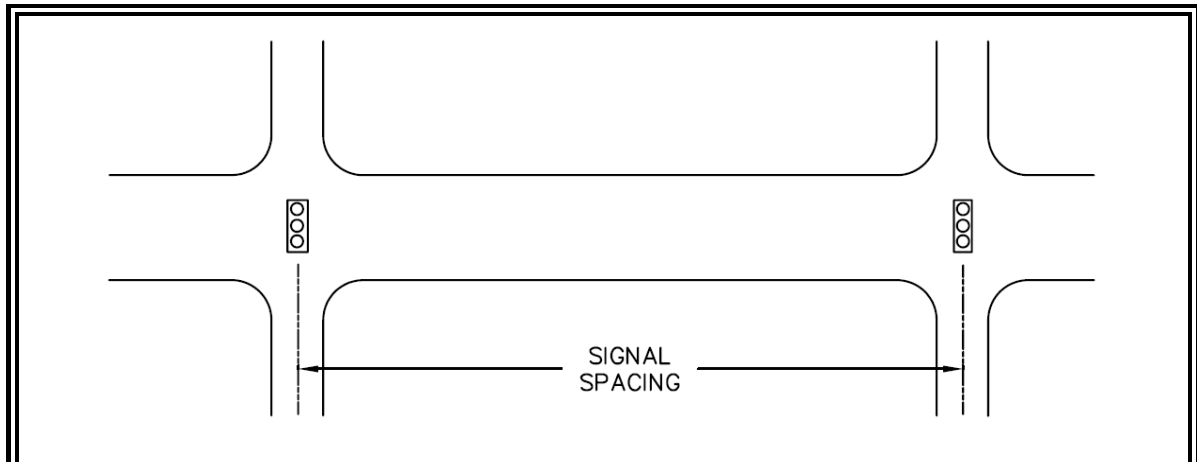
Other factors will also be considered, such as distance to other median openings, adjacent land use, expected traffic volumes, and the resulting volume of U-turns that are likely to occur without the median opening. **Meeting the spacing criteria is not, in itself, an indication that median openings will be allowed.** Refer to TOPPS Policy 4A-4 for medians requiring a break in limited access right-of-way. All median openings will be approved by the Director of Operations or their designee for existing facilities.

NOTE: RURAL or URBAN Roadway Sections- refers to characteristics such as typical section, speed limit, density of street and highway networks, nature of travel patterns, shoulder treatment and lane use.

See definitions section for an explanation of “Urbanized” or “Rural”.

3D SPACING OF SIGNALIZED INTERSECTIONS

This section is provided to assist the applicant’s engineer in designing sites that may need signalized points of access to the State Highway System. Table 3-3 contains guidelines for the spacing that should be provided between signalized intersections.



ROADWAY TYPE	MINIMUM SIGNAL SPACING, Ft
RURAL	1320
URBAN	1000

TABLE 3-3 SPACING OF SIGNALIZED INTERSECTIONS

The spacing guidelines provided above are indicative of conditions that normally offer better signal progression for arterial traffic flow. It is recognized that under certain conditions, better operation may result from the introduction of signals with less spacing if the alternative forces high volumes of traffic to an adjacent intersection. Consideration should be given to developing multiple access strategies to a site including access to adjacent signalized intersections.

When the applicant can show, through an alternatives analysis, that better operations can be achieved with less spacing, the Department will consider an exception to the provisions of Table 3-3.

3E SIGHT DISTANCE-without medians

Driveways should be located to provide adequate sight distance. Minimum intersection sight distance criteria are provided in Table 3-4. The line of sight establishes the boundary of a sight triangle, within which there should be no sight obstruction.

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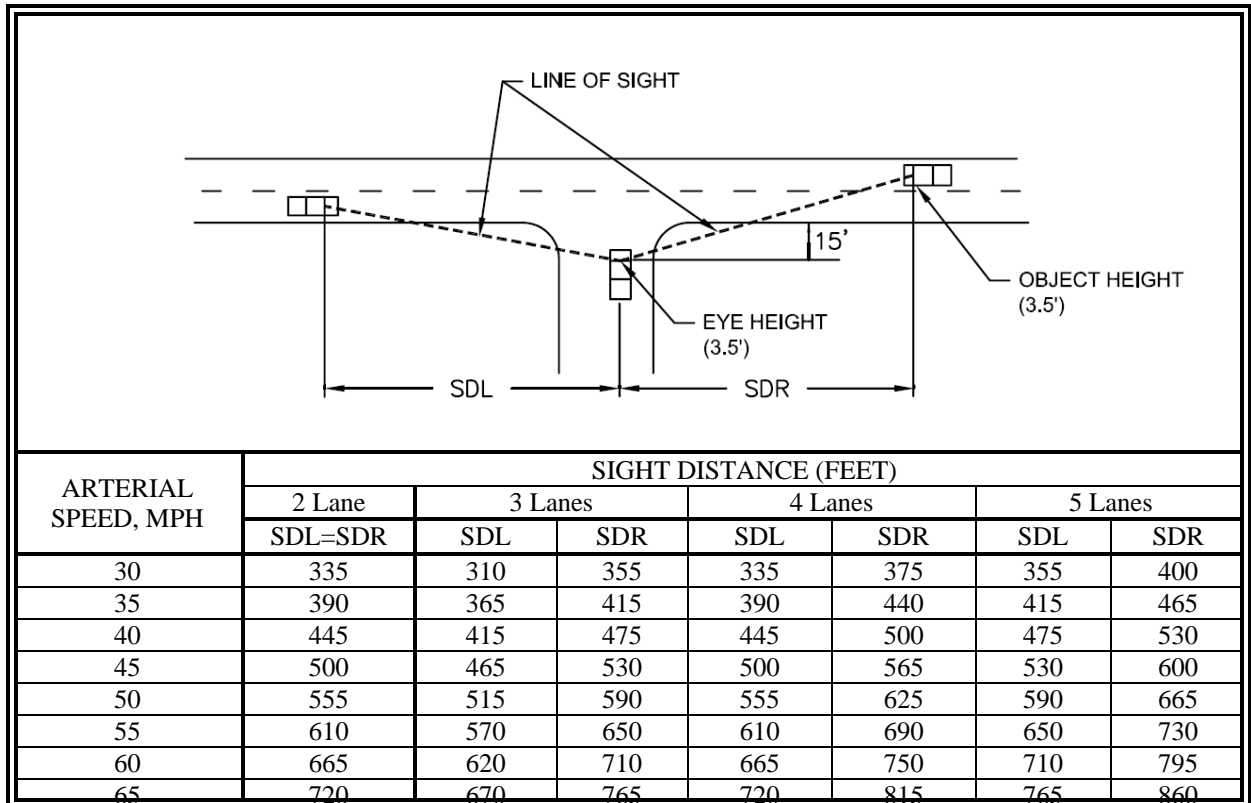


TABLE 3-4 INTERSECTION SIGHT DISTANCE REQUIREMENTS

The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach to the State Highway (AASHTO Case B1). The time to execute the maneuver is based on recommendations contained in NCHRP Report 383, *Intersection Sight Distance*. The sight distances, for a two-lane road, are the distances traveled at the arterial speed during 7.5 seconds. The time is increased by 0.5 seconds for each additional lane to be crossed.

The sight distances given in Table 3-4 are for undivided highways. If the highway is divided, the effect of the median should be considered in determining the required sight distance. Based on the conditions, it may be feasible for the crossing maneuver to be done in two stages with a stop in the median. However, the intersection should only be treated in this manner if the signing and marking is accordingly provided. Otherwise, the sight distance requirements should be increased to account for the additional width that must be crossed. See AASHTO Green Book, Chapter 9 Intersections, for adjustments due to grades greater than 3% and design vehicles other than passenger cars.

The design of driveways shall comply with the guidelines of [AASHTO's A Policy on Geometric Design of Highways and Bridges](#), current edition. However, this chapter provides a summary of the minimum design constraints that will be checked during the plan review process. All modes of transportation should be taken into consideration, cars, pedestrians, bikes and trucks.

The geometric design of an intersection is a collection of various elements - such as radius, width, grade, angle of intersection, etc, - that in combination provide for satisfactory operation of the vehicles that will use the intersection. Since the operating characteristics vary dramatically for different types of vehicles, the designer must first establish the design vehicle on which to base the design. The designer should also check the final design to ensure the design vehicles can operate satisfactorily. In addition, if the applicant can demonstrate that his design can accommodate the appropriate design vehicle even though one or more design elements do not meet the minimum values contained in this chapter, the Department may approve the plans.

4-A DESIGN FOR TRUCKS

The design criteria given in this chapter have more stringent requirements for trucks. Even though the general use of such guidance would result in more desirable operations for all vehicles, it is neither practical nor necessary to design all facilities to accommodate trucks. The designer must use judgment in selecting the proper design vehicle.

When semi trailer combination trucks are expected to use the intersection on a regular basis and in numbers more than just an occasional vehicle, then the intersection should be designed to accommodate the truck movements. This includes most driveways designed for industrial use and many commercial driveways.

For commercial uses such as shopping centers, the preliminary site plan should indicate where heavy-duty pavement would be provided to accommodate truck access to loading docks. Any driveway associated with access/egress for the loading docks should use the truck radii. Minor movement driveways, particularly those that allow only right turns will generally only be used by passenger cars.

4B DRIVEWAY WIDTH

When traffic impact studies are required (see Section 2D), the driveway shall be designed to provide the number of lanes recommended in the study. Standard lane widths are 12’.

When the need for multiple lanes is not established from a traffic impact study, the minimum and maximum driveway widths are as set forth in Table 4-1.

DRIVEWAY USE	WIDTH, FT	
	Minimum	Maximum
CURRENT RESIDENTIAL GA STD.	14	20
CURRENT COMMERCIAL (ONE WAY) GA STD	16	20
CURRENT COMMERCIAL (TWO WAY) GA STD	24	40
MINING, LOGGING, FARMING, AGRICULTURAL	18	24

TABLE 4-1 DRIVEWAY WIDTHS

Note: When a traffic study indicates multiple lanes requiring greater widths, this table does not apply.

4C CORNER RADII

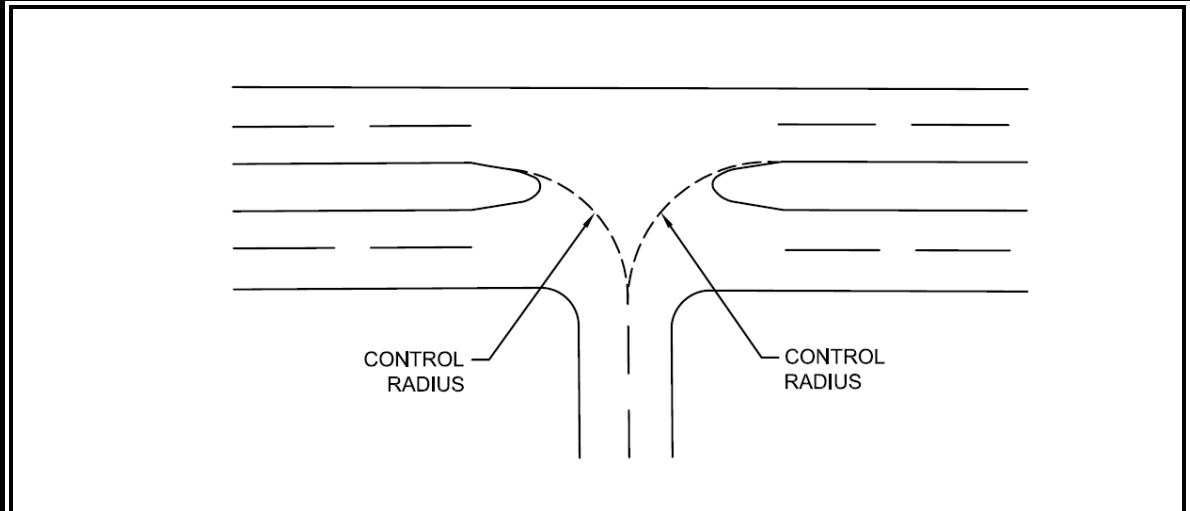
Corner radii are generally established by the minimum path of the inside wheels of the design vehicle when making a right turn. The minimum corner radii to be used for driveways are given in Table 4-2. The size of the radius is determined by the development use typical design vehicle.

DRIVEWAY USE	MINIMUM RADIUS, FT
RESIDENTIAL	15
COMMERCIAL	35
WHEN DESIGNED FOR TRUCKS	75

TABLE 4-2 MINIMUM CORNER RADII

4D LEFT TURNING CONTROL RADII

The path of the inside wheels during left turns is also important for the design of median openings and intersections with dual left turn lanes. Table 4-3 contains guidelines for minimum left turning radii.



DRIVEWAY USE	Control Radius, Ft
RESIDENTIAL	40
COMMERCIAL	50

TABLE 4-3 LEFT TURNING CONTROL RADIUS

4E MEDIAN CROSSOVER DESIGN

Driveways onto Divided State Highways where full access is to be provided shall be designed in accordance with Georgia DOT Construction Details for Median Crossovers. The detail has three types of designs (See Figure 4-1) that are applicable in different situations.

4E-1 TYPE A MEDIAN CROSSOVER

Type A median crossovers may be considered on low volume rural roadways. This type of median crossover is only allowed when the projected volume of left turning vehicles does not exceed 20 per hour per direction.

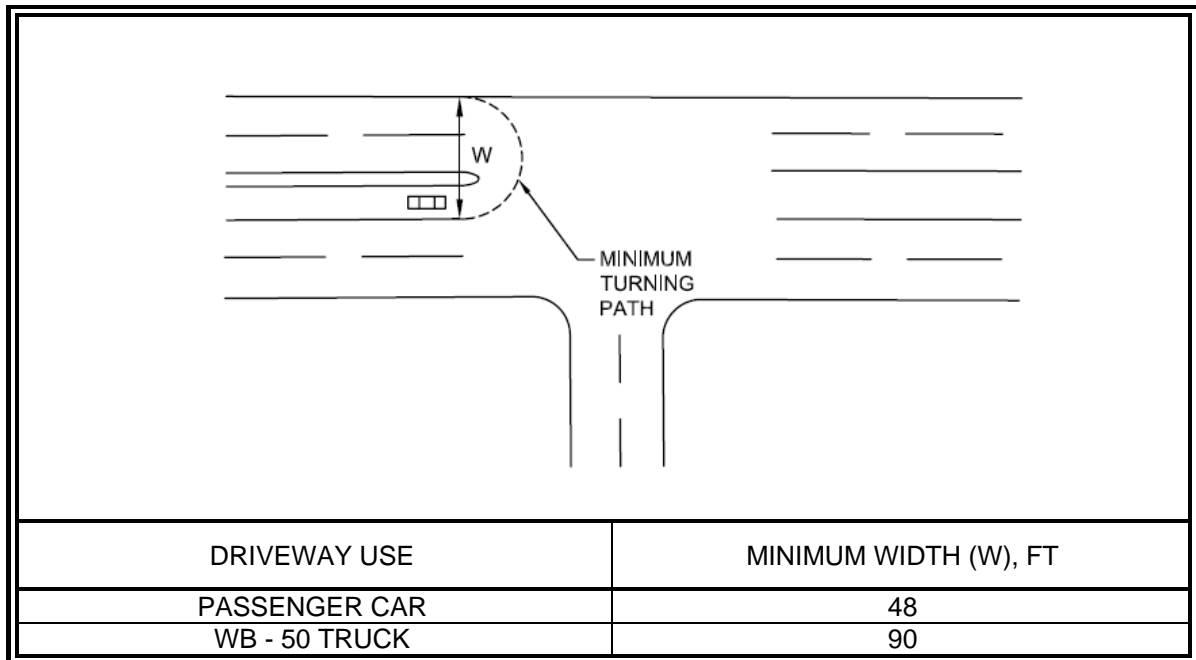
4E-2 TYPE B MEDIAN CROSSOVER

Type B median crossovers are required when the projected volume of the left turn movement exceeds 20 vehicles per hour per direction and/or when the median width is sufficient to offset the left turn lane from the adjacent through lane. This design provides better sight distance for vehicles in the left turn lane. This is important for unsignalized intersections and when unprotected turns are allowed at signalized intersections.

4E-3 TYPE C MEDIAN CROSSOVER

Type C median crossovers are typically used in urban areas where the median width is limited to approximately 24' or less. With this type of crossover, it may be necessary to add pavement to the opposite edge in order to accommodate U-Turns.

Table 4-4 illustrates the minimum pavement width that is required for some vehicles to make U-Turns. The required width is given for passenger cars and for WB-50 trucks.



DRIVEWAY USE	MINIMUM WIDTH (W), FT
PASSENGER CAR	48
WB - 50 TRUCK	90

TABLE 4-4 MINIMUM ROAD WIDTH FOR U-TURNS

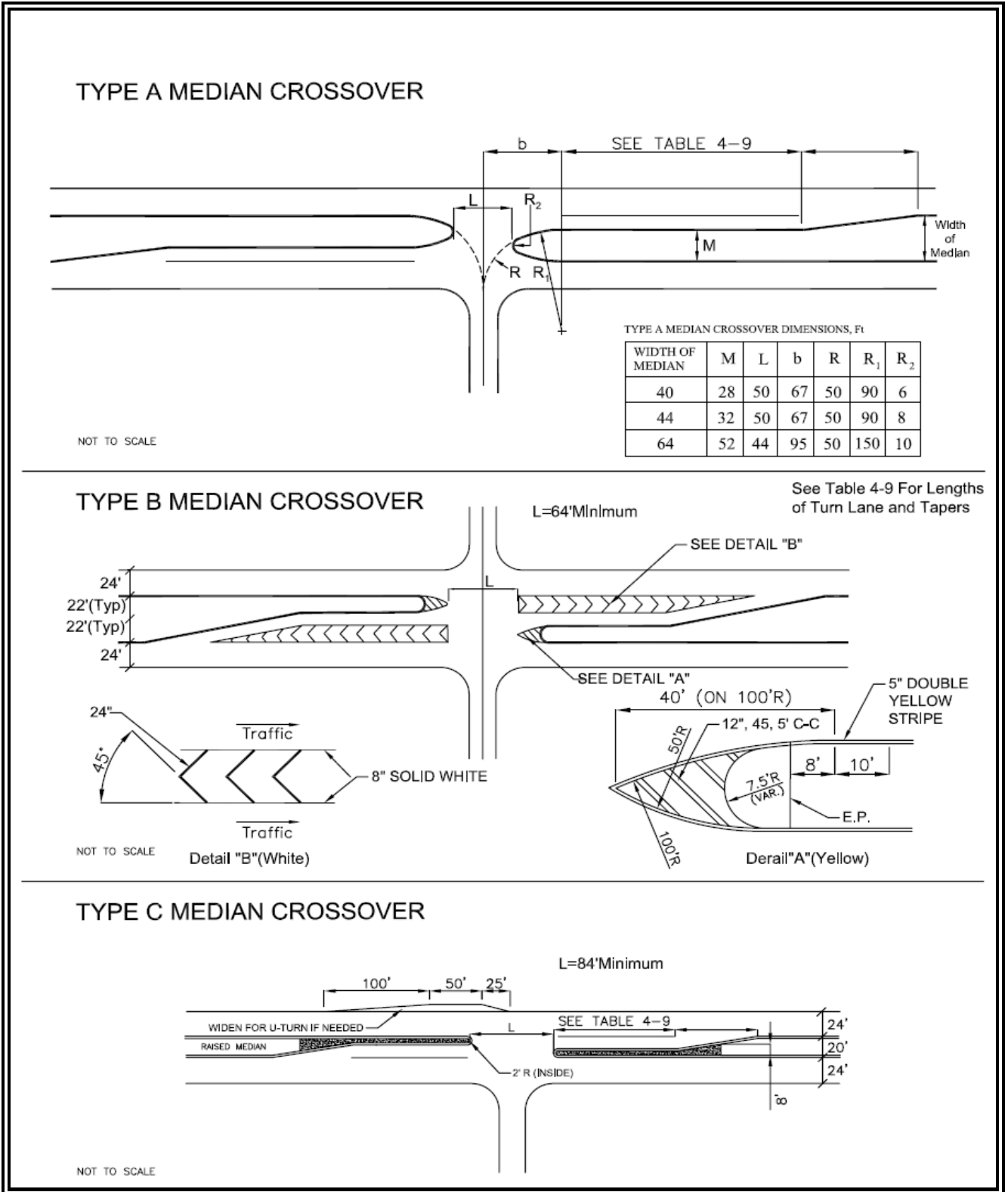


FIGURE 4- 1 GEORGIA DOT CONSTRUCTION DETAILS FOR MEDIAN CROSSOVERS

4F HORIZONTAL ALIGNMENT

In general, the horizontal alignment of driveways should be designed using a tangent section from the centerline of the State Highway and extending to the property line. Horizontal curves that are used outside the State Highway Right of Way are generally not part of the permit issued by the Department.

