

KANSAS DEPARTMENT OF TRANSPORTATION



**PREPARATION OF APPLICATION FOR
HIGHWAY PERMIT AGREEMENTS**

- ◆ Enter the name, address, zip code and phone number of applicant (Owner). This should be the mailing address for the approved permit.
- ◆ Briefly describe the nature of the proposed work (be specific) in the space provided.
- ◆ Enter the Highway Route, Reference Point or City Connecting Link (if known), Section, Township and Range (if known), and county name (required entry). Enter the number of miles (and direction) from the nearest city limit or junction.
- ◆ Enter the number of days that will be needed to complete the project.
- ◆ Work being performed within the city limits will require the City's signature.
- ◆ Petitioner's signature (Owner) and address are required on the permit.
- ◆ Petitioner must provide five (5) copies of a comprehensive plan or sketch.
- ◆ The signed permit forms should be sent to:

Bruce L. Stowe
Metro Utilities Coordinator
P.O. Box 6123
Kansas City, Kansas 66106-0123

If you have questions or need additional information:

Phone: (913) 677-5963 Fax: (913) 677-1214
E-Mail: BruceS@ksdot.org

UTILITY INSTALLATION

D.O.T. FORM 304 and/or D.O.T. FORM 308 as applicable

Provide the following information (as applicable to the installation):

- ◆ Horizontal and vertical roadway clearances for overhead installations.
- ◆ Depths of burial for underground installations.
- ◆ Right-of-Way and access control limits for all installations.
- ◆ Widths and types of encasement for underground installations.
- ◆ Method of installation (augured, jacked, trenched, etc.)
- ◆ Good plan and cross-sectional view for all installations.

COMMERCIAL ENTRANCES AND DRIVEWAYS

KDOT FORM 309 and/or D.O.T. FORM 334

Provide the following information:

- ◆ Six (6) completed plot plans for development including entrances.
- ◆ Property lines.
- ◆ Highway right of way line, street lines, edge of existing pavement.
- ◆ Type of access: 1,2,3,4,5 or 6 (see Form 309 for definitions).
- ◆ Existing drainage structures on highway.
- ◆ Drainage plan for development including entrances.
- ◆ Profile or contours of development.
- ◆ Detail of any proposed drainage structures or connections to existing structures.

GENERAL REGULATIONS

- ◆ No trenching across the driving surface of the highway is permitted.
- ◆ No entrance greater than 40 feet in width will be approved.
- ◆ No part of the entrance should be located closer than 20 feet to adjacent property (see Corridor Management Policy Book).
- ◆ Traffic must be channelized by use of curb or posts for commercial entrances (refer to Corridor Management Policy Book).
- ◆ Entrances shall not be located where insufficient sight distance will create a traffic hazard.
- ◆ Entrances shall not drain onto the roadway.
- ◆ Utility installations shall be in accordance with **KANSAS DEPARTMENT OF TRANSPORTATION UTILITY ACCOMODATION POLICY.**