SECTION 16 – APPROACHES

16.1 POLICY AND PERMITS..... 16-2
16.2 LOCATION OF APPROACHES 16-3
16.3 EXCAVATION AND EMBANKMENT..... 16-3
16.4 SURFACING DRIVES AND APPROACHES..... 16-4

Section 16:

Approaches

SECTION 16 – APPROACHES

16.1 POLICY AND PERMITS

There are several types of drives, designated by class, within the Standard Drawings. Drives 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. Occasionally private approaches are constructed after completion of the original survey, but prior to award of a contract. Should there be approaches requiring replacement but not provided for on the plans, the PEMS should determine, to the best of their ability, when such approaches were constructed and contact the PM and AE.

If the Right-of-Way Grant specified an additional approach, the additional permanent ROW required does not change any related permits. Quantities for the construction of the approach that have not been included in the contract will require a Change Order to be prepared. If the additional ROW was not accounted for, the AE and PM should be contacted. If they determine permanent ROW is required, then work on that approach cannot begin until the environmental document and the CSGP are amended and the additional ROW is acquired. If temporary ROW is needed, work on the approach cannot begin until a right-of-entry is secured. The AE and PM should be contacted.

New drives or any relocation of drives within limited access ROW or interstates must be authorized by FHWA. Other added or relocated drives on Department ROW must be authorized by the District Permits section. When an authorized relocation of a planned drive occurs or when a new drive is authorized and added to an active construction contract, and these changes have been documented by a change order the “as built” plans will serve as the official record of these drives. This procedure will provide accurate records of additions or changes to drives constructed on the contract.

Any drives, other than those provided for in the contract plans or documented by change orders, shall be authorized by FHWA or the Department, depending on the type of contract, and constructed at the property owner’s expense, after first having obtained an approved permit. In the event a property owner desires to construct a drive after award of a contract, property owner must complete the Department’s 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 drives, a permit must be reviewed and approved by the PEMS and the Contractor in writing.

Requests by property owners to place pipe across their residence or building frontage shall be submitted to the Permit Section via EPS. The property owner should contact the District Permits section for instructions on submitting a permit application. Before any construction can begin on these drives, a permit must be reviewed, authorized, and approved by the District Permits

section, in conjunction with any required FHWA authorization. The PEMS should contact the AE to discuss any property owner's request for pipe placement which differs from the plan documents.

Commercial drives fall under the same general policy as private drives, although it is the normal procedure to detail commercial drives on the plans. Existing commercial drives will be revised to conform to Department standards. Additional commercial drives or changes to existing commercial drives must be submitted for authorization to the Designer of Record, the DTE, and the Permits section and include a plan sketch of the proposed commercial drive work. All submissions must be approved prior to documentation within a change order for the authorized work to be performed.

The locations of drives on limited access ROW or interstates are authorized by FHWA in coordination with the Department. Any proposed changes in the location of private or commercial drives on these types of roads will constitute the need for re-authorization.

16.2 LOCATION OF APPROACHES

Any change in location of a drive or entrance from the plans, or in the ROW grant, must initiate from a written request of the property owner The request is to be reviewed by the Engineer of Record and be authorized by CO and/or DO Permits section.

At all intersecting roads, public road approaches are to be constructed and surfaced in accordance with the Standard Drawings and SS for such approaches. The PEMS will generally find that road approaches and intersections are detailed in the plans. Each intersection should be considered individually. If a deviation from the plans, Standard Drawings, or SS is considered necessary, it should be brought to the attention of the AE and PM.

Prior to the construction of mailbox approaches, the PEMS should contact the appropriate local postal authorities to determine the route and direction of travel of the rural mail carrier. Additionally, the PEMS should contact the individual property owners regarding the location of the mailbox approaches when approach location issues arise that could cause confusion or are unclear. Locating the mailbox in conjunction with a private entrance is advantageous. Combining two or more mailboxes on one approach is recommended when feasible. In these cases, 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. All proposed changes to approaches should be discussed with the AE and submitted to the Engineer of Record for concurrence prior to actual construction. The PEMS should review mailbox approaches early in the construction process so not to interfere in the timely construction of the approaches.

16.3 EXCAVATION AND EMBANKMENT

The drive length and earthwork quantities shown in the Approach Table of the plans have been established based on the Standard Drawings and the SS. With respect to Class II, Class IV, and

Class V drives, the Standard Drawings indicate desirable embankment slopes in fill and cut sections and maximum profile grades in cut and fill sections. With due consideration being given to mowing, maintenance, traffic safety, the local terrain and topography, and the identified clear zone for the contract, these indicated slopes may be modified after reviewing the issues with the AE.

If the plans indicate a private drive extending beyond the ROW line, temporary ROW will be provided for construction. However, if temporary ROW has not been provided for the extension of private drives beyond the ROW line, a right-of-entry must be obtained from the District Permits section. The PEMS should contact the PM for assistance in obtaining the right-of-entry. Should the right-of-entry be unattainable, the approach construction must be confined to the ROW limits.

16.4 SURFACING DRIVES AND APPROACHES

The materials and methods used in the construction of private and commercial drives along with Mailbox and Public road approaches are similar and are covered in the plans, Standard Drawings, and SS.

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