

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DRIVEWAY ACCESS PERMIT APPLICATION

Application No.
Control Section
Amount Received
Check No.
Date Received

Department Use Only

\*\*\*Please Print or Type\*\*\*

APPLICANT INFORMATION

Name of Lot Owner:
Street Address:
City: State: ZIP:
Telephone No.: E-Mail:

LOCATION INFORMATION

Block: Lot:
Municipality: County:
Description of Location:

TYPE OF PERMIT REQUESTED (Check One)

Submit to the REGIONAL MAINTENANCE OFFICE:

Submit to the BUREAU OF MAJOR ACCESS PERMITS:

- Single Family Residential
Combined Residence and Business
Government Driveway
Minor

Mail application to:
NJDOT Operations Permits
1035 Parkway Ave
PO Box 600
Trenton, NJ 08625-0600

- Major
Major with Planning Review
Concept Review

Mail application to:
NJDOT Major Access Permits
1035 Parkway Ave
PO Box 600
Trenton, NJ 08625-0600

THIS PERMIT REQUEST INCLUDES: (Check all that apply.)

- Lot Consolidation Lot Subdivision Drainage Curb Sidewalk

PLEASE FILL IN THE FOLLOWING INFORMATION:

(1) Route: (2) Suffix: (3) Milepost: (4) Direction:

(5) List the development land use type & size:

Table with 2 columns: Land Use TYPE (ITE LUC), Land Use SIZE. Rows for Existing and Proposed.

(6) Total size of development the access will serve:

(7) Is the lot a corner lot? (8) If yes, is the intersecting road also a State highway?

(9) Is a traffic signal involved at the lot? (10) Is the lot sharing access with a neighboring lot?

If yes, sharing access with lot on which side?

(11) How many two-way driveways are requested? (on divided highways, two (2) one-way driveways may be substituted for one (1) two-way driveway)

(12) What size is the lot? (to hundredths of an acre)

(13) Will the lot be served by alternative access? (14) If yes, what is the percentage of traffic using the alternative access?

(15) Does the Department own any denial of access along the lot frontage? If yes, is it on the left or right side of the lot when facing the lot? For how many feet?

(16) How many feet of frontage does the lot have on the State highway?

(17) Looking at this lot from the highway, what are the frontages of the neighboring lots within 330' and are the lots single family residential? Left: Right: Left: Right:

(NOTE: Not applicable if this application is for a single family residential lot.)

(18) Have you attached an affidavit for any affordable housing on the lot?

Please provide the information for those items that have check boxes under your application type.

## APPLICATION CHECKLIST

For Applicants Use

<u>N.J.A.C 16:47--</u>	Single Family Residential/ Residence & Business <b>4.9</b>	Other Minor Traffic Generators <b>4.10</b>	Major <b>4.12</b>	Major with Planning Review <b>4.14</b>	Concept Review <b>4.16</b>	<i>For Department Use</i>
1. Lot location map.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of tax map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Right of way line from Department desirable typical section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Topography showing all highway features within 500 feet of the lot frontage on both sides of undivided highways and one side of divided highways.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
5. Setback and location of structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
6. Curb: existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
7. Sidewalks: existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
8. Trees within Department right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
9. Signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
10. Utility poles.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
11. Highway electrical installations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
12. Locations of all lot driveways -- existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Locations of nearest driveway on adjacent lots, including type of operation using adjacent driveways.	---	---	---	<input type="checkbox"/>	---	<input type="checkbox"/>
14. Driveway / street width.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Driveway / street alignment with respect to the highway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Curblin openings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Edge clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
18. Type of driveway / street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Contours: existing and proposed.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
20. Corner clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
21. Driveway / street & island radii.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
22. Estimated 24-hour & highway peak-hour traffic count for the lot & access point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Number of lanes on the highway.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Speed-change lanes (acceleration, deceleration, left-turn)	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Lane and shoulder widths.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Typical highway pavement sections.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Location of centerline on undivided highways and median on divided highways.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Location of existing median opening on divided highways.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Location of existing driveways on opposite side of undivided highways.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form MT-32 (12/2014) <i>For Applicants Use</i>  <b>N.J.A.C 16:47--</b>	Single Family Residential/ Residence & Business <b>4.9</b>	Other Minor Traffic Generators <b>4.10</b>	Major <b>4.12</b>	Major with Planning Review <b>4.14</b>	Concept Review <b>4.16</b>	<i>For Department Use</i>
30. Dimensions from the lot line to the edge of pavement.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Number of new units for residential units; rooms for hotels; square footage for retail, office or warehouse; or appropriate unit of measure for other land uses.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Parking facilities & internal traffic circulation.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Traffic patterns: existing and proposed.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Highway traffic striping: existing and proposed.	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
35. Construction details	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
36. Type of vehicles anticipated.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
37. Attachments to Department drainage system: existing and proposed.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
38. Drainage calculations: existing and proposed.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>
39. Changes to existing traffic signals.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. New traffic signals & MUTCD warrant numbers.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Proposed lot and highway transportation improvements	---	---	---	<input type="checkbox"/>	---	<input type="checkbox"/>
42. Length of frontage along highway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Distance to nearest traffic signal if less than 250 feet - preceding (in feet), following (in feet).	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	<input type="checkbox"/>
44. Distance to nearest traffic signal if less than 500 feet - preceding (in feet), following (in feet).	---	---	<input type="checkbox"/>	---	---	<input type="checkbox"/>
45. Distance to nearest traffic signal - preceding (in feet), following (in feet).	---	---	---	<input type="checkbox"/>	---	<input type="checkbox"/>
46. Zoning designation for lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Waivers requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Copies of transmittals of duplicate applications to the municipal clerk and county planning board.	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Location of any access easement on the lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Applicability of Pinelands Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Justifications for exceptions to design standards.	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	<input type="checkbox"/>
52. Proposed use and size of buildings.	---	---	---	---	<input type="checkbox"/>	<input type="checkbox"/>
53. Detailed plan or sketch: scale 1 inch = 30 feet or 1 inch = 50 feet. (Plan sheets shall not exceed 24 inches by 36 inches.) Number of sets.	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 7	---	<input type="checkbox"/>
54. Submitted plan sets 1 inch = 100 feet or 1 inch = 50 feet. (Plan sheets shall not exceed 24 inches by 36 inches.) Number of sets.	---	---	---	---	<input type="checkbox"/> 9	<input type="checkbox"/>
55. Traffic impact studies. Include TIS if concept review requires a planning review. Number of copies.	---	---	---	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/>
56. A copy of current deed for lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE SUBMIT ONLY THE APPLICATION FEE WITH THIS APPLICATION  
***SUBMIT CHECK OR MONEY ORDER, PAYABLE TO:***

