



Wyoming Department of Transportation Access Application

Property Owner (Permittee)		Applicant or Agent (if different from Property Owner)	
Business (if applicable)		Business (if applicable)	
Mailing Address		Mailing Address	
City		City	
State	Zip Code	State	Zip Code
Phone Number		Phone Number	
E-mail Address		E-mail Address	
Property Address of Requested Access (if known)			
Located on Highway		Side of Highway <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W	
Approximately _____ feet/mile (circle: N S E W) from Milepost/Intersection _____			
Legal Description			
County	Subdivision	Block	Lot
Section	Township	Range	
Access requested			
<input type="checkbox"/> New Access <input type="checkbox"/> Temporary Access <input type="checkbox"/> Change in Access Use <input type="checkbox"/> Removal of Access			
Check appropriate box if requesting a new access or change in access use.			
<input type="checkbox"/> Major <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Field			
Does the property owner own or have any interests in the adjacent property?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please describe:			
Are there other existing or dedicated public streets, roads, highways or access easements bordering or within the property?			
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list them on your plans and indicate the proposed and existing access points			
I, the undersigned property owner, request permission to construct an access driveway on Wyoming Department of Transportation right-of-way at the above property, subject to the rules and regulations contained in the " Rules and Regulations, General Section, Chapter 13, Access Facilities, approved by the Transportation Commission of Wyoming and promulgated by authority of W.S. 24-2-105 and W.S. 24-6-101 through W.S. 24-6-111 to administer access facilities on the state highway system".			
If an access permit is issued to you, the applicant agrees to the terms and conditions as stated in the permit.			
Applicant or Agent Signature for Permittee		Date	
Applications for access permits will be accepted only from an individual(s), partnerships, corporations, or other bodies recognized by law as owning all or the major interest in the property or by a party having an easement through the property abutting the highway right-of-way or proposed highway.			
Property Owner Signature		Date	

Instructions

Form M-3A, Application for permit to Construct Access Driveway must be submitted to your local Wyoming Department of Transportation Maintenance Foreman. He will review and then submit all necessary paperwork to the District Traffic Engineer for processing. The applicant must submit two copies of the M-3A form filled in and signed by the individual, partnership, corporation, qualified agent, or other body recognized by law as owning all or the major interest in the property abutting the highway right of way or proposed highway. The planned property ingress or egress must be indicated as one of the following:

- **Field (Minor) Access.** An entrance to and/or exit from a field or unoccupied property if the access is not used daily throughout the year. Daily use for only a few weeks a year still qualifies as field access.
- **Residential Access.** An access providing entrance to and/or exit from residential dwelling(s) for exclusive use and benefit of those residing therein.
- **Commercial Access.** An entrance into and/or exit from any business, commercial development, cultural/institutional complex, public establishment, or any development serving 10 or more family residences.
- **Major Access.** Any access that generates more than 50 trip ends in any hour of a typical day or is a public street or access.

A business letter shall accompany the application. The letter should have a heading: including name, address, and telephone number of the above owner or owners, estimate of daily traffic, and state what you propose to do, (EX: where you intend to construct the access, when the work will be started, an estimate of completion time).

A drawing or a sketch showing sufficient dimensions shall be submitted with the application. Which clearly indicates the character and extent of the proposed work to include all or part the following?

- Proposed access.
- Land description to include the Section, Township, and Range
- The location of all existing or proposed buildings, stands, pumps, retaining walls, and other physical features which affect the access location.
- Property lines, dimensions, and existing accesses.
- All drainage which affects the access location.
- All accesses outside of the property but within 330 feet (urban), 660 feet (rural) of the property line.
- Off street parking locations which may affect access location.
- Radii of proposed accesses.

If Right-of-Way fence is involved, you are required to install brace panels on either side of the access. If you require a cattleguard, it must be located on the private property and installed and maintained by you. If a drainage problem will be created, a minimum of an 18" diameter CMP will be required under the proposed access. The length of the CMP must enable construction of 8:1 side slopes on the approach shoulders.

Note: In order to expedite the processing of your application, the location of the proposed access should be clearly indicated both on your drawing and/or sketch (by Highway Route and distance to a Milepost number) and marked at the actual site with highly visible markings for the field location and inspection.

If you have any questions concerning your access application please feel free to contact the District office.