



LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Office of Operations

PERMIT MANUAL

Revision 1 | August 2026

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PERMIT TYPE PROCEDURES

CHAPTER 1: ACCESS CONNECTION PERMITS

PURPOSE OF THIS CHAPTER

This chapter covers the two types of access connection permits DOTD processes, Residential/Non-Commercial and Commercial (Traffic Generator). The residential/agricultural permit type applies to single-family homes and non-commercial farm properties — properties with five or fewer residential units. If a development has more than five homes, it is considered a commercial site and is processed under the traffic generator permit type. Commercial permits also cover any business, industrial, or institutional site.

Both types use separate application forms. The residential and agricultural types share a single form where the applicant selects the appropriate box; the commercial type uses the Traffic Generator request form.

SCOPE AND INTENDED AUDIENCE

This manual is written primarily for DOTD Permit Specialists and also supports other DOTD personnel involved in permitting. This manual provides procedural guidance for processing permit applications from intake through issuance. It covers the review steps, routing, documentation requirements, and **common issues** that Permit Specialists encounter during day-to-day permit processing.

This manual is not a substitute for the following, which remains the responsibility of the applicable engineering disciplines:

- Thorough traffic impact analysis, including Traffic Impact Study (TIS) scoping, level-of-service evaluation, and signal warrant determinations (District Traffic Engineering)
- Detailed geometric design review, including sight distance calculations, turn lane warrants, and intersection configuration (District Traffic Engineering)
- Hydraulic and drainage engineering, including Drainage Impact Study requirements, pipe sizing, and stormwater modeling, **in accordance with the latest DOTD Hydraulics Manual** and District Hydraulics judgement
- Structural review of bridge attachments or installations near bridge components (District or HQ Structures)
- Final engineering determinations on utility accommodation, relocation, or abandonment (HQ right-of-way Permit Engineer or HQ Traffic Engineer Admin)
- Post-permit package construction inspection

Where this manual references technical standards or regulatory requirements, it highlights items that are frequently raised during the permitting process, and that Permit Specialists are expected to screen before routing to engineers. These references, including the values in the

Technical Requirements tables, are general guidance, not the governing regulation. They are subject to variation as allowed by policy, to engineer review and adjustment for existing or site-specific conditions, and to approved design waivers. Values reflect current standard defaults and are subject to change with policy updates; verify against the Access Connections Policy and applicable standard plans. This manual does not grant or limit authority to depart from a standard. Where site conditions require a departure, that determination rests with the authority designated in Title 70 and applicable DOTD policy. No departure is available where Title 70 states an absolute prohibition

Note on district variation: While the fundamental steps and responsibilities described in this chapter are consistent across all districts, specific practices may vary, including routing procedures, form templates, comment handling, specific district personnel roles and responsibilities, and the use of designees for signature authority. Where known district variations exist, they are noted in the relevant step. Permit Specialists should confirm local practices with their district.

Regulatory authority: All access connection permits issued under this chapter are governed by LAC Title 70, Part I, Chapter 15, and the DOTD Access Connections Policy. The procedures and requirements summarized in this chapter implement those regulations, but they do not represent the full body of applicable regulation. In addition, the drainage and hydraulic aspects of access connection review are governed by the *latest DOTD Hydraulics Manual*, which is the controlling reference for hydraulic design, pipe sizing, drainage impact analysis, and stormwater requirements; where this chapter touches on drainage, it defers to that manual. Permit Specialists and reviewing engineers should refer to the complete source documents listed in the Reference Documents.

Louisiana Department of Transportation and Development, Traffic Engineering Management Section, [Access Connections Policy: To Accompany the Access Connections Rule \(LAC Title 70, Part I, Chapter 15\)](#), December 2013.

Louisiana Department of Transportation and Development, *Hydraulics Manual*, 2011. Controlling reference for hydraulic design, drainage impact analysis, pipe sizing, and stormwater requirements applicable to access connection drainage review

LAC Title 70, Part I, Chapter 15 — Access Connection Permits
<https://www.doa.la.gov/doa/osr/louisiana-administrative-code>

ACCESS CONNECTION – RESIDENTIAL / NON-COMMERCIAL AGRICULTURAL

1.1 Form and Purpose

An Access Connection – Residential/Non-Commercial Permit authorizes the construction of a driveway connecting a single-family residential property or non-commercial agricultural parcel to DOTD's highway right-of-way (ROW). This also includes the installation of culverts, catch basins, and related drainage structures within the right-of-way.

Residential and non-commercial agricultural access connections use the same application form. The applicant selects the appropriate checkbox to indicate whether the access is for single-family residential or non-commercial agriculture (farm/agricultural) use.

One driveway per property is the standard. Requests for additional residential or agricultural accesses must include written justification. The permit engineers recommend the access, and the District Administrator (DA) or other designee reviewers such as Assistant District Administrator (ADA) of Engineering approves or denies it, as determined by the district. The District Traffic Operations Engineers (DTOE) does not review or approve these accesses but may be asked to check sight distance and recommend the location that best serves it.

Temporary or limited-duration residential access (for example, a construction entrance where permanent access will be elsewhere) is processed as a temporary access connection. See Section 1.7 for further details on Temporary Access Connections.

Note: If the applicant only requests to install pipe in the ROW as part of their drainage system or under an existing driveway (no new driveway), this will require a project permit. If they are requesting to install a new driveway, this is an access connection permit. If both, the drainage portion is incorporated into the access connection application.

Residential threshold: A site cannot exceed five residential homes and still qualify for a residential access connection permit. Any development exceeding five homes is classified as a commercial/traffic generator.

See Figures 1.1a and 1.1b below for the Access Connection – Residential / Non-Commercial Agriculture Certificate

DOTD | Chapter 1: Access Connection Permits

LaDOTD 04.2017

LaDOTD Permit # _____
Date Permit Issued: _____

Date Permit Entered/Initials: _____
Construction Must Begin By: _____

State of Louisiana

Department of Transportation & Development

ACCESS CONNECTION PERMIT CERTIFICATE

FOR USE FOR SINGLE FAMILY RESIDENTIAL & NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION PERMITS ONLY.

***Single-Family Residential Access Connections:** single family residential— 1 to 5 homes on a single access connection (Six or more residences on a single shared access or a single property subdivided for multiple homes must apply as a multi-family residential commercial access.); residential sporting and recreation camps (Fulltime or part-time residential camps used for hunting, fishing, etc.)*

***Non-Commercial Agricultural Operations:** unimproved land (farm, pasture, or wooded; passenger vehicle or farm equipment access and use only)*

TO BE COMPLETED BY THE PROPERTY OWNER:

Property Owner's Name: _____

Physical (911) Address of Property: _____

City: _____ State: _____ Zip: _____

Proposed Use of Property:

☐ Single-Family Residential
 ☐ Non-Commercial Agricultural

State Highway Adjacent to Property (Hwy. #): _____ Parish: _____

Property located on the (circle one) N S E W side of the highway _____ miles (circle one) N S E W

From (nearest LA/US route # or other major roadway) _____

Specific Requests Regarding Location, Size, Materials, Landscaping, Etc.: _____

Control Section: _____ Log Mile: _____ Latitude: _____ Longitude: _____

Property Frontage along Highway (ft.): _____ Depth of Property (ft.): _____

Current Highway Surface Material: _____

Approved Driveway Material (within limits of the ROW): _____

Culvert Size: Dia. (in.) _____ Length (ft.) _____ Material Type _____

Driveway Width _____ ft. Radius of Driveway _____ ft. (see attached standard)

Hydraulic Review: ☐ Not Required ☐ Required – Approved on _____ by _____

La DOTD Access Connection Detail to Be Used for Construction: _____ Notes: _____

Other permits related to this property: _____

Driveway Sharing: ☐ Not Required ☐ Required –Attached signed agreement.]

Details: _____

Cattle Guards: ☐ Not Applicable ☐ Subject to the following conditions: _____

Figure 1.1a: Access Connection – Residential/Non-Commercial Agriculture Permit Certificate — Page 1 (Application, Site Information, and Permit Conditions). For use for single family residential and non-commercial agriculture access connection permits only.

LaDOTD 04.2017

Construction of Access Connection shall be subject to the following additional restrictions:

Temporary Permit? ☐ No ☐ Yes. Terms: _____

Additional Provisions:

1. All documentation associated with this permit shall remain attached to this Permit Certificate and shall at all times be available for review, when requested, by a representative of the Louisiana Department of Transportation and Development.
2. All signed and stamped plans associated with this permit which are affixed with the LaDOTD Permit # shall remain with this permit and shall at all times be kept on the job site. If requested by a representative of the Louisiana Department of Transportation and Development, the entire plan package shall be produced at the job site for review.
3. The DOTD District Office will handle all necessary public notices regarding temporary traffic control related to work authorized by this permit. The Permittee shall notify the District office a minimum of five (5) working days before construction if the traffic control plan was previously approved or contained in the approved plans or a minimum of ten (10) working days before construction if the traffic control plan must be submitted for lane closures not addressed in the plans.
4. Prior to performing any excavations, the applicant is required to call Louisiana One Call. If installing any underground facilities such as cable or conduits, the applicant must be a member of Louisiana One Call. In addition, the applicant must contact DOTD at 1-800-259-4929 or DOTD-FiberLocates@la.gov at least 24 hours prior to performing any excavation on DOTD Right-of-way (either for installation or maintenance).

All conditions of this permit are subject to the provisions of LAC title 70. I, the applicant, agree to hold harmless the DOTD and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of the DOTD, its agents, or its employees. I understand that this permit may be modified or rescinded at any time at the discretion of the DOTD and any costs incurred as a result will be at my expense. I understand additional conditions to this permit may be added after I have signed it, prior to final issuance, and I agree to review this permit upon receipt of the official copy and agree to abide by said conditions. I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.

The provisions of this permit are hereby accepted and agreed to this _____ day of _____, 20____.

SIGNED _____

Owner's Name (printed): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home/Work Phone: _____ Cell Phone: _____

If exercising Power of Attorney:

Name of Authorized Representative: _____

(Attach a copy of Power of Attorney documentation)

Ensure applicant signs this section

APPROVED BY:

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

DISTRICT PERMIT SPECIALIST –

Print Name _____ Date _____

DISTRICT ADMINISTRATOR (OR DESIGNEE) –

Print Name _____ Date _____

Figure 1.1b: Access Connection – Residential/Non-Commercial Agriculture Permit Certificate — Page 2 (Additional Provisions, Applicant Acceptance, and Approval Signatures). Includes hold-harmless provisions per LAC Title 70, applicant certification, and signature lines for the District Permit Specialist and District Administrator (or Designee)

1.2 Guidance On Review Steps and Routing

1.2.1 Review Routing for Access Connection – Residential / Non-Commercial Agricultural Permits

The table below provides a quick-reference routing summary. Each step corresponds to the matching step number in the Detailed Review Process (Section 1.3).

Table 1

Step	Who	What They Do	Applicant Provides
1	Applicant	Completes top portion of the Access Connection Permit Certificate with location, driveway description, and project details such as ownership documentation. Ensure applicant completes signature portion on Figure 1.1b. Submits to district office through email located on DOTD website or through District office contact.	
2	Permit Specialist	Screens for completeness: signature, checkbox, verifiable location, state highway confirmed, temporary vs. permanent, access vs. beautification. Check for active construction projects; request Letter of No Objection (LONO) if conflict exists. If incomplete, contact applicant before proceeding. Once verified: logs the file into the district's official permit tracking and records system (specific placement of the file may vary), obtains control section and log mile from the highway inventory, creates tracking permit number (*non-official identification number, specific processes may vary by District).	• Completed application signed/dated by property owner • Checkbox selected (Residential or Agricultural) • Work description (driveway width, radius) • Location (911 address, highway, parish, side, distance from nearest intersection) • Licensed survey / map showing boundaries comparing to state route • Applicant to provide ownership documentation • Missing or corrected items if application is incomplete.

Step	Who	What They Do	Applicant Provides
3	Hydraulics / Water Resources Engineer, Technician / Maintenance Specialist/or Authorized Employee	Permit Specialist contacts the relevant employee (potential options vary by district) to conduct the field review. The technician conducts a site visit to assess drainage, adjacent properties, and culvert conditions. Recommends culvert specs and driveway grade. Prepares aerial view and plan/specification sheets. Contacts applicant if scope needs clarification (access vs. beautification).	Responds to clarification questions if contacted. Note: Reviewer develops plan sheets for residential permits, applicants do not typically submit sealed plans.
4	Permit Specialist	Assembles full permit package: application, aerial, plan sheets, specification sheets, standard detail sheets CB-01, COLLAR-0, DW-01, BM-01 if needed or as applicable). Routes to the ADA of Maintenance. If beautification or project-scope work, also routes to Maintenance Specialist.	None unless package is incomplete.
5	ADA of Engineering / Specialty Review (or other engineers / designees as needed for technical review if applicable)	Reviews permit package, provides comments. Permit Specialist coordinates corrections with applicants as needed. Once resolved, Permit Specialist signs certificate and transfers to District Administrator or designee.	Corrected plans or additional info if comments issued.
6	District Administrator (DA) (or designee, e.g., ADA of Engineering)	Final approval. Verifies control section, location, and that all proposed work is correctly shown on plan sheet. Sign the certificate.	None unless DA identifies missing items.
7	Permit Specialist	Assigns permit number and expiration date (1 year). Sends approved permit and plans to applicant. Distributes copies to district personnel and District Administrator. Files by parish, control section, and log mile. Creates record sheet / uploads the records to DOTD permit database.	None.

Step	Who	What They Do	Applicant Provides
		Note: The DOTD permit database (tracking) and FileNet (final record of the issued permit) are separate internal systems; the approved permit is transferred to FileNet through the permit database. Both are distinct from the DOTD Permit Portal, the applicant-facing submission system used for commercial access connection permits.	

1.3 Detailed Review Process and Workflow

This section details the step-by-step review workflow for residential/non-commercial agricultural access connection permits, including common failure points and practical considerations.

Permit Specialist workflow summary:

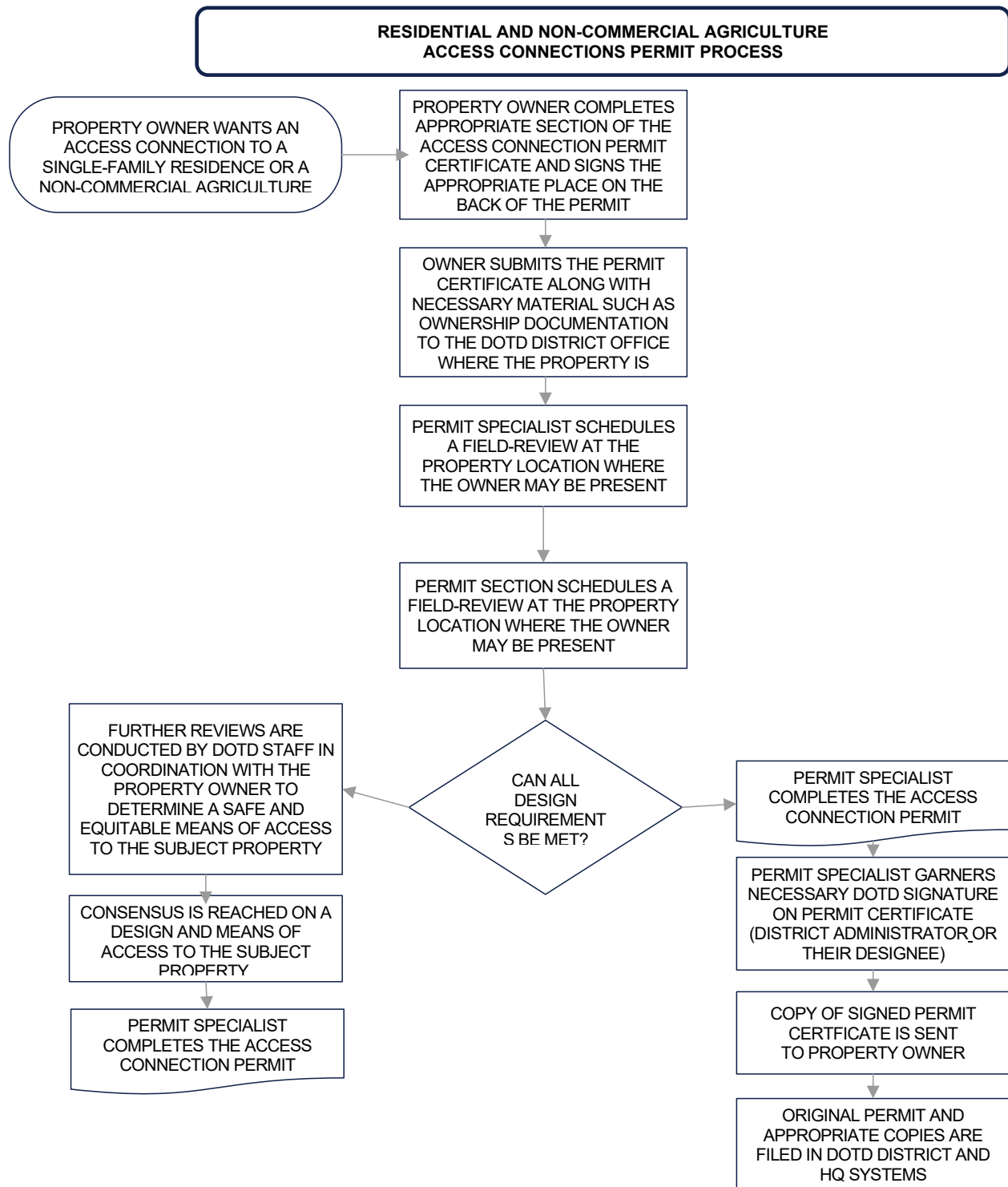


Figure 1.2: Flowchart for Access Connection – Residential / Non-Commercial Agricultural Permits Process.

1.3.1 Step 1: Applicant Submittal

The applicant completes the top portion of the application with a description of the work to be done in the “Specific requests regarding location, size, materials, landscaping, etc.” section.

Applicants send applications through email or mail to the relevant district contact. Note: Unlike commercial access connection permits, which are submitted through the DOTD Permit Portal, residential access connection permits are currently submitted via email or mail directly to the district office *[Provisional-to be updated with new permit portal]*.

Example description: 24 ft asphalt driveway (concrete or asphalt within DOTD ROW) with 10 ft radii (radii tips should be 5 ft off the projection of the adjacent line where practical but may cross with justification)

The bottom section of the application is filled out by the Permit Specialist in Step 2 (Figure 1.1a).

1.3.2 Step 2: Front-End Screening and Intake

Plans should comply with the following requirements. If plans do not comply with these requirements, send comments to the applicant before routing to engineers for review.

Application Basics:

Verify all application completeness items listed in this step (Front-End Screening and Intake) before proceeding to plan review.

- **Application is signed and dated** by the property owner. The applicant should sign and print their name and address.
- **Correct checkbox selected:** Single-Family Residential or Non-Commercial Farm / Agricultural.
- **Description of work** including what type of project (e.g., if they are proposing a driveway, access connection, frontage); optional to include features such as driveway width.
- **Location is verifiable:** 911 address, coordinates, or parcel number, plus the distance (miles/ft) to and from the nearest state highway intersection.
- Nearest state highway identified.
- **Site is on a state highway:** If the property fronts a local or parish road, DOTD does not process the permit.
- **Temporary or permanent access:** Determine which type of access the applicant is requesting.
- **Access vs. beautification:** If the applicant only wants to install pipe or make changes to their frontage drainage system (no new driveway), this is a beautification project permit, not an access connection. If the existing driveway is unpermitted / the applicant wants a new driveway, an access connection permit should be issued to the landowner (not treated as beautification only). If both, the driveway and drainage portion are folded into the access connection application.
- **All other required letters received:** Letter of No Objection, Letter of Acceptance, etc.
- **To determine whether an application requires a Letter of No Objection (LONO):** Cross-reference the permit's control section and parish against the district's construction project tracking resource to check for active or upcoming state projects in the area. The format and location of this resource vary by district (e.g., a shared spreadsheet, internal database, or periodic update from the District Administrator's office). Confirm with your district where to find the current construction project list.

- **If a state construction project is actively underway (contracted and in progress):** The access connection permit generally cannot proceed until the project is complete or the applicant obtains a LONO from the primary contractor. Use the H project number to identify the contractor. The LONO confirms the permit work will not interfere with the contractor's project.
- **If a project is planned or designed but not yet contracted:** The Permit Specialist may proceed with the access connection permit, but a LONO from the project engineer or ADA of Construction may be required to confirm the proposed work will not conflict with the upcoming project. Coordinate with the ADA of Construction to determine whether a LONO is needed.
- If a construction project exists but the access connection is outside the project limits: A LONO may still be required if the work is close enough to potentially affect the construction. Coordinate with the Area Engineer to make this determination.
 - This construction project check follows the same process used for utility permits (see Chapter 2, Step 3) and Commercial (Traffic Generator) permits (see this chapter, 1.9.10 Step 8).
- Ownership documentation.
- Licensed survey / map showing boundaries comparing to state route.
- Work plan / project plan details.
- Once all screening items are verified, the Permit Specialist completes the intake process:
 - Obtain the control section and log mile for the applicable segment of state highway and create a temporary permit tracking number. The control section is DOTD's internal identifier for a segment of state highway, and the access number is used for permit filing and tracking.

1.3.3 Step 3: Site Visit and Drainage Assessment

The Water Resources Technician (or other technician / specialist as needed per district practice) visits the site to assess existing conditions and drainage. This step is critical for residential permits, as the reviewer recommends the specifications rather than relying solely on applicant-submitted plans. If conducted by the Permit Specialist, they coordinate as needed with District Water Resources on specific questions.

During the site visit, as needed, Hydraulics / Water Resources Engineer, Technician / Maintenance Specialist / or Authorized Employee may:

- Assess existing drainage, adjacent properties, and culvert conditions.
- Recommend culvert specifications (size, material) and proposed driveway grade.
- Prepare an aerial view of the project site with proposed driveway layout, if needed.
- Prepare plan sheets and specification sheets (flow line details, collar details if connected to an existing culvert, catch basin details if required).
- Contact the applicant directly (phone or email) if there are questions about what the applicant is proposing vs. what is required to install on the site.

