



HOUSTON PERMITS

DRIVEWAY ACCESS PERMIT (DAP) APPLICATION CHECKLISTS

Driveway Access Permit (DAP) Application Checklists

All DAP application packages must be complete in order for them to be processed. An incomplete submission that is missing required documents will be returned. Please see below checklist for each type of access application. If the applicant does not own the property, we cannot issue a permit. We may be able to provide a preliminary review and a letter indicating preliminary approval/denial.

Street Tie-In Permits: A driveway request to tie into TxDOT Right-of-Way providing ingress/egress from a roadway for which the Right-of-Way is deeded/dedicated/donated and the roadway maintenance is performed by a Local Government.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Complete the [Houston District Drainage/Hydraulics Checklist](#).
- Federal Emergency Management Agency (FEMA) Panel map.
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Signed, sealed, and dated plan set/drawings by a professional engineer licensed/registered to practice in the State of Texas (scaled to 11"x17").
- Include TxDOT Right-of-Way (ROW) map (site **MUST** be marked on map), also **showing exact location of access**. Maps can be obtained from TxDOT Houston Mapping Group by email: HOU-ROW-MapRequest@txdot.gov.
- Complete the [Houston District Traffic Study Checklist](#). For additional guidance, please refer to the [Houston District Traffic Study Guidelines](#).
- Sponsorship Letter from the Local Government that will maintain the Street Tie-In once it is completed. Sponsorship only applies to Street Tie-Ins. ([Sponsorship Letter Example](#)).
- **Note:** An agreement between TxDOT and the applicant will also be needed once all plans are finalized **IF** the application includes roadway improvements such as Traffic Signals, Turn Lanes, Widening, and Median Openings. Please refer to the [Agreement Type Table](#) to identify the type of agreement needed. The TxDOT Maintenance Office will notify the Houston District Permits Office upon receipt of a complete application to start the agreement process. Please note this is a separate process needed to be executed prior to construction start date.

Commercial Access Permits: Driveway having a traffic volume in excess of 20 vehicles per day and is not a Public Street/Road.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Complete the [Houston District Drainage/Hydraulics Checklist](#).
- Federal Emergency Management Agency (FEMA) Panel map.
- Copy of the executed property deed.
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Signed, sealed, and dated plan set/drawings by a professional engineer licensed/registered to practice in the State of Texas (scaled to 11"x17"). Each driveway should accommodate the effective turning radius of the appropriate design vehicle in and out of the driveway. Provide AASHTO templates showing the minimum turning paths for the largest design vehicle to access the proposed driveway. Examples of facilities for which a larger design vehicle (WB50) would normally be appropriate include gas stations and facilities that will have

loading docks. Gas station plans need to show fuel tank filling areas and a fuel truck pathway on the site to ensure circulation for tanker trucks delivering fuel.

- Include TxDOT Right-of-Way (ROW) map (site **MUST** be marked on map), also **showing exact location of access**. Maps can be obtained from TxDOT Houston Mapping Group by email: HOU-ROW-MapRequest@txdot.gov .
- Complete the [Houston District Traffic Study Checklist](#). For additional guidance, please refer to the [Houston District Traffic Study Guidelines](#).
- Master Plan of the entire development.
- **Agreement:** An agreement between TxDOT and the applicant will also be needed once all plans are finalized if the application includes roadway improvements such as Traffic Signals, Turn Lanes, Widening, and Median Openings. Please refer to the [Agreement Type Table](#) to identify the type of agreement needed. The TxDOT Maintenance Office will notify the Houston District Permits Office upon receipt of a complete application to start the agreement process. Please note this is a separate process needed to be executed prior to construction start date.
- **ROW Donation:** A Right-of-Way (ROW) donation may be required for construction of right turn lanes, which will be determined once District Design reviews the application. Any right turn lane will need to be supported by a Traffic Impact Analysis (TIA) included in the permit application. Please note ROW donation is a separate process needed to be executed prior to construction start date.

Drainage Only Permits: Hydraulic permit approval only, installing a drainage structure or draining into TxDOT systems. Any impacts to drainage on the State Highway System resulting from installation of access driveways must be coordinated with and approved by TxDOT prior to any local approval.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Complete the [Houston District Drainage/Hydraulics Checklist](#).
- Provide Federal Emergency Management Agency (FEMA) (include Panel Number) map or a land survey **SIGNED & SEALED** by a Registered Public Land Surveyor stating or depicting whether the proposed highway improvement is within the 100-year floodplain.
- If a clear US Army Corps of Engineers (USACE) jurisdictional determination or an approval USACE permit has been obtained, then information pertaining to the 100-year floodplain is not required.
- Copy of the executed property deed (Special warranty deed or warranty deed). Deed of Trust are not acceptable.)
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Signed, sealed, and dated plan set/drawings by a professional engineer licensed/registered to practice in the State of Texas (scaled to 11"x17").
- Include TxDOT As-Built map for Drainage Area and Hydraulic Computations (site **MUST** be marked on the map). Maps can be obtained from the Houston District Administrative Services by email: HOU_PlanRequest@TxDOT.gov .
- Include TxDOT Right-of-Way (ROW) map (site **MUST** be marked on map), also **showing exact location of access**. Maps can be obtained from TxDOT Houston Mapping Group by email: HOU-ROW-MapRequest@txdot.gov .

