

What is Access Management ?

Access Management has become an important subject as transportation professionals grapple with the issues of increasing congestion and deteriorating roadway operations. The goal of managing access, whether it be street entrances or individual driveways, is to achieve an optimal balance between what is needed for safe, efficient roadway operations, and the need to provide access to adjacent properties and businesses.

The term access management is applied to a number of *measures that can be used to enhance a roadway's safety and its ability to move vehicular traffic through management and control of access points to the roadway*. These measures include:

- Limiting the driveway access points to decrease turning conflicts
- Locating entrance or access points further from adjacent intersections
- Providing sufficient spacing between intersecting streets
- Spacing traffic signals to optimize traffic flow
- Implementing sight distance guidelines to improve safety
- Use of channelization to preclude selected turning conflicts

This brochure has been prepared to explain the entrance / driveway permitting process in Hennepin County, and the basis behind the evaluation and regulation of access to county roadways.

Access Spacing Guidelines

Hennepin County has adopted access spacing guidelines that are based on local and national research that shows that crash rates decrease markedly as the spacing between driveways and streets increases. The guidelines address five types of access and they differentiate for Urban and Rural situations (see next column):

Access Spacing Guidelines – Urban

Facilities Requesting Access to County Roadways	Type of Access	Access Spacing Criteria on County Roadway		
		Minor Arterial Roadways		Collector Streets
		Undivided	Divided	
Non-Public - Low Volume (< 1,000 ADT) • Residential Driveways • Low Trip Generating Commercial	Full Movement Access			1/8 Mile (660 ft)
	Partial Access		1/8 Mile (660 ft)	1/16 Mile (330 ft)
Local Public Streets • Local Residential Streets • Local Minor Collector Streets	Full Movement Access	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)	1/8 Mile (660 ft)
	Partial Access		1/8 Mile (660 ft)	
Non-Public - High Volume (> 1,000 ADT) • Shopping Center entrances • Large Apt. Complexes • Large Industries, Industrial Park Entrances	Full Movement Access	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)	1/8 Mile (660 ft)
	Partial Access		1/8 Mile (660 ft)	
Arterial and Major Collector Roadways • Principal Arterials (state highways) • Minor Arterials and Major Collector Roads	Full Movement Access	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)
	Partial Access		Full Access Allowed	

- Access via alternative facility required
 - Further changes considered under hardship conditions

Notes: 1) Urban definition is based on being within the Year 2000 Metropolitan Urban Service Area boundary
 2) Average Daily Traffic (ADT) volumes are based on 20-year forecasts
 3) Measurements for spacing are taken to next access (driveway or street) on the same roadway side of road
 4) Measurements for spacing are taken to next access on either side of road for undivided minor arterials
 5) Existing medians will not be broken (even if the above guidelines would suggest full access is allowed)
 6) Other criteria are also reviewed such as sight distance, speeds, traffic volumes and other elements (vehicle types, land use, etc.)

Access Spacing Guidelines – Rural

Facilities Requesting Access to County Roadways	Type of Access	Access Spacing Criteria on County Roadway		
		Minor Arterial Roadways		Collector Streets
		Greater Than 7,500 ADT *	Less Than 7,500 ADT *	
Non-Public - Low Volume (< 1,000 ADT) • Residential Driveways • Low Trip Generating Commercial	Full Movement Access	1/4 Mile (1,320 ft)	1/8 Mile (660 ft)	1/8 Mile (660 ft)
	Full Movement Access	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)	1/8 Mile (660 ft)
Local Public Streets • Local Residential Streets • Local Minor Collector Streets	Full Movement Access	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)	1/8 Mile (660 ft)
	Full Movement Access	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)	1/8 Mile (660 ft)
Arterial and Major Collector Roadways • Principal Arterials (state highways) • Minor Arterials and Major Collector Roads	Full Movement Access	1/2 Mile (2,640 ft)	1/4 Mile (1,320 ft)	1/4 Mile (1,320 ft)

Notes: 1) Measurements for spacing are taken to next access (driveway or street) on the same roadway side for divided minor arterials
 2) Measurements for spacing are taken to next access on either side of road for undivided minor arterials
 3) Chart assumes all rural County roadways are undivided
 4) Other criteria are also reviewed such as sight distance, speeds, traffic volumes and other elements (vehicle types, land use activity, etc.)
 5) Rural area is defined as being outside the Year 2000 Metropolitan Service Area (MUSA) as defined by the Metropolitan Council

Changes to the above spacing guidelines may be granted where sufficient justification is provided.