1.3.4 Step 4: Permit Package Assembly by Permit Specialist

Once the Hydraulics / Water Resources Engineer, Technician / Maintenance Specialist/or Authorized Employee completes the site visit and plan sheets, the Permit Specialist assembles the full permit package:

Plans Should Include:

- Completed application (top portion by applicant, bottom portion by Permit Specialist).
- Aerial view of project site with proposed driveway layout.
- Site plan sheet showing proposed driveway, culvert, and drainage specs.
- Specification sheets (flow line detail, collar detail, catch basin detail if applicable).
- DW-01, Access Connection Plan Sheet, 3 sheets. Required for all residential driveways (Figures 1.3a, 1.3b, 1.3c).
- BM-01, Drainage Structures, Bedding and Backfill, 2 sheets. Required where a culvert is being installed or there is new drainage (Figures 1.4a, 1.4b).
- CB-01, Concrete Open Top Catch Basin Detail. Required where a catch basin is being installed; other catch basin details may be needed depending on culvert size (Figure 1.5a).
- *(As needed)* Rural Catch Basin Installation Detail. District-specific example (Figure 1.5b).
- *(As needed)* Drainage note and flow-line sheets, as needed. District-specific example (Figure 1.6)
- COLLAR-01, Concrete Collar Detail. Required where connecting to an existing culvert (Figure 1.7).
- Not a required submittal: Figure 1.7a is a district design waiver to EDSM II.2.1.1, included for reference only.

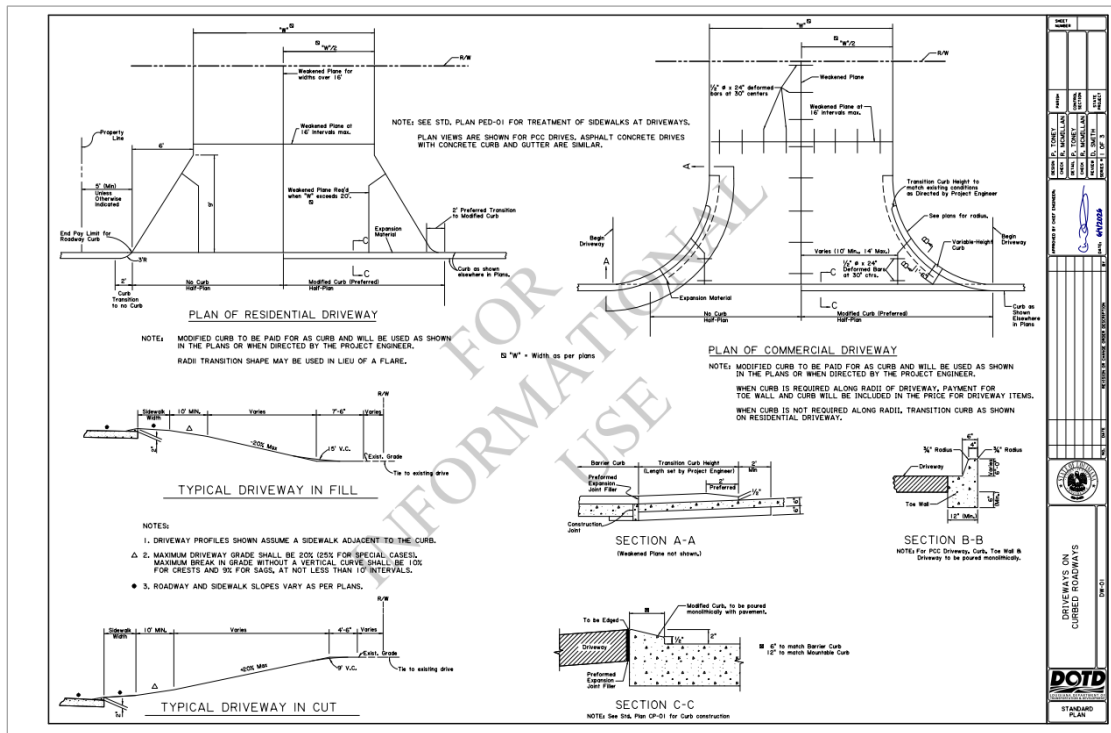


Figure 1.3a: DW-01, Sheet 1 of 3, "Driveways on Curbed Roadways." Standard Plan dated 6/1/2026 [Standard Plan Book](#) (See Section 1.6.1 for Plan Sheet Details)

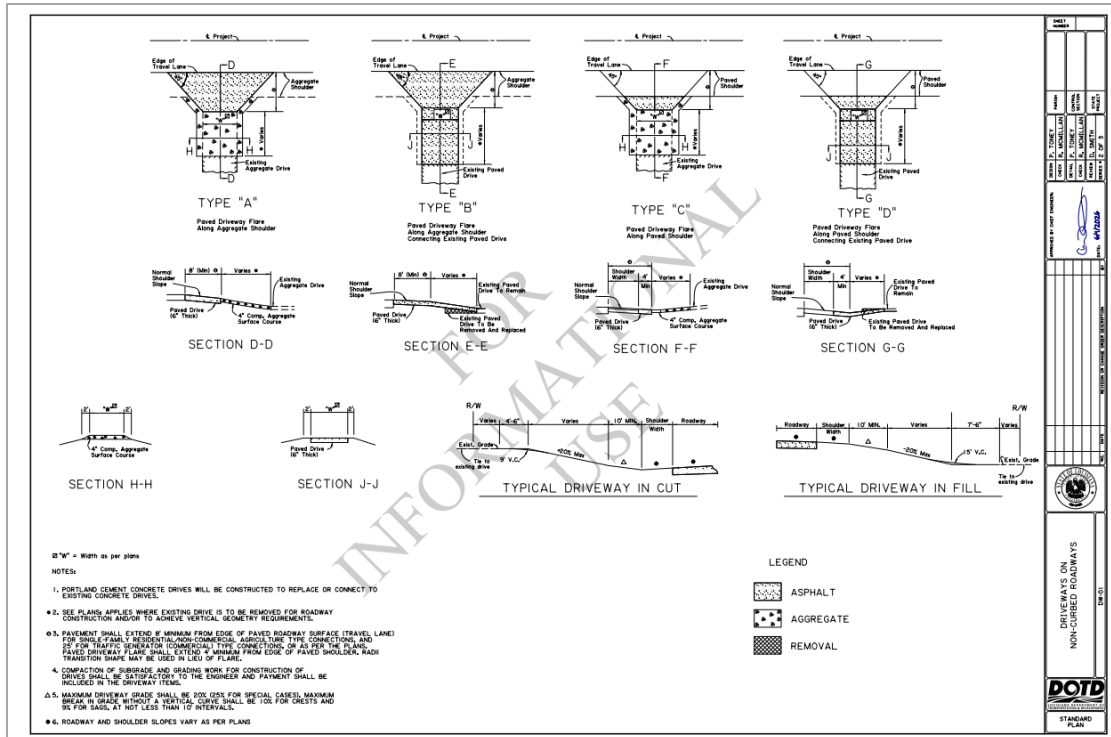


Figure 1.3b: DW-01, Sheet 2 of 3, "Driveways on Non-Curbed Roadways." Standard Plan dated 6/1/2026 [Standard Plan Book](#) (See Section 1.6.1 for Plan Sheet Details)

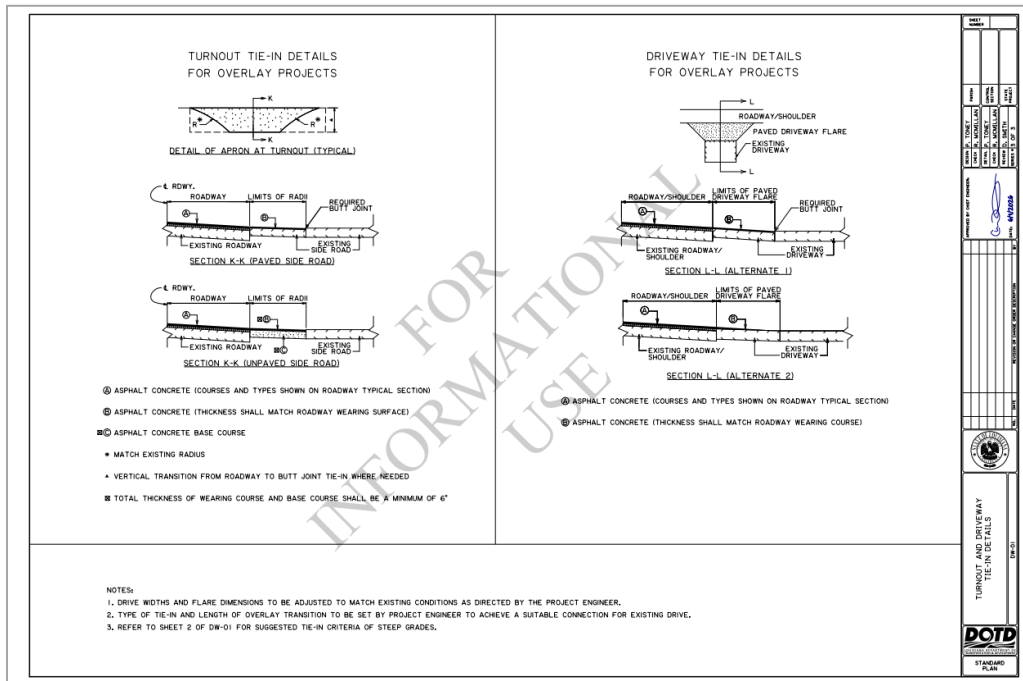


Figure 1.3c: DW-01, Sheet 3 of 3, "Turnout and Driveway Tie-In Details." Standard Plan dated 6/1/2026. [Standard Plan Book](#) (See Section 1.6.1 for Plan Sheet Details)

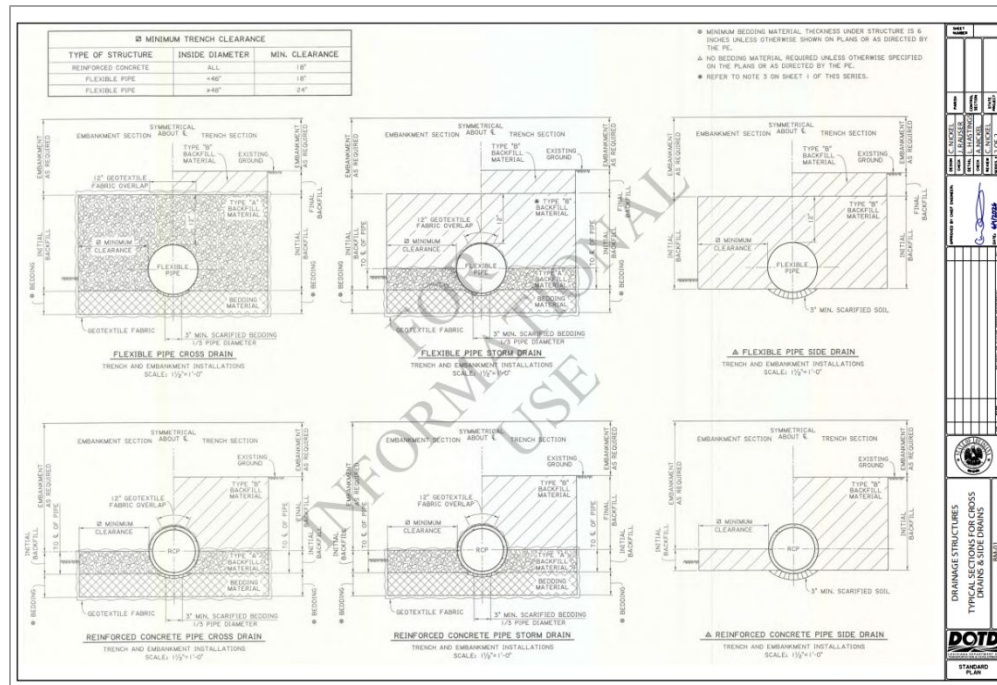


Figure 1.4a: Standard Plan BM-01, Sheet 1 of 2, "Bedding Material for Drainage Structures- Drainage Structures / Bedding and Backfill". Standard Plan dated 6/1/2026. [Standard Plan Book](#) (See Section 1.6.2 for Plan Sheet Details)

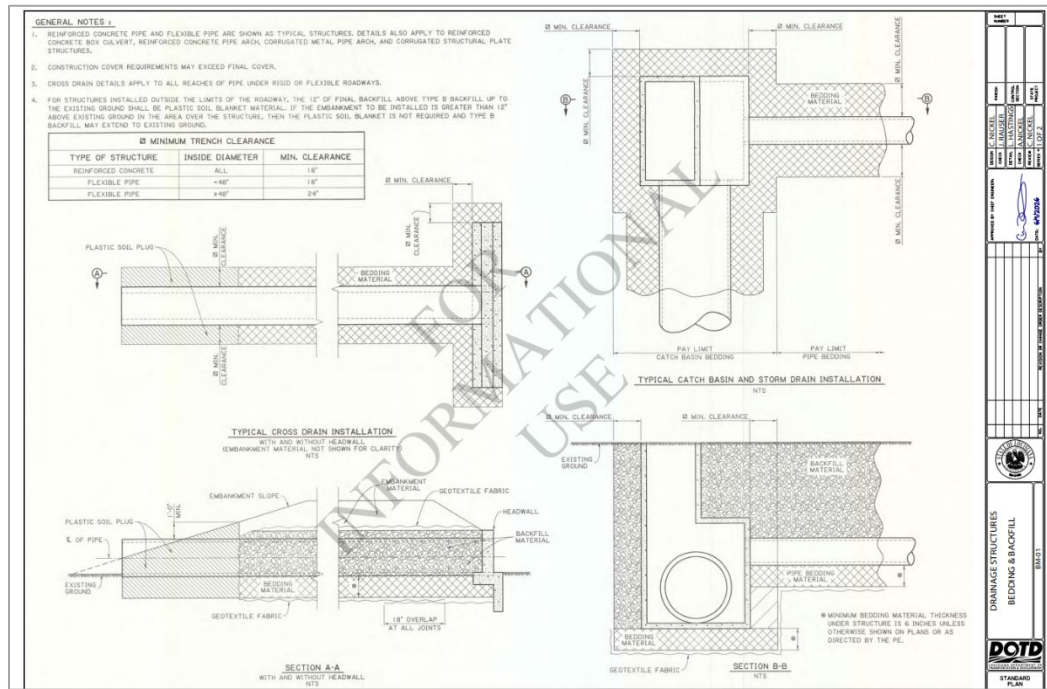


Figure 1.4b: Standard Plan BM-01, Sheet 2 of 2, "Bedding Material for Drainage Structures- Drainage Structures / Typical Sections for Cross Drains & Side Drains". Standard Plan dated 6/1/2026. [Standard Plan Book](#) (See Section 1.6.2 for Plan Sheet Details)

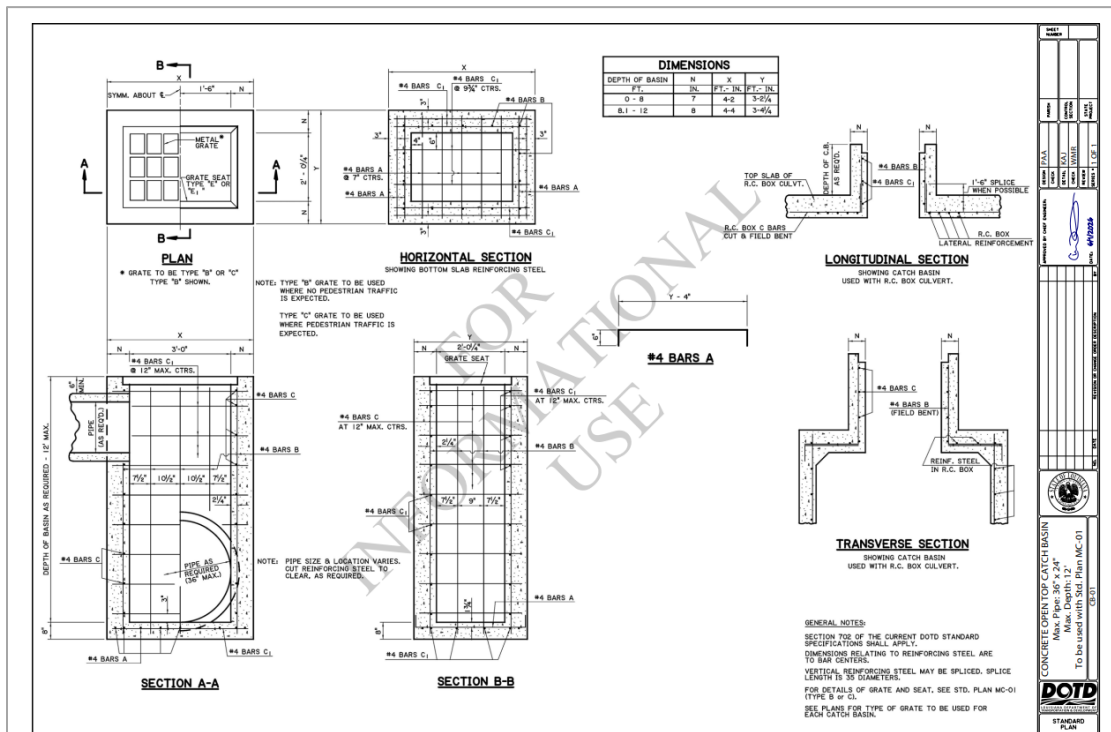


Figure 1.5a: CB-01, Sheet 1 of 1, "Concrete Open Top Catch Basin." Standard Plan dated 6/1/2026. (See Section 1.6.3 for Plan Sheet Details)

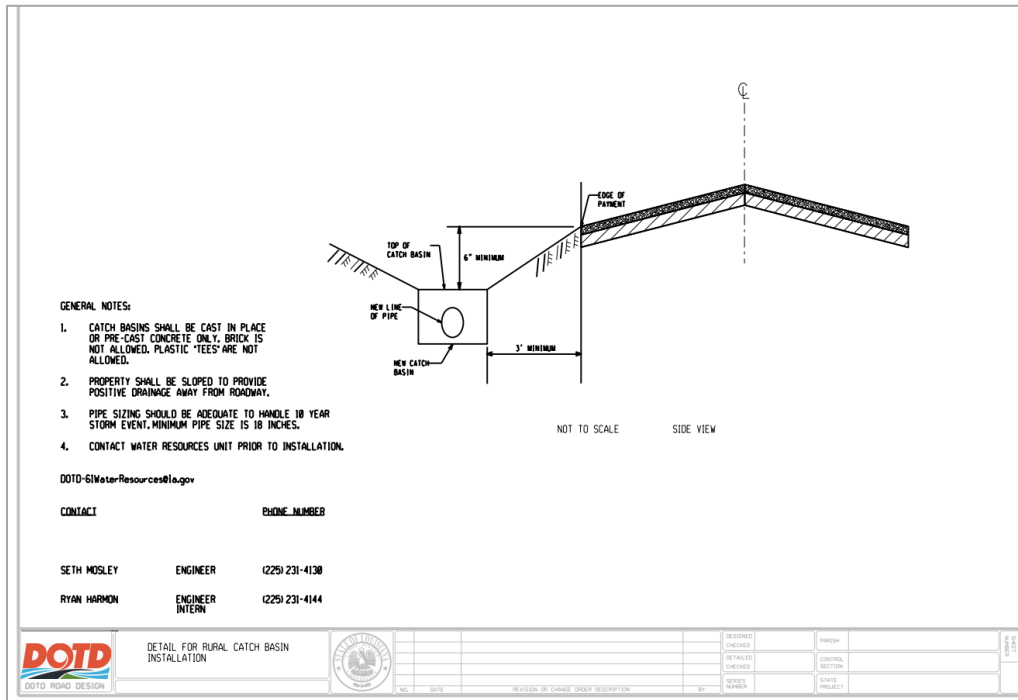


Figure 1.5b: Detail for Rural Catch Basin Installation (District-Specific Example) (See Section 1.6.6 for Plan Sheet Details)

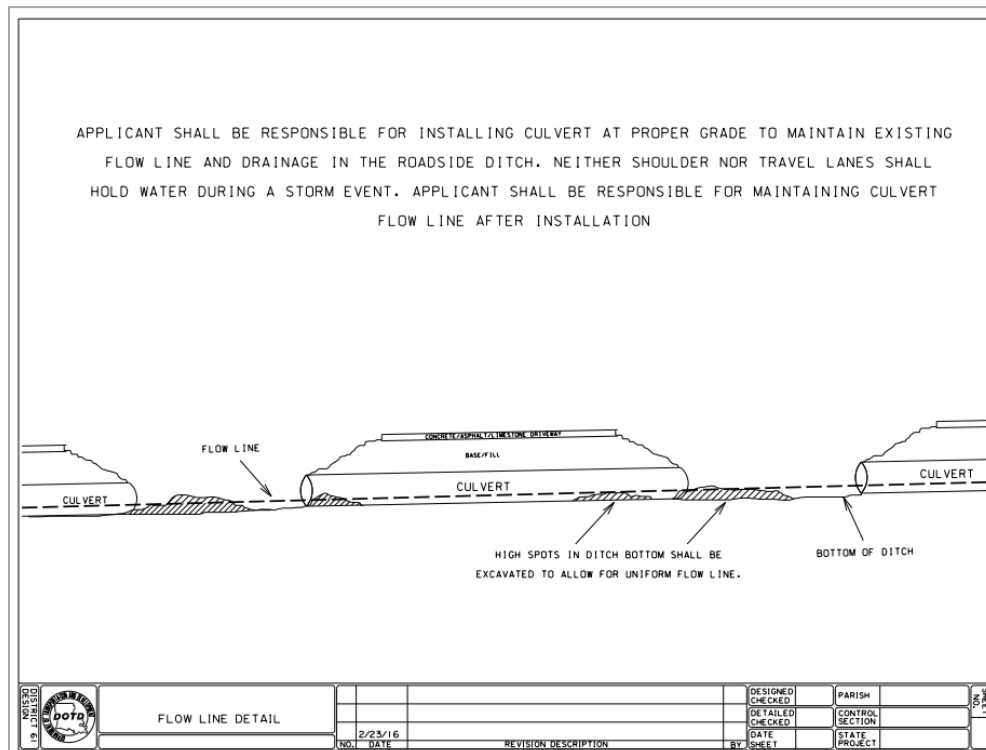


Figure 1.6: Default District Drainage Note / Flow-Line Sheet. Plan dated 2/23/16. (See Section 1.6.4 for Sheet Details)

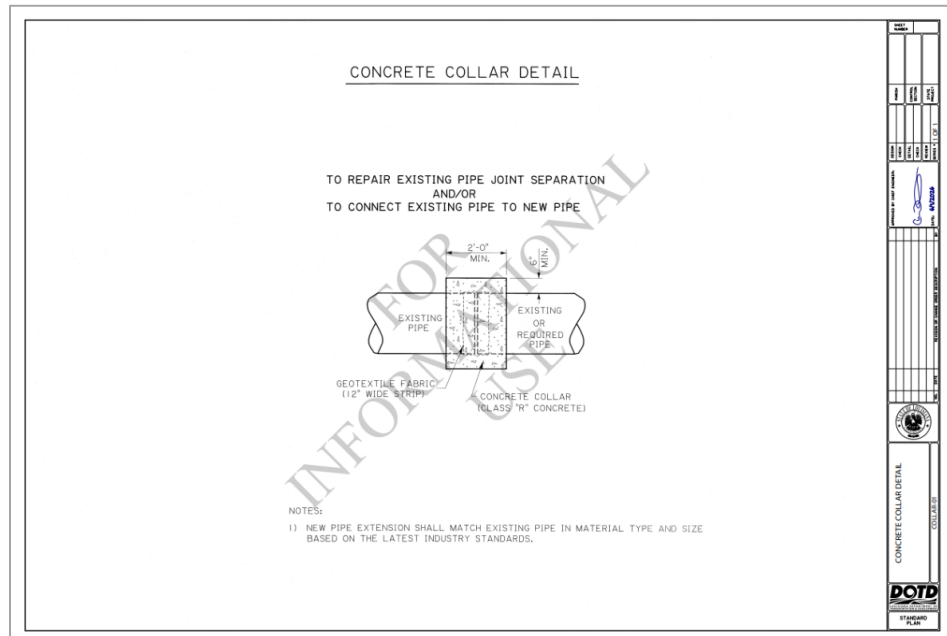


Figure 1.7: COLLAR-01, Sheet 1 of 1, "Concrete Collar Detail." Standard Plan dated 6/1/2026. [Standard Plan Book](#) (See Section 1.6.5 for Plan Sheet Details)

INTRADEPARTMENTAL CORRESPONDENCE

 4/8/2022
RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

APPROVED DATE

(ADA of Maintenance, Maintenance Supervisor, Traffic Engineer, Hydraulics Engineer or Technician, or Project Engineer). When comments are returned, the Permit Specialist coordinates with the reviewer and, if corrections are needed, sends the permit back to the applicant.

