# Final Access Plan Checklist

*N.J.A.C. 16:47 Appendix H-5*

For step two of the two-step application review process, in addition to the requirements for detailed final access plans described below, the following additional items are required for the step two submission:

- ☐ Description of existing and proposed attachments to any Department drainage system.
- ☐ Drainage calculations for existing and proposed condition.
- ☐ Justification for exceptions to design standards.

**Final Access Plans**

Detailed plans shall be prepared at a scale of one-inch equals 30 feet. Plan sheet size shall be 24 inches by 36 inches. All plan sheets shall have a title block that clearly indicates the block, lot, municipality, county, date, lot, or site owner, aid State highway route number and milepost. The following information must be included on the final plans submitted with the access application to be checklist complete, unless indicated as not applicable to a particular permit:

- ☐ An overall site plan clearly showing all existing and proposed site features. For street applications, this information is only required for new streets.
- ☐ A key sheet, which includes a lot or site location key map that references at least two cross streets on each side of the driveway, milepost, north arrow, and scale.
- ☐ A note on the key sheet indicating the applicability of Department standard item details and standard specifications and a listing of all waivers requested, identified by both the applicable section reference and description of the specific waiver.
- ☐ Topography showing all State highway features within 500 feet of the lot or site frontage on both sides of undivided roads and up to the centerline on divided roads, including all driveways and streets.
- ☐ Location of nearest driveway on adjacent lots or sites, including type of land use utilizing adjacent driveways.
- ☐ Location and type of land use utilizing existing driveways on the opposite side of undivided State highways.

- ☐ Existing and proposed square footage and type of land use, per structure, utilizing the appropriate ITE land use code.
- ☐ Existing and proposed setbacks and location of structures.
- ☐ Existing and proposed contours.
- ☐ Existing and proposed State highway ROW lines and any access restrictions or easements.
- ☐ Anticipated ROW lines based on Department DTS (see N.J.A.C. 16:47 Appendix B-2).
- ☐ Proposed dimensions from the lot line to the edge of pavement, including existing to remain.
- ☐ Length of lot or site frontage along State highway.
- ☐ Existing and proposed lot lines.
- ☐ Proposed edge clearance.
- ☐ Proposed corner clearance.
- ☐ Distance to nearest traffic signals preceding and following any existing driveway or street, if it is to remain or any proposed driveway or street.
- ☐ Existing and proposed traffic patterns for the State highway.
- ☐ Existing and proposed parking facilities and internal traffic circulation. This information is not required for street permits.
- ☐ Existing and proposed locations of all lot or site driveways.
- ☐ Existing and proposed type of driveway and apron construction (concrete or bituminous). This information is not required for street permits.
- ☐ Proposed driveway and island radii, including existing to remain.
- ☐ Existing and proposed driveway width.
- ☐ Existing and proposed curb line openings including dimensions.
- ☐ Existing and proposed vertical and horizontal drive way alignment with respect to the State highway.
- ☐ Existing and proposed curb.
- ☐ Existing and proposed sidewalks, handicap ramps, and bicycle facilities.

- ☐ Trees within the State highway ROW.
- ☐ Existing and proposed utility poles.
- ☐ Existing and proposed location of centerline on un divided State highways and median of divided State highways.
- ☐ Existing and proposed number of lanes on the State highway.
- ☐ Existing and proposed lane and shoulder widths; Existing and proposed auxiliary lanes and jughandles, including, but not limited to, acceleration, deceleration, collector-distributor, and right- and left-tum lanes.
- ☐ Existing and proposed location of existing median openings on divided State highways.
- ☐ Existing and proposed drainage facilities on both the State highway and on the lot or site including, but not limited to, inlets, manholes, pipe sizes, pipe materials, inverts, and water quality structures.
- ☐ Existing and proposed State highway traffic striping.
- ☐ Existing and proposed signs: regulatory, warning, directional, and private; both on-site and within the State highway ROW.
- ☐ Existing and proposed State highway electrical installations.
- ☐ Changes to existing traffic signals.
- ☐ New traffic signals.
- ☐ Existing and proposed lot or site lighting levels on State highway pavement.
- ☐ Existing and proposed details of typical pavement sections within the State highway ROW, including cross slopes, widths, pavement types, and thickness.
- ☐ Proposed State highway transportation improvements.
- ☐ Site specific temporary traffic control plan for each stage of construction.
- ☐ Construction details for any non-standard item.
- ☐ Computer aided design and drafting (CADD) submissions for traffic signal and electrical plans in accordance with the current version of the Bureau of Traffic Engineering's Micro Station CADD Standards.