Horizontal curves should be sufficient to provide safe operations at speeds that would normally occur in the areas where they are constructed.

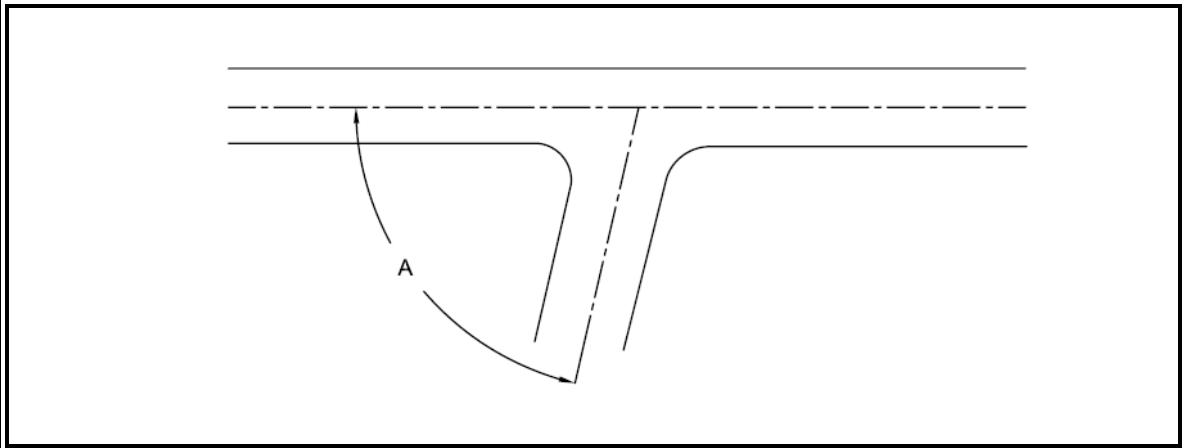
4F-1 ANGLE OF INTERSECTION

Intersecting driveways and roads should generally meet at or nearly at right angles. Driveways and roads intersecting at acute angles create sight limitations that should be avoided.

In some cases, a more suitable overall design can be achieved by allowing intersecting angles other than 90 degrees. Table 4-5 gives the minimum angle of intersection that will generally be allowed for driveways designed to accommodate two-way traffic flow. Figure 4-2 illustrates the minimum angle of intersection for one-way right turn only driveways.

4F-2 ALIGNMENT OF APPROACH AND DEPARTURE LANES

Driveways should be designed and constructed so as to align with driveways or streets on the opposite side of the highway. The alignment of through movements crossing the highway should be such that abrupt shifts in the travel pattern are not required.



DRIVEWAY USE	Minimum Angle of Intersection (A), Degrees
Residential	70
Commercial	85
When Designed for Trucks	88

TABLE 4-5 MINIMUM ANGLE OF INTERSECTION FOR TWO-WAY DRIVEWAYS

Driveways designed for one-way right turn only traffic flow may have intersecting angles as low as 70 degrees, as illustrated in Figure 4-2.

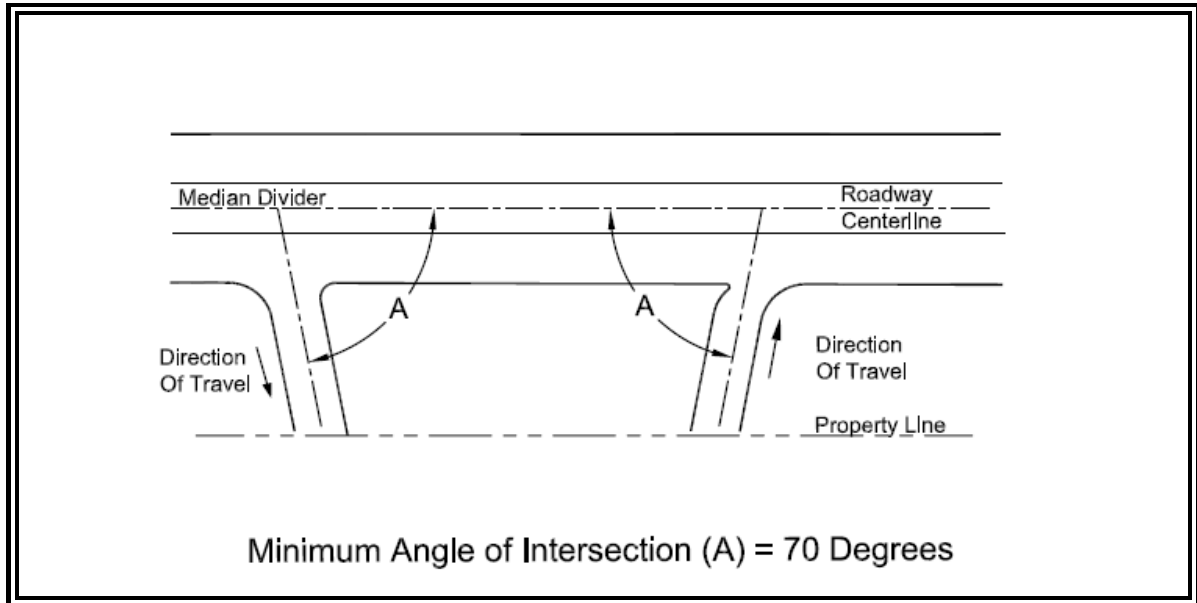


FIGURE 4- 2 MINIMUM ANGLE OF INTERSECTION FOR ONE-WAY DRIVEWAYS

4G DRIVEWAY TIE-IN CONFIGURATIONS

4G-1 DRIVEWAY CONNECTIONS TO URBAN SECTIONS

This section describes the requirements for constructing driveway connections to State Highways with curb and gutter. Georgia DOT has two Standard Detail Drawings (A1 and A2) that describe the appropriate design and construction methods for these conditions. The basic layout of the two configurations is schematically shown in Figure 4-3.

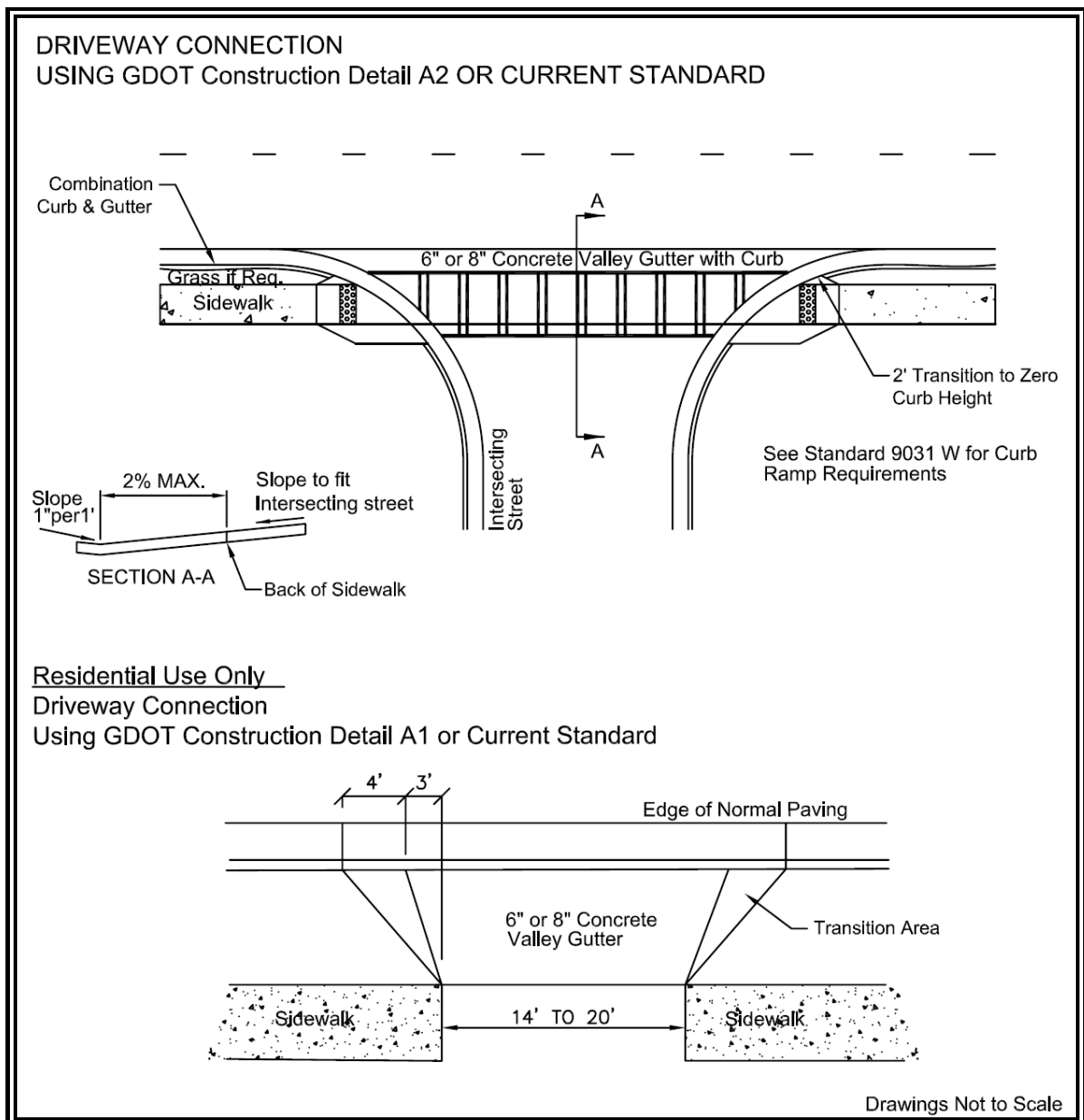


FIGURE 4-3 DRIVEWAY CONNECTIONS TO URBAN SECTIONS

Note: Please use the current ADA requirements when applying Figure 4-3. Only use GDOT Construction Detail A-1 for Residential Driveways. Connections shown in ~~Standard 9031H~~ Construction Detail A2 are commonly used for commercial driveways, while the configuration given in Construction Detail A-1 is typically used for residential driveways. Figure 4-3 is a simplified diagram of the details. The designer should refer to the actual GDOT Construction Details when preparing driveway plans for the most current standards.

The actual dimensions of lane widths, radii, etc. should be as specified in relevant sections of this document. Figure 4-3 also does not show deceleration or turn lanes. See section 4I for guidelines on deceleration lane requirements and their dimensions.

4G-2 DRIVEWAY CONNECTIONS TO RURAL SECTIONS

The section describes the requirements for connecting to State Highways that do not have curb and gutter.

The basic configuration and requirements for connecting a driveway that will not have curb and gutter into a State Highway that also does not have curb and gutter are illustrated in Figure 4-4.

The ends of the driveway pipe should be extended to maintain a minimum six (6) feet shoulder. The side slope should normally be less than 6:1 but shall be no greater than 4:1.

When ditches are constructed on the State Right-of-Way, the front slope should be no greater than 4:1. When the bottom of the ditch is between 5' and 8' below the edge of pavement, the front slope can be increased to 3:1. When the ditch is greater than 8' below the edge of pavement, the front slope can be increased to 2:1. In any case, when the front slope is greater than 4:1, guardrail should be used.

Figure 4-4 shows a deceleration lane, which in some conditions is not required. See section 4I to determine if a deceleration lane will be required.

For connecting a driveway that will have curb and gutter to a State Highway without curb and gutter, see Figure 4-5.

Curb and gutter should not be used adjacent to a travel lane on a road with posted speed limits above 45 MPH. A 4" mountable curb and gutter may be used along acceleration/deceleration lanes or a designated turn lane but not along the taper.

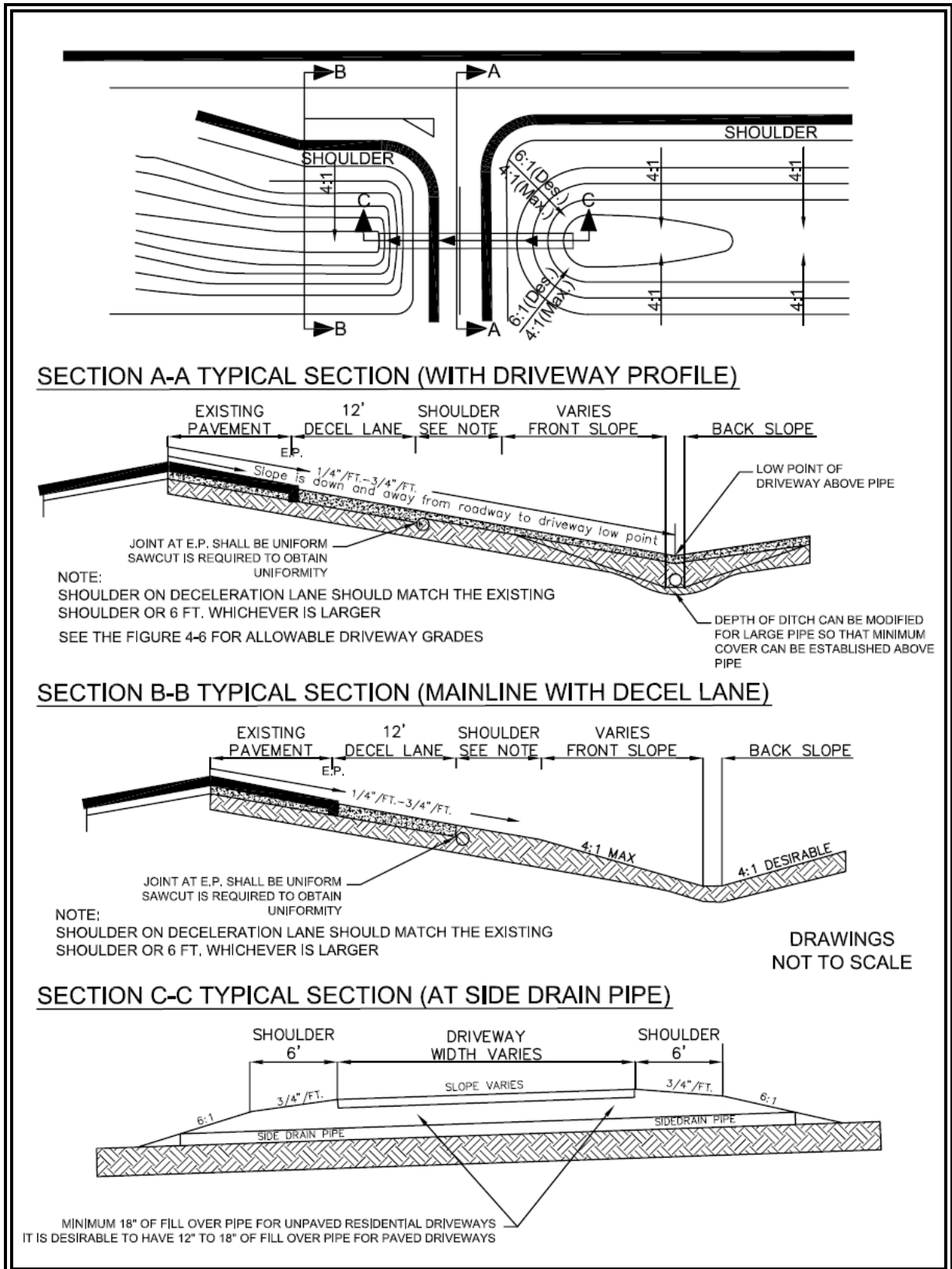


FIGURE 4-4 DRIVEWAY CONNECTION TO RURAL ROADWAYS

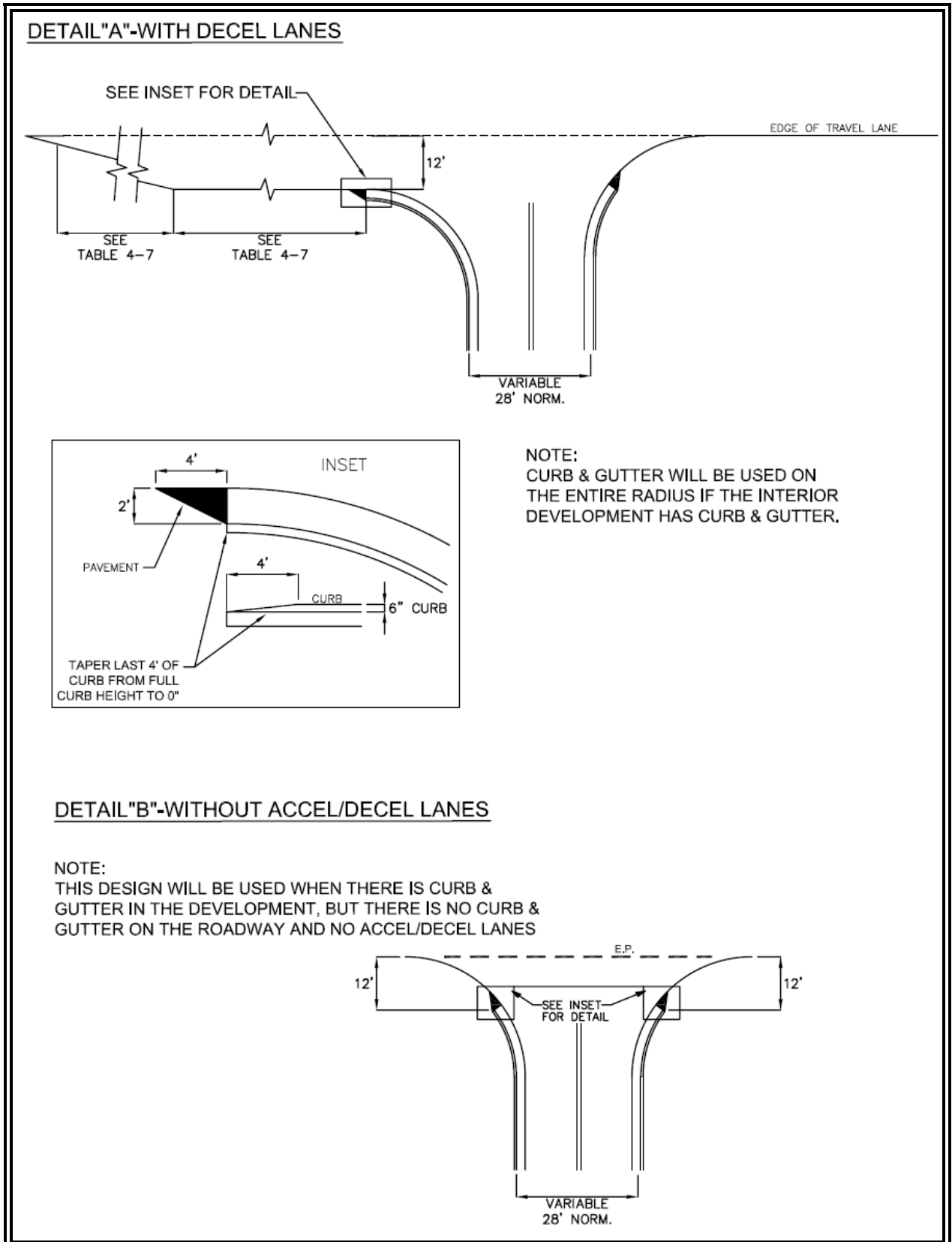


FIGURE 4-5 CONNECTING DRIVEWAYS WITH CURB & GUTTER TO RURAL SECTIONS

4H DRIVEWAY GRADES

In general, the grade of the driveway should be a continuation of the cross slope of the roadway that it connects to. Figure 4-6 illustrates allowable grades for driveways connecting to State Highways.