Once all issues are resolved, the Permit Specialist signs the Access Connection Permit Certificate and transfers the Permit Certificate to the District Administrator. (See Signature Field on *Figure 1.1b: Residential Access Connection Permit Certificate*)

1.3.6 Step 6: DA Approval

The completed permit package goes to the District Administrator (DA), or designee per district practice, for final approval. The DA or their designee verifies the control section, location, and that all proposed work is correctly shown on the plan sheet. The ADA (or designee) signs the Permit Certificate (See Signature Field on *Figure 1.1b: Residential Access Connection Permit*)

1.3.7 Step 7: Permit Issuance and Filing

Once the DA approves:

- Assign the permit number (permit number is the official identifier issued after final approval by Assistant District Administrator) and expiration date. Construction must commence within 12 months of the permit issue date. If the applicant cannot commence within that period, they may request a six-month extension in writing before the permit expires. No more than two six-month extensions may be granted. If the access connection is not constructed within 24 months of the issue date, the permit is expired and the applicant must begin again with the application procedures. [§1515.] See the Permit Conditions section for extension rules applicable to commercial permits.
- Send the permit, plans, and other relevant sheets to the applicant. All other sheets (aerial and standard plans, specification sheets, internal correspondence) are for internal record only.
- Distribute copies to the Water Resources Technician, District Maintenance Specialist, District Administrator and other district personnel as needed.
- Enter the completed permit information into the DOTD permit database. The approved permit is transferred to FileNet through the permit database.
- Complete the record in the DOTD permit database using the access number created in Step 2.
- File permit data scans by parish, control section, and log mile.

Commencement of Operations: Before any construction begins, the applicant must contact the District Permit Section. In select districts, two inspections are recommended for residential access connection permits:

- I. Pipe Inspection, after the pipe has been set with the flow line of the ditch, the pipe must not be covered until it has been inspected and approved; and
- II. Final Inspection, when the driveway, materials, and all other requirements are complete. The applicant must contact the District Permit Section at least 5 business days in advance to schedule each inspection. A DOTD or DOTD-certified inspector is required to conduct the inspection if needed.

1.4 Technical Guidance — Quick Reference

NOTE ON TECHNICAL GUIDANCE TABLES

The tables below do not represent the full set of technical or regulatory requirements that apply to access connection permits. **They are a curated subset of the standards and requirements that are most frequently encountered during the Permit Specialist's screening review and in discussions with applicants.**

Purpose: These tables give Permit Specialists a quick reference to identify common non-compliance issues before routing the permit package to engineers. **If plans submitted by the applicant do not meet the requirements listed here, the Permit Specialist should send comments to the applicant before routing to the engineering review team.**

Districts may apply values different from those shown where site conditions justify doing so and the reviewing engineer documents the basis. This is an ordinary site-specific determination, and it is distinct from the two formal mechanisms that follow.

Under LAC Title 70, Part I, §1531.A, modification of a standard access connection type requires the recommendation or approval of the district traffic operations engineer. A formal design exception is a separate process and is routed to HQ Traffic Engineering; see the Design Exceptions section. Nothing in this section limits an approval that Title 70 or DOTD policy assigns to the District Administrator or the district engineer administrator.

§1501.C states the obligation to protect the investment of the state in the highway system and provides that "access connections granted by the DOTD can be restrictive." A district practice that would conflict with a requirement of Title 70 itself cannot be applied at district discretion; it requires a formal waiver and legal review. No departure is available where Title 70 states an absolute prohibition.

These tables are not a substitute for engineering review. Determinations involving traffic impact, geometric design, hydraulic analysis, structural review, or any item marked "determined by engineer" in the tables below are the responsibility of the applicable engineering discipline. The Permit Specialist's role is to screen for the items listed here and route engineers for all technical determinations. For the full regulatory text, refer to the Reference Documents.

Louisiana Department of Transportation and Development, Traffic Engineering Management Section, *Access Connections Policy: To Accompany the Access Connections Rule (LAC Title 70, Part I, Chapter 15)*, December 2013

LAC Title 70, Part I, Chapter 15 — Access Connection Permits
<https://www.doa.la.gov/doa/osr/louisiana-administrative-code>

1.4.1 Residential Driveway Standards

Table 1

General Guidelines	Standard
Desirable driveway width with two-way access	12-15 ft (larger width typically requires justification such as 20-25 ft depending on need)
Connection geometry.	Title 70 provides that the permissible design of access connection returns is governed by the type of access connection and shall be as shown in the appropriate detail of the standard plans. Connection geometry follows Standard Plan DW-01 (version and date). Where the roadway has no curb, DW-01 shows a flare of 8 ft by 8 ft minimum at 45 degrees. Where the roadway is curbed, DW-01 defers the radius to the plans. Any change to DW-01 supersedes what is shown here. See Figures 1.3a to 1.3c.
Culvert / driveway distance from property line	Minimum 5 ft from the adjacent property line. DW-01 Sheet 1 of 3 (dated 06/2026) dimensions this as "5' (Min) Unless Otherwise Indicated." Where the applicant provides documentation of the adjacent owner's approval, the reviewing engineer may accept less.
Driveway surface within ROW	Generally, the driveway is hard surface (concrete or asphalt) within DOTD's ROW. Pavement must extend a minimum of 8 ft from the edge of the paved roadway surface (travel lane) for single-family residential and non-commercial agriculture connections, "or as per the plans." Aggregate may be permitted in very rural, low-traffic areas at district discretion; temporary access connections must be constructed of non-permanent material (aggregate) per §1539.E; see the Temporary Access Connections section in Section 1.7.
Driveways per property	One driveway per property is standard. Additional access is recommended by the permit engineers and approved or denied by the DA / ADA of Engineering, with input from the District Administrator as needed, as determined by the district. Traffic is involved only to check sight distance and recommend the best location.
Maximum driveway grade	20% (25% for special cases). Maximum break in grade without a vertical curve is 10% for crests and 9% for sags, at not less than 10 ft intervals.
Minimum culvert size	Match the existing culvert size, or the size recommended by the reviewing Water Resources Technician or Maintenance Specialist based on drainage conditions. An 18 in. minimum diameter is applied as practice in some districts. No statewide DOTD instrument setting a minimum driveway culvert diameter is established in source material.

General Guidelines	Standard
	If the existing culvert is undersized, the new installation must meet the minimum per DOTD policy and standards. Relevant Water Resources Technician / Maintenance Specialist (MS) to confirm correct culvert size.
Culvert extension past driveway	The culvert must extend a minimum of 5 ft past each side of the driveway. Culvert length and end slope are set together: the flatter the end fill lays back to the ditch, the longer the pipe must be. LAC Title 70, Part I, §1531.D requires that culvert sizes, proposed elevations, and proposed slopes be approved by DOTD before the permit issues. Title 70 sets no slope figure. Under the DOTD Road Design Manual §5.2.4, Roadside Slopes (May 2019), "embankment slopes for side roads and driveways within the right-of-way limits ... shall not be steeper than the fore slopes of the main roadway," and "6:1 maximum slopes are desirable for these sections." Slopes steeper than the acceptable value in the DOTD Minimum Design Guidelines require a design exception. The reviewing engineer sets the slope and the resulting pipe length. Permit Specialist Screening Check: confirm the plan sheet shows a pipe length and an end slope.
Culvert material	Any material on the DOTD Approved Materials List (AML) may be used for the driveway surface and culvert; plastic (such as CPEPDW) and concrete (such as RCP) are typical. Metal pipes are not universally prohibited, but several districts (e.g., Districts 02, 03, 07, 61, and 62 due to proximity to coastlines) restrict or exclude it for private-driveway culverts because of corrosive soils, high water table, and saltwater intrusion. Districts with existing waivers or DA authority over prohibiting metal pipes should receive DA or designee approval prior to allowing metal pipes. Confirm the accepted materials with the reviewing district before routing. A district-level restriction that is not covered by an approved waiver should be raised with the District Administrator. Source Note: EDSM II.2.1.1 (pipe material selection) provides that districts may restrict private-driveway pipe materials at their discretion, and that deviations from its material-selection table may be made on engineering justification. Districts that have adopted a blanket restriction do so through an approved design waiver to EDSM II.2.1.1. See Figure 1.7a for the waiver example for a district on

General Guidelines	Standard
	record. Final material acceptance follows the current AML, DOTD standard plans, and the <i>Hydraulics Manual</i> .
Catch basins (CB)	A catch basin is generally needed where two driveways meet, on small lots, and along longer runs of culvert. Select district's follow spacing rule of thumbs such as catch basins required for every 80 ft of culvert; practice in other districts varies and no statewide spacing standard is established in source material. Treat spacing as a prompt to confirm with the reviewing engineer, not as a basis to reject a plan. Spacing has generally been set in increments of about 20 ft, since that is the common length of pipe segments. The standard basin has fixed limits. Per CB-01 (dated 06/2026): maximum pipe 36" x 24", maximum depth 12 ft, to be used with Standard Plan MC-01. Grate type B where no pedestrian traffic is expected, type C where it is. Source Note: Catch basins are drainage structures governed by LAC Title 70, which requires drainage structures to be designed per current DOTD standards and the <i>Hydraulics Manual</i>, with materials conforming to current standards. The spacing, dimensions, and material guidance here is a screening reference; final design follows the current standard plans and Hydraulics Manual.

1.4.2 Additional Non-Commercial Farm / Agricultural Driveway Standards

Table 3

General Guidelines	Standard
Standard driveway width	Access Connections Policy Ch. 5, Table 5 lists Non-Commercial Agriculture together with Single-Family Residential at a desirable width of 12 ft to 15 ft. District practice allows up to 30 ft to accommodate agricultural equipment (design vehicles up to WB-40). Width above 15 ft is set case by case by the reviewing engineer and the basis should be documented in the file.
Minimum radius size	15 ft rural per Access Connections Policy Ch.5 Table 4. Where an agricultural connection is proposed in an urban context, the radius is determined by the reviewing engineer on the chosen design vehicle.
Culvert material	Reinforced Concrete Pipe (RCP) or plastic typically recommended due to heavy equipment loads at the discretion of each district; standard specs allow other culvert materials with engineered backfill.
Other standards	All other residential standards apply unless noted above.

Source Note: LAC Title 70, Part I, §1531.A provides that the standard access connection types "must be applied in their entirety without modification, unless otherwise recommended or approved by the district traffic operations engineer." §1531.D provides that access connections "shall be designed and constructed in accordance with all DOTD plans and specifications regarding drainage requirements," and that "culvert sizes, proposed elevations and proposed slopes shall be approved by the DOTD prior to issuance of an access connection permit". The Access Connections Policy (Ch. 1, Table 1) classifies non-commercial agricultural access as design vehicle "Varies (up to WB-40)" but does not prescribe a specific driveway width for this category. The 30 ft maximum and the typical RCP/plastic culvert recommendation reflect district-level application of the standard plans to accommodate heavy agricultural equipment. All other residential standards apply unless noted above. [Source: LAC Title 70, Part I, §1531; Access Connections Policy, Ch. 1 Table 1, Ch. 5]

1.5 Example — Access Connection – Residential / Non-Commercial Agricultural Permit

The following example illustrates the residential access connection review process. The example illustrates the range of complexity a reviewer will encounter when processing a permit for a single-family driveway.

Example A: Single-Family Driveway Access ([Town] —# [Permit Number])

Overview: [Applicant] applied for a residential access connection permit to install culverts for a new driveway at [Address], [City], LA ([Parish]). The property is on the [side] of [State Highway], approximately [distance] from [Intersecting Highway]. Control Section [Number].

Permit Type: Access Connection Permit Certificate (LaDOTD-11.2012 form). Single-Family Residential box selected.

See Figure 1.8a-1.8c below for an Access Connection – Residential / Non-Commercial Agriculture Certificate Example

DOTD | Chapter 1: Access Connection Permits

LaDOTD Permit # _____	Date Permit Issued: _____
Date Permit Entered/Entered By Initials: _____	Permit Expiration Date: _____

State of Louisiana
 Department of Transportation & Development
ACCESS CONNECTION PERMIT CERTIFICATE

FOR USE FOR SINGLE FAMILY RESIDENTIAL & NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION PERMITS ONLY.

***Single-Family Residential Access Connections:** single family residential—1 to 5 homes on a single access connection (Six or more residences on a single shared access or a single property subdivided for multiple homes must apply as a multi-family residential commercial access.); residential sporting and recreation camps (Fulltime or part-time residential camps used for hunting, fishing, etc.)*

***Non-Commercial Agricultural Operations:** unimproved land (farm, pasture, or wooded; passenger vehicle or farm equipment access and use only)*

TO BE COMPLETED BY THE PROPERTY OWNER:

Property Owner's Name: _____ [Property Owner Name]

Physical (911) Address of Property: _____ [911 Address]

City: _____ [City] State: _____ [State] Zip: _____ [Zip]

Proposed Use of Property:

☒ Single-Family Residential ☐ Non-Commercial Agricultural

State Highway Adjacent to Property (Hwy. #): 977 Parish: _____ [Pointe Coupee]

Property located on the (circle one) N S E W side of the highway .4 miles (circle one) N S E W

From (nearest LA/US route # or other major roadway) LA 77

Specific Requests Regarding Location, Size, Materials, Landscaping, Etc.: Install culverts for DW access.

Control Section: 839-18 Log Mile: _____ Latitude: _____ Longitude: _____

Property Frontage along Highway (ft.): _____ Depth of Property (ft.): _____

Apparent Right-of-Way (ft.): _____ Current Highway Surface Material: asphalt

Approved Driveway Material (within limits of the ROW): Paved

Culvert Size: Dia. (in.) 18" Length (ft.) 24' Material Type CPEPDW / RCP

Driveway Width 12' ft. Radius of Driveway 10' ft. (see attached standard)

Hydraulic Review: ☒ Not Required ☐ Required – Approved on _____ by _____

La DOTD Access Connection Detail to Be Used for Construction: _____ Notes: No headwalls or curbs allowed

Other permits related to this property: _____

Driveway Sharing: ☐ Not Required ☒ Required –Attached signed agreement.

Details: _____

Cattle Guards: ☒ Not Applicable ☐ Subject to the following conditions: _____

Figure 1.8a: Residential Access Connection Permit Certificate — Page 1 (Application and Site Specifications) Illustrates the completed application form with applicant information, site location, driveway and culvert specifications, and hydraulic review status. LaDOTD-11.2012 form.

1000-0000-0000

Construction of Access Connection shall be subject to the following additional restrictions:
Applicant shall be responsible for any materials tracked onto the hwy. No materials or equipment shall be stored in right-of-way. Culvert shall be installed to maintain the existing flow line of roadway side ditch.

Temporary Permit? ☒ No ☐ Yes. Terms: _____

Additional Provisions:

1. All documentation associated with this permit shall remain attached to this Permit Certificate and shall at all times be available for review, when requested, by a representative of the Louisiana Department of Transportation and Development.
2. All signed and stamped plans associated with this permit which are affixed with the LaDOTD Permit # shall remain with this permit and shall at all times be kept on the job site. If requested by a representative of the Louisiana Department of Transportation and Development, the entire plan package shall be produced at the job site for review.
3. The DOTD District Office will handle all necessary public notices regarding temporary traffic control related to work authorized by this permit. The Permittee shall notify the District office a minimum of five (5) working days before construction if the traffic control plan was previously approved or contained in the approved plans or a minimum of ten (10) working days before construction if the traffic control plan must be submitted for lane closures not addressed in the plans.
4. Prior to performing any excavations, the applicant is required to call Louisiana One Call. If installing any underground facilities such as cable or conduits, the applicant must be a member of Louisiana One Call. In addition, the applicant must contact DOTD at 1-800-259-4929 or DOTD-FiberLocates@la.gov at least 24 hours prior to performing any excavation on DOTD Right-of-way (either for installation or maintenance).

All conditions of this permit are subject to the provisions of LAC 70:11, Chapter 5, §531 and LAC 70:11, Chapter 15, §1501.
I, the applicant, agree to hold harmless the DOTD and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of the DOTD, its agents, or its employees. I understand that this permit may be modified or rescinded at any time at the discretion of the DOTD and any costs incurred as a result will be at my expense. I understand additional conditions to this permit may be added after I have signed it, prior to final issuance, and I agree to review this permit upon receipt of the official copy and agree to abide by said conditions. I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.

The provisions of this permit are hereby accepted and agreed to this _____ day of _____ 20____.

SIGNED _____
 [Signature]

Owner's Name (printed): _____
 [Property Owner Name]

Mailing Address: _____
 [Mailing Address]

City: _____ State: _____ Zip: _____
 [City] [State] [Zip]

Home/Work Phone: _____ Cell Phone: _____
 [Phone] [Cell Phone]

If exercising Power of Attorney:
 Name of Authorized Representative: _____
 (Attach a copy of Power of Attorney documentation)

APPROVED BY:

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

 [Signature]

DISTRICT PERMIT SPECIALIST –

Print Name _____ Date _____
 [Permit Specialist] [Date]

Signed by:

 [Signature]

DISTRICT ADMINISTRATOR (OR DESIGNEE) –

Print Name _____ Date _____
 [District Administrator] [Date]

Figure 1.8b: Residential Access Connection Permit Certificate — Page 2 (Additional Provisions, Applicant Acceptance, and Approval Signatures). Illustrates the additional restrictions, hold-harmless provisions per LAC Title 70, applicant acceptance signature, and DOTD approval signatures from the District Permit Specialist and District Administrator (or Designee).

DOTD | Chapter 1: Access Connection Permits

 LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT Glenn Ledet, Jr. Secretary	Office of Operations/District 61 PO Box 831 Baton Rouge, LA 70821-0831 ph: 225-231-4100 fx: 225-231-4108	 Jeff Landry Governor
--	---	---

Date: 1/20/2026

Name
Address
City, State, Zip Code

ACCESS CONNECTION PERMIT FORM

PERMIT NUMBER: ##### **ROUTE:** LA-977

PARISH: Pointe Coupee **CONTROL SECTION:** 839-18

To Whom It May Concern,

Enclosed is Project Permit for the physical property listed above. Please thoroughly read all the terms and conditions of this permit prior to beginning construction. The specified, approved location of this permit must be strictly adhered to. Any deviation from the terms of this Project Permit may result in the revocation and require the removal of any construction project(s) to the state highway system.

All construction work within the State Right-Of-Way shall be in accordance to the latest version of the Louisiana Standard Specifications for Roads and Bridges. Sidewalks and/or utilities within DOTD Right-Of-Way are to be permitted individually.

The entire completed and stamped permit package (*including this letter*) must be kept on the job site and made available at all times for review or reference upon request by LA DOTD officials.

