

## SECTION 16 – APPROACHES

### 16.1 POLICY AND PERMITS *(Rev. 01-21-14)*

There are seven types of drives and they are shown in the standard drawings and are designated by class. Those drives that are to be constructed as a part of a contract will be shown in the Approach Table of the plans. In that table, the approaches are described by location and class as well as the length and width of the drive, the radii, estimated quantities of earthwork, and surfacing material. In general, commercial drives, private drives, and field entrances will be replaced in kind.

It is the policy of the Department to replace existing commercial and private approaches and field entrances that are in existence prior to award of a contract. Occasionally private approaches are constructed subsequent to completion of the original survey, but prior to award of a contract. Should there be approaches on your project requiring replacement but not provided for on the plans, determine when such approaches were constructed; and if they were constructed prior to award of a contract, contact the PM and AE. If the Right-of-Way Grant specified an additional approach, the additional permanent Right-of-Way needed does not change any of the permits, and quantities for the construction have not been included in the contract, a Change Order must be prepared. If the additional Right-of-Way was not accounted for, then the AE and PM should be contacted. If they determine permanent Right-of-Way is needed, then work on that approach cannot begin until the environmental document and Rule 5 permit are amended, and the Right-of-Way is acquired. If temporary Right-of-Way is all that is needed, work on that approach cannot begin until a right-of-entry is secured with the property owner.

When an authorized relocation of planned drives or addition of new drives on an active construction contract occurs, and these changes have been documented by a Change Order, no INDOT permit is required. The “as built” plans will serve as the official record of these driveways. This procedure will provide accurate records of driveway additions or changes due to a construction contract.

Any approaches other than provided for in the plans and contract, or authorized by Change Orders, shall be constructed at the property owner’s expense, and then only after having first obtained an approved permit. In the event a property owner desires to construct a drive after award of a contract, he or she shall complete the application process via the Electronic Permit System (EPS). The property owner should contact the district Permit Office for instructions on submitting a permit application. Before any construction can begin on these driveways a permit must be reviewed and approved by the PE/S and the contractor in writing.

Requests by property owners to place pipe, at no expense to the State, in the ditch line across their residence or building frontage for landscaping purposes shall also be submitted to the Permit Section via EPS or hard copy. The property owner should contact the district Permit Office for instructions on submitting a permit application. Before any construction can begin on these driveways a permit must be reviewed and approved by the PE/S and the contractor in writing.

Commercial entrances come under the same general policy as private entrances, although it is the normal practice to detail commercial entrances on the plans. Existing approaches will be revised and channelized to conform to Department standards and recommended changes or additional entrances must be submitted in a Change Order, along with a plan sketch that has been approved by the DTE.

The locations of approaches on limited access highways are established by an official resolution adopted by the Department. Any proposed change in the location of private or commercial entrances will constitute the basis for an amended resolution by the Department.

### **16.2 LOCATION OF APPROACHES** *(Rev. 09-28-09)*

Any change in location of a driveway or entrance from that shown on the plans, or in the Right-of-Way grant, must be at the written request of the property owner, and then only after approval of the CO and/or DO.

At all intersecting roads, public road approaches are to be constructed and surfaced in accordance with the standards for such approaches. You will generally find that road approaches and intersections are detailed on the plans. Each intersection should be considered individually and if any deviation from the plans or standards is considered necessary, it should be brought to the attention of the AE and PM.

Prior to the construction of mailbox approaches, the PE/S should contact the appropriate local postal authorities to determine the route and direction of travel of the rural mail carrier. Secondly, the PE/S should contact the individual property owners regarding the location of the mailbox approaches. Locating the mailbox in conjunction with a private entrance is advantageous. Combining two or more mailboxes on one approach is recommended whenever feasible; in which case the tangent length in front of the mailboxes may be extended accordingly. By judicious grouping of mailboxes in built up residential areas the frequency of leaving and entering the traveled roadway may be decreased and is conducive to increased traffic safety. Many rural carriers are interested in mailbox grouping and their assistance in this matter should be requested.

### **16.3 EXCAVATION AND EMBANKMENT** *(Rev. 09-28-09)*

The approach length and earthwork quantities shown in the Approach Table of the plans have been established on the basis of the standards. With respect to Class II, Class IV and Class V drives, these standards provide for desirable embankment slopes of 6:1 in fill and cut sections; and maximum profile grades of 10% in cut and fill. With due consideration being given to mowing, maintenance, traffic safety, and the local terrain and topography, these slopes may be modified after reviewing with the AE.

If the plans indicate a private drive to extend beyond the right-of-way line, normally temporary right-of-way will be provided for construction. However, if temporary right-of-way has not been provided when it is necessary to extend private drives beyond the right-of-way line, a right-of-entry must be obtained from the property owner. The PE/S should contact the PM for assistance in obtaining the right-of-entry. Should the property

owner refuse to sign a right-of-entry, the approach construction must be confined to the right-of-way limits.

#### **16.4 SURFACING APPROACHES ON CONTRACTS** *(Rev. 09-28-09)*

The materials and the construction methods used in the construction of Private, Commercial, Mailbox, and Public Road Approaches are similar, and are covered in the Plans, SS and Standard Drawings.

The length of surface shown in the Approach Table is the distance that the surfacing material may extend from the edge of pavement towards the right-of-way line, unless approved by the AE. When the new approach meets an existing drive within the right-of-way, the surface must be placed only to that point of intersection. Drives indicated in the plans to extend beyond the right-of-way lines will be surfaced to the point of intersection with the existing drive. Approach grades that are modified with the property owner's written permission will be surfaced only to the limit established by the intersection of the 10% grade with the existing driveway; and any additional surfacing required beyond that point is an obligation of the property owner.

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