Figure 4-6 (A) shows the profile of a driveway connecting to the normal cross section of a highway. The cross slope of the highway should be maintained for a minimum distance of 12' beyond the edge of pavement.

Where the roadway pavement is super elevated, it is desirable to reduce the grade of the driveway below that of the super elevated pavement in order to reduce the amount of water draining across the highway. The grade of the driveway will be allowed to break at the edge of pavement. However, the difference in grade change must not exceed 0.08ft/ft., and be in accordance with Georgia Standard 9028C or current standard. See Figure 4-6 for a brief overview of this standard.

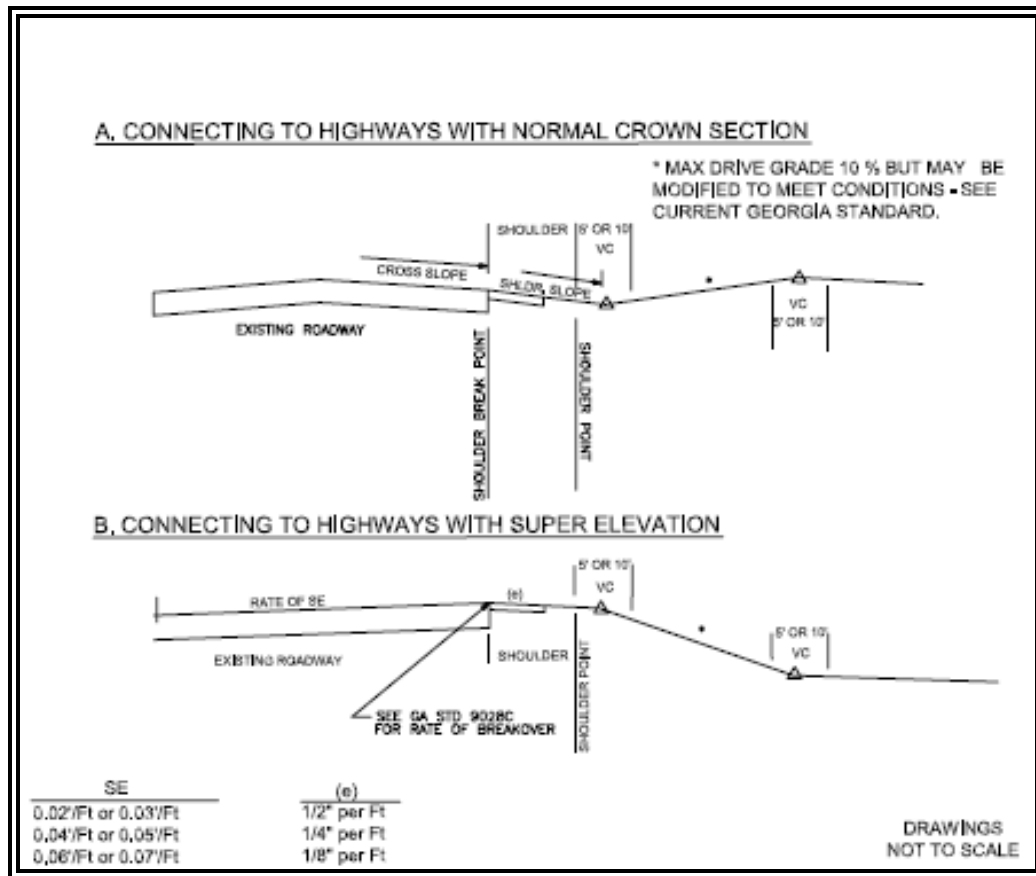


FIGURE 4-6 ALLOWABLE DRIVEWAY GRADES

4I AUXILIARY TURN LANES

4I-1 WHEN DECELERATION LANES ARE REQUIRED

The provisions of this section shall generally apply to auxiliary lanes installed on the approach to an intersection that provide for deceleration and storage of vehicles waiting to turn right or left. Such lanes are always beneficial and will be required in conjunction with commercial driveway permits when projected traffic volumes exceed minimum levels as provided in the sections below.

All existing utilities which would be under new pavement or in acceleration/deceleration lanes shall be relocated before final grading and paving, and at no cost to DOT. Existing utilities which are found to be not in conflict with construction, may be allowed if a Retention Request is processed by the utility owner and approved by the Department.

4I-1-1 Minimum Requirements for Right Turn Deceleration Lanes

Right turn deceleration lanes must be constructed at no cost to the Department if the daily site generated Right Turn Volumes (RTV) based on ITE Trip Generation (assuming a reasonable distribution of entry volumes) meet or exceed the values shown in Table 4-6. Passing lane sections fall under the criteria for two or more lanes.

POSTED SPEED	2 LANE ROUTES		MORE THAN 2 LANES ON MAIN ROAD	
	AADT		AADT	
	< 6000	>=6000	<10000	>=10000
35 MPH OR LESS	200 RTV a day	100 RTV a day	200 RTV a day	100 RTV a day
40 TO 50 MPH	150 RTV a day	75 RTV a day	150 RTV a day	75 RTV a day
55 TO 60 MPH	100 RTV a day	50 RTV a day	100 RTV a day	50 RTV a day
>= 65 MPH	Always	Always	Always	Always

TABLE 4-6 MINIMUM VOLUMES REQUIRING RIGHT TURN LANES

In the event the District Access Management Engineer determines that field conditions or other factors indicate that it would be in the best interest of the Department to waive the decel lane requirement, the District Access Management Engineer must document the recommendations using the form in **Appendix E**. The recommendations shall be approved by the District Engineer and be attached to the Permit. The District Access Management Engineer may also require the addition of a Right Turn lane, even when the conditions in Table 4-6 are not met, if roadway geometry or field conditions indicate that the safety of the traveling public would be improved. The recommendation must be documented and approved by the District Engineer for inclusion with the Permit.

The R/W for accel/decel lanes may be dedicated in fee simple to the Department for the Department to maintain or the applicant must sign an agreement with the Department to maintain the lane to the Department's standards and to hold harmless the Department in the event that section of roadway is identified in any liability action. A Limited Warranty Deed is not acceptable when R/W is donated to the Department.

The pavement specifications for accel/decel lanes must be Georgia DOT Standard Specifications for Construction of Roads and Bridges, or be as described and approved by the Chief Engineer in cases where a lesser design may be acceptable, or where a proposed project is expected to tie in.

4I-1-2 Minimum Requirements for Left Turn Lanes

Left turn lanes must be constructed at no cost to the Department if the daily site generated Left Turn Volumes (LTV) based on ITE Trip Generation (assuming a reasonable distribution of entry volumes) meet or exceed the values shown in Table 4-7a **Condition 1**. If the LTVs are below the requirements for **Condition 1**, the applicant may be required to construct a Right Hand Passing Lane (see **Figure 4-7** if they meet the criteria in Table 4-7b **Condition 2**). The District Access Management Engineer will use engineering judgment to determine if the field conditions would allow construction of the Right Hand Passing Lane. Passing lane sections fall under the criteria for two or more lanes.

Condition 1

LEFT TURN REQUIREMENTS-FULL CONSTRUCTION				
POSTED SPEED	2 Lane Routes		More than 2 Lanes on Main Road	
	ADT		ADT	
	<6000	>=6000	<10000	>=10000
35 MPH OR LESS	300 LTV a day	200 LTV a day	400 LTV a day	300 LTV a day
40 TO 50 MPH	250 LTV a day	175 LTV a day	325 LTV a day	250 LTV a day
>= 55 MPH	200 LTV a day	150 LTV a day	250 LTV a day	200 LTV a day

TABLE 4-7A MINIMUM VOLUMES REQUIRING LEFT TURN LANES

Condition 2

LEFT TURN REQUIREMENTS W/RIGHT HAND PASSING LANE OPTION		
POSTED SPEED	2 Lane Routes only	
	ADT	
	<4000	>=4000
35 MPH OR LESS	200 LTV a day	125 LTV a day
40 TO 45 MPH	100 LTV a day	75 LTV a day
50 TO 55 MPH	75 LTV a day	50 LTV a day

TABLE 4-7B MINIMUM VOLUMES REQUIRING RIGHT HAND PASSING LANES

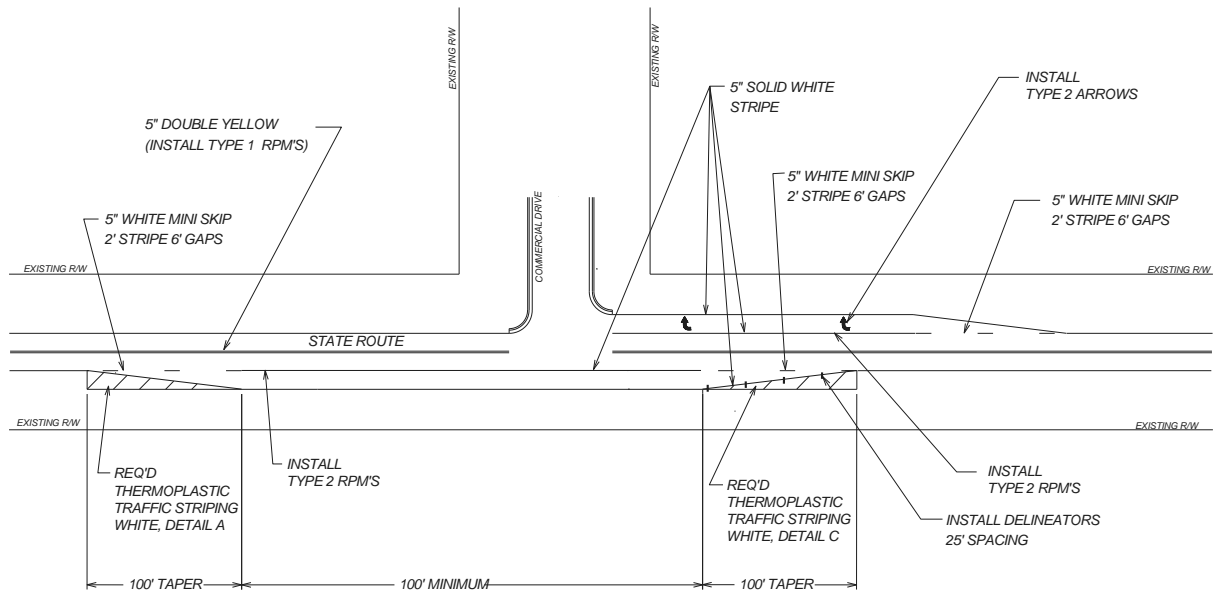


FIGURE 4-7 RIGHT HAND PASSING LANE

In the event the District Access Management Engineer determines that field conditions or other factors indicate that it would be in the best interest of the Department to waive the left turn lane requirement, the District Access Management Engineer must document the recommendations using the form in **Appendix E**. The recommendations shall be approved by the District Engineer and be attached to the Permit. The District Access Management Engineer may also require the addition of a Left Turn lane, even when the conditions in Table 4-7 are not met, if roadway geometry or field conditions indicate that the safety of the traveling public would be improved. The recommendation must be documented and approved by the District Engineer for inclusion with the Permit.

4I-2 RIGHT TURN LANE LENGTHS

This section provides the design guidelines that should be used to establish the lengths of turn lanes if they are required under the provisions of the previous section.

Under ideal conditions, turn lanes should provide a full-width lane that is long enough to allow for vehicles to decelerate from the operating speed to a full stop in addition to the length of full-width lane that is needed to store vehicles waiting to turn.

Table 4-8 contains guidelines for lengths of tapers and full-width turn lanes. The taper length in Table 4-8 applies to deceleration right turn lanes only. Guidelines for left turn tapers and lengths are given in Section 4I-4.

SPEED, MPH	FULL WIDTH STORAGE, FT	TAPER, FT
25		50
30	75	50
35	100	50
40	150	50
45	175	100
50	225	100
55	250	100
60	300	100
65	350	100

TABLE 4-8 MINIMUM RIGHT TURN DECELERATION LENGTHS

When traffic studies are conducted, the length of full-width lane needed for storage should be determined. If the length of full-width storage is greater than the length of full-width storage shown in Table 4-8, the longer length should be provided.

At signalized intersections, the amount of storage for both right and left turns can be based on the number of vehicles arriving during 1.5 signal cycles.

For unsignalized intersections, a commonly used rule of thumb is that left turn storage should accommodate vehicles arriving during a two-minute period. Minimal storage is required for right turn lanes at unsignalized intersections.

4I-3 ACCELERATION LANES

Acceleration lanes are generally not provided on low speed highways. Acceleration lanes may be required at locations where grade, sight distance or traffic is such that the Department determines they are needed. When operating speeds on the highway are 55 MPH and above, full-width acceleration lanes designed to meet the AASHTO minimum length should be considered.

4I-4 LEFT TURN LANE DESIGN

The design of left turn lanes should consider the intended function and the characteristics of the highway. In many cases, it is necessary to widen the existing roadway to introduce the left turn lane. All vehicles approaching the turn lane are shifted to the right. The left turning traffic is then shifted back into the lane. Through traffic is returned to its original lane beyond the intersection. When the highway has a median that is at least 20 feet wide, the left turn lane can be developed out of the median, avoiding the need for transitions.

The basic design elements of left turn lanes are illustrated in Table 4-9. This example shows symmetrical widening, which basically requires the through traffic on each side to shift by one half of the lane width. Some circumstances may dictate that all widening be achieved on one side, which requires a full lane shift for through traffic on the side where the additional width is developed. Table 4-9 provides guidelines for selecting the proper length of approach taper.

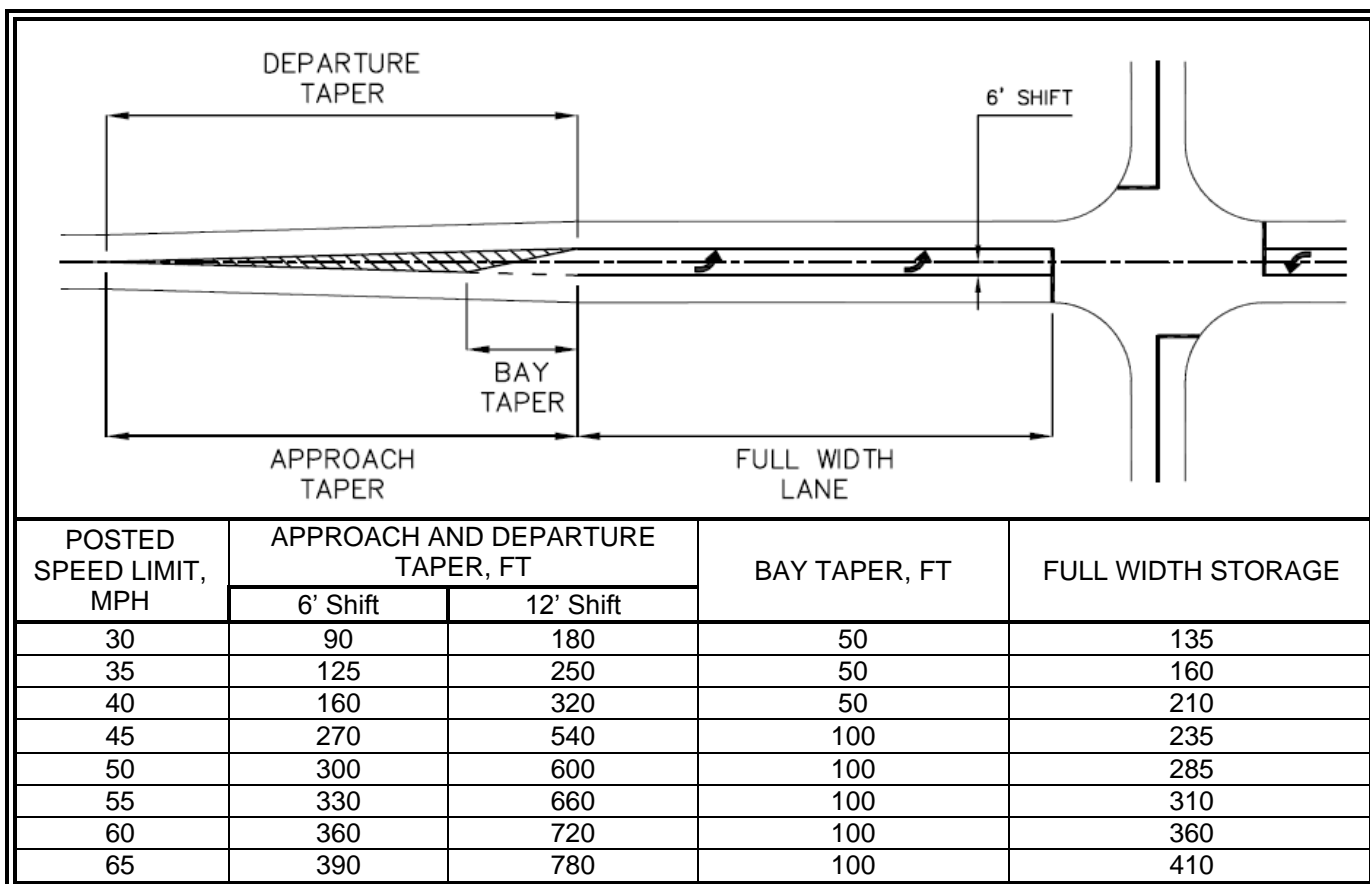


TABLE 4-9 MINIMUM DESIGN ELEMENTS OF LEFT TURN LANES

The example shown in Table 4-9 has straight-line tapers. These are acceptable but other designs may also be used, including the following: partial tangent tapers, symmetrical reverse curve, and asymmetrical reverse curve. See latest edition of AASHTO green book for details.