When is a Permit Required ?

An entrance permit is required:

- Whenever a new driveway or street connection is proposed on a county road.
- Whenever an existing driveway is proposed to be modified (widened, channelized, relocated, etc.)
- Whenever a driveway is removed (required for work in the County roadway right-of-way)
- Changes in site land uses (even if no modifications to existing driveways are proposed)
- If temporary access is needed to facilitate construction activities
- If development-driven traffic impacts predicate needed changes on the county roadway (such as the need for turn or auxiliary lanes)

A permit is *not* required if:

- The request is for an entrance located within the project limits of an active county roadway project (requires coordination with Construction project manager).
- Tenant changes on the property that do not change the land use activity.
- Changes due to county maintenance operations or utility permit actions
- The entrance is within Minneapolis (permitting is delegated to City)

The entrance permit process includes:

- 1) An application submitted by the property owner, developer or City
- 2) A permit issued by Hennepin County to the applicant
- 3) A request from the applicant for County final inspection and permit sign-off

Permit Process

After the application is submitted to the county, the county staff will often perform a field review and then complete the permit. The permit will be sent to the property owner noting any specific requirements or special provisions. If the county guidelines for design, access spacing or sight distance can not be met, further justification may be required, or additional evaluation and analysis may need to be completed by the property owner.

It should be noted if the entrance is associated with a development undergoing platting, then the preliminary plat reviews and city approvals are necessary prior to issuance of an entrance permit. However, the county encourages early informal submittals of site plans and access proposals prior to the submittal of an entrance permit application to allow County staff to identify any possible issues and give time for discussion and the investigation of mitigation options.

If a permit is issued for an entrance that is later found to be part of a platting or zoning action (that was not previously approved by the City) the entrance permit may be declared null and void. This may result in significant delays to the development project, a possible order to stop work, and requirements for significant changes or removal of the entrance.

Permit Fees

Current fees are:

Residential Driveway - \$ 50

Temporary Entrance - \$ 100

Commercial Driveway or Street - \$ 200

- Multiple driveway entrances or street accesses can be combined for the same development within a single permit application and fee payment
- Temporary permits are for short-term construction access, or conditions that are expected to have duration of less than one year. The temporary permit may be issued with specific termination dates.
- No fees are charged for removals of driveways.
- No fees are charged for an extension of a current access permit if the applicant applies prior to the permit expiration date (see below).

The permit process normally takes approximately 2 weeks from the application to issuance of the permit to allow construction. However, larger more involved developments can take up to 30 days or longer if complex design issues need to be resolved.

An entrance permit is valid for 1-year from the date of issuance. If construction can not begin within this time period, an extension is available for an additional 6 months upon the written request of the applicant (made prior to the expiration of the permit). An extension can be granted one time without any additional fee. Once the permit expires or if additional extensions are needed, the renewal may require resubmittal of a permit application and payment of the appropriate application fee.

Contacts for More Information

Further information and permit forms are available on the Hennepin County website at: co.hennepin.mn.us (search on the term "entrance permit"). Additional questions or requests can be referred to:

Robert H. Byers, Senior Transportation Engineer

Phone: (612) 596-0354 FAX: (763) 478-4000

E-mail: robert.byers@co.hennepin.mn.us

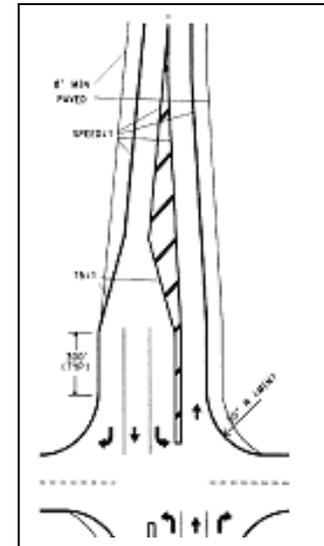
Or:

Dave Zetterstrom, Entrance Permit Coordinator

Phone: (612) 596-0355

Access Management Guidelines

Entrance & Driveway Permits



September 2007

Hennepin County Public Works – Transportation Dept.
1600 Prairie Drive, Medina, MN 55340-5421
(612) 596-0300