

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	1	1	14	12/6/1976

SUBJECT: CONTROL OF ACCESS

1. **PURPOSE:** The purpose of this directive is to establish a uniform policy for notification of changes in control of access points on highways.
2. **SCOPE:** This directive covers policies, regulations and federal legislation regarding access control on interstate and other major routes as outlined in FHWA Notice N5160.23, dated September 3, 1976, copy of which is attached.
3. **PROCEDURE:** In order to comply with FHWA Notice N5160.23 titled "Access Control Violations" it will be the policy of the Department to require that:
 - A. Approval must be received from the FHWA prior to the addition, closing or modification of any control of access points approved and constructed according to the contract drawings.

The request for approval will be transmitted to the Chief Construction Engineer. A set of marked plans will be submitted along with a letter from the party requesting the change in access control. If the Chief Construction and the Chief Construction and Maintenance Engineers concur the request will be transmitted to the Chief Location and Design Engineer for review and concurrence.

The Chief Location and Design Engineer will consult with the Right of Way Officer to determine if reimbursement is required for access rights that may have been purchased and the value of the removal of control of access. The party requesting the change will then be contacted to insure that he is willing to refund the Department the amount established. If he is agreeable and with subsequent approval of the Chief Engineer and the Director the request will be submitted to FHWA for approval upon receipt.
 - B. Each district will develop and maintain a record keeping system for recording changes in control of access points. These records must be kept up-to-date and readily available upon request. This file will also contain drawings showing all changes.
 - C. Each District Engineer will emphasize to all Construction and Maintenance supervisory personnel the importance of complying with this directive.
4. **OTHER ISSUANCES AFFECTED:** All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.
5. **EFFECTIVE DATE:** This directive will be effective immediately

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