The required length of full-width storage is based on the peak hour traffic volumes. This should be determined in the traffic study. The amount of storage is dependent on the type of traffic control in effect. For signalized intersections, the storage should be sufficient to accommodate the number of vehicles arriving during 1.5 signal cycles, using peak hour volumes. At stop-controlled intersections, the storage is typically based on the number of vehicles arriving during a two-minute period within the peak hour.

4I-5 DUAL LEFT TURN LANES

Dual left turn lanes are often needed to satisfy high volume demands. Capacity analysis should be used to identify the need for dual left turn lanes. Dual left turn lanes are typically considered when the peak hour left turn volume is 300 vehicles or greater.

The decision to use dual left turn lanes should consider the off-peak periods as well as the peak periods. The off-peak periods may be adversely affected, since the use of dual left turn lanes typically precludes permissive left turns.

If dual left turn lanes are included in the design, the following design guidelines should be considered:

- Because of off tracking and the added difficulty involving two-abreast turns, a minimum 30' throat-width should be provided through the intersection.
- Pavement markings should be provided to guide the path of the turning vehicles.
- The design should be checked to ensure that conflicts are minimized between opposing left turn maneuvers. Figure 4-8, Example "A" shows the layout of marking for opposing dual left turn lanes. This layout provides an additional 10' of width for the inside left turns to pass.
- When dual left turn lanes are located opposite from an approach that does not have a dual left turn lane, the design should minimize the lateral offset for vehicles traveling straight through the intersection. This can be accomplished by providing a median or striped-out area opposite the dual left turn lane. See Figure 4-8, Example "B".

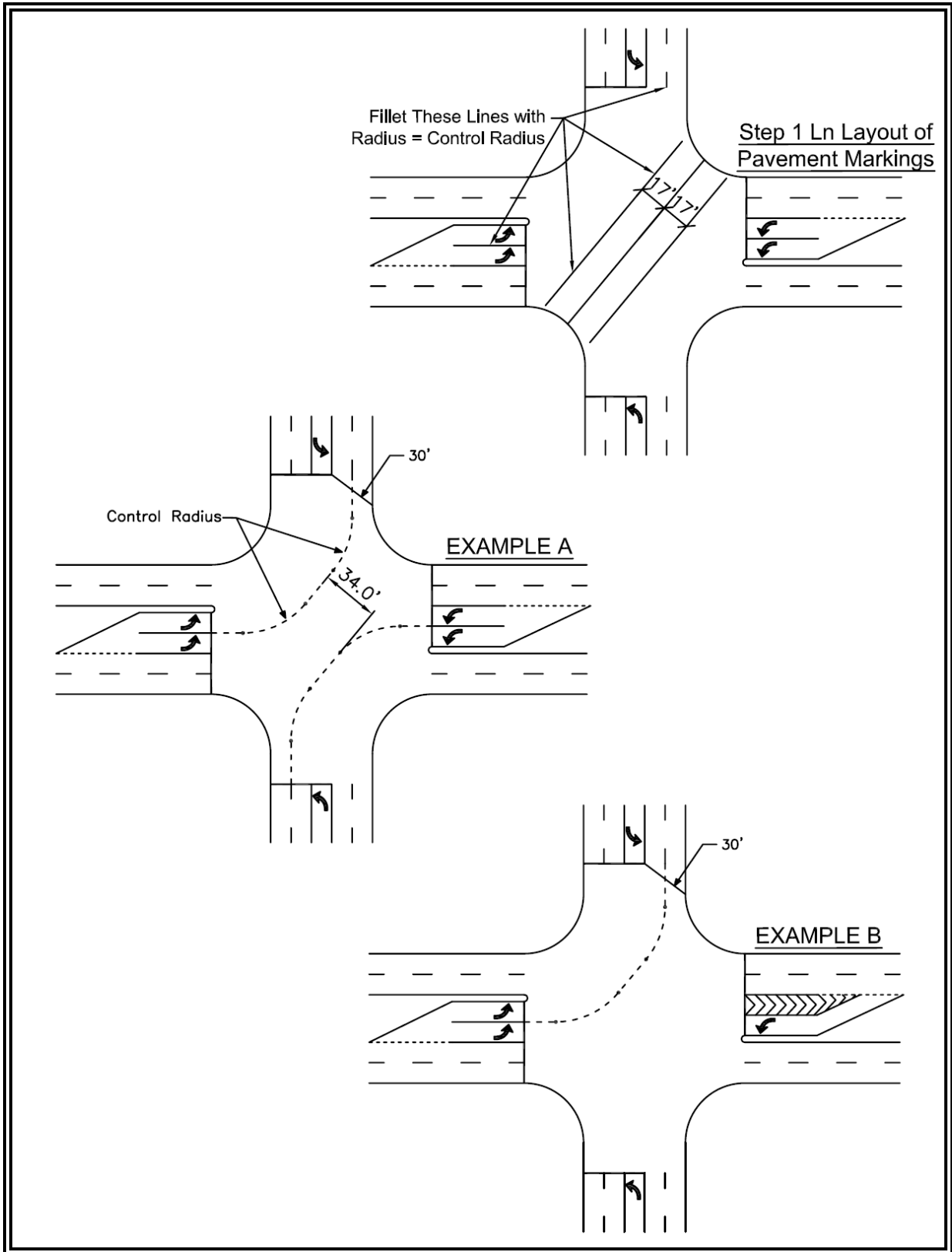


FIGURE 4-8 DESIGN OF DUAL LEFT TURN LANES

4J RAISED ISLANDS

Islands are an important form of intersection channelization that is often needed to accomplish the following objectives:

- Prohibit undesirable movements,
- Define the paths of allowed movements, and
- Provide a refuge area for pedestrians.

Painted lines are an effective means to direct the paths of vehicular movement. However, raised islands are more effective during times when visibility is reduced. When islands are to serve as pedestrian refuge areas, they should be constructed as raised islands.

Raised islands should be large enough to command attention and accommodate wheelchairs. The smallest raised island should have an area of 75 square feet. However, 100 square feet or more is desirable. (Refer to revised ADA standards)

When multiple crosswalks are required to pass through islands, the required size may exceed the 100 square feet mentioned above. The additional area may be required to install wheelchair ramps. As an alternate to ramps, the pedestrian travel way can be “slotted” through the island, remaining on the grade of the roadway.

Figure 4-9 shows a typical design for a raised corner island at a two-lane driveway. This design uses a radius of 65' and provides an island of sufficient size for wheelchair ramps and level landings.

Figure 4-9 also contains a median island along the driveway. This drawing should not imply that median islands or corner islands are required for all driveways. However, large painted islands may not serve the intended channelization purpose and the type island to be used should be based on the actual circumstances of the site.

Raised islands should be offset from the edge of the adjacent travel lane on all sides. The amount of offset shall be 4' desirable, 2' minimum. When raised islands are adjacent to highways with posted speed limits above 45 MPH, the island shall be offset from the edge of the highway by a minimum distance of 10'.

4J-1 RIGHT-IN / RIGHT-OUT DRIVEWAYS

Raised islands are also typically used to channelize the movements at a driveway where only right turns are allowed. The raised island is an effective means of preventing left turns. Figure 4-10 provides a typical design for right turn only islands. All sign posts to be placed within concrete area must have hole through pavement structure. The hole may be either formed, drilled or sawed.

A center raised concrete median shall be placed on the State Route in conjunction with the construction of a right in/right out driveway in the event the District Access Management Engineer determines that field conditions or other factors indicate the need for such median to help prevent left turn movements at the driveway.

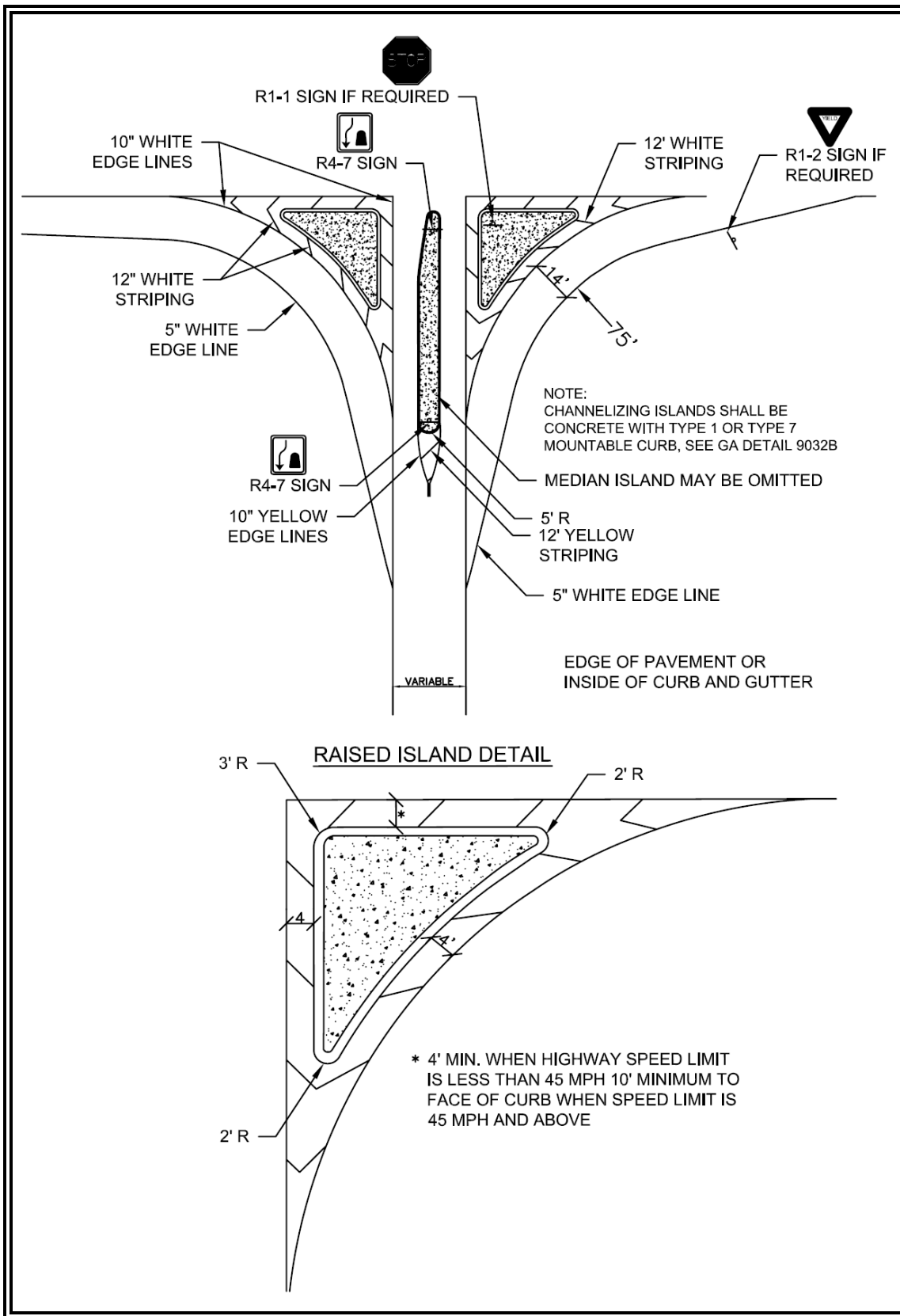


FIGURE 4-9 DESIGN OF RAISED ISLANDS

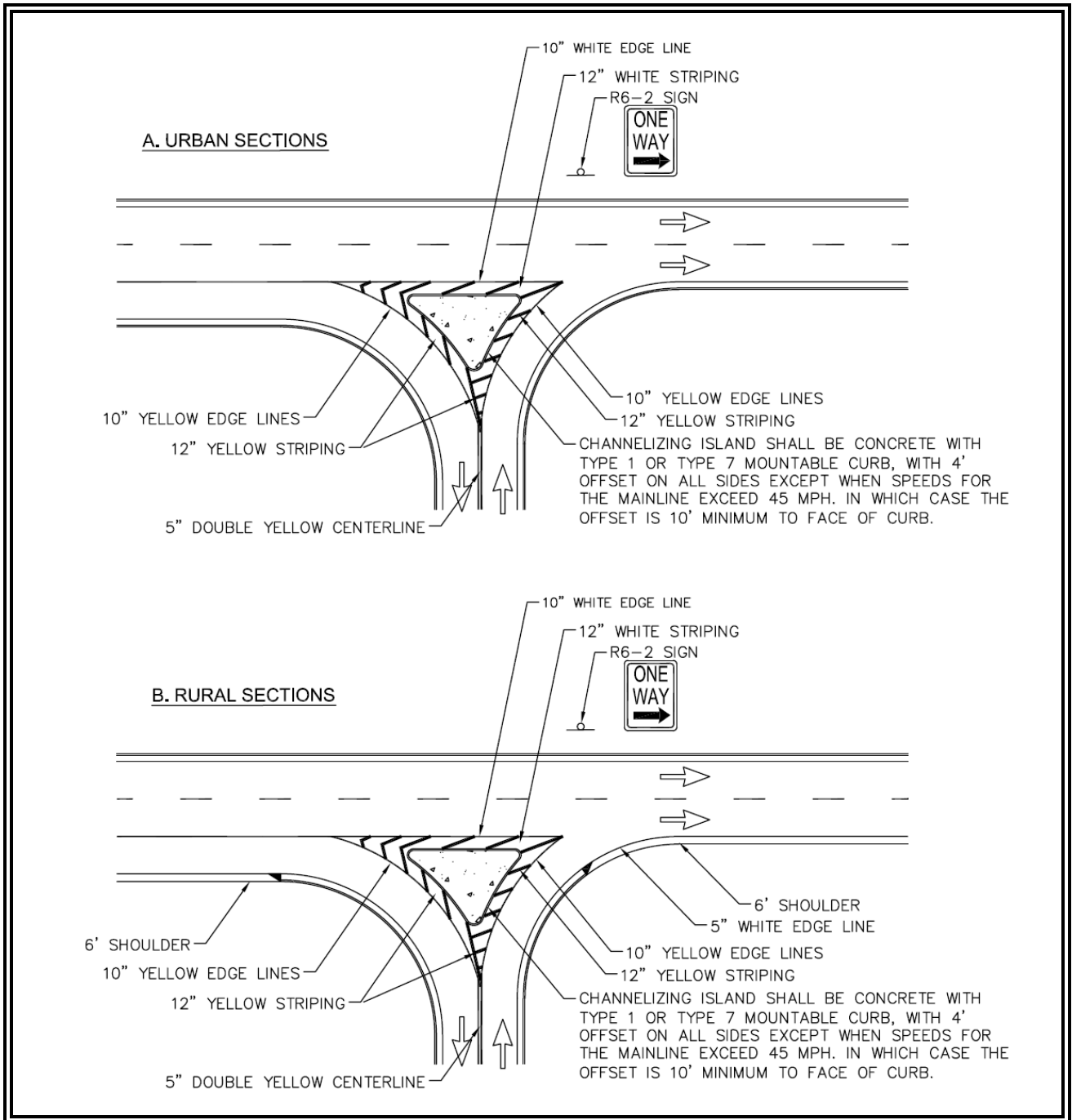


FIGURE 4-10 TYPICAL RIGHT-IN / RIGHT-OUT DRIVEWAY ISLANDS

4K PEDESTRIAN CONSIDERATIONS

When driveways are constructed in areas where pedestrian activity is not prohibited, the design should adequately provide for pedestrian movement and interaction with vehicular traffic. Pedestrian features that should be considered include sidewalks, crosswalks, traffic control features, and curb ramps are required. The [Americans With Disabilities Act](#) Accessibility Guidelines must be utilized where pedestrian traffic is expected.

Figure 4-11 contains typical locations for curb cut ramps. Ramps are required at all pedestrian crosswalks where curb is constructed or replaced.

The required crosswalk detail is also shown in Figure 4-11. See current Department Construction Details for the appropriate treatment. Refer to Pedestrian & Streetscape Guide.

Figure 4-12 contains typical locations for ramps in raised concrete traffic islands.

4L PAVEMENT DESIGN

All construction, within the right of way, of surfaces intended for travel by motorized vehicles shall be paved.

The pavement specification of auxiliary lanes on State Highways shall be the Georgia DOT [Pavement Design](#), or the typical of the existing roadway, whichever is less.

