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# Access Review

Design Manual  
Chapter 1  
General Information

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Before beginning a project, the designer shall determine whether access rights and right-of-way are to be acquired. In order to make these determinations, the Project Concept Statement, the Minutes of the Project Review Meeting, and any other pertinent information must be reviewed. Using this information and the following guidelines, the designer can then determine whether to submit the project plans to the Access Policy Administrator (in the Office of Maintenance Services) and the Office of Right of Way.

## When Access Rights Will Not Be Acquired

If access rights will not be acquired for the project, plans do not need to be submitted to the Access Policy Administrator, and a Final Access Review will not be issued. Submittal of plans to the Office of Right of Way will depend on whether right-of-way will be acquired for the project.

### When Right-of-Way Will Be Acquired

If access rights will not be acquired, but additional right-of-way will be acquired, entrance locations shall normally be designed in compliance with Priority VI Rules and Regulations, as stated in Section 112.9 of the “Iowa Primary Road Access Management Policy” (hereafter referred to as the “Access Policy”). If the particular situation requires deviations from the Access Policy’s Rules and Regulations, the following shall apply:

- No deviations are to be incorporated into the final design plan without the prior written approval of the Access Policy Administrator.
- Any problem that may occur with the design of an access due to the requirements of the policy shall be submitted to the Access Policy Administrator along with an explanation of the problem, the intended design to alleviate the problem, and a request for a waiver to the policy.
- The Access Policy Administrator will render a decision and advise in writing the Office of Design and the Office of Right of Way. This response will become a part of the correspondence file.

If right-of-way will be acquired, project plans shall also be submitted to the Office of Right of Way (the D-5 event). This submittal should include statements taken from the Project Concept Statement and copies of any other information pertaining to access. If the Project Concept Statement does not address access, the Access Policy Administrator should be contacted for guidance on how access will be handled on the project.

### When Right-of-Way Will Not Be Acquired

If access rights will not be acquired and the project will be completed within the existing right-of-way, the Project Concept Statement will provide this information. The Project Concept Statement should also indicate that existing entrances will be allowed in the same locations as before the project. In such cases, designers should leave entrances in the same locations

providing the entrance designs do not conflict with the Access Policy (for example, adequate sight distance must be maintained).

In most cases when neither access rights nor right-of-way will be acquired, project plans do not need to be submitted to either the Access Policy Administrator or the Office of Right of Way. An exception to this would be if an entrance design deviates from the Access Policy. In such cases, the Access Policy Administrator shall be contacted for approval, as described above.

## **When Access Rights Will Be Acquired**

If access rights will be acquired as part of the project, the Minutes of the Project Review Meeting will provide this information. The minutes should also state the appropriate spacing requirements for accesses. In such cases, project plans complying with these spacing requirements shall be submitted to both the Access Policy Administrator and the Office of Right of Way. The procedure below shall be followed in completing these activities:

1. Prior to submitting plans to the Office of Right of Way (the D-5 event), the designer submits the following information to the Access Policy Administrator, along with a request for review and determination of final access locations:
  - One set of design plans showing property lines, names of property owners, drainage structures, design grades, profiles, typicals, side road connections, and when applicable, interchange layouts.
  - Copies of all correspondence relating to access, including the Project Concept Statement and the Minutes of the Project Review Meeting.
  - Recommended access locations based on those shown at the corridor hearing by the Planning and Programming Division.
  - Other pertinent information, such as previous correspondence with cities, counties, or property owners.
2. The final access locations and accessways determined by the Access Policy Administrator and the District Office Design Engineer are incorporated into the final design plan. The plan is then submitted to the Office of Right of Way.

Changes in the access locations must receive written approval of the Access Policy Administrator, who will be responsible for coordinating any changes with the District Office Design Engineer. If necessary because of property line stationing, the exact stationing may be altered slightly without written approval when

- The access location continues to serve the property(ies) for which it was intended, and
- Proper spacing requirements are met.

The Access Policy Administrator shall be advised in writing of any change in the stationing of an access location from that listed in the Final Access Review.