

## TDOT Commerical Driveway Permit Checklist Form

This checklist should be completed and submitted by the Applicant or Design Engineer when an application for a permit is made for a driveway on TDOT ROW. Please fill out the applicable items on this form and provide all information that is requested on this form in the plan set.

Two items are necessary to submit for a TDOT Commercial Driveway Permit in the online portal:

1. A plan set including the following items:
  - Site plan showing the existing and proposed conditions.
  - Grading and drainage plan showing the existing and proposed conditions and how the drainage of storm water will be handled at the newly developed site.
2. Pages 1-3 of this checklist
  - If major work is being performed on the state highway, the entire checklist is required.

Once the plan set has been reviewed and approved, these additional items will be required in the portal to receive a final review by TDOT Legal and Regional Leadership and allow for the commercial entrance permit to be issued:

- Certificate of Insurance
  - General Liability: \$300,000 EACH PERSON, \$1,000,000 PER CLAIM
- Performance Bond (Original required, with gold sticker/seal/etc.)
  - Amount to be determined once a cost estimate of work to be completed in the ROW is reviewed by TDOT (Minimum \$10,000).
  - Digitally uploaded to online portal while original is being delivered to TDOT.
- Deed (including any joint access easements/agreements)

### **Common Items and Quick Reference**

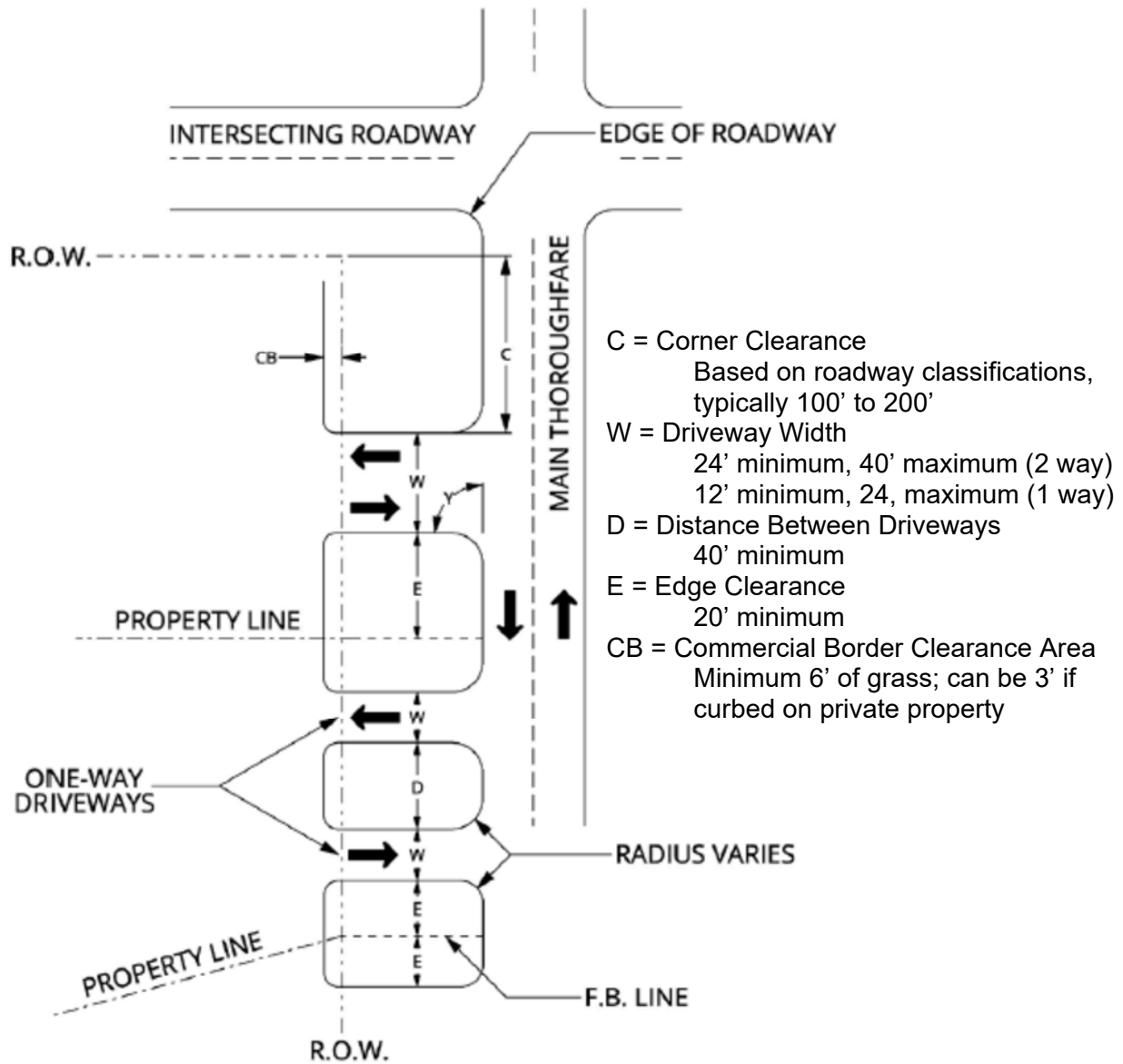
#### Typical Pavement Sections

Asphalt Pavement*	Concrete Pavement
1¼" Surface (D Mix)	8" Concrete
2" Binder	10" Aggregate Base
4" A Mix	
10" Base Stone	

\*For AADTs less than 10,000, use PG64-22  
 For AADTS 10,000 or greater, us PG70-22

## TDOT Commerical Driveway Permit Checklist Form

### Standard Dimensions



**Contact Information – For more information based on location, please visit [TDOT's Website](#).**

<b>Region 1</b>	(865) 594-2456	<a href="mailto:TDOT.R1.Traffic@tn.gov">TDOT.R1.Traffic@tn.gov</a>
<b>Region 2</b>	(423) 510-1139	<a href="mailto:TDOT.R2.Traffic@tn.gov">TDOT.R2.Traffic@tn.gov</a>
<b>Region 3</b>	(615) 350-3440	<a href="mailto:TDOT.R3.Permits@tn.gov">TDOT.R3.Permits@tn.gov</a>
<b>Region 4</b>	(731) 935-0183	<a href="mailto:TDOT.R4.Traffic@tn.gov">TDOT.R4.Traffic@tn.gov</a>

## TDOT Commerical Driveway Permit Checklist Form

<b>SECTION I. This section of the checklist is to be filled out by the Engineer that is designing the plans for an Entrance Permit on TDOT ROW.</b>	
1. Name of Engineer	
2. Engineer Signature	