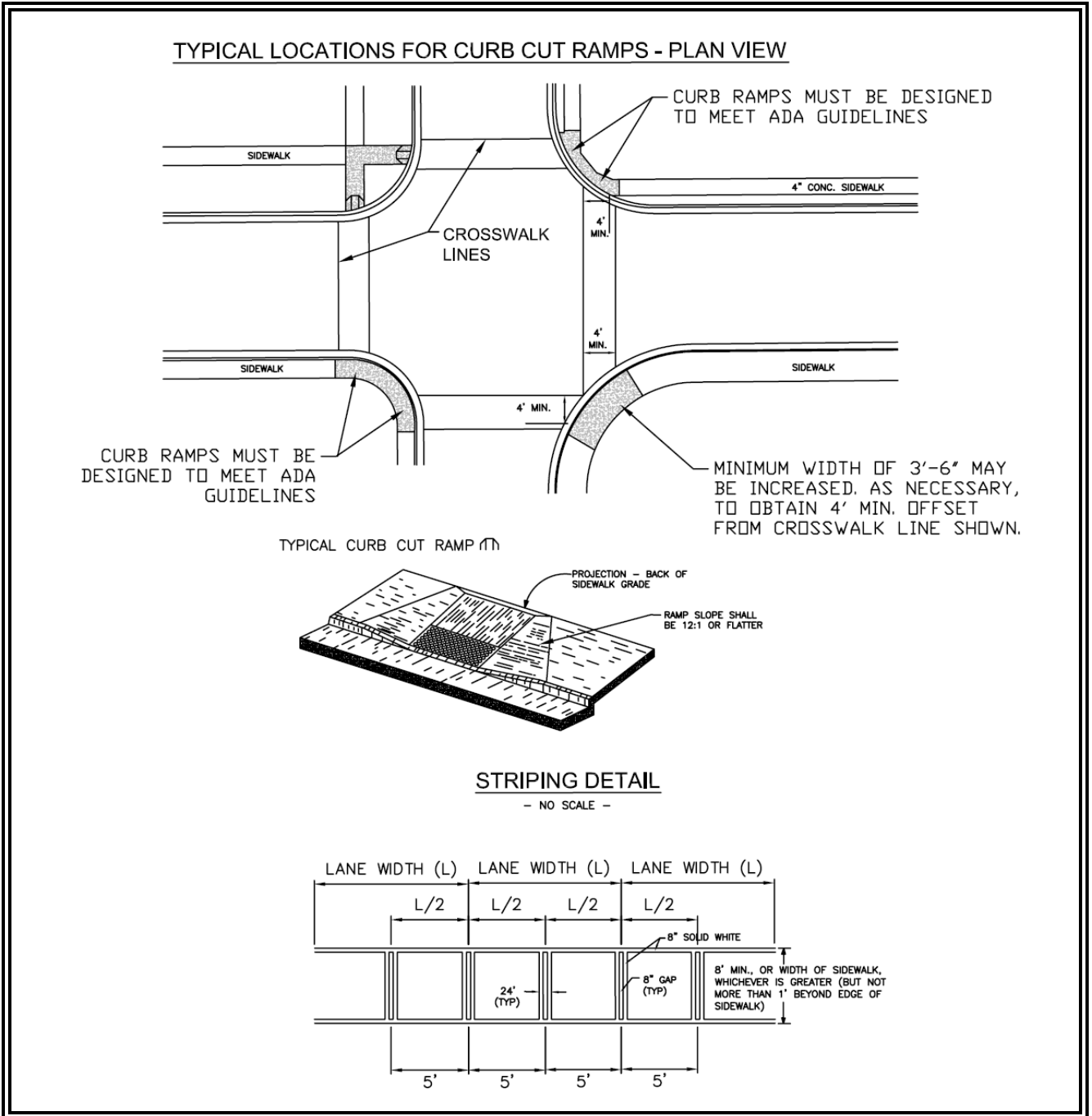


FIGURE 4-11 TYPICAL CROSSWALK DETAILS

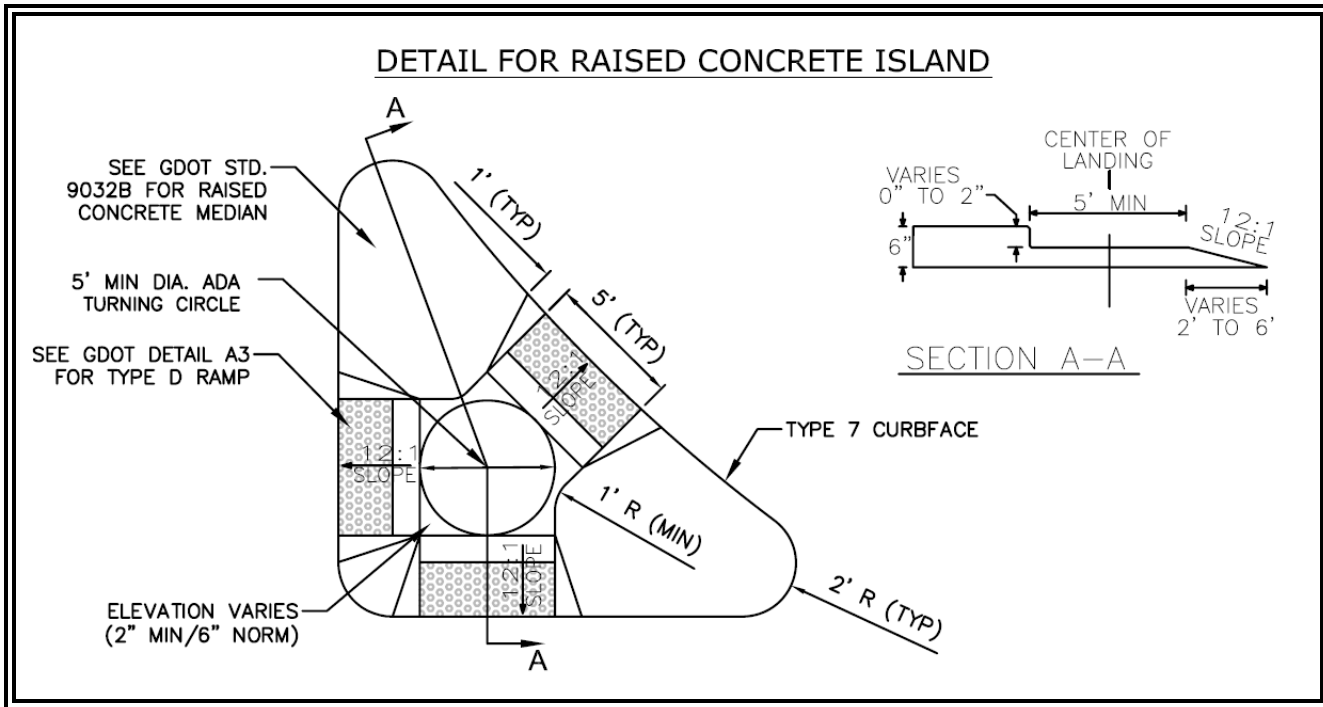


FIGURE 4-12 RAISED CONCRETE ISLAND WITH RAMPS
(SEMI-DEPRESSED)

4M CLEAR ZONE REQUIREMENTS

Experience has shown that motorists occasionally run off the roadway and providing a traversable recovery area can lesson serious injury. AASHTO publishes a Roadside Design Guide that should be used as a reference when designing driveways.

Table 4-10 provides the clear zone distances as contained in the Roadside Design Guide. Driveways must be designed so that all areas within the Highway Right of Way have clear zones as defined in Table 4-10

(from AASHTO 2002 Roadside Design Guide)

DESIGN SPEED	DESIGN ADT	FILL SLOPES			CUT SLOPES		
		6:1 or Flatter	5:1 to 4:1	3:1	3:1	5:1 to 4:1	6:1 or Flatter
40 OR LESS	Under 750	7-10	7-10	**	7-10	7-10	7-10
	750 – 1500	10-12	12-14	**	10-12	10-12	10-12
	1500 – 6000	12-14	14-16	**	12-14	12-14	12-14
	Over 6000	14-16	16-18	**	14-16	14-16	14-16
45 – 50	Under 750	10-12	12-14	**	8-10	8-10	10-12
	750 – 1500	12-14	16-20	**	10-12	12-14	14-16
	1500 – 6000	16-18	20-26	**	12-14	14-16	16-18
	Over 6000	18-20	24-28	**	14-16	18-20	20-22
55	Under 750	12-14	14-18	**	8-10	10-12	10-12
	750 – 1500	16-18	20-24	**	10-12	14-16	16-18
	1500 – 6000	20-22	24-30	**	14-16	16-18	20-22
	Over 6000	22-24	26-32*	**	16-18	20-22	22-24
60	Under 750	16-18	20-24	**	10-12	12-14	14-16
	750 – 1500	20-24	26-32*	**	12-14	16-18	20-22
	1500 – 6000	26-30	32-40*	**	14-18	18-22	24-26
	Over 6000	30-32*	36-44*	**	20-22	24-26	26-28
65 - 70	Under 750	18-20	20-26	**	10-12	14-16	14-16
	750 – 1500	24-26	28-36*	**	12-16	18-20	20-22
	1500 – 6000	28-32*	34-42*	**	16-20	22-24	26-28
	Over 6000	30-34*	38-46*	**	22-24	26-30	28-30

TABLE 4-10 CLEAR ZONE DISTANCES (IN FEET FROM EDGE OF TRAVELED WAY)

Notes: * Clear zones may be limited to 30'
 ** Fixed objects should not be present in the vicinity of the toe of these slopes. The width of the recovery zones should consider a number of factors including right of way availability, economic factors, safety needs, and accident history.

All areas located within the clear zones should remain clear of obstructions such as bridge abutments, poles, trees, etc. If obstructions are unavoidable, the design should include appropriate protection such as break-away design, guardrail installation, safety end treatments on culverts, etc. The Roadside Design Guide includes a table for horizontal curve adjustments, where the clear zone correction factor is applied to the outside of curves only. Curves flatter than a 2860 foot radius do not require an adjusted clear zone.

4N RIGHT OF WAY REQUIREMENTS

In order to construct driveways, it is often necessary to construct improvements to the State Highway. These improvements typically include the addition of lanes along the State Highway such as a deceleration lane, or traffic signal equipment.

If sufficient right of way exists, improvements to the State Highway will be permitted without the requirement of additional right of way. In urban sections, the face of curb along the State Highway should be no closer than 14' from the right of way. In rural sections, the point located one-half way up the back slope should be on or within the right of way line. Sufficient right of way should be donated to the Department for the deceleration lane/ commercial driveway, or right of way miters for traffic signal strain poles and equipment. Paving specifications to match existing pavement or better should be full-depth to the right of way line. NOTE: Depths may be reduced, if field conditions warrant.

If additional right of way is required in order to construct the required improvements, the applicant must dedicate the right of way. The applicant must record the deed at the County Courthouse and provide the original copy to the Access Management Engineer.

If existing utility easements are within the required right of way, the applicant must arrange for a replacement easement with written acceptance from the utility. At the discretion of the District Utilities Engineer or State Utilities Engineer, an Easement Limited Agreement may need to be executed by the Department on a form acceptable to the Department and utility. All right of way and utility issues shall be completed prior to the issuance of the permit.

All signing and pavement marking must be designed and installed in conformance with the latest edition of the [Manual on Uniform Traffic Control Devices](#). Reference is also made to the [Signing and Marking Design Guidelines](#), current edition, which is available from the Office of Traffic Safety and Design.

5A SIGNING

All traffic signs shall be made using reflective sheeting mounted to aluminum panels (normally Type 1 panels) in accordance with Georgia Standard Specifications.

All sign posts to be placed within concrete area must have 6” wide diameter space through substructure.

All signs, except as noted below, shall be fabricated using Type III (High Intensity) reflective sheeting.

All warning signs, red series regulatory signs, including Stop, Yield, and Do Not Enter signs shall be fabricated from Type IX (type 9 Wide Angle Prismatic) reflective sheeting.

Stop signs and Yield signs on all approaches to State Highways shall be 36” in width.

“No Parking” signs, R8-3a (24”x24”), shall be installed on all deceleration lanes constructed in conjunction with driveway permits. One sign is required at the beginning of full-width deceleration lanes that are not longer than 200’. Additional signs should be installed for each additional 200’ of length.

Signs installed in conjunction with driveway permits are installed using either Types 7, 8, or 9 Square Tubing. Table 5-1 provides guidelines for selecting the post type.

Signs shall be mounted at a height of 7 feet above the edge of pavement to bottom of the sign. Signs shall be setback from the edge of pavement by 12 feet or 6 feet from a paved shoulder (whichever is greater). The clearance to non-mountable curbs should be at least 2 feet.

SIGNING AND MARKING

Sign Centroid	GROUND MOUNTED BREAKAWAY SIGN SUPPORT NOT REQUIRED				GROUND MOUNTED BREAKAWAY SIGN SUPPORT REQUIRED				
	TYPE 7 2" 14 GA.		Type 9 2-1/4" 14 ga.	TYPE 8 2-1/2" 12 ga.	TYPE 8 2-1/2" 12 ga.		TYPE 8 w/ TYPE 9 inset* 2-1/2" 12 ga. W/2-1/4" ga.		
	1 POST	2 POST	1 POST	1 POST	2 POST	3 POST	1 POST	2 POST	3 POST
	SQUARE FOOTAGE				SQUARE FOOTAGE				
6'	13.50	27.00	19.25	30.00	60.00	90.00	49.25	98.50	147.75
7'	11.60	23.20	16.50	25.75	51.50	77.25	42.25	84.50	126.75
8'	10.15	20.30	14.45	22.55	45.10	67.65	37.00	74.00	111.00
9'	9.00	18.00	12.85	20.00	40.00	60.00	32.85	65.70	98.55
10'	8.10	16.20	11.50	18.00	36.00	54.00	29.55	59.10	88.65
11'	7.40	14.80	10.50	16.40	32.80	49.20	26.90	53.80	80.70
12'	6.80	13.60	9.65	15.00	30.00	45.00	24.65	49.30	73.95
13'	6.25	12.50	8.90	13.85	27.70	41.55	22.75	45.50	68.25
14'	5.80	11.60	8.25	12.90	25.80	38.70	21.15	42.30	63.45
15'	5.00	10.00	6.45	10.10	20.20	30.30	16.55	33.10	49.65
16'	4.70	9.40	6.05	9.45	18.90	28.35	15.50	31.00	46.50
17'	4.40	8.80	5.70	8.90	17.980	26.70	14.60	29.20	43.80
18'	4.15	8.30	5.40	8.40	16.80	25.20	13.80	27.60	41.40
19'	3.95	7.90	5.10	7.95	15.90	23.85	13.05	26.10	39.15
20'	3.75	7.50	4.85	7.55	15.10	22.65	12.40	24.80	37.20

SIGN CENTROID IS DISTANCE FROM GROUND LEVEL TO BOTTOM OF SIGN PLUS HALF THE HEIGHT OF THE SIGN.
 EXAMPLE: 24" x 48" SIGN THAT IS 7 FEET FROM GROUND TO BOTTOM OF SIGN. ADD HALF OF 48" (24" OR 2 FT) PLUS 7 FT. = 9' CENTROID.

SIGN PLATE SHALL NOT EXCEED 48" IN WIDTH ON A SINGLE POST.

* TYPE 9 INSERT SHALL BE A CONTINUOUS POST INSERTED INTO THE TYPE 8 POST WHERE REQUIRED. THE INSERT POST SHALL EXTEND FROM THE BOTTOM OF THE SLIP BASE UPPER ASSEMBLY TO 4" BELOW THE BOTTOM OF THE SIGN. THE INSERT POST SHALL NOT EXTEND ABOVE THE BOTTOM OF THE SIGN. PAYMENT FOR THE INSERT POST SHALL BE PER LINEAR FOOT OF TYPE 9 POST.

GROUND MOUNTED BREAKAWAY SIGN SUPPORT SHALL BE MEASURED PER EACH COMPLETE IN PLACE, AND SHALL BE PAID FOR AT THE UNIT PRICE. MEASUREMENT FOR PAYMENT SHALL INCLUDE THE UPPER AND LOWER ASSEMBLY, STUB POST, CLASS "A" CONCRETE, AND ALL HARDWARE NECESSARY TO COMPLETE THE INSTALLATION.

TABLE 5-1 TYPES OF POSTS FOR VARIOUS SIGNS

5B PAVEMENT MARKING

Pavement markings are required to separate lanes of travel and should be used along all edges of pavement. The following guidelines are provided for designing and installing pavement markings for driveways:

- All pavement markings installed on asphalt within the public right-of-way shall be thermoplastic material; high contrast tape shall be installed on concrete.
- Lane lines are generally 5" (white),
- Stop lines should be 24" (white),
- Center lines should be 5" double yellow,
- Deceleration lanes and left turn lanes should have turn arrows (TP 2) spaced every 100',
- Deceleration lanes do not require "Right Lane Must Turn Right" signs or "ONLY" pavement markings unless it is a through lane drop or trap lane.
- New construction should install 5" white edge lines, including at new curb & gutter.
- Raised pavement markers (RPMs) shall be installed for all new construction on roadways with existing RPMs.
- Crosswalks should use the current Georgia DOT standard (see Figure 4-11).
- Refer to [Pedestrian & Streetscape Guide](#).

Driveways that connect to the State Highway System must include drainage design that is functionally consistent with the drainage system of the highway. Drainage design for driveways should be consistent with the Georgia DOT [Drainage Manual for Highways](#), current edition.

The following sections will summarize the drainage requirements for driveways, but the designer should consult the GDOT Drainage Manual for details of drainage calculations and design methodology.

6A HYDROLOGY REPORTS

It is the responsibility of the applicant to provide appropriate drainage calculations and engineering design to prevent drainage problems arising due to increased runoff from developments. A hydrology report may be waived by the District Engineer or their designee for any commercial driveway permits, including subdivisions that are proposed to contain less than four (4) dwelling units.

Hydrology reports must be prepared under the supervision of an engineer registered in Georgia who must stamp and sign the report. The report must clearly show the drainage areas and the required runoff computations. A statement must be included that runoff conditions have been estimated in accordance with the GDOT Drainage Manual and that all drainage elements have been designed to accommodate the required discharge.

The general requirements of the hydrology reports are summarized in Table 6-1.

ITEM	NOTES
Runoff Calculations	Provide for each required storm frequency for both pre-developed and post-developed conditions.
Design of Structures	Provide design calculations for both inlet and outlet control.
Detention	If the post-developed discharge into the State Highway System is greater than pre-developed discharge, detention calculations must be provided.
Gutter Spread	Gutter spread calculations are required for the driveway if curb and gutter or header curb is used

TABLE 6-1 GENERAL REQUIREMENTS OF HYDROLOGY REPORTS

Separate drainage calculations must be provided for the pre-developed condition and for the proposed development. The report should clearly describe both conditions and give the area of each type of surface within the drainage area, including grassed, wooded, paved, etc. The runoff coefficients to be used in the calculations should be clearly stated.

The report should show the direction of runoff for both pre- and post-development conditions. The discharge points for each area must be provided.

The time of concentration should be given for each required storm frequency. The times for different types of flow (as outlined in DOT Drainage Manual) should be shown. Calculations shall be provided for all drainage structures for both inlet and outlet control. The calculations must be provided in report format and shall show the high water elevation above the inlet of the pipe or above the flow line of the grate.

6A-1 DRAINAGE AREAS

Drainage areas should be outlined on county maps, aerial photographs, US Geological Survey contour maps, or other specially prepared maps. For municipal-type construction, city maps or other specially prepared maps should be marked to show the boundaries of the total area contributing to the project. The direction of flow should be marked using arrows.

It is often necessary to determine elevations to accurately show flow directions in gutters and along paved parking areas.

The elevation or difference in height between the most remote point in the drainage area and the inlet flow line of the drainage structure must be shown. Similarly, the maximum length of travel that water must flow from the most remote point must be shown.

6A-2 RUNOFF DETERMINATION

The applicant's engineer should use the best method available for determining the storm runoff. For drainage areas up to 64 acres, (depending on the region) the rational method is recommended. For drainage areas greater in size, see GDOT Drainage Manual or USGS Publications: Flood-Frequency relations for urban streams and or techniques for estimating magnitude and frequency of floods in rural basins or Georgia. The drainage manual contains information that can be used to select the runoff coefficient based on the slope and surface of the drainage area and the soil type in the area. Methods for determining concentration times and rainfall intensity for certain storms and times of concentration are also provided in the drainage manual.

