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|  | M-950 R1 (3-19) | | | |  |  | |  | |  |  |  | |  | | |  | |  |
| |  | | --- | | **Access Approval Procedure - Impacts to Access of Neighboring Owners** | | | | | | | | | | | | | | | | | | | |  |
| **Phase 1 Worksheet** | | | | | | | | | | | | | | | | | | |  |
|  | **Directions:** | | | | This worksheet is intended to help HOP applicants through the access approval procedures (Pub. 282, Ch. 3.6 - HOP Guidelines). Document | | | | | | | | | | | |  | |  |
|  |  | |  | | all property owners within the limits of work, and work across the columns to determine whether an approval (letter or signed plan) or | | | | | | | | | | | |  | |  |
|  |  | |  | | HOP application (M-950 A or M-945 A) is required. Please use the included sample approval letter template if warranted. | | | | | | | | |  | | |  | |  |
|  |  | |  | | **Note: Continue to Phase 2 Worksheet if approval procedure is not resolved.** | | | | | |  |  | |  | | |  | |  |
|  |  | | **All Property Owners within the Limits of Work** | | | | | **Property Owner Address** | | **Property Impacted by Proposed Improvements (See Pub. 282, Ch. 3.7 - Approval Procedures)?** | **Existing Driveway accessing SR?** | **Driveway Needs Reconstructed, Relocated or Restricted?** | | **Approval Obtained?** | | | **Application Obtained?** | |  |
|  | **Yes = Next Column** | **Yes = Next Column** | **Yes = Obtain Application** | | **Yes = End of procedure No = Continue to Phase 2 Worksheet** | | | **Yes = End of procedure No = Continue to Phase 2 Worksheet** | |  |
|  | **No = No Approval Necessary** | **No = Obtain Approval** | **No = Obtain Approval** | |  |
|  | 1 | | smith | | | | |  | | Yes | No | N/A | |  | | |  | |  |
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|  | | | M-950 R1 (3-19)  **Access Approval Procedures - Impacts to Access of Neighboring Owners** | | | | | | | | | | |  | |  |  | | **Phase 2** | | |  |
|  | | | Directions: If obtaining approval is unsuccessful, continue following the columns until you reach the end of the approval procedure either by successfully obtaining an | | | | | | | | | | | | | | | |  | | |  |
|  | | | approval, or reaching the need to begin the indemnification process. | | | | | | | | |  | |  | |  |  | |  | | |  |
|  | | | **Note: This is a supplement to the Phase 1 worksheet for use when an approval or application cannot be obtained.** | | | | | | | | | | |  | |  |  | |  | | |  |
|  | | |  | | **All Affected Properties** | | | **Engineering Study of Alternatives with Recommendations** | | | | | | **Interference with Access Unreasonable?** | | | **Offer Compensation and Attempt to Obtain Approval or Application** | | | | |  |
|  | | |  | | **Modified Design No Longer Impacts Property** | | **Modified Design Mitigates but not completely eliminates impact to property** | | **No Mitigation is feasible** | | **Yes = Conduct loss assessment or appraisal** | | **No = Indemnification Process** | **Yes = End of Procedure** | | **No = Unreasonably rejected, Indemnification Process** | | |  |
|  | | |  | | **End of approval procedure** | | **Obtain approval or application, end of procedure if successful** | | **Continue with approval procedure** | |  |
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Form M-950R1 (3-19)

[Sample Letter Template]

Property owner name(s)

Street Address

City, State ZIP

Date

HOP Applicant

Street Address

City, State ZIP

**RE: Approval for Impacts to Access of Neighboring Property Owners**

Highway Occupancy Permit (HOP) Application No. 123456

Municipality Name, County Name

SR 1234 Segment 0000 Offset 0000

To whom it may concern:

I have reviewed the proposed improvements along my property frontage associated with your development referenced above. I am aware that an auxiliary lane and/or other features under the Permit will be installed along my property frontage Choose an item.

I am also aware that the proposed improvements located along my property frontage may restrict where a future access may be located and/or may restrict certain turning movements at a future access.

With that, I approve the proposed improvements, including the auxiliary lane, along my property frontage as shown on your plan titled xxxxxxxxxx and dated xx/xx20xx.

Sincerely,

Property owner name