Please contact the District Water Resources Unit prior to any commencement of operations:

1. Pipe Inspection: After pipe has been set with the flow line of the ditch. **DO NOT COVER THE PIPE UNTIL IT HAS BEEN INSPECTED AND APPROVED.**
2. Final inspection: When driveway and materials, and all other requirements are complete.

Please contact the DOTD District Water Resources Inspector 5 business days in advance to schedule an inspection. Normal hours of operation are 7:00AM-4:30PM, Monday-Thursday & 7:00AM-11:00AM, Friday. Hours of operation may be affected during the Holidays.

Primary Contact Engineer 6	DOTD District Water Resources Contacts Engineering Technician Engineer Intern II	
---	--	--

Email: [DOTD-\(District #\)WaterResources@la.gov](mailto:DOTD-(District #)WaterResources@la.gov)

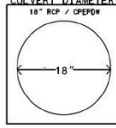
Louisiana Department of Transportation and Development | 1201 Capitol Access Road | Baton Rouge, LA 70802 | 225-379-1200
An Equal Opportunity Employer | A Drug-Free Workplace | Agency of Louisiana.gov | dotd.la.gov

Figure 1.8c: Access Connection Permit Form Letter Illustrates the District-issued permit letter with inspection requirements, including the two recommended inspections (pipe inspection before covering and final inspection upon completion) and District Water Resources Unit contact information. The form letter (Figure 1.8c) is district-specific and is not used by all districts.

DocuSign Envelope ID: 148252BC-6B9B-408F-9257-D1B8E6109058

61038584

MINIMUM REQUIRED CULVERT DIAMETER

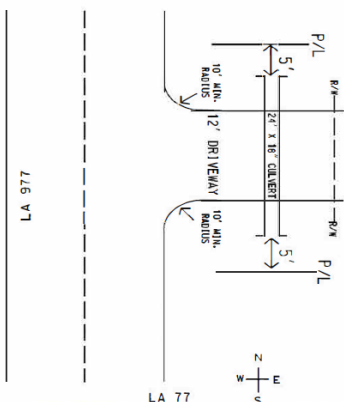


PROPERTY LOCATED ON
E SIDE OF LA 977,
.4 MILES N OF LA 77

GENERAL NOTES

1. EMBEDMENT OR ARCH PIPE MAY BE USED IF HEADROOM IS LIMITED.
2. CULVERT MATERIAL MUST BE REINFORCED CONCRETE (RCP/RCP2) OR CORRUGATED DOUBLE WALL PLASTIC (CPEPDW). NON-COMMERCIAL AG. CULVERT MUST BE RCP.
3. FOR BEAUTIFICATION, CATCH BASIN SPACING TO BE DETERMINED BY DOTD. WITH A MAX SPACING OF 75' REQUIRED. BRICK CATCH BASINS AND/OR PLASTIC TEES ARE NOT ALLOWED—CATCH BASINS MUST BE PRECAST OR CAST IN PLACE CONCRETE.
4. APPLICANT SHALL BE RESPONSIBLE FOR ANY MATERIALS TRACKED INTO THE HWY.
5. NO MATERIALS OR EQUIPMENT THAT IS NOT IN USE SHALL BE STORED IN THE DOTD R/W.

STREET OVERVIEW



LA 977

LA 77

12' DRIVEWAY

24' x 18\" CULVERT

P/L

R/W

10' MIN. RADIUS

5'

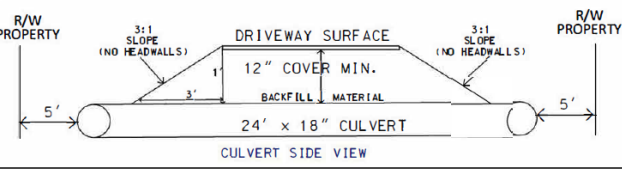
W

E

S

N

CULVERT SIDE VIEW



R/W PROPERTY

3:1 SLOPE (NO HEADWALLS)

DRIVEWAY SURFACE

12\" COVER MIN.

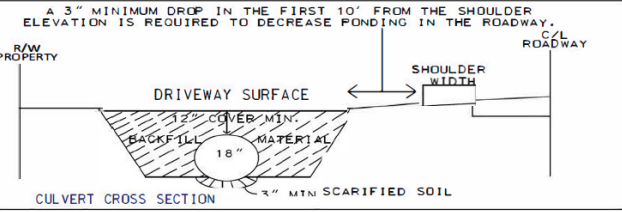
BACKFILL MATERIAL

24' x 18\" CULVERT

5'

R/W PROPERTY

CULVERT CROSS SECTION



R/W PROPERTY

DRIVEWAY SURFACE

12\" COVER MIN.

BACKFILL MATERIAL

18\"

3\" MIN SCARIFIED SOIL

SHOULDER WIDTH

C/L ROADWAY

A 3\" MINIMUM DROP IN THE FIRST 10' FROM THE SHOULDER ELEVATION IS REQUIRED TO DECREASE PONDING IN THE ROADWAY.

IMAGES ARE NOT DRAWN TO SCALE

DOTD

STRUCTURE DESIGN

ACCESS CONNECTION PERMIT

RESIDENTIAL

APPLICANT

[Applicant Name]

[Address]

[City, LA ZIP]

DESIGNED

CHECKED

REVIEWED

APPROVED

1 OF 1

STATE PROJECT

DATE

TIME

Figure 1.8d: Access Connection Plan Sheet— Residential Permit Example from Historical Example (may not represent most recent plan sheet). Shows the completed standard plan for a residential access connection permit, including: minimum required culvert diameter (18" RCP/CPEPDW, other types of plastic allowed), five general notes (embedment/arch pipe, culvert material requirements, catch basin spacing, applicant responsibility for tracked materials, no ROW storage), street overview with 12-ft driveway and 24 ft x 18 in. culvert layout, culvert side view showing 12" minimum cover, 5-ft property line clearance, and 3:1 slope (no headwalls), and culvert cross section showing 3 in. minimum scarified soil, backfill material, and 3" minimum drop in first 10 ft from shoulder. Prepared by the Water Resources Technician during the site assessment (Step 3)



Figure 1.8e: Google Earth Aerial View — Residential Access Connection Permit Example (SANITIZED). Shows the project site with the approximate location of the proposed driveway, existing adjacent culverts on the north and south sides (18-in. equivalent metal arch), and drainage flow direction (northward along the [State Highway] side ditch). Prepared by the Water Resources Technician during the site assessment (Step 3).

1.5.1 DOTD Reviewer Checks: A Worked SANITIZED Example.

The values below (culvert size, length, material, dimensions) are specific to this permit and are shown to illustrate the review. For the standards that apply to every permit, see the Technical Requirements Tables in Section 1.4 and 1.11.

- **Application completeness:** Property owner signed and dated the application on [Date]. The proposed use, highway number ([State Highway]), parish ([Parish]), and side of highway ([side]) were all completed on the form. The specific request stated: Install culverts for driveway access.
- **Location verification:** Property is confirmed on a state highway ([State Highway]). Distance from nearest state highway intersection ([Intersecting Highway]) is [distance] [direction]. *In this example:* a Google Earth aerial image was prepared showing existing adjacent culverts on both the north and south (18-in. equivalent metal arch, existing; new culverts must be an approved material per Section 1.4.1) and drainage flow direction (northward along the [State Highway] side ditch).

- **Culvert specifications:** *What to check:* The culvert must be an approved material from the DOTD Approved Materials List (AML). Plastic (such as CPEPDW) and concrete (such as RCP) are the typical choices. Size is set by the existing drainage and the determination of the reviewing Water Resources Technician or Maintenance Specialist. The culvert extends past each side of the driveway far enough for the end-of-pipe fill to lay back at the recommended slope (see Section 1.4.1 for the extension and slope guidance). *In this example:* the applicant specified an 18-in. diameter, 24-foot CPEPDW culvert; the highway surface is asphalt, the driveway is paved with asphalt, and hydraulic review was marked Not Required.
- **Driveway dimensions:** *In this example:* a 12-foot driveway width. Connection geometry follows Standard Plan DW-01 (version and date), and 5-foot minimum clearance to both adjacent property lines.
- **Drainage review [Not Pictured]:** Plan sheet illustrates a 3-in. minimum drop in the first 10 ft from the shoulder to decrease ponding in the roadway. Culvert cross section illustrates 3-in. minimum scarified soil beneath and 12-in. minimum cover. Backfill material specified. No headwalls allowed; no curbs except on a curbed roadway, following Standard Plan DW-01.
- **Standard detail sheets included as needed [Not Pictured]:** Concrete Collar Detail (COLLAR-01) for connecting to existing pipe; Flow Line Detail showing proper culvert grade and ditch bottom excavation requirements (See Figure 1.8d for Driveway standard plan).
- **Driveway sharing [Not Pictured]:** If marked as Required with attached signed agreement.
- **Aerial view / plan photo of scope of work** (Figure 1.8e).

1.5.2 Permit Conditions

The permit was issued on [Issue Date] with expiration [Expiration Date]. Key additional restrictions noted on the certificate: the applicant is responsible for removing materials deposited onto the highway during construction, no materials or equipment may be stored in the DOTD right-of-way, and culverts must maintain the existing flow line of the roadside drainage system.

1.6 Standard Plan and Attachments Details

This section describes the standard DOTD plan detail sheets and additional provided detail sheets that are attached to access connection permits. Reviewers should ensure the correct and most up-to-date sheets are included in each permit package based on the scope of work. **Obtaining standard plans and special details.** Per [ECB-2026-11, Standard Plan Online Availability](#), many DOTD standard plans can be downloaded directly from the [DOTD Standard Plan Book](#) without a watermark. Direct applicants to the Standard Plan Book rather than issuing copies. The sheets reproduced in this chapter carry the Standard Plan Book's "For Informational Use" watermark and are reference copies only. **Any change to a referenced standard plan supersedes what is shown here and specialists should refer to most recent versions online.** Certain special details are not published online and are issued through the Office of the Secretary on a Public Records Request under LSA-R.S. 44:1 *et seq.*

1.6.1 Access Connection Plan Sheet (DW-01)

When required: All driveway permits (DW-01, 3 sheets)

Located: [DOTD Standard Plan Book](#)

All driveway permits, residential and commercial. Three sheets.

DW-01 is the DOTD standard plan for driveway geometry and pavement. Sheet 1 covers driveways on curbed roadways and gives separate plan views for residential and commercial drives, cut and fill profiles, and sections for transition curb, toe wall, and modified curb. Sheet 2 covers driveways on non-curbed roadways and shows four paved flare types depending on shoulder type and whether an existing paved drive is being connected. Sheet 3 covers turnout and driveway tie-in details for overlay projects only. Connection geometry follows DW-01. On a roadway with no curb, the flare is 8 ft by 8 ft minimum at 45 degrees, and a radii transition shape may be used in its place. On a curbed roadway DW-01 states no radius value and defers it to the project plans.

1.6.2 Drainage Structures, Bedding and Backfill (BM-01)

When required: Required for any permit with drainage installations in the DOTD ROW (culverts, catch basins, storm drains, side drains) (2 sheets)

Located: [DOTD Standard Plan Book](#)

BM-01 is the DOTD standard plan for bedding and backfill at drainage structures. It applies to cross drains, storm drains, side drains and catch basins, for both flexible pipe and reinforced concrete pipe. Sheet 1, "Bedding & Backfill," gives general notes, a minimum trench clearance table, and details for a typical cross drain installation with and without headwall and a typical catch basin and storm drain installation. Sheet 2, "Typical Sections for Cross Drains & Side Drains," gives six typical sections for trench and embankment installations.

1.6.3 Catch Basin Detail (CB-01)

When required: Any permit that includes a catch basin. A catch basin is typically called for at a change in pipe direction, size, slope, or material; at low points and where a swale comes in; on longer culvert runs; and on beautification projects. The triggering run length and spacing follow DOTD standard plans and district practice rather than a fixed distance. CB-01 is typical for residential permits, but additional catch basin details (CB-02 or PC-01) may be needed depending on culvert size or cast-in-place.

Located: [DOTD Standard Plan Book](#)

The CB-01 (Concrete Open Top Catch Basin) detail is a DOTD standard plan showing plan view, horizontal section, longitudinal section, transverse section, and cross-sections (Section A-A and Section B-B). Key specifications: catch basins should be grate inlet and cast-in-place or pre-cast concrete only. Dimensions vary by depth of basin. Reinforcing steel is #4 bars throughout. When used with R.C. box culvert, refer to the transverse section. To be used with Std. Plan MC-01.

1.6.4 Flow Line Detail

When required: All permits involving culvert installation.

Located: District-specific example to be circulated

The Flow Line Detail illustrates proper culvert installation grade relative to the roadside drainage channel. The applicant is responsible for installing the culvert at proper grade to maintain the existing flow line. High spots in the drainage channel shall be excavated to allow for a uniform flow line. Neither shoulder nor travel lanes shall hold water during a storm event. The applicant is responsible for maintaining culvert flow line and drainage in the roadside drainage channel after installation. The driveway surface (concrete, asphalt, or limestone) sits on base/fill above the culvert. This detail is maintained by the DOTD District 61 Design unit. Refer to the current version on file.

1.6.5 Concrete Collar Detail (COLLAR-01)

When required: Any permit where new concrete pipe is connected to existing concrete pipe, or where an existing concrete pipe joint separation needs repair. For connections involving other pipe materials (such as plastic), a custom detail showing the connection method is required.

Located: [DOTD Standard Plan Book](#)

The Concrete Collar Detail shows a Class R concrete collar with geotextile fabric (12-in.-wide strip) wrapping the joint between existing pipe and new/existing pipe. Key specifications: minimum 2-foot length, minimum 6-in. thickness. New pipe extensions must match existing pipes in material type and size based on the latest industry standards. The collar is used both for repairing existing pipe joint separations and for connecting existing pipes to new pipe. Refer to the current version on file in the DOTD Standard Plan Book.

1.6.6 Rural Catch Basin Installation Detail

When required: Rural residential permits involving catch basin installation.

Located: District-specific example to be circulated

This detail shows a side view of a catch basin installation relative to the side of pavement, including the new line of pipe, minimum clearances. General notes per District policy specify: (1) Catch basins shall be cast-in-place or pre-cast concrete only; brick is not allowed, and plastic tees are not allowed in this specific district detail. (2) Property shall be sloped to provide positive drainage away from roadway. (3) Pipe sizing should be adequate to handle a 10-year storm event; minimum pipe size is 18 in. (4) Contact District-specific water resources unit prior to installation. This detail is maintained by the DOTD District Design unit. Refer to the current version on file.

ACCESS CONNECTION – COMMERCIAL (TRAFFIC GENERATOR)

1.7 Form and Purpose

An Access Connection – Commercial Permit (also called a Traffic Generator permit) authorizes the construction of commercial driveways and access points connecting commercial developments, subdivisions, or other traffic-generating sites to DOTD's highway right-of-way.

This permit type applies to any development that exceeds the residential threshold (more than five residential units) or any commercial, industrial, or institutional site.

SCOPE AND INTENDED AUDIENCE

This manual is written primarily for DOTD Permit Specialists and also supports other DOTD personnel involved in permitting. This manual provides procedural guidance for processing permit applications from intake through issuance. It covers the review steps, routing, documentation requirements, and **common issues** that Permit Specialists encounter during day-to-day permit processing.

This manual is not a substitute for the following, which remain the responsibility of the applicable engineering disciplines:

- Thorough traffic impact analysis, including Traffic Impact Study (TIS) scoping, level-of-service evaluation, and signal warrant determinations, governed by LAC Title 70, Part I, Chapter 11 (District Traffic Engineering)
- Detailed geometric design review, including sight distance calculations, turn lane warrants, and intersection configuration (District Traffic Engineering)
- Hydraulic and drainage engineering, including Drainage Impact Study requirements, pipe sizing, and stormwater modeling, **in accordance with the latest DOTD Hydraulics Manual and District Hydraulics**
- Structural review of bridge attachments or installations near bridge components (District or HQ Structures)
- Final engineering determinations on utility accommodation, relocation, or abandonment (HQ right-of-way Permit Engineer)
- Post-permit package construction inspection

Where this manual references technical standards or regulatory requirements, it highlights items that are frequently raised during the permitting process, and that Permit Specialists are expected to screen before routing to engineers. These references, including the values in the Technical Requirements tables, are general guidance, not the governing regulation. They are subject to variation as allowed by policy, to engineer review and adjustment for existing or site-specific conditions, and to approved design waivers. Values reflect current standard defaults and are subject to change with policy updates; verify against the Access Connections Policy and applicable standard plans. This manual does not grant or limit authority to depart from a standard. Where site conditions require a departure, that determination rests with the authority designated in Title 70 and applicable DOTD policy. No departure is available where Title 70 states an absolute prohibition.

Note on district variation: While the fundamental steps and responsibilities described in this chapter are consistent across all districts, specific practices may vary, including routing procedures, form templates, comment handling, specific district personnel roles and responsibilities, and the use of designees for signature authority. Where known district variations exist, they are noted in the relevant step. Permit Specialists should confirm local practices with their district.

Regulatory authority: All access connection permits issued under this chapter are governed by LAC Title 70, Part I, Chapter 15, and the DOTD Access Connections Policy. The procedures and requirements summarized in this chapter implement those regulations, but they do not represent the full body of applicable regulation. In addition, the drainage and hydraulic aspects

of access connection review are governed by the *DOTD Hydraulics Manual*, which is the controlling reference for hydraulic design, pipe sizing, drainage impact analysis, and stormwater requirements; where this chapter touches on drainage, it defers to that manual. Permit Specialists and reviewing engineers should refer to the complete source documents listed in the Reference Documents.

Louisiana Department of Transportation and Development, Traffic Engineering Management Section, *Access Connections Policy: To Accompany the Access Connections Rule* (LAC Title 70, Part I, Chapter 15), December 2013

Louisiana Department of Transportation and Development, *Hydraulics Manual*, 2011. Controlling reference for hydraulic design, drainage impact analysis, pipe sizing, and stormwater requirements applicable to access connection drainage review

LAC Title 70, Part I, Chapter 15 — Access Connection Permits
<https://www.doa.la.gov/doa/osr/louisiana-administrative-code>

There are two types of Traffic Generator Forms / Permit Applications:

Permit type 1: Preliminary Access Connection Request for Traffic Generator which applies to

- Multi-Residence Single Family Homes (More than 5 residential units)
- Commercial
- Retail
- Mixed-Use
- Medical
- Religious
- Educational
- Public
- Agricultural
- Utility
- Bank
- Other
- Temporary (less than 1 year) For the conditions that apply to temporary status (duration, permitted materials, removal, and extension authority), see *section below on 'Additional Permit Type'*
- Bus Shelter/Bench

Permit type 2: Request for Re-Evaluation of a Traffic Generator with a typical scope with one or more of the following work types:

- Repave parking lot
- Reconfigure parking area

- Remodel interior of building(s)
- Remodel exterior of building(s)
- Change site drainage
- Build addition to building(s) to increase size
- Demolish existing building(s)
- Reconstruct/Repair existing access connection(s)
- Change or reconfigure access connection(s)
- Remove existing access connection(s)
- Change use of the property

1.7.1 Additional Permit Type: Temporary Access Connections

An Access Connection-Temporary Permit authorizes short-term, low-volume access from a property to DOTD's highway right-of-way (ROW) for a limited period. Temporary access connection permits may be issued by DOTD in the instances provided for by the Access Connections Rule (LAC Title 70, Part I, Chapter 15). They are issued only where access to a property is short term, temporary, and low volume. Temporary access connection permits shall not be allowed to controlled-access facilities under any circumstances. There is no waiver, exception, or engineering review path, and such a request is not routed to HQ or to the District Administrator. [§1539.H]

A temporary access connection is not a separate workflow from the residential and commercial permit types so much as a limited-duration permit that may apply across them. It is screened, reviewed, and issued through the applicable district process; the provisions in this section are the conditions specific to temporary status. For the governing requirements, refer to the Access Connections Policy (Chapter 7) and LAC Title 70, Part I, Chapter 15.

Time Restrictions

A temporary access connection may be granted only for a period not to exceed one year. The exact duration of each temporary access connection permit shall be explicitly listed on the permit certificate. Any extension of a temporary access connection permit must be approved by the District Administrator. Applications for temporary access connection permits shall be accompanied by a bond per DOTD policies.

Use Restrictions

Temporary access connections are those needed for short periods of time (not to exceed one year) that will experience only very low volumes. A temporary access connection permit may be issued where access from a state highway is needed on a short-term basis. Such instances may include, but are not limited to:

- Short-term natural resource harvesting operations (oil, natural gas, logging, etc.).
- A short-term haul road.
- Access during construction for a site where the future permanent access will be located on another roadway not within the state highway right-of-way, or-

- Use of an existing access connection during the permit application process for a change in land use.

Note: In all situations, the issuance of a temporary access connection permit carries no implied guarantee that a non-temporary (long-term) access connection permit certificate will be granted for the property, or, if granted, that it will be granted in the same location as the temporary access connection permit certificate.

Construction Materials Permitted

Except where an existing (possibly abandoned) access connection will be used under a temporary access connection permit, all temporary access connections shall be constructed of non-permanent materials only. Concrete, asphalt, and similar materials should not be used for temporary access connection surfaces; these connections should be constructed of materials such as aggregate.

The property owner is responsible for removal of any materials tracked onto the roadway by property operations, on a daily and continual basis, until the temporary access connection is removed.

1.7.2 Related Permits and Highway Modifications

Commercial access connection permits frequently involve work that extends beyond the access connection itself. The Permit Specialist should be aware that the following may require separate permits processed in parallel with or prior to the access connection permit:

- **Highway modification (turn lanes, median openings, islands):** When the developer or entity determines that highway geometry changes (e.g., turn lanes, roundabouts) are needed to accommodate the development's traffic, this work is handled as a separate Cooperative Endeavor Agreement (CEA) and Plan Certification Permit. Highway Modification Section permits are issued by the Permit Section. The access connection permit and the highway modification permit are coordinated but tracked separately. Highway modification process will be covered in detail by a future chapter on Highway Modification permits.
- **Traffic signals:** If a Traffic Impact Study finds that a new or modified traffic signal is warranted, a separate signal permit is required (A signal warrant may be met while a signal is still not recommended or required, based on engineering judgment). The signal permit is reviewed by the District Traffic Engineer and issued by HQ Traffic Engineering and must be accepted before the access connection permit is finalized. Signal permits are not issued at the district level.
- **Sidewalks within the ROW:** Sidewalks must be permitted individually as Project Permits. The applicant for a sidewalk permit must be a local entity responsible for maintenance — developers and property owners may not apply for sidewalk permits. Sidewalks must be ADA-compliant with connectivity and follow DOTD Standard Plan PED-01.