6B DRAINAGE DESIGN

Drainage design for driveways may include any or all of the following: on-site detention systems, drainage systems along the driveway, and connection to the highway drainage system.

6B-1 ON-SITE DETENTION SYSTEMS

When the rate of discharge from the proposed development to the State Highway System is less than the rate at which runoff was discharged prior to the development, then detention is not required. Any discharge that exceeds the amount of water by 1cfs at post development detention must be provided on the development site.

Detention ponds, if required, must be designed to accommodate the 2, 5, 10, 25, 50, & 100-year storm frequencies unless the local government has more stringent requirements.

The outlet structure of the detention pond must be designed to pass the 100-year storm flow without overtopping.

6B-2 DRIVEWAY DRAINAGE

Driveways should be designed with a low point prior to the connection with the State Highway so that surface flow will not run across the highway. However, in some cases this is not practical such as when the highway is in super elevation. In these instances, the design should minimize the surface flow into the highway. This may require grated inlets into driveway culverts when the drainage system involves ditches. For surface systems, the addition of catch basins may be necessary to minimize gutter spread. Under these conditions, a minimum of one set of catch basins will generally be required prior to the highway connection unless gutter spread calculations indicate the need for more. Drainage inlets or catch basins may not be placed in or directly adjacent to the radius.

Ditches along driveways must be designed to accommodate the 25-year storm. Ditches must be designed and constructed to minimize erosion in accordance with provisions of the latest Georgia DOT [Erosion Control Guidelines](#). If velocities exceed those permissible for grass lining, an alternate design must be used such as piping or paving the channel.

Side drain drainage systems along driveways must be designed for the 25-year storm. Curb inlets and grated inlets must accommodate the 10-year storm. The design must provide for inlets as needed to limit water spread to one-half of the outside travel lane.

6B-3 DISCHARGE INTO STATE HIGHWAY SYSTEM

The design calculations must address any component of the State Highway Drainage System that will receive additional discharge above the pre-developed condition. When pipes are connected to the highway system, the pipe as well as the junction box must be designed for the 50-year storm. Any additional surface flows from the development that drain onto the highway must be accounted for in the hydrology report. The calculations must ensure that gutter spread in the post-development condition does not go beyond one-half of the outside lane.

6B-4 MISCELLANEOUS DESIGN REQUIREMENTS

All pipes 48" and larger must have an inlet and an outlet headwall. Only safety headwalls or those specifically approved by the District Engineer are allowed. All side drains up to 48" should have safety grate end treatments, unless located outside the clear zone or behind guardrail.

All cross drainpipes less than 48" located within the clear zone, as specified in the Road Design Guide, shall have safety inlets with grates.

In general, all structures that are to be extended should be extended in like kind, i.e. a box culvert with a box culvert. If special circumstances dictate otherwise, the applicant's engineer must demonstrate that the alternate design has equal or greater capacity than the existing structure.

If additional fill material is placed over an existing structure, it must be analyzed for strength to carry the additional load.

The following minimum sizes should be used for drainage structures on the State Highway System:

- Box Culverts – 4' x 4'
- Cross Drain and Side Drain Pipes – 18"

Minimum clearance over structures is 1' between the bottom of the sub grade to the exterior crown of the pipe.

Pipes should have a minimum clearance of 0.5' to any underground utility.

Pipe material used for commercial driveways within the right of way shall be concrete. HDPE may be used in accordance with the cross drain requirements for GDOT Construction Standard 1030P, if approved by the Area Engineer prior to construction.

Pipe material used for residential driveways within the right of way shall be corrugated metal pipe, concrete, or GDOT Std. 1030P HDPE if approved by the Area Engineer prior to construction.

SPECIAL ENCROACHMENTS

7A PURPOSE

This chapter describes the Department's process and standard of review to allow other entities to grade, landscape or otherwise conduct roadside encroachment activity within, under, or over State Highway and other limited access R/W. These actions will be allowed by permit from the Department as described in this document.

7B SCOPE

The following activities are exempt from permits:

- Contractors under a State Highway construction contract with GDOT and operating within their contract limits,
- Consultants under GDOT contract,
- Adopt-a-Highway maintenance and landscaping of wildflower work by volunteers operating within the limits and scope of their contract agreement. **Please refer to the [Adopt a Highway Guidelines](#) maintained by the Office of Maintenance for specific information and limitations.** Local agency forces with a maintenance agreement operating within their jurisdictional boundaries and within the scope of their maintenance responsibilities.
- **Billboard companies operating within the limits of a Vegetation Management at Outdoor Advertising signs permit.**

No encroachment activity is allowed prior to obtaining a Special Encroachment Permit.

Permits that may be issued by the Department affecting the operation of Interstate R/W are subject to review and approval by the Federal Highway Administration (FHWA) before they are issued by GDOT. The FHWA has final approval authority.

There is no real or implied commitment intended in this policy to require the Department to issue a permit for any work on limited access R/W. Special Encroachments will generally not be allowed on active construction projects.

An encroachment permit is not a property right. It authorizes only the applicant or the applicant's agent to perform work. The applicant may not transfer or assign a permit to another party.

The responsibility for maintenance of permitted roadside landscape activities that are constructed on the R/W by entities other than the Department shall be borne by the permit entity.

7C ALLOWABLE ENCROACHMENT ACTIVITIES

It is the desire of the Department to balance the requests of local government agencies, organizations, and owners of property adjacent to the interstate highways and other freeways and State Routes while providing a facility that possesses the optimum of utility, safety, beauty resource protection, and economy. The following sections describe the general requirements and the types of activities that may be allowed.

7C-1 REPLACEMENT OF LIMITS OF ACCESS (L/A) FENCE

All L/A fencing removed during construction must be replaced. If not removed during construction, replacement of L/A fencing may be considered for the following reasons:

1. To provide greater protection from R/W encroachments from adjacent property as well as improve security for adjacent development; and
2. To remove all vines, shrubs and invasive seedling trees from the L/A line within 2 (two) feet of the L/A fence.

The replacement shall be in conformance with the following:

1. The L/A fence must be replaced with Georgia DOT standard fencing, in like kind or 6' chain link, or as directed by the Engineer, along the original location. The applicant must either replace the L/A fence at the end of each day of work or install a temporary construction fence.
2. No gates will be allowed along the L/A fence unless the applicant has entered into a R/W Mowing and Maintenance Agreement with the Department.
3. If fencing other than the standard woven wire or chain link in conformance to GDOT standards is proposed, it must be installed a minimum of one foot inside the applicant's property and the applicant must agree to maintain the fence. (L/A fence must be in place.) Submit fence detail. The fence must be approved by Department prior to installation.
4. Mitigation is not required for vegetation removed within 2 feet of L/A fence, unless "daylighting" is considered the objective. Daylighting is considered to be any vegetation removal whose primary purpose is to enhance visibility of adjacent property.
5. The fence must be replaced, if removed by the applicant.

7C-2 GRADING / EXCAVATING

The elevation of the roadway may affect the ability of the adjacent property owner to fully utilize their property. In those cases, changes to the grade of the roadway R/W may be a less expensive option than the construction of a retaining structure outside the R/W. Where there is a documented benefit to the Department, applicants may be permitted to grade the right of way to reduce the cost of development. **Grading that requires tree removal within 500 feet of an outdoor advertisement sign is prohibited. For information about vegetation removal at signs, refer to the Policy and Procedures document 6170 [Vegetation Management at Outdoor Advertising Signs](#).**

The following general requirements for grading or excavating must be adhered to:

1. Typically, if an earth embankment is in place, it may be lowered but not totally removed. In "cut" sections a berm of 4' to 6' in height may be required between the roadway ditch or curb and the right of way line to prevent headlight glare from adjacent properties onto the roadway.
2. All slopes associated with allowable grading on GDOT R/W shall be 4:1 or flatter.
3. Reimbursement for soil removal from GDOT R/W shall be at a minimum rate of \$ 1.00/CY or the appropriate rate as determined by the Department.
4. Mitigation or re-vegetation for tree removal or disturbance is required. Refer to the Policies and Procedures document 6755-9 [Landscaping on GDOT Right of Way](#).

7C-3 AESTHETICS, LANDSCAPING, ROADSIDE DEVELOPMENT AND MAINTENANCE

Treatment of the highway or transportation facility and the roadside may be considered to conserve, enhance, and effectively display the indigenous character and quality of the environment it passes through by means of proper design, construction, and maintenance of their related features.

All landscaping, roadside development and maintenance shall conform to Georgia Standard Specifications, these procedures, and any procedures and manuals maintained by the Office of Maintenance. Copies of the Guide may be obtained by contacting the Office of Maintenance. The Policies and Procedures document 6755-9 [Landscaping on GDOT Right of Way](#) .

7C-4 GROUNDWATER MONITORING WELLS

Requests for installation of groundwater monitoring wells on Interstate R/W are transmitted from the District Traffic Operations Offices to the Materials & Research Laboratory for review and approval. Federal Highway Administration approval is not required for ground water monitoring wells within the Interstate R/W.

7C-5 OTHER MISCELLANEOUS ACTIVITIES

Requests for activities not addressed specifically by these procedures may be permitted at the discretion of the Department, upon Federal Highway approval as necessary or required.

7D GRADING AND LANDSCAPE PERMIT CONSIDERATIONS

The Department will give consideration for approval of grading and/or landscaping activities based on compatibility with primary use and protection of the State's investment in the highway facility.

Beneficial reasons for encroachment activity may include, but are not limited to the following:

- Improved shoulder or clear zone distances
- Improved drainage
- Elimination of hazards and/or guardrail
- Reduced maintenance costs

Applications are reviewed to determine the impact of the encroachment on the following:

- Safety of motorists, pedestrians, and workers,
- Design, construction, operation, maintenance, or integrity of the highway system,
- Future and on-going highway contracts,
- Aesthetic corridor: regional context,
- Environment, and
- Existing drainage.

SPECIAL ENCROACHMENTS

An encroachment activity may be considered when there is no cost to the Department and all negative real value changes to the R/W are reimbursed to the Department. Items of real value include the costs for recurring maintenance, material removed, and the value of trees and other vegetation. Encroachments that devalue state right of way are not allowed.

The applicant shall be responsible for all liability for personal injury and property damages for permitted activities. GDOT has no statutory authority to allow private use of highway R/W without compensation.

Permit applications may be acceptable if all the following items are satisfied:

1. GDOT is compensated for removal of soil from the R/W.
2. No safety hazard is created.
3. Requirements for mitigation or re-vegetation for tree removal or disturbance are met.
4. No additional maintenance is created.
5. No additional liability is assumed by the State.
6. No transportation use restriction is created.
7. No unwanted easement or other permanent R/W encumbrance is created.
8. Activity will not be detrimental to the future use or expansion of the roadway.

Permits will not be issued for encroachments if any of the following conditions exists:

1. The activity adversely affects the safety, capacity or integrity of the State Highway System.
2. The activity compromises or jeopardizes the drainage system on the R/W.
3. The activity is intended to daylight the property or enhances the visibility (within 500') of outdoor advertising signs. In addition, a commitment that outdoor advertising signs will not be placed on the property adjacent to the R/W is required for all permits. Refer to the Policies and Procedures document 6170 [Vegetation Management at Outdoor Advertising Signs](#) for more information about vegetation removal at signs.

SPECIAL ENCROACHMENTS

4. The activity is to grade, remove or prune trees, shrubs and groundcovers when the Director of Operations has determined that the activities will significantly disrupt natural systems, roadside aesthetics, or have other negative impacts on the operation of the highway. Structural integrity and tree health as well as vegetative ground cover for erosion control are of primary importance to the maintenance of the R/W and shall not be compromised for purposes of grading to reduce development costs, day lighting, or landscaping development activities.
5. Tree removal and/or grading for “daylighting” purposes when there is no benefit to the R/W or traveling public.
6. Encroachment that devalues the state right of way.
7. The applicant has not complied with the provisions of prior permits.

7D-1 MITIGATION/DAYLIGHTING

For mitigation information refer to the Policies and Procedures document 6755-9 [Landscaping on GDOT Right of Way](#).

7E SPECIAL ENCROACHMENT PERMIT PROCEDURES**7E-1 PRELIMINARY PLAN SUBMITTAL**

All plans developed for a Special Encroachment Permit shall be submitted to the District Traffic Operations Office for review. In most cases, the applicant will be best served by providing six sets of preliminary site plans for an initial review. The District Access Management Supervisor will be responsible for administration of a thorough plan review among the following District offices or units: Traffic Operations, Roadway Design / Hydraulics, Environment and Location, Right-of-Way/Outdoor Advertising, Utilities and Maintenance.

Upon receipt of an application with plans, the District Access Management Supervisor shall check to ensure that plans and related documents are complete and meet the requirements of this procedure. The District Access Management Supervisor will distribute plans and related documents to the appropriate units. Each individual unit will be responsible for reviewing plans, checking for compliance with the GDOT standards as they relate to their unit and as discussed in the next section. All comments shall be in written form or clearly marked, directly on the plans, making it simple for the District Access Management Supervisor to understand. The person making comments from each unit shall sign and print their name and title near the title block of sheet one of the plans.

The applicants will have 90 calendar days to revise the plans. New application submittal packages will be required after 90 days. The applicant shall submit one (1) copy of the revised plans for final review to the District Access Management Supervisor.

The District Access Management Supervisor will only check resubmitted plans. The District Access Management Supervisor should sign the final plans near title block of sheet one. District units will not be required to recheck revised plans, unless the District Access Management Supervisor requires a unit to recheck a plan prior to final approval. If modifications to the plan are beyond the comments made or a major modification is made for other reasons, the plan should be treated as a preliminary submittal and rechecked by other units.

7E-2 GDOT DISTRICT REVIEW RESPONSIBILITIES

Various personnel within the District Office will review the encroachment permit and plans for the following items:

1. District Environment and Location

This office will check for compliance with environmental laws and regulations. The District Environmentalist shall meet with the District Access Management Supervisor to inspect the proposed site. The District Environmentalist shall compile and develop determinations for the federal Categorical Exclusion (C.E.) based on information provided by the applicant. The applicability of the C.E. will be based on the protection and preservation of cultural resources (historic and archaeological), natural resources (wetlands, stream impacts and survey results for Threatened and Endangered Species), physical environment (air and noise impacts) and evidence of the appropriate environmental permits from other agencies.

The C.E. determination is submitted by the Office of Environment/Location to the District Access Management Supervisor for inclusion in the permit file prior to review by FHWA. Applications that do not meet C.E. status shall not be processed and the application materials will be returned to the applicant.

The permit application shall also be reviewed for compliance with applicable state laws (for example, Official Code of Georgia-36-72 (14) - Abandoned Cemetery and Burial Ground Act, and others). Please note that the issuance of permits or licenses does not require review under the Georgia Environmental Policy Act.

2. District Design

This office checks for compliance with the GDOT Drainage Manual and erosion control procedures.

3. District Traffic Operations

This office checks for conformance with requirements for the following: clear zone, sight distance, pedestrian access, lighting, work zone traffic control plan; checks for conflicts with proposed and active DOT construction projects and submits a copy of the plans to the appropriate design office for review and comment prior to approval of the permit.

SPECIAL ENCROACHMENTS**4. District Outdoor Advertising**

This office checks for the effect of proposed improvements on existing outdoor advertising signs. No improvement shall be permitted within 500' of an existing sign location that affords a sign increased visibility.

5. District Right-of-Way

This office checks for right-of-way and compliance with regulations for limited access.

6. District Utilities Office

The applicant shall provide the District Access Management Supervisor with copies of all Utility information including Utility Encroachment Permits (DOT 8413A), no conflict letters, no facilities letters, or existing and proposed easements and one review copy of the plans. The District Utilities Engineer shall check for compliance with the Utility Accommodation Policy and Standards Manual, current edition. Once the plans and letters are received, the District Utility Engineer will coordinate with the District Access Management Engineer for approval.

7. District Maintenance

The maintenance section checks for compliance with the Policy and Procedures document 6755-9 [Landscaping on GDOT Right of Way](#).

**7E-3 GENERAL OFFICE REVIEW & APPROVAL—
LIMITED ACCESS & INTERSTATE R/W**

When the plans or resubmitted plans have been reviewed by the District Access Management Supervisor and are determined to be recommendable from the District Office, the applicant shall be required to furnish seven copies of the plans and sign and execute a Mowing and Maintenance Agreement for final approval.

The District Access Management Supervisor will transmit a copy of the application and a letter requesting action to the Office of Traffic Operations. This transmittal may include the signed and executed Mowing and Maintenance agreement, appropriate bond or escrow amounts and levels of insurance, District contact name and telephone number, etc. Mowing & Maintenance Agreements can be done after permits' execution.

The Office of Traffic Operations will submit the application to the appropriate offices and the FHWA, if applicable, for review and comment. Comments and proposed changes or conditions will be returned to the Office of Traffic Operations. If plan revisions are necessary, the Office of Traffic Operations will request these revisions from the appropriate District Traffic Operations Office.

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The Office of Maintenance-Landscape Architecture Unit may be asked to check for sight distance requirements. Vegetation/utility conflicts, clear zone requirements, horizontal clearance requirements, plant maintenance and watering needs, and for exclusion of invasive plant material. Refer to Chapters 3 & 4 of this document for information about sight distance and clear zone requirements. For horizontal clearance requirements refer to the Policy and Procedures document 6755-9 [Landscaping on GDOT Right of-Way](#)

The following are exempted from FHWA review:

1. Landscaping projects that meet current policy, Policy and Procedures document 6755-9 (Landscaping on GDOT Right of Way).
2. Installation of groundwater monitoring wells,
3. Engineering services, such as surveying, subsurface investigations, etc., that is being performed for governmental agencies.
4. Utility encroachments, unless they contain an exception to the GDOT Utility Accommodation Policy and Standards (UAPS).

Approval of the permit will include a sign-off by the Division Director of Operations and the Chief Engineer with final approval by the Commissioner. For permits requiring FHWA approval, a copy of the GDOT-approved plans will be sent to FHWA for review and approval.

The approved plans and permit will be sent to the District Office for distribution to the applicant and to the assigned permit inspector. Applicant submittal of all requirements including bonds, insurance, etc. must be made prior to permit issuance/pick-up. Local and city governments may be exempt from bond requirements.

The approval letter from the District Office to the applicant will include a distribution to the Office of Traffic Operations and the Federal Highway Administration.

7E-4 APPEALS

When the District Engineer or delegated representative denies a Special Encroachment Permit in writing for activities not reviewed by the Federal Highway Administration, the applicant may appeal to the Director of Operations in writing, within 60 days after permit denial. There is no appeal process within GDOT for activities denied by the Federal Highway Administration.

