



**LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT  
REQUEST FOR RE-EVALUATION FOR EXISTING ACCESS CONNECTIONS WHEN A  
PROPERTY IS REMODELED, RECONSTRUCTED, OR REDEVELOPED**

*An access connection is any physical connection between a state roadway and private or public property which allows the ingress and egress of vehicles to or from said property.*

**PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_  
 Company (If Applicable to Permit) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home/Bus Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Check here if Owner is to be the Primary Contact.

**DESIGNATED CONTACT INFORMATION  
(If Primary Contact is not the Owner)**

Name \_\_\_\_\_  
 Company (If Applicable to Permit) \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Relationship to Property Owner:  Engineer  Attorney  Other \_\_\_\_\_

*Submit Power of Attorney documentation stating this person has the authority to enter into a legally-binding agreement on behalf of the Owner.*

**PROPERTY INFORMATION**

Property 911 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Parish \_\_\_\_\_ Current Hwy Surface \_\_\_\_\_  
 State Highway Adjacent to Property (LA/US Route #): \_\_\_\_\_  
*Property is located on the (circle applicable) N S E W side of the highway*  
*\_\_\_\_\_ miles (circle applicable) N S E W from (nearest state highway*  
*# or other major roadway) \_\_\_\_\_*  
 Lot Depth (ft): \_\_\_\_\_ Frontage Width (ft): \_\_\_\_\_  
 Proposed driveway width (ft): \_\_\_\_\_  
 Distance from Centerline of Roadway to Property Line (ft): \_\_\_\_\_  
 Property Latitude \_\_\_\_ . \_\_\_\_ Property Longitude \_\_\_\_ . \_\_\_\_  
 Existing Number of Access Connections: \_\_\_\_\_  
 Do you own the access connection(s)?  Yes  No, it is leased.  
 Do you own the parking lot area?  Yes  No, it is leased.

**PROPOSED CHANGES:**

**CHECK ALL THAT APPLY:**

Repave parking lot

Reconfigure parking area

Remodel interior of building(s)

Remodel exterior of building(s)

Build addition to building(s) to increase size

Demolish existing building(s)

Reconstruct/Repair existing access connection(s)

Change or reconfigure access connection(s)

Remove existing access connection(s)

Change use of the property:  
*Existing/Most Recent Use:* \_\_\_\_\_  
 \_\_\_\_\_  
*Proposed Use:* \_\_\_\_\_  
 \_\_\_\_\_

Property is within 1/4 mile of an existing traffic signal.

Existing access connection location aligns with an existing signal, intersection, or median opening

Existing median opening or portion thereof, is within the frontage limits of the property.

Railroad crossing located within 1/4 mile.

Property has frontage on an existing local or parish roadway.

Please answer the following questions. Provide additional documentation, if necessary:

Does the applicant have knowledge of any State Highway access permits serving this property, or adjacent properties, in which the applicant has, or may have, a property interest?

No  Yes. Provide details: \_\_\_\_\_

Does the property owner own or have any interests in any adjacent properties?

No  Yes. Provide details: \_\_\_\_\_

Are there other existing or dedicated public streets, roads, highways, or access easements bordering or within the property?

No  Yes. If Yes, list them on all plans and indicate the proposed and existing access locations.

This application is for (check one):  New Construction  Remodel/Change in Use  Expansion of Facility

*I certify that the information contained herein is true, complete, and correct to the best of my knowledge. I understand that if any information contained herein is found to be falsified, this request and any permit issued based on this information shall be voided.*

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Form to the District Permit Specialist at the DOTD District Office where subject property is located.**

**DEPARTMENT OF TRANSPORTATION & DEVELOPMENT USE ONLY (Permit Specialist)**

Date Requested Received \_\_\_\_\_ Date Owner Contacted \_\_\_\_\_  
 (Owner should be contacted within 14 business days of date request is received.)

District \_\_\_\_\_ Request Processed By \_\_\_\_\_

Internal Reviews:

Area Engineer \_\_\_\_\_ Date \_\_\_\_\_

District Traffic Operations Engineer \_\_\_\_\_ Date \_\_\_\_\_

New Permit Required:  Letter sent to applicant  
 Meeting scheduled with DOTD staff and applicant

No Action Required:  Letter sent to applicant