The Permit Specialist does not make the determination on whether related permits are needed — that is the responsibility of the applicable engineer or reviewer (for example, the Traffic Engineer, Hydraulic Engineer, District Administrator, ADA of Engineering, Permit Engineer, or Bridge Engineer). However, the Permit Specialist should flag the possibility early in the process,

and the District Administrator or ADA of Engineering may hold the access connection permit until related permits are ready for concurrent issuance.

See Figures 1.9a–1.9b below for the Preliminary Access Connection Request Form — Traffic Generator Type Access on a State Route. These figures show the form fields for reference. Applicants submit all information electronically through the DOTD Permit Portal; the paper form is not submitted directly.

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LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

PRELIMINARY ACCESS CONNECTION REQUEST FORM

TRAFFIC GENERATOR TYPE ACCESS ON A STATE ROUTE

An access connection is any physical connection between a state roadway and private or public property which allows the ingress and egress of vehicles to or from said property.

THIS FORM IS NOT TO BE USED FOR SINGLE-FAMILY RESIDENTIAL OR NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION REQUESTS.

PROPERTY OWNER INFORMATION

Name _____

Company (If Applicable to Permit) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home/Bus Phone _____ Cell Phone _____

E-Mail _____

☐ Check here if Owner is to be the Primary Contact.

DESIGNATED CONTACT INFORMATION (If Primary Contact is not the Owner)

Name _____

Company (If Applicable to Permit) _____

Phone _____ Fax _____

Email _____

Relationship to Property Owner: ☐ Engineer ☐ Attorney ☐ Other _____

Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the Owner.

APPLICANT TO COMPLETE:

PROPOSED USE OF PROPERTY:

☐ Multi-Residence Single Family
Number of Homes Proposed _____

☐ Commercial
Total Facility Sq. Ft. _____

Select One:

☐ Retail ☐ Mixed-Use ☐ Medical

☐ Religious ☐ Educational ☐ Public

☐ Agricultural ☐ Utility ☐ Bank

☐ Other: _____

☐ Temporary (less than 1 year) – Explain Use _____

☐ Other – Explain _____

- Will access connection become a public road? ☐ Yes ☐ No

- Will the full development be built in phases? ☐ Yes ☐ No ☐ Unknown

SELECT ALL THAT APPLY:

☐ Applicant requests more than one access connection.

☐ Property is within ¼ mile of an existing traffic signal.

☐ Applicant requests a new traffic signal.

☐ Applicant requests a new median opening.

☐ Requested access connection location aligns with an existing signal or intersection.

☐ Existing median opening or portion thereof, is within the frontage limits of the property.

☐ Requested access connection is not on a state route, but is within ¼ mile of a state route.

☐ Railroad crossing located within ¼ mile.

☐ Applicant requests a roundabout.

☐ Property has frontage on an existing local or parish roadway.

☐ Property is within the functional area of intersection or limits of turn lane.

REQUIRED INFORMATION

Property 911 Address _____

City _____ State _____ Zip Code _____

Parish _____ Current Hwy Surface _____

State Highway Adjacent to Property (LA/US Route #): _____

Property is located on the (circle applicable) N S E W side of the highway _____ miles (circle applicable) N S E W from (nearest state highway # or other major roadway) _____

Lot Depth (ft): _____ Frontage Width (ft): _____

Proposed driveway width (ft): _____

Distance from Centerline of Roadway to Property Line (ft): _____

Proposed Building Dimensions _____

Setback from Right-of-Way to nearest building/gas pump/etc. (ft): _____

Distance from Property Lines to Nearest Driveways/Roadways _____

Property Latitude _____ Property Longitude _____

OPTIONAL INFORMATION

YOU MUST ATTACH A PROPERTY MAP TO THIS DOCUMENT.

Attach property survey or plat of property. Show proposed location of access point and locations of nearest existing driveways and median openings (if applicable). Everything must be dimensioned.

THIS FORM IS NOT TO BE USED FOR SINGLE-FAMILY RESIDENTIAL OR NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION REQUESTS.

Figure 1.9a: Preliminary Access Connection Request Form Traffic Generator Type Access on a State Route (LaDOTD dated 1/2013) — Page 1 (Property Owner Information, Property Information, Proposed Use of Property, Site Condition) Shown for field reference only; applicants complete these fields via the Permit Portal.

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If requesting commercial access, indicate the types and number of businesses and provide the floor area square footage of each:

Business Type	Sq. Ft.

If requesting residential development access, indicate the types and number of units (single family, apartment, townhome, etc.):

Residence Type	# Units

For agricultural access, indicate number of acres the access will serve:

Please answer the following questions. Provide additional documentation, if necessary:

Does the applicant have knowledge of any State Highway access permits serving this property, or adjacent properties, in which the applicant has, or may have, a property interest?

☐ No ☐ Yes. Provide details:

Does the property owner own or have any interests in any adjacent properties?

☐ No ☐ Yes. Provide details:

Are there other existing or dedicated public streets, roads, highways, or access easements bordering or within the property?

☐ No ☐ Yes. If Yes, list them on all plans and indicate the proposed and existing access locations.

This application is for (check one): ☐ New Construction ☐ Remodel/Change in Use ☐ Expansion of Facility

I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.

Signature of Owner _____ Date _____

Return Completed Form to the District Permit Specialist at the DOTD District Office where subject property is located.

DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY (Permit Specialist)

Date Requested Received _____ Date Owner Contacted _____
(Owner should be contacted within 14 business days of date request is received.)

District _____ Request Processed By _____

Pre-Permit Application Meeting Required: ☐ No ☐ Yes

Meeting Scheduled for _____ 20 ____ at _____ AM/PM

Applicant Contacted to Confirm Meeting by _____

Figure 1.9b: Preliminary Access Connection Request Form Traffic Generator Type Access on a State Route (LaDOTD dated 1/2013) — Page 2 (Commercial/Residential Development Details, Adjacent Property and Access Questions, Owner Certification and Signature, and DOTD Use Only section including Pre-Permit Application Meeting determination) Shown for field reference only; applicants complete these fields via the Permit Portal.

Traffic Generator Type Access on a State Route



An access connection is any physical connection between a state roadway and private or public property which allows the ingress and egress of vehicles to or from said property.

This form is NOT to be used for single-family residential or non-commercial agriculture access connection requests.

The [Preliminary Access Connection \(Traffic Generator\) Request](#) and [Request for Re-Evaluation for Existing Access Connections](#) forms are available for **reference only**. Paper applications will not be accepted.

| Submitter Information ▶

| Property Owner Information ▶

| Alternate Contacts (1) ▶

| Property Information ▶

| Proposed Use of Property ▶

| Additional Information ▶

Figure 1.10: DOTD Permit Portal — Commercial Access Connection (Traffic Generator) Submission Interface; Screenshot of the DOTD Permit Portal for Traffic Generator Type Access on a State Route. The portal collects applicant information through six expandable sections: Submitter Information, Property Owner Information, Alternate Contacts, Property Information, Proposed Use of Property, and Additional Information. All commercial access connection applications are submitted electronically through this portal.

1.8 Guidance On Review Steps and Routing

The table below provides a quick-reference routing summary. Each step corresponds to the matching step number in the Detailed Review Process (Section 1.9).

Table 4

Step	Who	What They Do	Applicant Provides
1	Applicant	Creates an account on the DOTD Permit Portal and submits commercial access connection request electronically.	Completed portal submission with owner information, designated contact, property location, nearest state highway, proposed use, development plans, and owner signature.
2	Permit Specialist	Reviews the Preliminary Access Connection form and conducts preliminary screening (site verification, signature, location, active state projects, proximity to state route, sidewalk verification). Assigns district-permit tracking number and obtains control section.	Missing items requested before further review.
3	Permit Specialist	Determines next step: (a) request more information/revisions, or (b) coordinates with Traffic & Drainage Engineering to schedule a Preliminary Access Connection Request Meeting. See criteria below in Step #3.	May request more info before routing decision.
3A	Permit Section + Applicant + DOTD Team	MEETING PATH: The Permit Section schedule meeting through portal, notifies applicant and all invitees. Meeting is held. Permit section then takes and distributes meeting notes through portal. DOTD identifies potential required studies, design issues, and data collection needed. Applicant is tasked to complete all required data collection, studies (TIS, drainage, etc.), and reports as determined at the meeting.	Applicant attends, then completes follow-up items identified at meeting.
3B	Engineering Review (per district practice)	NO-MEETING PATH: Field review by DOTD District Engineers is conducted to determine appropriate location for access connection and verify all design requirements, including sight distance.	Additional information if requested during review.

Step	Who	What They Do	Applicant Provides
		If further investigation or studies are needed, schedule meeting with DOTD District Traffic Engineering or other staff to determine what further investigation or study may be needed. If requirements are met, proceed to Step 4.	
4	District Traffic Engineer (DTE)	Reviews traffic impact and confirms the scope of any required Traffic Impact Study, identifying the requirement if it was not already established at a preliminary meeting. Determines whether the driveway geometrics and location spacing meet standards, and whether a request for more than one access connection is justified. Determines whether the project requires highway modifications such as turn lanes, a median, or an island, and therefore whether a Letter of Compliance is needed. Contacts the applicant directly, through the permit portal or by phone, if revisions are needed. There is potential for HQ to be engaged on traffic review depending on district capacity, size, volume, etc.	Site plan showing driveway location/width/flare/radii, TIS if required, trip generation, swept-path analysis, revised geometrics if requested.
5	Hydraulics / Water Resources Engineer, Technician / Maintenance Specialist/or Authorized Employee	Reviews drainage and determines pipe material and specifications. Confirms the scope of any required Drainage Impact Study, identifying the requirement if it was not already established at a preliminary meeting, and reviews the submitted study. Determines catch basin locations and sizing. Contacts the applicant directly via the permit portal or by phone if revisions are needed. A formal drainage memo is provided as needed.	Drainage plan, pre- and post-development runoff calculations, pipe/structure sizing, topographic survey, detention analysis if needed, engineer-stamped drainage report.
6	Applicant + DOTD	Revision loop. Applicant submits revised plans/studies/responses. DOTD re-reviews. Repeats until all comments resolved.	All revised plans, studies, and final supporting documents.

Step	Who	What They Do	Applicant Provides
7	Permit Specialist	Receives all internal comments, documents and revisions (if revisions are made) via permit portal. Assembles Access Connection Permit Certificate; send to ADA of Engineering for review prior to sending it to the applicant.	None unless package is still incomplete.
8	ADA of Engineering	Reviews the permit package to confirm all documents are consistent, complete, and meet the requirements for permit issuance. Return the permit package back to the Permit Specialist via permit portal.	None unless ADA identifies missing items.
9	Permit Specialist	Send the Access Connection Permit Certificate to the applicant via permit portal for their signature if agreeable with the terms and conditions of the permit.	Applicant signs if agreeable and returns via Portal. Power Of Attorney is required if signer is not the owner.
10	Applicant	Agrees and returns the permit package with an electronic signature via permit portal.	Signed certificate and any needed authorization.
11	District Administrator and Permit Specialist	Permit specialist signs; dates; provides an eight-digit permit number; date permit issued; and construction must begin by date. District Administrator or designee confirms final approval, and signs and dates the application with an electronic signature.	None.
12	Permit Specialist	Send approved Permit Certificate to the applicant. Uploads the certificate into the Permit Portal and DOTD permit database. Approved permit is then transferred to FileNet through the permit database.	None.

1.9 Detailed Review Process and Workflow

This section details the step-by-step review workflow for commercial access connection (traffic generator) permits, including common failure points and practical considerations.

Permit Specialist workflow summary:

The commercial review moves through three phases.

First, intake and scoping (Steps 1-3): the Permit Specialist receives the application, screens it for completeness, and decides whether a meeting is needed; through that meeting (Step 3A) or a field review (Step 3B), DOTD determines what studies and plans the applicant must submit.

Second, technical review (Steps 4-6): once the applicant submits the required materials, the District Traffic Engineer (Step 4) and District Hydraulic Engineer (Step 5) review them, and the applicant revises as needed until all comments are resolved (Step 6).

Third, issuance (Steps 7-12): the Permit Specialist assembles the certificate and sends it for District Administrator review, the applicant and DOTD sign, and the permit is issued and filed.

Throughout, the two sides play consistent roles. The applicant submits forms, plans, studies, and revisions. DOTD reviews, comments, determines requirements, and issues the permit. If DOTD requests additional information, studies, or revised plans, the permit may remain on hold until the applicant resubmits. Note that the meeting in Step 3A is not an approval, the meeting sets requirements; the actual technical decisions are made in Steps 4 and 5.

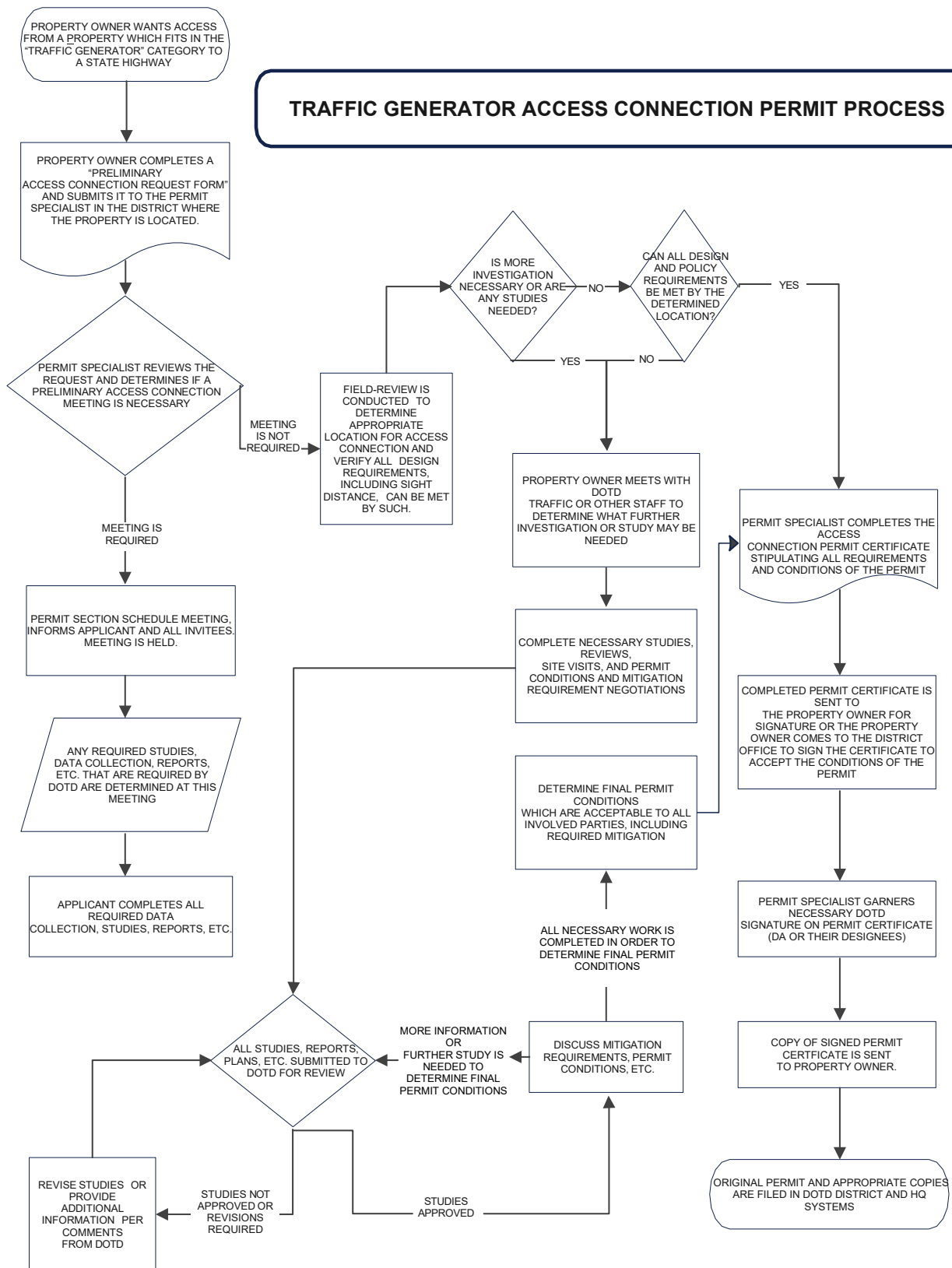


Figure 1.11: Flowchart of Traffic Generator Type Process.

1.9.1 Step 1: Application Submittal

The applicant creates an account on the DOTD Permit Portal and submits the Preliminary Access Connection Request (Traffic Generator) form, or a Request for Re-Evaluation for Existing Access Connections if applicable, electronically with the required plans and supporting information. The paper versions of both forms are available as references in Figure 1.9a-1.9b for reference of fields.

1.9.2 Step 2: Initial Screening and Checklist

The Permit Specialist opens the applicant's submittal package and checks it against a series of specific questions before routing anything to engineering. If the submittal is incomplete, stop here and return comments to the applicant.

Step 2 Checklist

Application and ownership:

- Completed Preliminary Access Connection Request Form (Traffic Generator)
- Property owner signature
- Power of Attorney or Letter of Authorization if signed by contractor or someone other than the property owner
- Proof of ownership (at application stage, a signed purchase agreement is sufficient to begin; Permit Certificate will only be issued once ownership is finalized)

Site and location:

- Location map showing the property vicinity, nearby state routes, and at least two state routes in addition to the route(s) bordering the property, with approximate dimensions to the nearest major intersections
- GPS coordinates (latitude/longitude) for the property
- Nearest state route identified
- Legal description of property (if unavailable, a tax assessment document is acceptable)
- Center of each proposed access location marked in the field if required for review
- If the applicant's plans include construction of sidewalks within the state ROW, those must be handled separately as a Project Permit. The sidewalk applicant must be a local entity (not the developer or property owner). Sidewalks must be ADA-compliant with connectivity and must follow DOTD Standard Plan PED-01. Flag this for the applicant early.

Site plan may show (specific details on a case-by-case basis):

- Property lines relative to the highway ROW
- Proposed changes to the state highway geometry
- Highway ROW location
- Proposed access point(s) with width, dimensions, and distance from other improvements and property lines

- Building footprints with total square footage and perimeter dimensions
- Internal circulation, parking layout, and traffic flow
- Adjacent roads, intersections, and nearby access points
- Distances from ROW to buildings, structures, gas pumps, etc.
- Striping and regulatory signage if applicable
- Culvert diameter, length, and material if applicable
- Radii per design standards
- Profile view / grades where steep grades exist
- Existing access connections on the property, with the intention of each noted (to be removed, to remain, etc.)

Development information:

- Description of proposed land use — building sizes, uses, square footage, likely tenants if known.
- Amount and frequency of expected heavy commercial vehicle access.
- Subdivision plat/plans if property is part of an existing subdivision or will be subdivided.
- Any proposed access control features (gates, payment systems, etc.) with proposed setback from roadway.

Drainage (initial):

- Drainage plan or stormwater information.
- Pre- and post-development drainage information where available.

Engineering plans:

- Preliminary plans are accepted for the initial submittal and for meeting purposes, but the permit cannot be approved on preliminary plans.
- **Final construction plans** signed, sealed, and dated by a Louisiana licensed engineer are required before final permit approval, but select exceptions may be made based on the project details. Determination for whether there is an exception for not requiring signed and sealed plans should be made by the District Administrator or designee.
- The applicant is liable for the permitted work under the permit terms whether or not signed and sealed plans are required. The permit section should communicate this to the applicant during review.

If incomplete: Return specific comments to the applicant listing what is missing. Wait for corrected materials before routing to engineering.

If complete: Move to Step 3.

Once screening is complete, assign the permit to the DOTD permit database and obtain the control section.

1.9.3 Step 3: Decide Routing Path

After intake and screening, the Permit Section decides whether a Preliminary Access Connection Request Meeting is needed first (Step 3A) or the permit can move directly into normal technical review (Step 3B).

A meeting should be considered when the site is more complex, such as:

- Multiple proposed driveways
- New subdivision
- Signal or median-related issues
- Unusual access connection spacing or geometrics
- Complicated drainage or site constraints
- Major traffic generator or higher expected trip activity
- Mixed-use or unknown property use
- Property in a known congested area
- Access connection requested near an existing signal or median opening
- Known need for coordination with other developments

The Permit Section will make the final determination on whether a meeting is required. Even if a meeting is not required, requirements may be requested or shared through email or other correspondence.

1.9.4 Step 3A: Preliminary Access Connection Request Meeting

The designated Permit Section schedules the meeting and invites the required DOTD reviewers and the applicants. At the meeting, DOTD identifies what studies are required, what design issues must be addressed, what data collection is needed, and what the applicant must submit next. The Permit Section takes and distributes meeting notes.

Meeting Participants:

Table 5

Recommended Attendees (to be determined on a case-by-case basis)	Optional Attendees (to be determined on a case-by-case basis)
Applicant (Property Owner)	Applicant's Engineer, Architect, etc.
Permit Specialist(s)	Other DOTD Staff
Traffic Engineer / District Traffic Operations Engineer (or designee)	Local Government Permitting or Zoning Officials
Hydraulic Engineer / District Hydraulics Reviewer	

The meeting should end with a clear action list for the applicants:

- Main issues discussed.
- Required studies listed.
- Traffic study is potentially required or not, this may require additional Traffic Engineering review in Step 4.