The following items should be included with requests for appeals:

1. The applicant's name and company or organization, address, telephone number, name of applicant's agent (if applicable), address, and telephone number.
2. The project's location including county, route, and milepost.

SPECIAL ENCROACHMENTS

3. Project description along with any pertinent plans or drawings (minimum 3 copies each).
4. The reason why the proposed project or activity should be permitted. This information should include a full explanation of the perceived hardship. Hardships cannot be self-imposed. Include available alternatives to the proposed encroachment, together with costs and potential consequences if the requested encroachment is not approved. Also, provide the expected benefits to the State that would accrue by proceeding as proposed.

7E-5 CONDITIONS OF PERMIT

The permit will be valid for a specific period of time as established by the Department after consultation with the applicant.

The permit will become part of a perpetual R/W Mowing and Maintenance Agreement. A letter may be required to express concurrence/endorsement between local government and other property owners/agencies or organizations that are adjacent to the areas proposed for change.

The work must be performed according to permit and approved plans. Access to the work area should be from the abutting property, not from the traveled way, when feasible. When working within 32' of a roadway and within Department R/W, conformance to standard safety and traffic control policies (MUTCD) is required. Submittal of a work zone traffic control plan will be required.

7F PLAN REQUIREMENTS FOR SPECIAL ENCROACHMENTS

Plans shall include and/or be in accordance with the following:

1. An overall site plan and location sketch map.
2. Plans shall be an accurate and legible representation of the existing conditions or features (above and below ground), existing contour lines (show as dashed lines) and elevations sufficient to show the natural drainage features within the property to be developed. The maximum acceptable contour interval shall be 2'. All of this information should include any elevations needed to show how the water flows once it leaves the property.
3. All proposed work including changes to trees, vegetation and contours. Two plans may be necessary for complete explanation, one for existing and one for proposed. If only one plan is provided showing both, the existing features will be shown using dashed lines. For clarity, it is important that landscape improvements be dimensioned from a fixed point of beginning.
4. North arrows on all drawings and maps.
5. The scale of the drawings should be 1" = 50' or larger. If a smaller scale is used for "overall plans", then enlarged details of the work on the right of way must be furnished on a 1" = 50' or larger scale.

SPECIAL ENCROACHMENTS

6. Locations of all property lines and/or right-of-way fence, easements, above and below ground utilities, curbs, curb types, ADA wheelchair ramps –location & type, edge of pavement (edge of travel lane), guardrails, sidewalks, intersections, median breaks, driveways, bike lanes, surveying monuments, signs, permitted billboards, lighting, traffic signals, other traffic control devices, drainage features, roadway geometries, limit of clear sight line, wheel chair ramps, clear zone set backs.
7. Existing off site features such as the names and types of businesses (if applicable) and/or the property owner on either side of the R/W proposed for change.
8. The distances from the centerline of the highway or road to the R/W line and the distance from one corner of the property, along the R/W line of the abutting road, to the centerline of the nearest named street, road or highway. A general statement such as "Right-of-Way Varies" is not acceptable. Roadway design plans can be viewed at the District and General Offices' plans file rooms.
9. State Route Numbers and U.S. Route Numbers (if applicable) and names of all highways, ramps and roads shall appear on the plans. Designations such as "County Road", "Cross Road" or "City Street" are not specific enough and should not be used.
10. The DOT milepost estimated to the nearest tenth of a mile to some point on the area of the permit (shown on the plans).
11. Posted speed limit of adjacent travel way.
12. All existing DOT signs within the R/W being changed.
13. The total length of frontage of the property owned, and if different, the length of R/W being changed under the permit.
14. All existing vegetation, refer to Policy and Procedures document 6755-9 [Landscaping on GDOT Right of Way](#) for information about landscape plan requirements.
15. The location of any existing outdoor advertising signs within 500 feet of the limits of the project (those that could be affected by the work in terms of location or sight lines).
16. A title block showing the name of the property owner (and the permit applicant, if different from the property owner) and the county in which the project is located. The name of the engineer, landscape architect, or individual that prepared that plans should also be included.
17. Scaled Drawings (36"X24") maximum size sheets will be accepted for the review process.
18. Photography, or video, of the site showing existing features.
19. A landscape plan in conformance with Policy and Procedures document 6755-9.

20. A maintenance plan in conformance with the Policy and Procedures document 6755-9.
21. When necessary to perform work within 32 feet of the edge of pavement and/or access to site is from the roadway, a traffic control plan, in conformance to MUTCD standards, is required.
22. Sprinkler Systems and clear zone setbacks must comply with Policy and Procedures document 6655-9.
23. When necessary to prevent erosion during construction, an erosion control plan shall be prepared in accordance with GDOT standards. If the disturbed is over 1 acre, a NOI will be required.
24. Disturbed areas should be stabilized daily.

7G INSPECTION AND ACCEPTANCE OF WORK

Each District is responsible for competent and adequate inspection of permit work and inspectors are assigned as required. The District Access Management Supervisor shall maintain a permit file for each permit. This file shall contain a completed application package, copies of the executed Maintenance Agreements, copy of appropriate correspondence, and copy of bond and Notice of Completion/Acceptance of Work. When the work is completed, the District Engineer will approve the acceptance of the work. Throughout the construction, the assigned permit inspector shall inspect the progress of the permitted activities to ensure completion of the work on a timely schedule. The District shall ensure by inspection that all aspects listed in the application and plans are adhered to.

All correspondence with the permittee shall be copied to the District Access Management Supervisor. No alterations of the plans shall be allowed.

Throughout any plant establishment maintenance period, the assigned Permit Inspector shall inspect the maintenance of the permitted activities to ensure conformance to maintenance standards.

On all landscape or permitted activities, prior to acceptance or release of bonds, the applicant initiating the work is responsible for preparing accurate as-built drawings. After the final inspection and acceptance of the work, the Permit Inspector shall notify the District Access Management Supervisor to release bonds. The District Access Management Supervisor is responsible for acquiring and checking as-built drawings against approved plan drawings and completed work.

Any changes, caused by unforeseen on-site conditions, during the construction or maintenance of the work must be officially revised and added to the permit file plans for permanent record. A copy of the letter of acceptance to the applicant will be sent to the District Office of Maintenance and the appropriate Area Engineer's Office for use in scheduling yearly inspections and maintenance related correspondence.

RESIDENTIAL DRIVEWAYS

Residential Driveway Permits are administered by the GDOT Area Engineer. The Area Permit Inspector for commercial driveways is usually the same person who handles residential driveways. The Permit Inspector will advise the Applicant regarding location of the drive, the size pipe, if required, to be placed under the driveway, and approve the grading plan from the outer edge of the shoulder of the road to the R/W line.

Locations for residential drives should be based on existing conditions. While separation from existing drives is desirable, residential drives should be located to provide the safest possible ingress and egress based on sight distance and roadway characteristics. Individual drives shall not be approved for newly subdivided lots of less than 5 acres. Subdivision streets or shared drives shall be used to provide access to smaller lots or subdivided properties.

Residential driveways are, as the name implies, driveways to private residences. Normally they are 14 to 16 feet wide. It is recommended that turnarounds be provided to avoid vehicles backing into the highway. Under special circumstances, certain design vehicles require more width to safely negotiate a turn into or out of the drive without stopping and/or backing on the roadway. The Area Engineer may approve a driveway up to 20 feet wide.

If the driveway is paved, but without curb and gutter, at least a two (2) foot shoulder along the drive and around the radii before beginning the slope down to the drainage ditch is desirable. The front slope, back slope and the slope around the end of the drain pipe under the drive, if present, should be the same as if it were a commercial driveway.

Where the ends of side drain pipe are exposed to traffic inside the clear zone, safety slope end sections are required. Flared end sections may be used behind guardrail or outside the clear zone. All side drain pipes larger than 48 inches must have an inlet and an outlet headwall. Only safety headwalls or those specifically approved by the District Engineer are allowed. Refer to the current Georgia Standard.

On residential driveways this can be accomplished in several ways. If the pipe is corrugated metal and the applicant chooses to cut the end off to provide a 6:1 or flatter slope, he may install a concrete "collar" around the pipe end to provide stability and control erosion.

It is the responsibility of the property owner to provide routine maintenance of the pipe and driveway up to the roadway edge of pavement without making improvements to it as governed by the permit process.

RESIDENTIAL DRIVEWAYS



District No. _____
State Highway No. _____
Milepost No. _____
County: _____
Permit No.: _____

Department of Transportation

Residential Driveway Permit Request

I, _____, of _____
 Name of Applicant P.O. Box and Address
 _____ request permission to construct a residential driveway on S.R. _____ U.S. _____ in the
 Phone No. _____
 City of _____ in _____ County. The driveway will be constructed on the
 (If Applicable)
 _____ Side of the highway at a point _____ ft. _____ of the centerline of _____ St. (Rd.) and at
 NSEW NSEW Nearest street or road
 milepost _____.

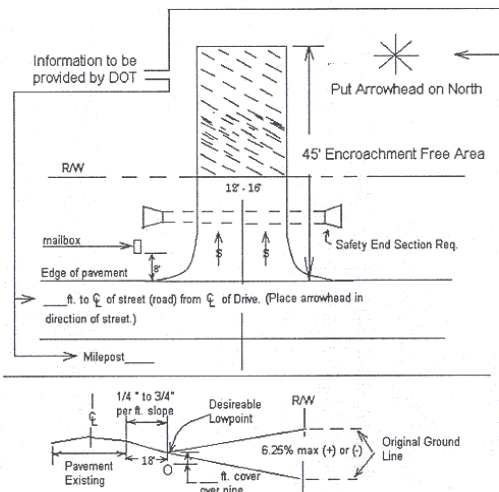
By signing this request I agree to construct or have constructed this driveway as described below. I also agree that I will be responsible for the maintenance of this driveway including pipe, surface course, and slopes.

Date _____ Signature _____

****Above information is to be provided by the owner prior to issuance.****

This drive to serve a single family dwelling only and may not be converted to any other use without approval of DOT.

Typical Plan & Profile for Drive



Special Requirements

1. Extend pipe as necessary to obtain a 4:1 or flatter slope.
2. The pipe shall be GA DOT standard 1030D _____ ft. long _____ Inches in diameter.
3. Existing surface flow to remain. Water cannot be diverted to DOT right-of-way.
4. No headwalls to be constructed on pipe. Safety End Sections required as a minimum.
5. No brick or other hazardous mailbox supports allowed on right-of-way. (mailbox shall be located on exit side) All driveways should have turn around pad off right-of-way to prevent backing into the highway.
6. All disturbed right-of-way to be regrassed to DOT specifications.
7. Driveway must be stabilized with 4" of stone as a minimum.
8. The orange permit poster must be displayed at the site in plain view until work is inspected and accepted by DOT.
9. All work to be completed in 90 days. Applicant to give area Engineer 24-hour notice before work begins.
10. Advance warning signs shall be required while working on DOT right-of-way.

Other requirements: _____

 cc:

Approved by: _____
 Title: _____
 This _____ day of _____, 19 _____

8A SIDE DRAIN PIPES

Applicants may choose to use reinforced concrete, corrugated aluminum, corrugated galvanized metal, asphalt coated galvanized metal, HDPE, or, along low volume roads (less than 1,500 ADT) smooth lined corrugated PVC pipe, when used in accordance with the Department's current guidelines. As stated above, safety end treatments will be required on all side drain pipes on all State Routes, unless they are located outside the clear zone or behind guardrail. This is required primarily for safety reasons. This enables an errant vehicle to travel across and over the end of the side drain pipe instead of coming to an abrupt halt, usually resulting in serious injury to the occupant(s) of the vehicle. It also helps control erosion and makes grass mowing easier and safer.

8B UTILITY DRIVEWAYS

Utility driveways for access to utility sites such as power substations, water tanks, or telephone service sites are to be permitted by the Area Engineer and should be treated much the same as a residential drive for design and sight distance. The Area Engineer should bear in mind that the drive must function in a manner which will allow the utility vehicle to pull completely off the roadway without stopping and backing into the drive or having to back out into the roadway when exiting the driveway. The vehicle must not reduce sight distance for driveways located along the same section of roadway. A utility driveway will normally not count as one allowed access point along an applicant's frontage, depending on the length of frontage and safety considerations. A typical utility driveway layout is shown in Figure 8-1.

The most important aspect of granting a permit for a utility driveway is coordination with the Utility before they purchase the site or obtain an easement. If the Area Engineer needs assistance before granting access to a Utility, they should call the District Traffic Operations Engineer.

8C FARM USE, LOGGING & MINING DRIVEWAYS

These driveways are to be permitted by the Area Engineer in a manner similar to a Utility Driveway. A logging driveway will usually be a temporary drive which will either be removed when the logging operation is completed or left in to become a farm use driveway. A mining operation may require a more substantial design to function properly.

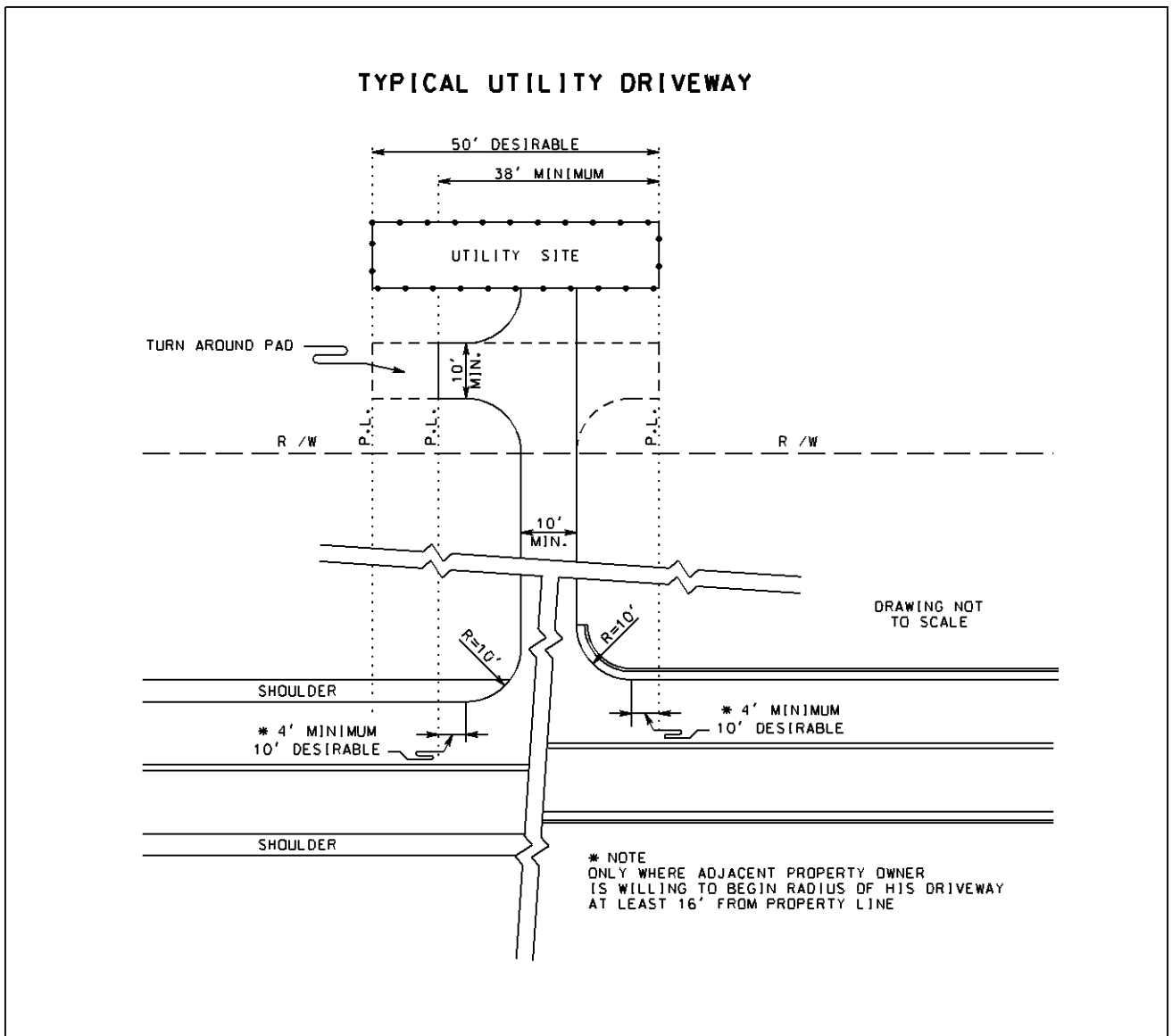


FIGURE 8-1 TYPICAL UTILITY DRIVEWAY

A mailbox which is installed with a support structure of stone, masonry or some other material, that can cause damage to a vehicle or interferes with the safety of the traveling public is considered a Right of Way Encroachment. Georgia Code Section 32-6-1 states that such encroachments or obstructions are unlawful on “any public road”.

This document is modeled from the 2001 AASHTO guideline, [A Guide for Erecting Mailboxes on Highways](#).

9A PURPOSE

Under O.C.G.A. Section 32-6-1, the Department can legally determine that any structure on a state R/W is an obstruction and require its removal. However, in order to give appropriate notice to the public of which mailbox supports may be replaced on state R/W, and those which will be considered an obstruction or encroachment upon state R/W, the following rules are to be followed.

9B ACCEPTABLE STANDARDS FOR RESIDENTIAL MAILBOXES

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.

1. Mailboxes supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.
2. A single 4”X4” or 4” diameter wooden post or a metal post with strength no greater than a 2” diameter standard strength steel hollow pipe and embedded no more than 24” into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10” below the ground surface.
3. The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if a vehicle strikes the installation.
4. The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground on multiple mailbox installations.

9C POLICY

No mailbox or newspaper delivery box will be allowed to exist on State Right of Way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under Georgia Code Section 32-6-1.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the Department. Department standards for the location and construction of mailboxes are available from the Area Engineers Office or the District Maintenance Office.

To help prevent future confusion on this subject, a copy of the Acceptable Standards for Residential Mailboxes, which governs the location and construction of mailboxes on the State Right of Way shall be attached with all issued Residential Driveway Permits.