Low Use Access Permits: A driveway to enter or exit from a residential dwelling (no more than 4 dwelling units), lift stations, utility maintenance access, or farms for an occasional/infrequent use.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Copy of the executed property deed.

- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Plan set/drawings (scaled to 11"x17"), don't need to be signed and sealed. A sketch with driveway dimensions will be adequate ([Sketch Example](#)).

Construction Access Permits: Time-limited provision of direct access to a roadway (temporary access during construction). Such access must be removed to the satisfaction of the Area Office when permit expires after 12 months, unless renewed. Temporary Access must be built with materials, such as bull rock or timber, in accordance with TxDOT Standards -Temporary Erosion Control Measures ([Constructions Exits](#)).

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Copy of the executed property deed.
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Plan set/drawings (scaled to 11"x17"), don't need to be signed and sealed. A sketch with driveway dimensions will be adequate.

Sidewalk Permits: Sidewalk Construction to provide a paved pathway for pedestrians within State Right-of-Way in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Texas Accessibility Standards (TAS).

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Signed, sealed, and dated plan set/drawings by a professional engineer licensed/registered to practice in the State of Texas (scaled to 11"x17").

Traffic Study Review Only (TIA – Traffic Impact Analysis): A traffic engineering study to the level of analysis determined by TxDOT that determines the potential current and future traffic impacts of a proposed traffic generator and is signed, sealed, and dated by a Professional Engineer licensed/registered to practice in the State of Texas. This type of review does not include the geometric design of the proposed improvements, which may be subject to change. Only a no objection letter is issued until a permit request is submitted.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- All submittals shall be electronically submitted. The Traffic Impact Analysis (TIA) report and appendix shall be submitted as a PDF. The submittal shall also include all traffic simulation files in their native format and traffic data in Microsoft Excel format. For additional guidance on Traffic Study requirements, please refer to the [Houston District Traffic Study Guidelines](#).

Traffic Signal: Traffic Control Signal – any highway traffic signal by which traffic is alternately directed to stop and permitted to proceed within the State Right-of-Way.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).

- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Signed, sealed, and dated plan set/drawings by a professional engineer licensed/registered to practice in the State of Texas (scaled to 11"x17").
- All submittals shall be electronically submitted. The Traffic Impact Analysis (TIA) report and appendix shall be submitted as a PDF. The submittal shall also include all traffic simulation files in their native format and traffic data in Microsoft Excel format. For additional guidance on Traffic Study requirements, please refer to the [Houston District Traffic Study Guidelines](#).
- Traffic Signal Warrant Analysis (TSWA) should be included (PDF version).
- **Note:** An agreement between TxDOT and the applicant will also be needed once all plans are finalized if the application includes roadway improvements such as Traffic Signals, Turn Lanes, Widening, and Median Openings. Please refer to the [Agreement Type Table](#) to identify the type of agreement needed. The TxDOT Maintenance Office will notify the Houston District Permits Office upon receipt of a complete application to start the agreement process. Please note this is a separate process needed to be executed prior to construction start date.

Preliminary Access Review: Preliminary review of the general access location.

- Complete a permit application using the [Houston District Driveway Access Permit \(DAP\) System](#).
- Copy of the executed property deed.
- Include TxDOT Right-of-Way (ROW) map (site **MUST** be marked on map), also **showing exact location of access**. Maps can be obtained from TxDOT Houston Mapping Group by email: HOU-ROW-MapRequest@txdot.gov .
- Copy of the Site Map and Aerial Photo of the site (location **MUST** be marked on map within one-mile radius). ([Location Map Example](#)).
- Plan set/drawings (scaled to 11"x17"), don't need to be signed and sealed. A sketch with driveway dimensions will be adequate.

Driveways within Controlled Access:

- If the TxDOT Right-of-Way map indicates driveway(s) location to be within Control of Access, a separate review for a draft permit will be performed by the Houston District Design and Right of Way Engineers to determine if a break of the Control of Access/Access Denial Line (ADL) will be allowed. The District Design Engineer will make an engineering/safety determination to allow or reject the request. If the request is allowed, the District Design Engineer/District Right of Way Engineer will coordinate directly with the applicant on requirements for changing ADL. Once a driveway permit is issued, the ADL Change Request will be sent to the Texas Transportation Commission to grant the legal right for driveway access. Furthermore, changing property right access may involve an additional cost to the applicant.

*****NOTES*****

1. If the applicant does not own the property, we cannot issue a permit. We may be able to provide a preliminary review and a letter indicating preliminary approval/denial.
2. An incomplete package will be returned with instructions on what material is needed to complete your submittal and it will delay the approval process.
3. A variance to any requirement contained in the [TxDOT Access Management Manual](#) may be requested by a property owner or permittee. Variance requests shall be submitted with written justification to the corresponding Houston District TxDOT Maintenance Office by completing the Variance Documentation Justification on Page 2 of [Form #1058](#).

4. Expired permits may be allowed up to 2 extensions within 3 years but are not guaranteed based on current highway and traffic conditions. To renew a permit obtained through DAP, submit an online request using the Extension button in Submitted Applications. To renew a non-DAP permit please contact the [TxDOT Maintenance Office](#) with a copy of the expired permit, reason for delay, Permittee contact information, and proposed construction schedule.