- If required: what is the scope of the Traffic Study.
- Drainage study is required or not, this may require additional Water Resources / Hydraulics review in Step 5.
- Revised plans required or not.
- Highway modification review required or not.
- Any additional supporting documents needed.
- Target resubmittal expectations.

Meeting minutes shall be completed during the meeting and provided to all attendees typically within 3 working days for review and acceptance. All requirements not specified at the meeting should typically be communicated in writing to the applicant within 30 days

Any discussions at this meeting shall not be considered “approved” by DOTD.

The owner should be strongly cautioned not to make major construction or building decisions based on meeting discussions. Requests for changes to the DOTD-permitted location because of site plans developed or construction completed prior to permit issuance shall be denied with no exceptions.

After the meeting, what the applicant should do next: What the applicant submits after scoping (feeds Steps 4-5 of expert review). After the meeting, the applicant completes all items identified and submits them to DOTD through the Permit Portal before final permit package assembly with District approval. These typically include Traffic Impact Studies, Drainage / hydraulics, revised site plans, boundary surveys (if requested), and final construction plans which are typically signed, sealed and dated (determination of exceptions for signatures made by District Administrator).
Step 3B: No-Meeting Path (Field Review)

If a meeting is not needed, the permit may move directly into a field/site review and coordinated technical review. DOTD staff visit the site (or review aerials and plans) to answer the following questions before routing to Traffic and Hydraulics:

What DOTD is checking during the field/site review:

- **Access location:** Is the proposed driveway location workable? Is there enough distance from nearby intersections, adjacent driveways, and median openings?
- **Sight distance:** Standing at the proposed driveway location, can a driver see far enough in both directions along the highway to enter and exit safely at the posted speed?
- **Spacing:** Does the proposed location meet the minimum distance from nearby roads, by the road type (arterial, collector, local) and setting (urban, rural)?
- **Basic design feasibility:** Given the property frontage, terrain, existing drainage, and roadway geometry, can this access connection be built to meet DOTD standards?
- **Are studies needed?** Based on what the field review reveals, does this site need a Traffic Impact Study, drainage study, or other analysis that was not initially apparent from the paperwork?

If the field review reveals the site needs more investigation or studies: The process routes to Step 3A (meeting is scheduled).

If the field review confirms the site is straightforward: The permit proceeds to Steps 4 and 5 for Traffic and Hydraulic engineering review.

Important: Even on the no-meeting path, the Traffic Engineer and Hydraulic Engineer (Steps 4-5) must still review the permit.

The no-meeting path does not bypass engineering review. If technical reviewers later determine that additional study or coordination is needed, the permit can still be paused for additional information, traffic study, drainage study, or a follow-up meeting.

1.9.5 Step 4: Traffic Review

The Traffic Engineer opens the applicant's site plan and any submitted traffic studies and answers a series of specific questions about the proposed access connection. The Permit Specialist does not make traffic determinations. Whether a Traffic Impact Study is required is governed by a separate chapter than Access Connections, LAC Title 70, Part I, Chapter 11, Traffic Impact Policy for New Access Requests Affecting Traffic on State Highways and any other documentation from DOTD Traffic Engineering. Chapter 11 sets the trigger, the exclusions, and the district traffic operations engineer's waiver authority. Traffic Impact Study requirements are also determined by other HQ Traffic Engineering related guidance and policy.

Purpose: confirm the access is safe and operationally adequate for the highway: location, sight distance, spacing, turn lanes, and on-site circulation. **Outcome:** the Traffic Engineer approves, approves with conditions, or requires revisions or additional study.

What the Traffic Engineer is looking at on the applicant's plans:

- **Driveway location:** Is the proposed driveway in a safe location along the property frontage? Is it far enough from adjacent intersections, driveways, and median openings to meet spacing standards?
- **Driveway width and radii:** Are the driveway width and turning radii large enough for the design vehicle (the largest vehicle expected to use the site regularly)?
- **Sight distance:** Can drivers entering and exiting the driveway see far enough along the highway to do so safely at the posted speed?
- **Number of driveways:** Each property should be granted no more than one access connection. A second connection may be permitted where spacing is met. At a corner property a connection may be permitted on both routes, one limited to right-in/right-out, at DOTD's discretion.
- **Trip generation:** How many vehicle trips will this development add to the highway? Does the volume require a Traffic Impact Study?
- **Turn lanes and highway modifications:** Does the traffic volume or turning movement pattern require a dedicated turn lane, median opening, island, or other change to the highway itself? If so, this may trigger a separate CEA and Plan certification.
- **Internal circulation:** Does the site plan show enough on-site space for vehicles to enter, circulate, park, and exit without backing onto the highway or queuing into the travel lane? For drive-through uses, is there enough queue storage?

- **Grade and alignment:** Is the driveway grade within acceptable limits? Does the driveway align properly with the highway? Confirm how the new driveway pavement ties in at the edge of pavement or edge of travel, this is determined by an engineer familiar with the existing shoulder condition. The plans should include a callout for the driveway material and maximum grade.
- **Signing and striping:** If the driveway has multiple lanes or restricted movements (right-in/right-out), are the signing and striping plans shown?
- **Sidewalks:** Where the driveway crosses an existing or proposed sidewalk, is the driveway graded so the sidewalk stays ADA-compliant across the driveway, with curb ramps and connections shown per PED-01 (DOTD pedestrian facilities standard plan)?
- **Sidewalk cross section (where adjacent):** Where a sidewalk runs adjacent to the driveway should be consistent with ADA requirements and DOTD Standard Plan PED-01.

If the Traffic Engineer identifies problems, the applicant may need to provide:

- Traffic Impact Study
- Swept path / Auto TURN analysis
- Queueing analysis for drive-through uses
- Signal operations analysis if near an existing signal
- Revised geometrics, striping, or signing
- Justification for multiple driveways or turn-lane need

Comment routing: District practices vary. In some districts, all engineering comments are routed through the Permit Specialist before release to the applicant. In others, Traffic and Hydraulic Engineers contact the applicant directly via the Permit Portal or by phone and copy the Permit Specialist. The Permit Specialist should confirm the comment routing practice with their district and ensure all comments and responses are documented in the permit file regardless of routing method.

1.9.6 Step 5: Hydraulic Engineer Review

The Hydraulics / Water Resources Engineer, Technician / Maintenance Specialist / or Authorized Employee opens the applicant's drainage plan, hydraulic calculations, and site plan and answers a series of specific questions about how the development will affect drainage. The Permit Specialist does not make hydraulic determinations.

Purpose: confirm the development will not worsen drainage on the highway or adjacent property: post-development runoff does not exceed pre-development runoff ($\text{post-Q} \leq \text{pre-Q}$), flow paths are sound, and the roadside system has capacity to accept what discharges into the ROW.

Outcome: the Hydraulic Engineer approves, approves with conditions, or requires revisions or additional study.

What the Hydraulic Engineer is looking at on the applicant's plans:

- **Pipe sizes and material:** Are the proposed culvert and drainage pipe sizes large enough to handle the expected flow? Is the material appropriate (concrete, plastic) for the loads and conditions at this site?

- **Catch basin locations and spacing:** Are catch basins placed where water collects? Are they spaced as the reviewing hydraulic engineer determines for the site? No statewide DOTD catch basin spacing standard is established in source material.
- **Pre- and post-development runoff:** How much water runs off the site before development (pre-Q rational method runoff flow rate calculation) versus after development (post-Q)? If post-Q is higher, is detention or retention provided to offset the increase?
- **Detention / retention method:** If post-Q exceeds pre-Q, is an accepted flow-reduction method shown, **retention basin/pond, parking-lot storage, orifice plate, restrictor pipe, or culvert storage**, with calculations supporting it (tailwater conditions, 10-year design-storm elevations, stage/discharge curves)?
- **Direct discharge into DOTD ROW:** Exactly what flow is being discharged directly into the DOTD right-of-way, as opposed to overall site runoff? Where does it enter the ROW, at what rate, and does the roadside drainage system have the capacity to accept it?
- **Outlet velocity / erosion:** Do outlet pipes discharge **without excessive velocity**? Outlet velocity is limited.
- **Flow paths:** Does the drainage plan show where water goes, from the site, through the pipes and catch basins, to the outfall? Are there high spots that will cause ponding on the roadway?
- **Structure inverts and grades:** Are pipe inverts and flow-line grades correct to maintain positive drainage? Will the culvert maintain the existing flow line of the roadside drainage channel?
- **Detention/retention:** If the development increases impervious area, does the plan include a detention or retention facility to manage the additional runoff?
- **Consistency with site plan:** Does the drainage design match what is shown on the site plan? Do the drainage structures fit within the proposed layout?

If the Hydraulics / Water Resources Engineer, Technician / Maintenance Specialist / or Authorized Employee identifies problems, the applicant may need to provide:

- Drainage report (per the latest DOTD Hydraulics Manual), stamped by a licensed Louisiana engineer
- Runoff calculations (pre-Q and post-Q), with all variables and hydrographs
- Topographic survey with elevations; existing and proposed drainage maps
- Existing and proposed drainage maps
- Structure calculations
- Detention/retention analysis
- Final hydraulic plan revisions, stamped by a licensed Louisiana engineer
- Grading and utility plans

1.9.7 Step 6: Revision Loop with Applicant

The applicant submits revised plans, studies, and responses. DOTD reviews them again. This repeats until all required technical comments are resolved.

Permit Specialist role during this step: Track what is still outstanding, which reviewer still has comments, whether revised plans are final, and whether the package is ready to move forward.

Step 6: Revision Loop Checklist – Determining when ready to assemble permit certificate

All of these should be true before moving to Step 7:

- All Traffic Engineer comments resolved
- All Hydraulic Engineer comments resolved
- If required, Traffic Impact Study accepted and Letter of Compliance and Letter of Acceptance received
- Drainage report / hydraulic package approved (if drainage study was required)
- All other required letters received (Letter of No Objection)
- Final construction plans in the file, signed, sealed, and dated by a Louisiana licensed engineer
- Permit conditions identified (geometry, location, operational restrictions, construction materials, striping, traffic control devices)
- Mitigation requirements identified (turn lanes, signal modifications, median openings, etc.); and if other permits are required

Do not move to certificate preparation until traffic comments are resolved, hydraulic comments are resolved, all required studies are accepted, and final construction plans are in the file. If final construction plans differ materially from the plans reviewed by Traffic or Hydraulics, the permit must be re-routed for technical review.

1.9.8 Step 7: Permit Specialist Assembles Permit Certificate

Once all reviews are complete, the Permit Specialist assembles the final permit package and prepares the Access Connection Permit Certificate. Note: The Permit Portal is a submission and routing tool; it does not automatically compile the final permit package. The Permit Specialist downloads the approved documents from the portal, assembles the complete package outside the portal (using DocuSign or district-preferred tools as applicable), and re-uploads the assembled certificate for ADA review. *This process may change as portal functionality is updated, confirm current assembly procedures with district practice.* Before sending the package to the ADA, the Permit Specialist verifies the following:

What the Permit Specialist is checking before sending to the ADA of Engineering:

- Final approved construction plans included (signed, sealed, dated by licensed engineer)
- Approved TIS and Letter of Compliance and Letter of Acceptance included, if required
- Approved drainage report / hydraulic package included, if required
- Owner authorization documents included
- All special conditions written on certificate
- All mitigation requirements written on certificate

- Certificate property information matches application
- Internal package complete for ADA review

1.9.9 Step 8: ADA of Engineering Review

The ADA is the final quality check before the certificate goes to the applicant. The specific ADA-role of review (ADA of Engineering) is to be decided by the district Permit Section and may be a designee of the ADA of Engineering or other relevant reviewer. The ADA of Engineering verifies the following:

Examples of What the ADA is checking:

- **Do the plans and certificate match?** Does the driveway location, width, radii, and geometry on the final plan sheet match what the certificate says? If the certificate says “24-ft wide driveway at 350 ft north of LA-1 intersection,” does the plan show exactly that?
- **Do the conditions match the technical approvals?** If Traffic required a right-in/right-out restriction, is that condition on the certificate? If Hydraulics required 24-in. RCP, is that specified? Are mitigation requirements (turn lanes, signal work) reflected?
- **Are there any active or upcoming state projects in the area?** Has the permit been checked against planned or active DOTD construction projects? If the access connection falls within the limits of a state project, a Letter of No Objection (LONO) from the primary contractor is required before the permit can be issued. If a LONO was required, is it included in the package?
- **Are all required documents present?** Are the final engineer-stamped plans, accepted studies, Letters of Compliance, drainage memos, and owner authorization all in the package?
- **Are there related permits pending?** If the development requires additional permits (utility, project, or highway modification), the ADA may hold the traffic generator permit until the related permits are ready for concurrent issuance. This avoids situations where an applicant begins construction on the access connection before related highway or utility work is approved.
- **Is the package ready to send to the applicant?** Would the applicant receive a clear, complete certificate with all conditions stated? Or are there gaps, inconsistencies, or missing pieces that would create confusion?

If something does not match: The package goes back to the Permit Specialist for correction before it can be sent to the applicant.

If everything is in order: The ADA returns the package to the Permit Specialist for issuance to the applicant.

1.9.10 Step 9: Send Certificate to Applicant

The Permit Specialist sends the Permit Certificate to the applicant via the Permit Portal for review and signature.

The applicant instructions should state: sign only if agreeable to the permit terms and conditions, complete contact information, attach Power of Attorney if signer is not the property owner, and return through the Permit Portal.

1.9.11 Step 10: Applicant Signature

The applicant reviews the certificate, and, if agreeable, signs electronically and returns it via the Permit Portal. The permit cannot be authorized by DOTD for execution until the signed certificate is returned.

1.9.12 Step 11: DOTD Signature, Numbering, and Final Approval

After the signed certificate is returned, the Permit Specialist signs and dates the certificate, assigns the eight-digit permit number, records the issue date and the date construction must begin, and completes any final internal approval routing required by district practice. The District Administrator or Designee provides final approval confirmation to the Permit Specialist via the Permit Portal.

1.9.13 Step 12: Issue Permit and File

The Permit Specialist sends the approved permit certificate to the applicant, uploads the certificate into the Permit Portal and DOTD permit database, sends copies internally as required and closes out the permit record.

Step 12 Checklist:

- Sends the approved Permit Certificate to the applicant
- Uploads the certificate into the Permit Portal and the DOTD permit database; approved permit transferred to FileNet through the permit database
- Sends a copy of the Permit Certificate to the District Administrator and other district staff as needed
- Sends a copy of the permit to the Maintenance Specialist with jurisdiction
- Original sent to DOTD HQ Permits Section

1.9.14 Appeals Process

In certain cases, an application for a Traffic Generator access connection may be **denied** when it does not meet DOTD safety, operational, or policy requirements. Common reasons for denial include situations where proposed access does not contribute to the overall safety and efficiency of the roadway system or primarily serves site-specific convenience rather than broader transportation objectives. When an application is denied, the applicant is notified in writing by the District. An applicant may appeal a determination for reasons other than denial or the appeal process may occur before official denial.

The denial letter will outline the basis for the decision and inform the applicant of their right to appeal. Applicants may elect to pursue a formal appeal through the DOTD Traffic Engineering Appeal Board (*see Figure 1.12a and 1.12b for Denial letter example*).

The following procedure shall be used to request a formal Traffic Engineering appeal:

1. Notice of Intent

The applicant shall notify the District Traffic Operations Engineer (DTOE) and/or District Administrator of their intent to file an appeal.

2. Formal Appeal Request Submission

The applicant must submit a written request for review by the Appeal Board to the Traffic Engineering Management Section Administrator. The request shall be submitted via email and/or mailed to DOTD Headquarters

3. Supporting Documentation

The appeal request must clearly state the reason for the appeal and include all relevant supporting information. This includes:

- Previous correspondence with the District
- Any historical or technical information
- Supporting documents or analyses
- Requests should be submitted **at least 30 days prior** to a scheduled Appeal Board meeting to be considered for the agenda

4. District Position Statement

The District will submit a formal letter outlining its position on the appeal, including all relevant supporting information.

5. Appeal Package Preparation

The Traffic Engineering Management Section will compile a complete appeal package, including:

- Applicant submittal
- District position
- Summary of the appeal
- A position paper outlining applicable policies, rules, and technical considerations
- Additional information may be requested from either party if needed.

6. Technical Review

A subject matter expert will be assigned to provide technical guidance to the Appeal Board.

7. Appeal Hearing

- Appeal hearings are scheduled for **45 minutes**
- The applicant may attend and present for up to **30 minutes**
- The Appeal Board will have **15 minutes** for questions
- District attendance is not required, as their position is documented in writing

8. Meeting Documentation

DOTD Headquarters Traffic Engineering staff will record official meeting minutes.

9. Final Decision and Notification

Following the Appeal Board meeting, DOTD will issue a written determination to both the applicant and District. The decision may include:

- **Approval** of the appeal
- **Denial** of the appeal
- A request for additional information
- Recommendation of an alternative solution

This decision represents the formal outcome of the appeal process and will guide any further action related to the Traffic Generator application. Following the appeal decision, the permit is returned to the appropriate office to complete processing. Depending on the outcome, the permit may be finalized by the district or approved at HQ; where the resolution requires deviation from a standard, it is handled as a design exception (see Section 1.9.16) and approved at HQ.

1.9.15 Design Exceptions

When a proposed access connection cannot meet a DOTD design standard (for example, sight distance, spacing, or geometry), the applicant may request a design exception rather than relocating or withdrawing the request. A design exception is distinct from an appeal: an appeal contests a denial, while a design exception seeks approval to deviate from a standard.

The applicant typically submits a written design exception request letter stating the standard at issue and the justification; in some cases, the District office provides the request letter. Design exceptions for access connection and other traffic permits are approved at DOTD Headquarters (HQ Traffic Engineering), not at the District level. The Permit Specialist routes the request and supporting documentation to HQ and does not approve or deny the exception.

 LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT Secretary	Office of the Secretary PO Box 831 Baton Rouge, LA 70821-0831 ph: 225-231-4100 fx: 225-231-4108 July 29, 2024	 Jeff Landry Governor
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[Applicant]
[Address]

RE: Preliminary Access Connection Request Form-Traffic Generator DENIED

Please be advised that after careful consideration, Louisiana Department of Transportation and Development (DOTD) has denied your request to construct a paved driveway on Louisiana State Highway 30. According to the attached Permit Approval Form:

No direct access will be allowed to LA 30. Access needs to contribute to the overall improvement of the safety and efficiency of the roadway and is not singularly beneficial to site access.

You may appeal the denial at your discretion and at the availability of the Appeal Board. The appeal process is attached for your reference and is located on our website. Should you have any questions regarding this matter, please contact my office at (

Sincerely,

District Permits

Louisiana Department of Transportation and Development | 1201 Capitol Access Road | Baton Rouge, LA 70802 | 225-379-1200
An Equal Opportunity Employer | A Drug-Free Workplace | Agency of Louisiana.gov | dotd.la.gov

Figure 1.12a: Example Traffic Generator Denial Letter (example permit; identifying details removed). The letter notifies the applicant of the denial, states the basis for the decision, and explains the right to appeal. The appeal-process document may be sent with notification of denial.

LaDOTD 01.2013



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

PRELIMINARY ACCESS CONNECTION REQUEST FORM

TRAFFIC GENERATOR TYPE ACCESS ON A STATE ROUTE

An access connection is any physical connection between a state roadway and private or public property which allows the ingress and egress of vehicles to or from said property.

THIS FORM IS NOT TO BE USED FOR SINGLE-FAMILY RESIDENTIAL OR NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION REQUESTS.

PROPERTY OWNER INFORMATION

Name _____

Company (If Applicable to Permit) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home/Bus Phone _____ Cell Phone _____

E-Mail _____

☐ Check here if Owner is to be the Primary Contact.

DESIGNATED CONTACT INFORMATION (If Primary Contact is not the Owner)

Name _____

Company (If Applicable to Permit) _____

Phone _____ Fax _____

Email _____

Relationship to Property Owner: ☐ Engineer ☐ Attorney ☐ Other _____

Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the Owner.

PROPERTY INFORMATION

Property 911 Address _____

City _____ State _____ Zip Code _____

Parish _____ Current Hwy Surface _____

State Highway Adjacent to Property (LA/US Route #): _____

Property is located on the (circle applicable) N S E W side of the highway _____ miles (circle applicable) N S E W from (nearest state highway # or other major roadway) _____

Lot Depth (ft): _____ Frontage Width (ft): _____

Proposed driveway width (ft): _____

Distance from Centerline of Roadway to Property Line (ft): _____

Proposed Building Dimensions _____

Setback from Right-of-Way to nearest building/gas pump/etc. (ft): _____

Distance from Property Lines to Nearest Driveways/Roadways _____

Property Latitude _____ Property Longitude _____

YOU MUST ATTACH A PROPERTY MAP TO THIS DOCUMENT.

Attach property survey or plat of property. Show proposed location of access point and locations of nearest existing driveways and median openings (if applicable). Everything must be dimensioned.

THIS FORM IS NOT TO BE USED FOR SINGLE-FAMILY RESIDENTIAL OR NON-COMMERCIAL AGRICULTURE ACCESS CONNECTION REQUESTS.

APPLICANT TO COMPLETE:

PROPOSED USE OF PROPERTY:

☐ Multi-Residence Single Family
Number of Homes Proposed _____

☐ Commercial
Total Facility Sq. Ft. _____

Select One:

☐ Retail ☐ Mixed-Use ☐ Medical

☐ Religious ☐ Educational ☐ Public

☐ Agricultural ☐ Utility ☐ Bank

☐ Other: _____

☐ Temporary (less than 1 year) – Explain Use _____

☐ Other – Explain _____

- Will access connection become a public road? ☐ Yes ☐ No

- Will the full development be built in phases? ☐ Yes ☐ No ☐ Unknown

SELECT ALL THAT APPLY:

☐ Applicant requests more than one access connection.

☐ Property is within ¼ mile of an existing traffic signal.

☐ Applicant requests a new traffic signal.

☐ Applicant requests a new median opening.

