

One-Step Application Process



Submit Application

15 DAYS



Initial Submission & Review: The applicant submits their application. Within 15 days, the Department reviews it for checklist completeness, using the Application Checklist and Plans Checklist.

Checklist Reviewed for Completeness

4 ← YES
Complete

NO Incomplete



90 DAYS



Incomplete Applications: If incomplete, the Department issues a written notice of deficiency. The applicant has 90 days to provide the missing information. Failure to respond results in the application being considered withdrawn.

15 DAYS



Second Review & Final Chance: After receiving the applicant's response, the Department has another 15 days to determine if it is now complete.

4 ← YES
Complete

NO Incomplete



30 DAYS

X ← NO
Incomplete

YES Complete



If still deficient, a final 30-day period is granted for a third submittal. Failure to resolve all issues within these three attempts results in the application being considered withdrawn.

Technical Review

90 DAYS



Technical Review Commencement: Once the application is officially "checklist complete," the technical review begins. The Department must provide a final written notification within 90 days for major permits.



Technical Review and Deficiencies: During the technical review, the Department may find technical deficiencies or require additional information, such as traffic operational analyses if safety concerns are identified. When the Department requests information, the associated time frame for review pauses and restarts once the complete information is received. A technical deficiency notice is commonly referred to as a "comment letter".

Decision Phase

90 DAYS



Decision Phase: After the technical review, the Department will notify the applicant in writing of its decision. The Department may:

- ✓ Approve the application.
- ✓ Conditionally approve the application, potentially requiring mitigation measures if site traffic would otherwise create unacceptable conditions.
- ✗ Deny the application if the proposed access does not meet standards and cannot be mitigated.

Application Approved?

X ← NO
Application Denied

YES



180 DAYS



Permit Issuance and Construction: If approved, the applicant must submit signed permit documents and the required fee within 180 days. A permit will then be executed, granting the ability to construct under specified terms and conditions.