3. Email & Phone Number	
4. Engineering Firm Name	
5. Development Name	
6. Latitude, Longitude of Parcel	
7. Property Address	
8. City and/or County	
9. State Route Information	

<b>SECTION II. General Information</b> <b>Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Is there TDOT Controlled Access Fence where any entrances are being proposed?			
Are you submitting written documentation with the permit application that shows the local government (city/county) has approved the plan set? <ul style="list-style-type: none"> <li>Preliminary plan set provided to TDOT will be reviewed with the City/Town prior to a permit being issued.</li> </ul>			
Has the plan set been stamped by a licensed engineer registered in the State of Tennessee?			
Are all road and streets clearly labeled?			
Is the statement "All driveways meet TDOT intersection sight distance standards." accurate and in the plan set?			
Does the plan set show the TDOT ROW line and the property lines of the proposed development?			
Does the plan set clearly show the ROW of any intersecting street within 200' of the proposed development tract?			
Are any entrances going to be a city/county maintained street? <ul style="list-style-type: none"> <li>If yes, is a letter from the local government provided stating their intent to take over the road?</li> </ul>			
Are any entrances in a curb and gutter section? <ul style="list-style-type: none"> <li>If yes, does the plan set show that TDOT Standard Drawing RP-D-15 or RP-D-16 is being used for the driveway design?</li> </ul>			
Does the plan set include the layout of the proposed development including buildings/parking areas/roadways?			
Does the plan set include the speed limit of adjoining roadways?			
Does the plan set include the AADT of adjoining roadways? AADT can be found at the " <a href="http://www.tn.gov">TN Times</a> " website.			

## TDOT Commerical Driveway Permit Checklist Form

<b>SECTION III. Does your plan clearly show the following dimensions? Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Driveway Width			
Driveway Radii			
Corner Clearance			
Edge Clearance			
Roadway Lanes & Shoulder Width			
Distance between multiple driveways			

<b>SECTION IV. Sign and Pavement Marking Information Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Does the plan set include the statement "All striping in TDOT ROW shall be thermoplastic"?			
Does the plan set show pavement markings for the new driveway including lane lines (double yellow, solid white) and a stop bar?			
Does the plan set include a 36" STOP sign at the driveway connection to the state route?			