☐ Requested access connection location aligns with an existing signal or intersection.

☐ Existing median opening or portion thereof, is within the frontage limits of the property.

☐ Requested access connection is not on a state route, but is within ¼ mile of a state route.

☐ Railroad crossing located within ¼ mile.

☐ Applicant requests a roundabout.

☐ Property has frontage on an existing local or parish roadway.

☐ Property is within the functional area of intersection or limits of turn lane.

Figure 1.12b: Example Traffic Generator Request Form that may be sent provided back with Denial Letter.

1.10 Permit Conditions

The following conditions apply to all commercial access connection permits, per the DOTD Traffic Engineering Access Connections Policy (2013) and Title 70.

- **Permit Validity and Expiration:** Once issued, an access connection permit is valid for one (1) year (12 months). Construction must formally commence and be continuously underway within 12 months of the permit issuance date. If an applicant cannot commence construction within one year, they may request a six-month extension in writing prior to the expiration date. No more than two six-month extensions (total of 12 additional months) will be granted. If the access connection is not constructed within 24 months of the original issuance date, the permit is expired and cannot be extended. An expired permit cannot be revived, and the applicant must begin again with the application procedures. [§1515.I].
- **Bonding:** The applicant may be required to post a bond to secure an access connection permit. The purpose of the bond is to ensure that all required improvements within the DOTD right-of-way are completed to a satisfactory level. The bond amount will be set by the District Administrator or designee prior to issuance and will be equivalent to the costs of required right-of-way improvements (which may include turn lanes, signals, median openings, etc.).
- **Inspections:** All access connections within state right-of-way are subject to review and inspection at all times. All improvements to the DOTD roadway shall be inspected by the DOTD or a DOTD-certified inspector. When a DOTD-certified inspector is required, the permittee must bear all associated expenses.
- **Note on Inspections:** The number of inspections differs by permit type. In select districts, residential access connection permits recommend two inspections: (1) Pipe Inspection and (2) Final Inspection (see Figure 1.8c). Commercial (Traffic Generator) permits recommend three inspections: (1) Pipe Inspection, (2) Driveway Inspection, and (3) Final Inspection (see Figure 1.13). The additional Driveway Inspection for commercial permits verifies that the driveway forms, width, radii, opening at the road, and aprons, match the approved engineer-stamped plans before hard surface material is installed. For both permit types, the applicant must contact the DOTD District Permit Section at least 5 business days in advance to schedule each inspection. No work should proceed to the next phase until the current inspection is completed and approved, in particular, pipe must not be covered until the Pipe Inspection has been passed.
- **Work Zone Compliance:** When construction of an access connection requires work within the highway, or when required mitigation construction is done within the roadway, a work zone plan may be required. All temporary traffic control devices shall conform to the most current DOTD Temporary Traffic Control (TTC) standards and the Manual on Uniform Traffic Control Devices (MUTCD); the temporary traffic control plans included in the permit document govern and must be followed. Closure plans are submitted through the Permit Specialist, who routes them to the District Traffic Operations Engineer and District ADAs (e.g., ADA of Construction) as needed per district discretion for review and approval, 5 working days before construction if the traffic control plan is already approved or 10 working days before construction if a new plan must be submitted. After the closure plan is approved, the Permit Specialist issues a press release. Field compliance with the work zone plan during construction is the responsibility of the inspector.

- **Right-of-way Restoration:** Under all circumstances, the entire highway right-of-way affected by access connection construction shall be restored to at least the same condition that existed prior to the beginning of the work. All disturbed earth shall be replaced and regraded for proper positive drainage. Grass or other suitable vegetation shall be planted on disturbed earth.
- **Changes to Previously Submitted Plans:** Relocations or alterations of an existing access connection require a re-evaluation of the access connection rather than a supplement to the original application. Where a property is reconstructed, remodeled or redeveloped, the owner submits a request for re-evaluation. DOTD reserves the right to make changes to the original permit during that process to improve safety and operations, and the permit may be re-issued to the most current DOTD standards. These provisions do not apply to single-family residential access connection permits and apply to redevelopment provisions. [§1515.H; §1519.A–D.].
- **Coordination with Local Authorities**
 - Local agencies (towns, cities, parishes) may have additional requirements regarding permits for buildings, construction, and access connections. It is the full responsibility of the applicant to determine the need for additional permits from local authorities and to obtain any required permits.
 - The DOTD permit should be processed and approved concurrently with the local government agency's approval process to avoid conflicting requirements. Some local government agencies charge a traffic impact fee based on the projected traffic generated by the proposed development. The payment of such fees does not release the applicant from obligations for improvements required by DOTD.
 - The issuance of a DOTD access connection permit does not guarantee the issuance of other required state or local permits, and vice versa. All required permits must be obtained by the owner prior to beginning any construction.
 - If mitigation is required by both DOTD and a local agency, it is the responsibility of the applicant to coordinate the mitigation requirements. The DOTD will work with local agencies to determine the most effective mitigation for each situation.

1.11 Technical Guidance — Quick Reference

NOTE ON TECHNICAL GUIDANCE TABLES

The tables below do not represent the full set of technical or regulatory requirements that apply to access connection permits. **They are a curated subset of the standards and requirements that most frequently come up during the Permit Specialist's screening review and in discussions with applicants.**

Purpose: These tables give Permit Specialists a quick reference to identify common non-compliance issues before routing the permit package to engineers. **If plans do not meet the requirements listed here, the Permit Specialist should send comments to the applicant before routing to the engineering review team.**

Districts may apply values different from those shown where site conditions justify doing so and the reviewing engineer documents the basis. This is an ordinary site-specific determination, and it is distinct from the two formal mechanisms that follow.

Under LAC Title 70, Part I, §1531.A, modification of a standard access connection type requires the recommendation or approval of the district traffic operations engineer. A formal design exception is a separate process and is routed to HQ Traffic Engineering; see the Design Exceptions section. Nothing in this section limits an approval that Title 70 or DOTD policy assigns to the District Administrator or the district engineer administrator.

§1501.C states the obligation to protect the investment of the state in the highway system and provides that "access connections granted by the DOTD can be restrictive." A district practice that would conflict with a requirement of Title 70 itself cannot be applied at district discretion; it requires a formal waiver and legal review. No departure is available where Title 70 states an absolute prohibition.

These tables are not a substitute for engineering review. Determinations involving traffic impact, geometric design, hydraulic analysis, structural review, or any item marked "determined by engineer" in the tables below are the responsibility of the applicable engineering discipline. The Permit Specialist's role is to screen for the items listed here and route to engineers for all technical determinations. For the full regulatory text, refer to the Reference Documents.

Louisiana Department of Transportation and Development, Traffic Engineering Management Section, [Access Connections Policy: To Accompany the Access Connections Rule \(LAC Title 70, Part I, Chapter 15\)](#), December 2013

LAC Title 70, Part I, Chapter 15 — Access Connection Permits
<https://www.doa.la.gov/doa/osr/louisiana-administrative-code>

Desired Access Connection Spacing

(Louisiana Department of Transportation and Development, Traffic Engineering Management Section, Access Connections Policy: To Accompany the Access Connections Rule (LAC Title 70, Part I, Chapter 15))

Table 6

	Urban	Rural
Arterial	550 ft	700 ft
Collector	300 ft	400 ft
Local	Maximum achievable	Maximum achievable

Note: If a non-traversable median exists within 200 ft of both sides of the access connection and a right-in/right-out access connection is installed, spacing may be reduced by one-half.

Table 7

Access Connection Traffic Category	Average Daily Traffic Using Access Connection	Peak Hour Traffic Using Access Connection	With Two-Way Access	With One-Way Access
Low-Volume Comm/Indus.	< 1,500	< 150	22-36 ft	≤ 16 ft
Medium Volume Comm./Indust.	1,500-4,000	150-400	22-36 ft	20-26 ft Up to 16 ft. Larger requires Auto turns and mountable truck aprons
High Volume Comm./Indust.	> 4,000	> 400	Determined through a traffic study — preferably 46-54 ft. Larger requires Auto turns and mountable truck aprons	Generally, not applicable; up to 16 ft. Larger requires Auto turns and mountable truck aprons

1.11.1 Commonly Referenced Regulatory Guidance

For the full set of regulatory requirements, refer to: LAC Title 70, Part I, Chapter 15, and the DOTD Access Connections Policy (December 2013), Chapter 5: Access Connection Regulations & Geometric Requirements. Drainage and hydraulic requirements referenced in this table (for example, pre- and post-development runoff) are governed by the *latest DOTD Hydraulics Manual*. All access connections should comply with the complete regulations, not only the items summarized here.

Table 9

General Guidelines	What to Tell the Applicant
Hard-surface materials	Hard-surface materials (concrete, asphalt) are required for the first 25 ft from the edge of the travel lane OR to the right-of-way line, whichever occurs first, for the full width of the access connection. District personnel may extend the hard-surface distance beyond 25 ft or beyond the right-of-way line where the standard distance is not adequate, for example, where loose material is being tracked onto the highway. This prevents loose gravel, dirt, or sand from being tracked onto the highway. [§1531; Access Connections Policy Ch. 5]
Culvert material	Any material on the DOTD Approved Materials List (AML) may be used for the driveway surface and culvert; plastic (such as CPEPDW) and concrete (such as RCP) are typical. Metal pipe is not universally prohibited, but several districts (e.g., Districts

General Guidelines	What to Tell the Applicant
	02, 03, 07, 61, 62 due to proximity to coastlines) restrict or exclude it for private-driveway culverts because of corrosive soils, high water table, and saltwater intrusion. Districts with existing waivers or DA authority over prohibiting metal pipes should receive DA or designee approval prior to allowing metal pipes. Confirm the accepted materials with the reviewing district before routing. Source Note: EDSM II.2.1.1 (pipe material selection) provides that districts may restrict private-driveway pipe materials at their discretion, and that deviations from its material-selection table may be made on engineering justification. Districts that have adopted a blanket restriction do so through an approved design waiver to EDSM II.2.1.1. See Figure 1.7a for the waiver example for a district on record. Final material acceptance follows the current AML, DOTD standard plans, and the <i>Hydraulics Manual</i>.
Proximity to bridges	Access connections must be located at a minimum of 10 ft from any bridge piles, structures, or components.
Pre- and post-development drainage	Drainage calculations showing runoff before and after development must be included with the submittal. Post-development runoff must not exceed pre-development runoff ($\text{post-Q} \leq \text{pre-Q}$), per the latest LADOTD Hydraulics Manual (Ch. 3). If the development increases impervious area, the applicant must demonstrate how the additional runoff will be managed.
Parking within ROW	Strictly prohibited. No portion of the state right-of-way may be used for vehicle parking. This includes angled, 90-degree, and parallel parking. [§1521]
Parallel access connections	Not permitted. This includes access connections near gas pumps or similar structures that would function as parallel access. [§1521]
Gas pumps / drive-through structures	Gas pumps and similar structures must be located a minimum of 15 ft from the ROW line so that all on-site access lanes, queuing areas, and service areas are entirely outside the state ROW. [§1521]
Gated access / fences / signage	Not permitted within the ROW. If a gated entry is proposed, a minimum storage of two vehicles must be provided outside the ROW, 50 ft minimum storage length unless greater distances are required by DOTD, so that vehicles waiting at the gate do not queue onto the highway. Gated access shall not be permitted as an approach to a traffic signal.
Sight distance	Vehicles entering and exiting the access connection must have adequate sight distance based on the posted speed of the highway. If the proposed location cannot meet sight distance

General Guidelines	What to Tell the Applicant
	requirements, the access connection must be placed in the location with the greatest achievable sight distance, and DOTD will issue a letter to the property owner.
Access sharing / cross-connectivity	DOTD may require adjacent commercial applicants to share a single access connection and/or provide cross-connectivity between sites so that vehicles do not need to re-enter the highway to move between properties.
Multiple access connections	Each property should be granted no more than one access connection. A request for more than one must meet the spacing requirements in the Access Connection Spacing table. A corner property may be permitted one connection on each route, with one limited to right-in/right-out, at DOTD's discretion. Whether a Traffic Impact Study is required is a separate determination under LAC Title 70, Part I, Chapter 11, §1101. [§1521. B.1; §1521.A.4; Access Connections Policy Ch. 5, Table 8].
Connection geometry.	Title 70 provides that the permissible design of access connection returns is governed by the type of access connection and shall be as shown in the appropriate detail of the standard plans. Connection geometry follows Standard Plan DW-01 (version and date). Where the roadway has no curb, DW-01 shows a flare of 8 ft by 8 ft minimum at 45 degrees. Where the roadway is curbed, DW-01 defers the radius to the plans. Any change to DW-01 supersedes what is shown here. See Figures 1.3a to 1.3c. Set by context, per Access Connections Policy Ch. 5, Table 4, "Minimum Access Connection Radii," Traffic Generator: 25 ft urban, 35 ft suburban, 50 ft rural. These are minimums. The Policy footnotes that "Posted speed limit of the highway or chosen design vehicle may direct design of a larger radius." DW-01 Sheet 1 sets no radius figure; the Plan of Commercial Driveway reads "See plans for radius," and notes that a "RADI TRANSITION SHAPE MAY BE USED IN LIEU OF A FLARE."
Throat length (low volume, <150 peak hr.)	Minimum 20 ft (about one car length) from the ROW to the first on-site decision point.
Throat length (medium volume, 150–400 peak hr.)	Minimum 60 ft (about three car lengths).
Throat length (high volume, >400 peak hr.)	Determined by the results of a Traffic Impact Study.
Median openings	New access connections should not align with existing or proposed median openings and should be located at a minimum of 200 ft from crossovers. All access on roadways with medians may be restricted to right-in/right-out movements

General Guidelines	What to Tell the Applicant
	only. This applies to all types of access connections, including residential.

Source Note: LAC Title 70, Part I, §1521, §1525, §1531; DOTD Access Connections Policy, Ch. 5, and for drainage requirements, the latest LADOTD Hydraulics Manual (Ch. 3). Numeric standards (spacing, widths, radii, hard-surface distance) are set by the Policy Ch. 5, which the Rule delegates to in §1521/1525/1531. The items above are the requirements most frequently discussed with applicants. They do not represent the full scope of the regulation. Permit Specialists and reviewing engineers should be familiar with the complete Access Connections Rule and Policy.

1.12 Example — Access Connection – Commercial (Traffic Generator) Permit

The following example illustrates the commercial access connection review process. The example shows the range of complexity and multi-discipline review a Permit Specialist will encounter when processing a Traffic Generator permit.

Example A: Commercial Access — Religious Facility ([Town] — # [Permit Number])

Overview: [Applicant] applied for a commercial access connection permit for [Development Name] at [Address], [City], LA ([Parish]). The property is on the [side] of [State Highway], approximately [distance] from [Intersecting Highway]. Control Section [Number]

Permit Type: Access Connection Permit Certificate — Traffic Generator (LaDOTD-04.2017 form). Commercial — Total Facility box selected; Religious use indicated. Total facility square footage: [sq ft]

Submitted via: DOTD Permit Portal (Application ID: [ID number]).

See Figures 1.13a–1.13g below for the Commercial Access Connection (Traffic Generator) Permit Example.



**LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT**
Glenn Ledet, Jr.
Secretary

Office of the Secretary
PO Box 831 | Baton Rouge, LA 70821-0831
Ph: 225-231-4100 | Fx: 225-231-4108



Jeff Landry
Governor

March 3, 2026

ati

TRAFFIC GENERATOR PERMIT CERTIFICATE FORM

PERMIT NUMBER: #####

PERMIT APPLICATION ID: [Application ID]

PARISH: [Parish Number]

PERMIT LOG NUMBER: [Log Number]

To Whom It May Concern,

Enclosed is an Access Connection Permit Certificate for the physical property listed above. Please thoroughly read all the terms and conditions of this permit prior to beginning construction. The specified, approved location of the driveway as well as pipe size noted on this permit must be strictly adhered to. Any deviation from the terms of this Access Connection Permit Certificate may result in the revocation of this permit and require the removal of any connection to the state highway system.

All construction work within the State Right-of-Way shall be in accordance to the latest version of the Louisiana Standard Specifications for Roads and Bridges. Sidewalks and/or utilities within DOTD Right-of-Way are to be permitted individually.

The entire completed and stamped permit package (*including this letter*) must be kept on the job site and made available at all times for review or reference upon request by LADOTD officials.

Please contact DOTD Area Engineer prior to any commencement of operations:

1. Pipe Inspection: After pipe has been set with the flow line of the ditch. **DO NOT COVER THE PIPE UNTIL IT HAS BEEN INSPECTED AND APPROVED.**
2. Driveway Inspection: Forms for driveway width, radii, opening at the road, aprons, etc. will be inspected prior to installing hard surface material.
3. Final inspection: When driveway and all other requirements are complete.

Please contact the DOTD District Area Engineer 5 business days in advance to schedule an inspection. Normal hours of operation are 7:00AM - 4:00PM, Monday-Friday. Hours of operation may be affected during the Holidays.

DOTD Area Engineers:

[Area Engineer Contact Details]

Louisiana Department of Transportation and Development | 1201 Capitol Access Road | Baton Rouge, LA 70802 | 225-379-1200
An Equal Opportunity Employer | A Drug-Free Workplace | Agency of Louisiana.gov | dotd.la.gov

Figure 1.13: Traffic Generator Permit Certificate Form Letter —District-issued cover letter accompanying the approved Traffic Generator Permit Certificate. Includes permit number, permit application ID, parish, and permit log number. States that the approved location and pipe size must be strictly adhered to, that any deviation may result in permit revocation and removal of the connection, and that all construction within the State right-of-way must follow the latest Louisiana Standard Specifications for Roads and Bridges. Use of the District Traffic Operations Permit Approval Form is optional and varies by district (image is specific District example); comments may instead be made and tracked in the portal.

DOTD | Chapter 1: Access Connection Permits

LaDOTD 04.2017

LaDOTD Permit # _____ Date Permit Issued: _____
 Date Permit Entered/Initials: _____ Construction Must Begin By: _____

State of Louisiana
 Department of Transportation & Development
ACCESS CONNECTION PERMIT CERTIFICATE – TRAFFIC GENERATOR

Property Owner's Name: [Property Owner Name] (Development Name)
 Physical (911) Address of Property: [Physical Address]
 City: [City] State: LA Zip: [Zip Code]
 State Highway Adjacent to Property (Hwy. #): LA 410 Parish: _____
 Property located on the (circle one) N S E W side of the highway 1.35 miles (circle one) N S E W
 From (nearest LA/US route # or other major roadway) LA 408
 Control Section: 817-05 Log Mile: _____ Latitude: _____ Longitude: _____
 Proposed Use of Property:
☐ Multi-Residence Single Family - Number of Homes Proposed _____
☐ Temporary (less than 1 year) – Explain Use _____
☒ Commercial – Total Facility Sq. Ft. 8250
 Select One: ☐ Retail ☐ Mixed-Use ☐ Medical ☒ Religious
☐ Educational ☐ Public ☐ Agricultural ☐ Utility ☐ Bank
☐ Other – Explain _____
 Property Frontage along Highway (ft.): _____ Depth of Property (ft.): _____
 Current Highway Surface Material: Asphalt
 Approved Driveway Material: Paved Culvert Size: Dia. (in.) Length (ft.) NA
 Culvert Material NA
 Driveway Width No Direct Access ft. Radius of Driveway NA ft. (see attached standard)
 Hydraulic Review: ☐ Not Required ☒ Required, Approved on 2/5/2026 by [Engineer Name]
 Traffic Impact Study: ☒ Not Required ☒ Required, Approved on 1/6/2026 by [Engineer Name]
 (Attach a copy of the Letter of Compliance)
 Traffic Signal Study: ☒ Not Required ☐ Required, Approved on _____ by _____
 Signal Permit Issued: ☒ No ☐ Yes, Signal Permit Number: _____
 La DOTD Access Connection Detail to Be Used for Construction: EC-01 Notes: _____
 Other permits related to this property: _____
 Driveway Sharing: ☒ Not Required ☐ Required –Attached signed agreement.
 Details: _____
 Mitigation Required: ☒ No ☐ Yes –Details: _____

26-003

Figure 1.13a: Access Connection Permit Certificate — Traffic Generator (LaDOTD dated 4/2017) — Page 1 (Property Owner Information, Location, Proposed Use, Driveway/Culvert Specifications, Hydraulic Review, Traffic Impact Study, Driveway Sharing, and Mitigation Determinations). SANITIZED Permit Example.



 LaDOTD 04.2017

Construction of Access Connection shall be subject to the following additional restrictions: NOTE: Please see attached Permit Review and Approval Forms.

Temporary Permit? ☒ No ☐ Yes. Terms: _____

Additional Provisions:

1. All documentation associated with this permit shall remain attached to this Permit Certificate and shall at all times be available for review, when requested, by a representative of the Louisiana Department of Transportation and Development.
2. All signed and stamped plans associated with this permit which are affixed with the LaDOTD Permit # shall remain with this permit and shall at all times be kept on the job site. If requested by a representative of the Louisiana Department of Transportation and Development, the entire plan package shall be produced at the job site for review.
3. The DOTD District Office will handle all necessary public notices regarding temporary traffic control related to work authorized by this permit. The Permittee shall notify the District office a minimum of five (5) working days before construction if the traffic control plan was previously approved or contained in the approved plans or a minimum of ten (10) working days before construction if the traffic control plan must be submitted for lane closures not addressed in the plans.
4. Prior to performing any excavations, the applicant is required to call Louisiana One Call. If installing any underground facilities such as cable or conduits, the applicant must be a member of Louisiana One Call. In addition, the applicant must contact DOTD at 1-800-259-4929 or DOTD: Eibert.ocates@la.gov at least 24 hours prior to performing any excavation on DOTD Right-of-way (either for installation or maintenance).

All conditions of this permit are subject to the provisions of LAC title 70.

I, the applicant, agree to hold harmless the DOTD and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of the DOTD, its agents, or its employees. I understand that this permit may be modified or rescinded at anytime at the discretion of the DOTD and any costs incurred as a result will be at my expense. I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.

