



## **MoDOT - District 6 Traffic Permit Request Requirements to Work on State Right of Way**

The following list is the minimum requirements to enable our department to expedite our review of your submittal to be able work on the state right of way.

- A. For private entrances (one residence), a meeting at the site is needed or the entrance marked/staked with detailed directions to the site.
- B. For grading, commercial entrances, side roads, landscaping, utilities and environmental work, please provide the following:

### **GENERAL FOR ALL REQUESTS**

- Letter of transmittal – give name, complete mailing address and telephone number of contact person and general description of proposed work.
- Location map – give distance from development to the nearest cross street (show name of street).
- North arrow
- Graphic scale
- Name of development
- Property owner/developer name, mailing address and telephone number
- Site improvement plan of property involved
- Complete out-boundary survey
- Show existing topography on plans.
- Plan should show what is proposed to be done within the highway right-of-way. (Note: No part of any driveway shall be constructed outside of the applicant's property frontage.
- Incorporate into your plan any proposed or active roadway improvements by MoDOT (if applicable).
- Under what authority is this parcel being developed.
  - Planning Commission number
  - Ordinance number
  - Special use permit
  - Name of government agency and their contact person

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### ADDITIONAL FOR ENTRANCES

- Show dimensions of proposed work, ie. location and width of driveway.
- Indicate width and type of existing pavement in front of development.
- Indicate type of proposed pavement and give thickness.
- Show profiles of entrance(s), ditch(es) and culvert(s), indicating centerline, edge of pavement and right of way lines where applicable.
- Distance to nearest driveways on both sides of the property and across the road (label all roadways shown on plans). Should proposed improvements extend beyond property frontage, show entrances (existing) on the adjacent properties and show centerline of entrances on opposite side of road throughout the improvement.
- Show all curbing to be built. Curbing must be 6” vertical above finished surface of the driveway.
  - Concrete (Type A) integral or doveled in place
  - Concrete (Type S) separated
  - Asphalt – machine laid

[http://www.modot.mo.gov/business/standards\\_and\\_specs/documents/60900.pdf](http://www.modot.mo.gov/business/standards_and_specs/documents/60900.pdf)
- Show dimensions for tapers, radii, face of curb to edge of pavement and ditch lines from edge of pavement.
- Show culvert pipes- size (minimum 15” on right of way) and length. Length should allow for slopes on highway right of way, which can be no greater than 3:1.
- Develop drainage calculations based on MoDOT datum “**Hydrological Analysis for Peak Rate of Runoff from Small Watersheds**” and submit on approved forms. Include drainage area map.
- Depending on complexity of work involved on right of way, additional details may be required.

### ADDITIONAL FOR GRADING

- Provide cross-sections every 50’ for grading within highway right of way when cuts or fills exceed 4’.

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### **ADDITIONAL FOR UTILITIES**

Suggest using final roadway plans (can be secured from the microfilm section at MoDOT) for your plan submittal. Our final roadway plans reflect most of the information that is needed for a submittal. Should you elect not to use final plans, then your engineered drawings should include information concerning your proposed installation and the following:

- Highway right of way must be marked with the letters “R/W”, with dimensions from the centerline to the R/W lines and from the location of the proposed installation to the R/W line. All breaks in R/W line must be stationed (tied to center line stationing) and have an offset distance.
- Show all existing topography (power poles, driveways with type of surfacing, sewer structures, all other utilities, trees, shrubs, etc.)
- Describe the location of your proposed installation in relation to a major street, road or other state highway.
- All crossings must show a profile section with encasement extending from ditchline to ditchline or to toe of slope, which ever applies at that location. Encasement must be a minimum of 30 inches below ditchlines for all utilities except water lines. Water lines must be 42 inches below ditchlines.
- Parallel underground installations must be located within 6 feet of the R/W line and so indicated on the plan.

### **SUBMIT 2 SETS OF PLANS TO [AREA TRAFFIC SPECIALIST](#)**

MoDOT – Permit Department  
Attn: ([Traffic Specialist for Area](#))  
1590 Woodlake Drive  
Chesterfield, MO 63017

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The following notes MUST be included on plans.

### **NOTES:**

1. All materials & procedures must conform to current MoDOT Standards.
2. Applicant and/or Contractor must possess a copy of this permit and permit approved plans on the job site at all times.
3. Keep roadway and shoulders clear of dirt, mud, debris, equipment and materials at all times.
4. Roadway ditches, culverts and other such devices used to carry surface run-off will be kept open, free and clear at all times.
5. Dress all disturbed earth areas; seed and mulch with straw and/or sod.
6. Backfill behind all curbs and tapers flush to top of back of curb and/or taper.
7. No slopes on MoDOT right of way to be greater than 3:1
8. **EDGE TREATMENT:** A wedge of material (with a 3:1 or flatter slope) must be placed along the pavement edge during non-working hours when there is over a 2-inch drop off.
9. **UTILITY LOCATES – CONTACT MO ONE-CALL 1-800-344-7483 FOR LOCATION OF UNDERGROUND FACILITIES.**
10. **ALL LANE CLOSURES MUST BE APPROVED BY MODOT.** A lane closure request form will need to be submitted to MoDOT via fax (573-522-6491) or email ([D6PermitWorkzones@modot.mo.gov](mailto:D6PermitWorkzones@modot.mo.gov)) 2 business days prior to any lane closures.
11. **NO SIGNS** or display material of an advertising nature is to be placed on or extending over onto the MoDOT right of way.
12. The MoDOT right of way is to be used for ingress and egress **ONLY** and the adjacent property should be so develop as to not force the use of this right of way for parking or to facilitate any other activities.
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14. All MoDOT property of facilities (including roadway and shoulder pavement) disturbed or damaged during the scope of work must be restored. Any repairs or replacement must meet or exceed the original existing condition as directed by MoDOT.

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