



Oregon Department of Transportation
Pre-application Form for State Highway Approach
Instructions for completing the application form

Pre-application meetings. You may request a pre-application meeting for an approach permit application to review application requirements, timelines, technical elements, and other issues specific to your application. A pre-application is optional, but can help clarify the process and avoid delays once an approach application is submitted.

Pre-application form. Complete all boxes on the application form and attach any required items. The Pre-application Form for State Highway Approach is attached to these instructions. Incomplete forms may be returned to the applicant for completion which may delay the processing of your application.

If you have questions about completing any part of this application, contact your ODOT District office for assistance. District maps and contact information are available on the [Maintenance and Operations Programs webpage](#).

Applicants may sign the application with a pen or sign electronically, and then email or send a hardcopy. All are acceptable. Submit your completed application to your ODOT district office where your application will be processed in accordance with Oregon Administrative Rules, Chapter 734, Division 51 Highway Approaches, Access Control, Spacing Standards and Medians. We will contact you within 5 days after receiving your pre-application to schedule a meeting.

At that meeting, district personnel will discuss various topics that may apply to your proposed approach such as:

- Access control rights
- Need for a Traffic Impact Analysis
- Approach spacing
- Sight distance
- Safety and Operations
- Optimal approach location
- Design considerations
- Change of Use
- How to submit the full application

Instructions

1. Provide applicant contact information.
2. Provide details about the location of the proposed approach including site plan.
3. Describe the existing land use and the proposed land use.
4. Provide additional details (optional).



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Date Received

Applicant Information			
Last Name:		First Name:	
Company Name (if applicable):			
Street Address:			
City:	State:	ZIP:	County:
Mailing Address:			<input type="checkbox"/> Check if the same
City:	State:	ZIP:	County:
Phone:	Cell:	FAX:	
Email:			
Location of Proposed Approach			
<input type="checkbox"/> Check if the same as the street address above			
Street Address (if established):			
City:	State: OR	ZIP:	County:
Highway Name:		Route:	Milepoint:
Side of Highway: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West			
Township:	Range:	Section:	Tax Lot(s):
Property Use to be Served by Proposed Approach			
Describe the existing land use (e.g., property use, number of units, total square footage of units, total acreage, etc.):			
Describe the proposed land use (same criteria):			
Additional Details (optional)			
Describe any additional details you would like ODOT to know about in advance of the pre-application meeting:			