NEW JERSEY DEPARTMENT OF TRANSPORTATION

***CASH WILL NOT BE ACCEPTED  
 FEES ARE NOT REFUNDABLE***

<b>FEES:</b>			
APPLICATION TYPE	APPLICATION FEE EACH LOT	PERMIT FEE EACH LOT	RENEWAL FEE EACH LOT
Single Family Residential Driveway	\$60.00	\$25.00	\$25.00
Residence and Business Driveway	\$130.00	\$45.00	\$45.00
Government Driveway	\$265.00	\$880.00	\$440.00
Minor	\$465.00	\$150.00	\$150.00
Major	\$6,600.00	\$2,200.00	\$440.00
Major with Planning Review	\$15,800.00	\$5,300.00	\$440.00
Concept Review	\$880.00	---	---

**FEES FOR LOW AND MODERATE INCOME HOUSING ONLY**

For applications with low and moderate income housing, the applicant should submit an affidavit from the Municipal approving authority with his application, certifying to the Department that the development contains at least 10 percent set-aside for low and moderate income housing pursuant to the Fair Housing Act P.L.1985, c222(N.J.S.A. 52:27D-301 et seq.) or court settlement as per N.J.A.C. 16:41-2 et seq. The Department, upon approval of access, will reduce the permit fee by 10 percent of the total application and permit fees combined. The renewal fees are not subject to reduction.

APPLICATION TYPE	APPLICATION FEE	PERMIT FEE	RENEWAL FEE
Minor	Same as above	\$88.00	\$150.00
Major	Same as above	\$1,320.00	\$440.00
Major with Planning Review	Same as above	\$3,190.00	\$440.00

**THE DEPARTMENT WILL NOT ACCEPT THIS APPLICATION IF IT IS NOT SIGNED.**

IF THE SIGNATURE BELOW IS AN AUTHORIZED REPRESENTATIVE OF THE LOT OWNER, PLEASE ATTACH A COMPLETED POWER OF ATTORNEY FORM.

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_  
(Name of Lot Owner)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

ENCLOSED IS THE \$ \_\_\_\_\_ APPLICATION FEE.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE. I AM AWARE THAT, IF ANY OF THE ABOVE INFORMATION IS FALSE, I AM SUBJECT TO PUNISHMENT. I AGREE NOT TO PERFORM ANY WORK WITHIN STATE RIGHT OF WAY UNLESS IT AUTHORIZED BY A PERMIT ISSUED BY THE DEPARTMENT. THE APPLICANT ALSO AUTHORIZES DEPARTMENT REPRESENTATIVES TO ENTER UPON THE LOT FOR THE PURPOSE OF PERFORMING A SITE INVESTIGATION. FURTHERMORE, THERE ARE NO OBJECTIONS IN PARKING OF A DEPARTMENT VEHICLE ON THE LOT IF NECESSARY WHILE TAKING FIELD MEASUREMENTS AND OTHER DATA.

\_\_\_\_\_  
 (Signature of Owner or Authorized Representative)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Print or Type your Name)

\_\_\_\_\_  
 (Title)