

District 8

Guidelines for

Low-Volume Access

Connections to a

State-Maintained Route

Low Volume is one of the following:

1. Utility Entrance
2. Agricultural Field Entrance
3. Single Family Residence with 2 or less Homes
4. Small Low-Volume Single Commercial Building
5. Temporary Construction

District 8 Counties: Bond, Calhoun, Clinton, Greene, Jersey, Madison, Marion, Monroe, Randolph, St. Clair, Washington

Updated April 2024

District 8 Guidelines for Low-Volume Access Connections

Disclaimer: Updates in the BDE Manual or Policies, PROWAG, or any other IDOT policy shall supersede this document.

The purpose of these guidelines is to aid in understanding the review and approval process for obtaining a highway access permit to a State highway for various low-traffic-volume uses such as a field entrance, a residential entrance, or a small commercial building. All requests for new access, or to widen or resurface an existing access point, shall be submitted to the District 8 Permits Unit Chief by calling [618-346-3280](tel:618-346-3280). The Permits Unit will develop and prepare all required permit forms such as the OPER 1045 (Highway Permit). Below is a list of responsibilities for obtaining access adjacent to State highways:

- Each site varies in complexity, depending on existing and proposed roadway and drainage conditions. All access permit document submittals will be reviewed on a first-come, first-served basis and may require multiple resubmittals before approval is granted.
- The Department can only issue permits to the legal property owner, not a future buyer. If farmland is leased the permit shall be a joint permit with both the property owner and the lease-farmer listed on the documents.
- An initial in-person site coordination meeting is typically required, between the Department and the property owner to discuss the permit process, construction requirements, and any other general questions each party may have. The need for a site meeting will be determined on a case-by-case basis by the Department.
- The timeframe to receive an approved permit from the Department will vary based on multiple factors, including the frequency and quality of any consultant submittals, responsiveness to IDOT review comments, and any required hydraulic analysis.
- All submittals and correspondence related to the access permit must be directed to the Permits Unit Chief or assigned designee.
- If a temporary construction access permit is requested, the Department will require a letter from the local municipality guaranteeing that no Building Permits will be granted until the site hydraulics has been approved by the Department, and no Occupancy Permits will be granted until issuance of the Access Permit with all required roadway improvements satisfactorily completed.
- All utility connections shall require a separate Utility Permit from the Department. The utility permits shall be coordinated with the District 8 Project Support Engineer at [618-346-3197](tel:618-346-3197) for more information.
- The width, number, and location of all entrances within the proposed property frontage shall be in accordance with current IDOT policies, the *Policy on Permits for Access Driveways to State Highways*, the *Bureau of Design and Environment Manual*, and IDOT's *Drainage Manual*.
- Site hydraulics *may* be required and shall be reviewed by the Department for any commercial development adjacent to a State highway, regardless of any entrance improvements. Hydraulic plans and calculations addressing storm water and detention shall be provided.
- Entrances paved with PCC Concrete or Asphalt will require an Individual Highway Permit Surety Bond (OPER 1046) to be attached to the Highway Permit. The bond amount is determined by the Department based upon the type of work to be conducted on right-of-way.

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Minimum Consultant Plan Submittal Guidelines

1. Site Plan

- A. Centerline stationing of the State Route must be indicated. This is typically provided by the District.
- B. Station of intersection of each proposed entrance must be indicated.
- C. Station and offset of each property corner, at its' intersection with the State right-of-way, must be indicated.
- D. Width of entrance must be shown. The entrance width must meet the Department's minimum width of 12'-24' for a Non-Commercial Access and 24'-35' from a Commercial Access.
- E. Size of radius returns (15' minimum).
- F. Any items to be removed must be indicated with removal limits.
- G. Any proposed curb and gutter, depressed curb and gutter, medians, sidewalks, and so forth must be indicated with correct callouts as to length and type (must conform to the applicable IDOT Standards)
- H. Proposed drainage items and location of any proposed detention areas.
- I. Pavement should terminate at a minimum 2' stub at the true edge of the State Route (white lane line) and stubs may be increased in depth to better match any existing shoulder width. If there is curb and gutter along the State highway depressed curb and gutter is required across the proposed entrance.
- J. Proposed sidewalk or ADA landings must be detailed with elevation and station controls indicated per the applicable IDOT standard. All sidewalk must be concrete.

2. Drainage Information – For Commercial Sites

- A. The top of proposed detention basins **MUST** be 10' + 1 ½ times the depth of the basin away from the State right-of-way and **MUST** meet Public Act 86-616.
- B. Hydraulic and Hydrologic calculations for the 10-year and 100-year frequency should be submitted to verify size of proposed culverts, proposed detention basins, drainage patterns, overland flow conditions, as outlined in the IDOT Drainage Manual....
- C. Direct connections into IDOT storm sewer are not permitted.
- D. All detention discharge pipes must terminate a minimum of 10' behind the right-of-way.

3. Profile of Proposed Entrance

- A. Non-Commercial = 8% maximum grade within right-of-way
- B. Commercial = 6% maximum grade within right-of-way

4. Typical Section of Proposed Entrance

- A. Minimum Pavement Composition
 - 1. Non-Commercial
 - a. 6" Crushed Stone
 - b. 3" Bituminous Concrete on 8" Crushed Stone
 - c. 6" Portland Cement Concrete
 - 2. Commercial
 - a. 3" Bituminous Concrete on 8" Crushed Stone OR
 - b. 6" Portland Cement Concrete

5. Culvert pipe requirements

- Non-commercial = New reinforced concrete culvert pipe, or New corrugated metal pipe
- Commercial = ONLY New reinforced concrete culvert pipe
- No plastic or steel pipes