<b>SECTION V. Grading and Drainage Information Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Is the statement "There will be no increase in the Q50 runoff from the development onto TDOT ROW." accurate and in the plan set?			
Does the plan set have calculations showing post developed flow from the development to the ROW is less than or equal to the pre-developed flow for a 50-Year storm event? <ul style="list-style-type: none"> <li>• May also be provided in a separate document.</li> </ul>			
Is there a pipe located under any driveways in the plan set or any driveways being proposed?			
Are all stormwater pipes on TDOT ROW 18 inches or greater?			
Are the size and type of stormwater pipes on TDOT ROW called out in the plan set?			
Does the grading and drainage plan show existing and proposed contours of the site being developed and adjacent roadway?			
Does the plan set show TDOT D-SEW 1A Safety Endwalls for both ends of the pipe under the driveway?			

## TDOT Commerical Driveway Permit Checklist Form

<b>SECTION VI. Pavement Information</b> <b>Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Have you included the TDOT Pavement Detail in the plan set?			
Is it clear on the plan set that the driveway pavement must be constructed to the TDOT Pavement Detail?			

<b>SECTION VII. TDOT Standard Drawings</b> <b>Please check YES and provide Sheet # or check N/A</b>			
Are TDOT Standard Drawing Numbers Labeled/Called Out in the plan set? Is the TDOT Standard Drawing included in the plan set?	Yes	Sheet #	N/A
Sidewalks			
Pavement Markings			
Crosswalk Markings			
ADA Curb Ramps			
Pedestrian Safety Rail			
Curb and Gutter			
Curb Inlets			
Catch Basins			
Manholes			
Junction Boxes			
Flumes			
Safety Cross Drain Endwalls			
Safety Side Drain Endwalls			
Headwalls			
Raised Medians			
Raised Islands			
Guardrail			
Guardrail End Treatments			
TDOT Controlled Access Fence			

**Thank you for filling out the site plan checklist. Please continue only if you are proposing changes to the State Route in addition to the entrance. This could include changes to existing striping, construction of turn lanes, etc.**

## TDOT Commerical Driveway Permit Checklist Form

### Additional Work in ROW Checklist

**Note:** The shoulders along TDOT roadways are not typically constructed with full depth asphalt. Therefore, when widening TDOT roadways and utilizing existing shoulders, the existing shoulders will need to be reconstructed to the same TDOT Pavement Schedule as the rest of the new construction.

**Note:** When adding auxiliary lanes, the entire roadway at the site shall be resurfaced to prevent differential settlement, eliminate undesirable pavement contrast, and provide proper pavement markings. When the design of an auxiliary lane requires that the through lanes of the highway be shifted to a new alignment, the entire length and width of the roadway within the limits of the shift shall be milled and resurfaced 1.25". Any removal of cross hatching or removal of large areas of striping shall be milled and resurfaced 1.25" prior to restriping.

<b>SECTION VIII. Pavement Information</b> <b>Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Is it clear in the plan set what new pavement will be full depth? Is this section shaded?			
Is it clear in the plan set what existing pavement will be milled and overlaid? Is this section shaded?			
Is it clear in the plan set that these areas will need to be constructed with the TDOT Pavement Section or are to be milled and overlaid? Is there a legend that shows the distinction in shading between the two areas?			
Is the TDOT Pavement shown in the plan set?			

<b>SECTION IX. Pavement Markings and Signage</b> <b>Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Are the Pavement Marking TDOT Standard Drawings (T-M-1, T-M-2, T-M-3, T-M-4 included) referenced for all pavement markings where applicable?			
Does the plan set include a proposed striping plan including line types, size, color, etc.?			
Are the following dimensioned in the plan set?			
• Approach Taper / Departure Taper			
• Bay Taper Length			
• Storage Length			
Does the plan set indicate which side of the road the widening will take place on? (One side of roadway or both?)			
Are lane widths, bike lanes, parking lanes, and shoulder widths shown in the plan set?			
Are all signs on TDOT ROW that need to be relocated shown in the plan set?			
Do new signs that need to be installed reference the MUTCD designation and size in the plan set?			

## TDOT Commerical Driveway Permit Checklist Form

**Note:** TDOT requires that a cross section be provided every 50 feet when auxiliary lanes are being added/modified on the state highway.

<b>SECTION X. Cross Sections</b> <b>Please check YES and provide Sheet # or check N/A</b>	Yes	Sheet #	N/A
Are cross sections provided every 50 feet?			
Do the cross sections show the TDOT ROW line?			
Do the cross sections show the existing and proposed centerline of the state highway?			
Do the cross sections show the existing and proposed roadway and shoulder grades?			
Do the cross sections show the existing and proposed lane widths?			
Do the cross sections show the existing and proposed shoulder widths?			
Do the cross sections show the existing and proposed side slopes?			
Do the cross sections show any existing and proposed drainage structures?			
Do the cross sections show the existing and proposed pavement thickness in areas that are being modified?			
Do the cross sections show existing and proposed guardrail?			