The provisions of this permit are hereby accepted and agreed to this _____ [DD] _____ day of _____ [Month] _____ 20 _____ [YY].

SIGNED _____ [Signature]

Owner's Name (printed): _____ [Property Owner Name]

Mailing Address: _____ [Mailing Address]

City: _____ [City] State: _____ [State] Zip: _____ [Zip]

Home/Work Phone: _____ [Phone] Cell Phone: _____ [Cell Phone]

If exercising Power of Attorney:

Name of Authorized Representative: _____

(Attach a copy of Power of Attorney documentation)

APPROVED BY:

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

_____[Signature]

DISTRICT PERMIT SPECIALIST –

Print Name _____ [Permit Specialist] Date _____ [Date]

_____[Signature]

DISTRICT ADMINISTRATOR (OR DESIGNEE) –

Print Name _____ [District Administrator] Date _____ [Date]

Figure 1.13b: Access Connection Permit Certificate — Traffic Generator (LaDOTD dated 4/2017) — Page 2 (Additional Restrictions, Temporary Permit Status, Additional Provisions, Hold Harmless and LAC Title 70 Provisions, Applicant Acceptance and Signature, and DOTD Approval Signatures). SANITIZED Permit Example.

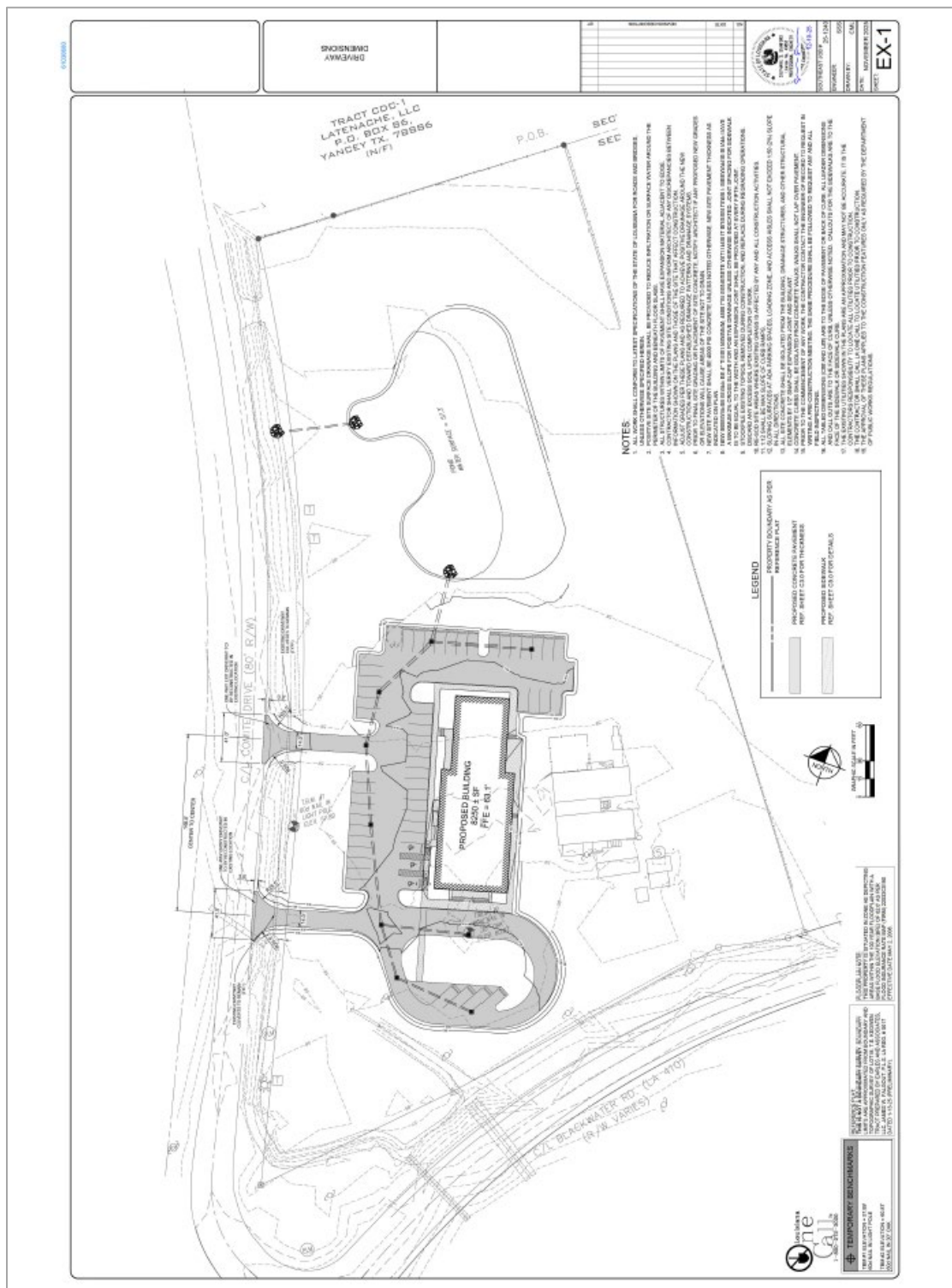


Figure 1.13c: Site Plan / Driveway Dimensions (Sheet EX-1) — Engineer-stamped site plan showing proposed building footprint, driveway location and geometry, parking layout, property boundaries, right-of-way lines, and construction notes. Prepared by [Engineering Firm]. SANITIZED Permit Example.

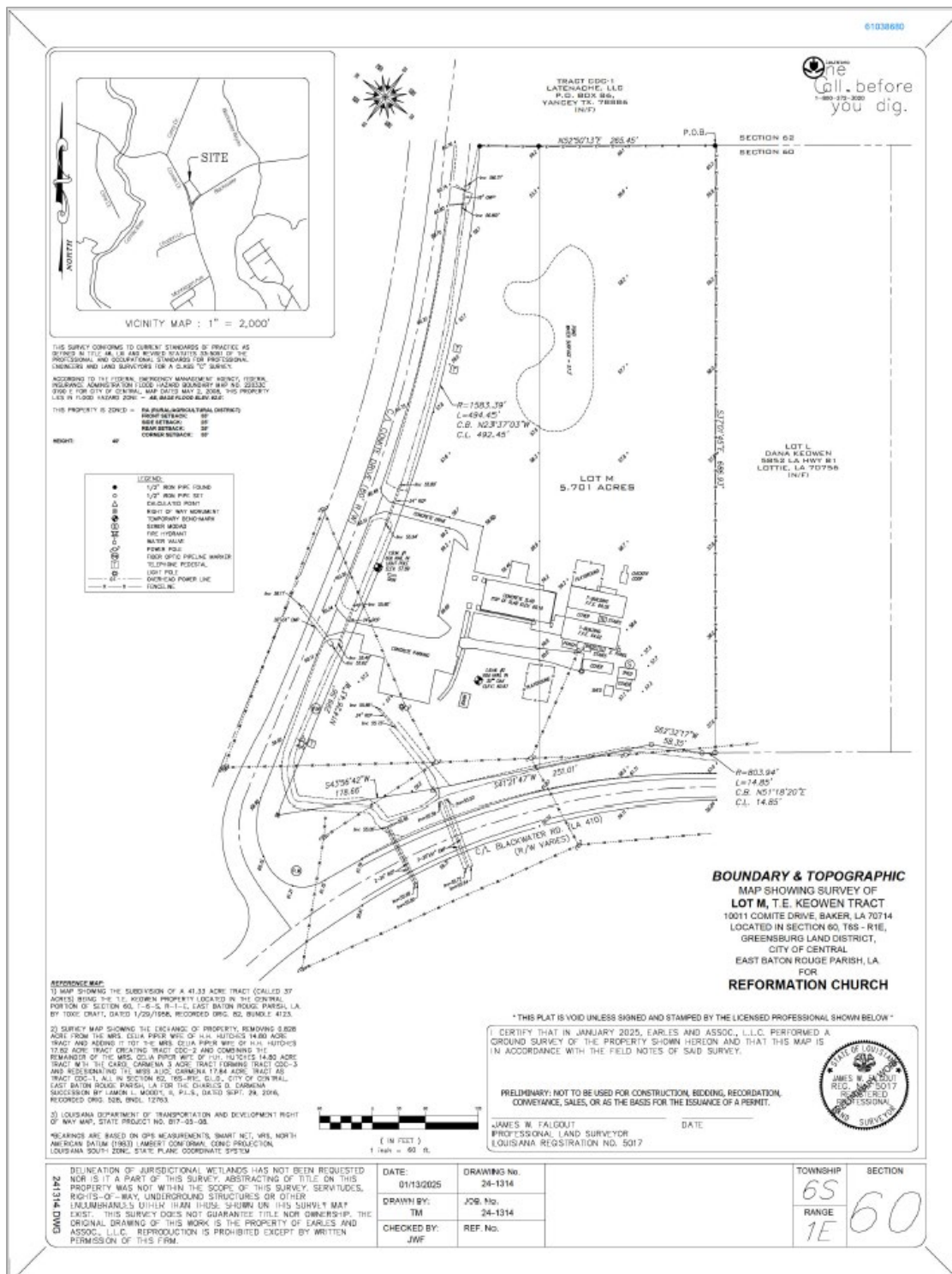


Figure 1.13d: Boundary and Topographic Survey — Survey plat showing property boundaries, existing utilities, topographic features, flood zone designation, and right-of-way references. Prepared and stamped by [Licensed Surveyor]. SANITIZED Permit Example.

LADOTD District 61
8100 Airline Highway
Baton Rouge, LA 70815

PERMIT REVIEW FORM

DecuSigned by: 2/5/2026 12:56 PM CST

[Hydraulic Engineer Signature & Printed Name]

A4606B2D667F43A... Date

Permit Name: [Development Name]

Location: [Development Name]

Drainage Structure: N/A

- The Area Engineer shall be contacted prior to construction and perform a Final Inspection with the use of a copy of the approved permit provided by the permittee. See contact information below.
- Any lane closure applications shall be submitted at least one week prior to the requested closure date to the Area Engineer.

[Area Engineer Contact Details]

This permit is approved with the following conditions:

- 1) Materials are not allowed to be stored on State right of way. Equipment that is not in use shall not be parked on State right of way.
- 2) Permit applicant shall be responsible for maintaining drainage beyond the State right of way.
- 3) Application is approved providing that neither the shoulder nor the travel lane hold water during a storm event.
- 4) Applicant is also responsible for any drainage or flooding problems that occur to adjacent property, the State highway and the State right of way as a result of the site development and with any future development of the property.

Figure 1.13e: Permit Review Form (District 61) — District-issued permit review form signed by the District Hydraulics Engineer, confirming permit name, location, parish, drainage structure status, inspection requirements, contact information for the District Hydraulics Engineer by parish, and permit conditions (no storage in ROW, applicant responsible for drainage beyond ROW, no ponding during storm events, applicant responsible for drainage/flooding from site development). SANITIZED Permit Example.

District Traffic Operations
 3773 Harding Blvd.
 Baton Rouge, LA 70807
 (225) 389-2111

Route	[Route]
Control Section	[Control Section]
Parish	[Parish]
Log #	[Log#]
Permittee	[Property Owner Name]
Development	[Development Name]
Consultant	[Engineering Firm]

Permit Approval Form

This office recommends the following action:

Important: Driveway should be poured flush with the roadway surface (no curb thru driveway).

☐ ☐ **Resubmit** – The following changes should be incorporated into the next submittal:

☐ ☐ Construct channelizing island
 ☐ Mountable curb

☐ **Approve**

☒ **Approve Permit as Noted:**

☐ Barrier curb (see island attachment)
 (note warning below for damage to existing signal equipment)

(note warning below for damage to existing signal equipment)

There is no objection to the Comite Drive access. There is no direct access to LA 410.

☐ **Adjacent Existing Traffic Signals** – Contractor should pay close attention to the following items adjacent to his driveway or other construction. Permittee is responsible for repairing all existing signal installations damaged by his operations.

☐ Signal interconnect line

☐ Detector loops & junction boxes

Traffic Control During Construction

☐ Yes ☒ No

☐ Yes ☒ No

Traffic Control Plan required? (Typically required for left or right turn lanes)

Lane closure allowed?

a)	Weekdays	
b)	Weekends	
c)	Nights	

Final Inspection ☐ Yes ☒ No (by District Traffic Operations Engineer)

☐ Yes ☒ No (by Electricians)

 [Signature]
 Traffic Operations Engineer Intern

 Date

Figure 1.13f: Use of the District Traffic Operations Permit Approval Form is optional; comments may instead be made and tracked in the portal. Example of District Traffic Operations — Permit Approval Form — Traffic engineering review form showing route, control section, log number, permittee, development name, and consultant. Includes the traffic office's recommended action (approve/resubmit/approve as noted), channelizing island and curb requirements, notes on adjacent traffic signals, traffic control during construction determinations, and final inspection requirements. Signed by the Traffic Operations Engineer. SANITIZED Permit Example.

01/07/2026

Application ID:

In Review

Property Owner

Name: [Property Owner Name]

Company: [Development Name]

Mailing Address: [Mailing Address]

Unit:

City: [City]

State: [State]

Zip: [Zip Code]

Phone: [Phone]

Cell:

E-Mail: [Email]

Designated Contact

Name: [Engineering Contact]

Company: [Engineering Company]

Phone:

Fax:

E-Mail:

Relationship:

Authorized to Sign:
No

Property Information

Street Address:

Page 1 of 4

Figure 1.13g: Example Permit Portal Application Printout (Page 1 of 4) — Property Owner and Designated Contact information as submitted through the DOTD Permit Portal (Application ID: [ID]). Shows owner name, company, address, phone, email, designated contact (engineer of record), and property street address. SANITIZED Permit Example.



Glenn Ledet, Jr.
Secretary

Office of the Secretary
PO Box 831 | Baton Rouge, LA 70821-0831
Ph: | Fx:



Jeff Landry
Governor

February 12, 2026

TRAFFIC GENERATOR PERMIT CERTIFICATE – SIGNATURE REQUIRED

PARISH: [Parish Number] **PERMIT LOG#:** [Log Number] **PERMIT APPLICATION ID:** [Application ID]

To Whom It May Concern,

In response to your permit request for accessing a state highway, the Louisiana Department of Transportation and Development has prepared the enclosed Traffic Generator Permit Certificate. Please thoroughly read all terms and conditions of this permit prior to beginning construction.

All construction work within the State Right-of-Way shall be in accordance to the latest version of the Louisiana Standard Specifications for Roads and Bridges. The specified, approved location of this permit must be strictly adhered to. Barrier curbs along driveway aprons are strictly prohibited within DOTD Right-of-Way.

Upon receipt of the signed certificate, LADOTD will approve the permit and return a signed copy to you. Only the final approved copy with signatures and a permit number affixed at the top of the permit is valid for construction. The enclosed copy is not a valid permit.

If you are not agreeable to the terms and conditions of the Access Connection Permit Certificate – Traffic Generator, please contact my office at _____

If you are agreeable to the terms and conditions of the Access Connection Permit Certificate – Traffic Generator, please sign where indicated, complete your personal contact information, attach Power of Attorney documentation if necessary, and return through the online permit portal.

I acknowledge that I have read, and do hereby accept the terms and conditions contained in this document.

Print Name: _____ [Print Name]

Signature: _____ [Signature]

Date: _____ [Date]

The entire completed and stamped permit package (including this letter) must be kept on the job site and made available at all times for review or reference upon request by LA DOTD officials.

Louisiana Department of Transportation and Development | 1201 Capitol Access Road | Baton Rouge, LA 70802 | 225-379-1200
An Equal Opportunity Employer | A Drug-Free Workplace | Agency of Louisiana.gov | dotd.la.gov

Figure 1.13h: Traffic Generator Permit Certificate — Applicant Acceptance Page. Example signature page sent to the applicant via the Permit Portal after ADA approval (Step 9). The applicant reviews the terms, signs, and returns through the portal to finalize the permit. The enclosed copy is not valid for construction until signed and returned with a permit number affixed. Format may vary by district; this example is from District 61.

1.12.1 DOTD Reviewer Checks: A Worked Example.

The values below (culvert size, length, material, dimensions) are specific to this permit and are shown to illustrate the review. For the standards that apply to every permit, see the Technical Requirements tables in Section 1.11 and in relevant policy.

- **Application completeness:** Property owner signed and dated the application on [Date]. The Permit Portal submission and certificate form include the property owner name, development name, 911 address, city, state, zip, state highway ([State Highway]), parish ([Parish]), side of highway ([side]), distance from nearest intersection ([distance] [direction] of [Intersecting Highway]), and control section ([Control Section]). GPS coordinates provided ([Latitude] / [Longitude]). Proposed use identified as Commercial — Religious, total facility 8,250 sq. ft.
- **Location verification:** Property is confirmed on a state highway ([State Highway]). Distance from nearest state highway intersection ([Intersecting Highway]) is [distance] [direction]. Access is via [Local Road] there is no direct access to [State Highway]. The District Traffic Operations Permit Approval Form confirms: "There is no objection to the [Local Road] access. There is no direct access to [State Highway].".
- **Driveway and access specifications:** Driveway width listed as "No Direct Access." The site is accessed via [Local Road], not directly from the state highway. Radius of driveway: N/A. Culvert material: N/A. Culvert size: N/A. Approved driveway material: Paved. Highway surface: Asphalt. DOTD Access Connection Detail to be used for construction: EC-01. Driveway should be poured flush with the roadway surface, with no curb across the driveway throat. Curbing along the roadway edge, where required, follows Standard Plan DW-01 / CP-01 as determined by the ADA of Engineering.
- **Hydraulic review:** Required — Approved on [Date] by [Hydraulic Engineer]. Drainage structure: N/A. The Permit Review Form confirms the ADA of Engineering reviewed drainage conditions and attached standard conditions for drainage responsibility (see Permit Conditions below).
- **Traffic Impact Study:** Not Required — Approved on [Date] by [Traffic Engineer]. The District Traffic Operations Permit Approval Form (Figure 1.13g) documents the traffic determination: Approve Permit as Noted. No channelizing island required. No traffic control plan is required. No lane closures are allowed. No final inspection required by District Traffic Operations Engineer or Electricians. Signal Permit Issued: No.
- **Mitigation:** Not Required.
- **Driveway sharing:** Not Required.
- **Engineer-stamped plans (Figure 1.13c):** Site plan (Sheet EX-1) prepared by [Engineering Firm] showing proposed building footprint (8,250 sq. ft.), driveway geometry off [Local Road], parking layout, property boundaries, right-of-way lines, and construction notes. Plan references [State Highway] and [Local Road] with ROW dimensions.
- **Boundary and topographic survey (Figure 1.13d):** Survey plat prepared and stamped by [Licensed Surveyor] showing property boundaries, existing utilities, topographic features, flood zone designation (Zones AE and X),

section/township/range references, and right-of-way lines for LA-410 and Comite Drive.

- **Permit Portal submission (Figure 1.13g):** Application ID [Application ID], submitted [Date], showing property owner information, designated contact (engineer of record), and property address. Status: In Review at time of printout.

1.12.2 Permit Conditions

The permit was issued on [Issue Date] with expiration [Expiration Date]. The certificate notes "Please see attached Permit Review and Approval Forms" for additional restrictions. Key conditions from the attached review forms include:

- Materials are not allowed to be stored on State right-of-way. Equipment not in use shall not be parked on State right-of-way.
- Permit applicant shall be responsible for maintaining drainage beyond the State right-of-way.
- Application is approved providing that neither the shoulder nor the travel lane holds water during a storm event.
- Applicants are also responsible for any drainage or flooding problems that occur to adjacent property, the State highway, and the State right-of-way because of the site development and with any future development of the property.
- Driveway should be poured flush with the roadway surface (curbing as required by Standard Plan DW-01, CP-01, and as determined by the District ADAs.
- There is no objection to the [Local Road] access. There is no direct access to [State Highway].
- The ADA of Construction shall be contacted prior to construction to perform a Final Inspection with a copy of the approved permit. Lane closure applications must be submitted at least one week prior to the requested closure date.
- Three recommended inspections: (1) Pipe Inspection — after pipe is set with the flow line of the ditch, do not cover until inspected and approved; (2) Driveway Inspection — forms for driveway width, radii, opening at the road, and aprons inspected prior to installing hard surface material; (3) Final Inspection — when driveway and all other requirements are complete. Contact the District Permit Section at least 5 business days in advance to schedule each inspection.

1.13 Note on Standard Plans for Commercial Access Connections

DOTD Standard Plans apply to all access connection construction within the state right-of-way, including commercial access connections. The standard plans (such as DW-01) should be followed and used as the reference for construction requirements on state highways.

In addition to the standard plans, commercial access connection permits require engineer-stamped construction plans prepared by the applicant's licensed engineer. The specific plan sheets, details, and construction standards vary based on the site conditions, driveway configuration, drainage design, and any highway modifications required. The DOTD Access Connection Detail referenced on the permit certificate (e.g., EC-01) identifies which DOTD

standard detail applies to the driveway construction; the overall site plan, drainage plan, and traffic control plan are project-specific.

Because commercial plan sheets are site-specific, this manual does not reproduce a fixed set of standard detail sheets for commercial permits. The reviewer's role is to verify that the applicant's engineer-stamped plans follow the applicable DOTD Standard Plans and comply with DOTD standards, as confirmed through the Traffic Engineer and Hydraulic Engineer review process (Steps 4 and 5). **Obtaining standard plans and special details.** Per [ECB-2026-11, Standard Plan Online Availability](#), many DOTD standard plans can be downloaded directly from the [DOTD Standard Plan Book](#) without a watermark. Direct applicants to the Standard Plan Book rather than issuing copies. The sheets reproduced in this chapter carry the Standard Plan Book's "For Informational Use" watermark and are reference copies only. Any change to a referenced standard plan supersedes what is shown here. Certain special details are not published online and are issued through the Office of the Secretary on a Public Records Request under LSA-R.S. 44:1 *et seq.*