CONTACT INFORMATION

DISTRICT	LOCATION AND MAILING ADDRESS	PHONE NUMBER
1	2505 Athens Highway P.O. Box 1057 Gainesville, GA 30507	770-532-5563
2	801 Highway 15 South Tennille, GA 31089	478-552-4618
3	115 Transportations Blvd. Thomaston, GA 30286	706-646-6900
4	710 West 2 nd Street P.O. Box 7510 Tifton, GA 31793	229-386-3435
5	204 Highway 301 North Jesup, GA 31545	912-427-5703
6	500 Joe Frank Harris Parkway Cartersville, GA 30120	770-387-3628
7	5025 New Peachtree Rd. Chamblee, GA 30341	770-986-1070

CONTACT INFORMATION

DISTRICT 1 AREA OFFICES

Gainesville Area Office - Area One	Counties Served
2594 Gillsville Hwy. Gainesville, GA 30507 Telephone: 770-535-5759 Fax 770-531-6455	Dawson Forsyth Hall
Clarkesville Area Office – Area Two	Counties Served
SR 17, Four miles W. of SR 365/4304 Toccoa Hwy. P.O. Box 248 Clarkesville, GA 30523 Telephone: 706-754-9559 Fax 706-754-0759	Banks Habersham Rabun Stephens
Carnesville Area Office – Area Three	Counties Served
CR 209, off SR 320, SE of I-85 P.O. Box 330 Carnesville, GA 30521 Telephone: 706-384-7269, Fax 706-384-3911	Elbert Franklin Hart Madison
Cleveland Area Office - Area Four	Counties Served
942 Albert Reed Road, Cleveland P.O. Box 489 Cleveland, GA 30528 Telephone: 706-348-4848 Fax 706-348-4851	Lumpkin Towns Union White
Lawrenceville Area Office - Area Five	Counties Served
410 Hurricane Shoals Lawrenceville, GA 30045 Telephone: 770-339-2308/09 Fax 770-339-5178	Barrow Gwinnett
Athens Area Office - Area Six	Counties Served
SR 10, SE 450 Old Hull Road Athens, GA 30601 Telephone: 706-583-2644 Fax 706-583-2655	Clarke Jackson Oconee Walton

CONTACT INFORMATION

DISTRICT 2 AREA OFFICES

Sandersville Area Office - Area One	Counties Served
424 Industrial Drive Sandersville, GA 31082 Telephone: (478) 240-3061 Fax: (478) 240-3063	Glascok Hancock Johnson Washington
Swainsboro Area Office - Area Two	Counties Served
685 Kite Road Swainsboro, GA 30401 Phone: (478)289-2614 Fax: (478)289-2616	Emanuel Jenkins Screven
Louisville Area Office - Area Three	Counties Served
2971 US Hwy 1 North Louisville, GA 30434 Phone: (478)625-3681 Fax: (478)625-3682	Burke Jefferson McDuffie Warren
Augusta Area Office - Area Four	Counties Served
4260 Frontage Road Augusta, GA 30909 Phone: (706)855-3466 Fax: (706)855-3479	Columbia Lincoln Richmond Wilkes
Madison Area Office - Area Five	Counties Served
1570 Bethany Road Madison, GA 30650 Phone: (706) 343-5836 Fax: (706) 343-0051	Greene Morgan Newton Oglethorpe Taliaferro
Milledgeville Area Office - Area Six	Counties Served
161 Blandy Road Milledgeville, GA 31061 Phone: (478)453-5130 Fax No: (478)454-1435	Baldwin Jasper Putnam Wilkinson
Dublin Area Office - Area Seven	Counties Served
2003 US Highway 441 South Dublin, GA 31021 Phone : (478)275-6596 Fax : (478)274-7920	Bleckley Dodge Laurens Treutlen

CONTACT INFORMATION

DISTRICT 3 AREA OFFICES

Thomaston Area Office – Area One	Counties Served
101 Transportation Blvd. Thomaston, GA 30286 (706) 646-6100 / (706) 646-6099 Fax (706) 646-6105	Crawford Talbot Taylor Upton
Americus Area Office - Area Two	Counties Served
1557 E. Lamar Street (SR 27) Americus, GA 31709 (912) 931-2434 / (912) 931-2435 Fax (912) 931-2765	Marion Sumter Schley Webster Stewart
Perry Area Office - Area Three	Counties Served
200 Julianne Street Perry, GA 31069 (478) 988-7151 / (478) 988-7152 Fax (478) 988-7161	Dooly Peach Houston Pulaski Macon
Macon Area Office - Area Four	Counties Served
4499 Riverside Drive Macon, GA 31210 (478) 757-2601 / (478) 757-2602 Fax (478) 757-2598	Bibb Jones Monroe Twiggs
Griffin Area Office - Area Five	Counties Served
1001 Highway 19 South Griffin, GA 30223 (770) 228-7205 / (770) 228-7337 Fax (770) 412-4068	Butts Lamar Henry Spalding Fayette Pike
LaGrange Area Office - Area Six	Counties Served
1107 Hogansville Road LaGrange, GA 30241 (706) 845-4115 / (706) 845-4116 Fax (706) 845-4310	Coweta Heard Meriwether Troup
Columbus Area Office - Area Seven	Counties Served
3600 Schatulga Road Columbus, GA 31907 (706) 568-2165 Fax (706) 569-3071	Chattahoochee Harris Muscogee

CONTACT INFORMATION

DISTRICT 4 AREA OFFICES

Valdosta Area Office - Area One	Counties Served
1411 Madison Highway Valdosta, GA 31601 229-333-5287	Clinch Echols Lanier Lowndes

Douglas Area Office - Area Two	Counties Served
1835 S. Peterson Avenue Douglas, GA 31535 912-389-4201	Atkinson Berrien Coffee Irwin

Fitzgerald Area Office - Area Three	Counties Served
151 Perry House Road Fitzgerald, GA 31750 229-426-5244	Ben Hill Crisp Turner Wilcox

Moultrie Area Office - Area Four	Counties Served
120 Veterans Highway North Moultrie, GA 31788 229-891-7130	Brooks Thomas Colquitt Tift Cook

Albany Area Office – Area Five	Counties Served
SR 91, South 2060 Newton Road Albany, GA 31701 229-430-4198	Baker Mitchell Dougherty Worth Lee

Cuthbert Area Office - Area Six	Counties Served
511 North Webster Street Route 1, Box 8 Cuthbert, GA 39840 2229-732-3006	Calhoun Quitman Clay Randolph Early Terrell

Donaldsonville Area Office - Area Seven	Counties Served
734 W. Crawford Street Route 1, Box 14 Donaldsonville, GA 31745 229-524-5760	Decatur Grady Miller Seminole

CONTACT INFORMATION

DISTRICT 5 AREA OFFICES

Baxley Area Office - Area One	Counties Served
740 Oakdale Circle Baxley, GA 31513 Telephone: 912-366-1090 Fax: 912-366-1091	Appling Jeff Davis Montgomery Telfair Wheeler
Waycross Area Office - Area Two	Counties Served
104 North Nichols Street Waycross, GA 31502 Telephone: 912-285-6009 Fax 912-284-2981	Bacon Brantley Charlton Pierce Ware
Brunswick Area Office - Area Three	Counties Served
128 Public Safety Blvd. Brunswick, GA 31525 Telephone: 912-264-7247 Fax 912-264-7285	Camden Glynn McIntosh
Glennville Area Office - Area Four	Counties Served
739 East Barnard Street Glennville, GA 30427 Telephone: 912-654-2940 Fax: 912-654-5201	Liberty Long Tattnall Toombs Wayne
Savannah Area Office - Area Five	Counties Served
630 West Boundary Street P. O. Box 1212 Savannah, GA 31402 Telephone: 912-651-2144 Fax: 912-651-2748	Bryan Chatham
Statesboro Area Office - Area Six	Counties Served
U.S. 301 North of Statesboro city limits 17213 U.S. Highway 301 North Statesboro, GA 30458 Telephone: 912-871-1103 Fax: 912-681-0278	Bulloch Candler Effingham Evans

CONTACT INFORMATION

DISTRICT 6 AREA OFFICES

Cartersville Area Office - Area One	Counties Served
874 Peeples Valley Road, N.W. Cartersville, GA 30120 Telephone: 770-387-3680	Bartow Cherokee Gordon

Ellijay Area Office – Area Two	Counties Served
258 Maddox Drive Ellijay, GA 30540 Telephone: 706-635-5551	Fannin Gilmer Pickens

Dalton Area Office – Area Three	Counties Served
1313 North Tibbs Road Dalton, GA 30720 Telephone: 706-272-2211	Murray Catoosa Dade Walker Whitfield

Rome Area Office - Area Four	Counties Served
533 East 20th Street Rome, GA 30161 Telephone: 706-295-6025	Floyd Polk Chattooga

Buchanan Area Office - Area Five	Counties Served
4323 US Hwy. 27 Buchanan, GA 30113 Telephone: 770-646-5522	Carroll Haralson Paulding

CONTACT INFORMATION

DISTRICT 7 AREA OFFICES

Decatur Area Office - Area One	Counties Served
805 George Luther Drive Decatur, GA 30032 Telephone: (404) 299-4386 Fax: (404) 299-4387	DeKalb Rockdale
Marietta Area Office - Area Two	Counties Served
1269 Kennestone Circke Marietta, GA 30066 Telephone: (770) 528-3238 Fax: (770) 528-5506	Cobb North Fulton
College Park Area Office - Area Three	Counties Served
4125 Roosevelt Highway College Park, GA 30349 Telephone: (404) 559-6699 Fax: (404) 559-4928	Clayton Douglas South Fulton
Atlanta Area Office - Area Four	Counties Served
21 Claire Drive Atlanta, GA 30315 Telephone: (404) 624-2436 Fax: (404) 624-2433	All areas within the City of Atlanta

PERMIT APPLICATIONS

INFORMATION SHEET

THIS SHEET MUST BE COMPLETED AND RETURNED TO DOT ENGINEER

APPLICANT NAME	PH. NO.	E-MAIL
ADDRESS	CITY	STATE ZIP

PROPERTY LOCATION:
 COUNTY _____
 SR/ ROAD _____
 US ROUTE NO. _____
 POSTED SPEED LIMIT _____
 CITY LIMITS _____

CURRENT PROPERTY OWNER (if different from applicant)

NAME	PHONE NO.
ADDRESS	CITY STATE ZIP

*****A COPY OF THE CURRENT PROPERTY DEED MUST BE PROVIDED BY APPLICANT*****

ENGINEER:

NAME	PHONE NO.
ADDRESS	CITY STATE ZIP
CONTACT NAME & NUMBER	FAX NO.
E MAIL ADDRESS	

FOR COMMERCIAL DRIVEWAY

TYPE OF BUSINESS _____		
NUMBER AND TYPE OF DRIVEWAYS REQUESTED _____		
IS APPLICANT THE CURRENT OWNER OF THE PROPERTY	YES	NO
IS APPLICANT THE DEVELOPER OF THE PROPERTY	YES	NO
IS APPLICANT THE LEASEE OF THE PROPERTY	YES	NO
IS APPLICANT TO PURCHASE PROPERTY <u>AFTER</u> PERMIT IS APPROVED	YES	NO
<u>DEVELOPER:</u>		
NAME	PHONE NO.	
ADDRESS	CITY	STATE ZIP

FOR SPECIAL ENCROACHMENT

DESCRIPTION OF WORK REQUESTED _____

INFORMATION SHEET - PAGE 2

PERMIT APPLICANT _____

THE PROPERTY IS LOCATED ON THE (N, S, E, W) _____ SIDE OF THE HIGHWAY
BEGINNING _____ FEET _____ OF THE CENTER LINE OF _____ (NEAREST NAMED ROAD)
FRONTING _____ (TOTAL PROPERTY FRONTAGE OWNED) FEET FURTHER _____.

IS THE PROPERTY BEING PURCHASED OR SUBDIVIDED FROM A LARGER TRACT ___YES ___NO
*****APPLICANT MUST PROVIDE OVERALL SITE PLAN OF ENTIRE PROPERTY*****

IS THE PROPERTY BEING REZONED YES NO
CURRENT ZONING _____

APPLICANT MUST PROVIDE COPY OF PROPERTY'S ZONING STIPULATIONS AND COUNTY OR CITY
DEVELOPMENT REIVIEW COMMENTS

**I have read and understand the requirements stated above. I have been provided with a DOT
Plan Checklist for information required on plans submitted for permit review. I am the
owner/applicant or agent authorized to represent the owner/applicant with respect to the
permit review process.**

NAME AND SIGNATURE **DATE** _____

IMPACT STUDY CERTIFICATION

TRAFFIC IMPACT STUDY CERTIFICATION SHEET

Name of Development

State Route No.

County

Certification By Traffic Engineer:

I hereby certify that this study conducted for the above named development, for which a preliminary site plan is included herewith, has been conducted in accordance with industry-accepted standards. I further certify that I have compared the access/egress configuration for the proposed development as shown on the preliminary site plan and the conditions conform to the Georgia DOT Regulations for Driveway and Encroachment Control, 2001 to the following extent.

Check the applicable Category.

The development as shown on the preliminary site plan:

_____ COMPLIES

_____ DOES NOT COMPLY

with the requirements of the GDOT Regulations for Driveway and Encroachment Control, Current Edition.

If the site plan does not comply, list the exceptions to the GDOT Driveway Regulations that must be allowed in order to approve the project.

Engineer's Stamp and Signature

APPENDIX D



PERMIT RELATED DOCUMENTS

DOT 7513A
REV. 07/1983
REV. 05/1998
REV. 06/2000

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

PERFORMANCE BOND Bond # _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ (hereinafter called the Principal), as Principal and
Name of Permit Applicant or Agent
the _____, a _____ corporation having its principal office
(Name of Surety Company) (State Where Surety was Incorporated)
and place of business at _____ and Local address
at _____ and duly authorized to do business in
(Street) (City) (State)

the State of Georgia (hereinafter called the Surety) as Surety are held firmly bound unto the Georgia Department of
Transportation as Obligee, (hereinafter called the Owner) in the sum of _____ Dollars (\$)
for the payment whereof, Principal and Surety bind themselves, their heirs, executors, administrators, successors, and
assigns, jointly and severally, firmly by these presents.

WHEREAS, the Permit Applicant has submitted application(s) to Owner for (a) certain written permit form(s) (is) (are) hereby
referred to and made a part hereof as fully and to the same extent as if copied at length herein.

Said application form(s) (is) (are) dated _____ approximately. The purpose of this Bond is to
(Month/Year)
guarantee that the Principal (as listed above) will comply with all stipulations, requirements and specifications of said
Permit(s) No. (s) _____ which permit(s) the Georgia Department of Transportation,
(#'s To Be Provided by DOT Prior to Execution)
is to approve and issue to the applicant upon receipt of this bond. The above permit(s) (is) (are) to authorize certain
construction work as described therein within the right-of-way of _____ in
(State Highway No.)
_____ County at _____
(County) (Approximate Location)

NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, that if the Principal shall well and truly perform and
fulfill all the undertakings, covenants, terms, conditions and agreements of said permit(s) and shall also well and truly
perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized
modifications of said permit(s) that may hereafter be made, then this obligation shall be void; otherwise, it shall remain in
full force. Principal must obtain a Written Release from Owner before this bond may be voided or terminated or allowed to
lapse.

If the Principal and/or Permit Applicant, if different does any work on Highway right-of-way prior to approval and issuance of
the above described permit, this bond is hereby extended to cover any removal or corrective action determined necessary by the
owner. If the permit is never issued and the Principal and/or Permit Applicant, if different, encroaches onto State right-of-
way the Principal and Surety are also obliged to take whatever action is deemed necessary by the owner to correct such
unauthorized encroachment.

The Surety's aggregate liability hereunder shall in no event exceed the amount set forth above.
No claim, suit or action shall be brought hereunder after the expiration of two (2) years following the date upon which the
Principal is released from this bond. If this limitation is made void by any law, controlling the construction hereof, such
limitation shall be deemed to be amended to equal the minimum period of limitation permitted by such law.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein
or the heirs, executors, administrators or successors of Owner.

Signed, sealed and dated this _____ day of _____ 20____

WITNESS: _____ (Name of Principal)
Signature of Witness _____ (Address of Principal)

Address of Georgia Resident Agent, If applicable BY: _____ (Signature of Principal)
BY: _____ Signature of Georgia Resident Agent, If Applicable

Address inquiries to: _____ (Name of Surety)
Appropriate DOT District Office

ATTN: District Traffic Engineer (Name of Attorney in Fact) (Type or Print) (Area Code, Phone #)

PERMIT RELATED DOCUMENTS

LETTER OF ESCROW
(SAMPLE ---- Prepare Original on Bank Letterhead)

Department of Transportation
State of Georgia
5025 New Peachtree Road, NE
Chamblee, GA 30341

Georgia Department of Transportation
Permit No. _____, _____ County
S.R. _____, M.P. _____
Date: _____

Gentlemen:

This is to advise that the NAME OF BANK (GEORGIA BANK ONLY) at the request of Applicant has set aside an amount of \$Amount in an escrow account as a cash bond for the Department of Transportation, State of Georgia. This amount of \$Amount will be held in escrow until either request for payment to the Department of Transportation, State of Georgia is made, or until the work under Permit No. Number has been satisfactorily completed and the escrow account released by letter, from the Department of Transportation, State of Georgia, to the applicant.

If any work is done on the highway right-of-way prior to approval and issuance of the permit(s) involved herein, this escrow account is hereby extended and may be used to cover any removal or corrective action determined necessary by the Department of Transportation, State of Georgia. If the permit is never issued and encroachment is made on the highway right-of-way, these escrow funds may be used to make whatever corrections are deemed necessary by the Department of Transportation, State of Georgia.

Sincerely,

Name of Bank

Conditions Accepted:

Title

Applicant's Signature

PERMIT RELATED DOCUMENTS

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
(READ BEFORE SIGNING)

District No.

Name of Applicant SR No. Milepost Permit No.

County

The undersigned agrees to indemnify and hold harmless the Georgia Department of Transportation, the State of Georgia, its agencies and instrumentalities and all of their respective officers, members, employees and directors (collectively referred to as the "DOT" from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, and from the payment of any sum or sums of money to any persons whomsoever (including third persons or subcontractors, employees or agents of the undersigned or of DOT), for any loss due to personal injury, bodily injury, death, or property damage arising out of attributable to or resulting from this permit or in any way attributable to the activities authorized by this permit; or due to any violation of this permit by the permit holder, or due to the application or violation of any pertinent Federal, State or local law, rule or regulation in connection with this permit or authorized by this permit. If and to the extent such damage or loss covered by this indemnification is paid by any State self-insured funds (the "Funds") established and maintained by the State of Georgia Department of Administrative Services Risk Management Division (DOAS) the undersigned agrees to reimburse the Funds for such monies paid out by the Funds. The undersigned acknowledges the permits can be granted in situations where limited sight distance exists, and that the DOT makes no warranty, express or implied, concerning sight distance or other engineering considerations involved in granting this permit. The undersigned further acknowledges that the DOT has relied upon the representations made by the undersigned in applying, for this permit, including the undersigned's representations that all conditions of the permit shall be met and that the undersigned shall meet all DOT specifications, as well as all relevant Federal, State and local laws, rules or regulations in the activities authorized by this permit. This indemnification shall apply where the DOT may be partially responsible for the situation giving rise to the claim.

Signature of Applicant

Date

Appendix E
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

FILE: Permit Name and Location

OFFICE: District
DATE

FROM: District Access Management Supervisor

TO: District Engineer

**SUBJECT: Request for Waiver of Regulations for Driveway and Encroachment
Control Manual**

Wavier is Granted

Wavier is Denied

Reason:

Comments

District Engineer

Cc: File