Access Management Regulations

DEFIANCE, OHIO

Effective: AUGUST 25, 2009

CITY OF DEFIANCE, OHIO
ACCESS MANAGEMENT MANUAL

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1. INTRODUCTION

1.1. **Authority -** The authority to adopt and enforce an Access Management Ordinance is granted by the State of Ohio to the City of Defiance to regulate the design and construction of streets within their jurisdiction.

1.2. **What Is Access Management?** Access Management is the process that provides access to land development while simultaneously preserving the flow of traffic on the surrounding system in terms of safety, capacity and speed. In practical terms, it means managing the number of driveways that a vehicle may encounter without hampering reasonable access to a property and removing slower, turning vehicles from the arterial as efficiently as possible.

- Access management deals with the traffic problems caused by unmanaged development before they occur.
- Access management addresses how land is accessed along arterials.
- Access management focuses on mitigating traffic problems arising from the development and increased traffic volume attempting to utilize these developments.
- Access management calls upon local planning and zoning to address overall patterns of growth and the aesthetic issues arising from development.

An effective, local access management plan can play an important role in preserving highway capacity, reducing crashes, and avoiding or minimizing costly remedial roadway improvements. The traveling public will benefit from faster and safer travel. Businesses will benefit from increased business vitality along a well-managed corridor. Taxpayers will benefit from more efficient use of existing facilities. Public agencies will benefit from the relatively low cost of access management and use their resources for other needs.

1.3. **Purpose and Objectives -** The purpose of this document is to define the principles and policies for access management on all roads maintained by the City of Defiance. Administration of the regulations considers traffic safety and capacity including many variables, such as the functional classification of the public roadway, nature of the access point, volumes of traffic, and the impact on signal systems, etc.

The City of Defiance is committed to an Access Management Program that:

- Improves public safety by reducing crashes.
- Provides fewer access points with vehicle/pedestrian conflicts.
- Provides fewer traffic conflicts between vehicle and bicycles.
- Preserves the useful life of the highway system by maintaining highway capacity.
- Facilitates the movement of people and goods by reducing travel delay and congestion.
- Supports orderly economic development by providing appropriate access to property consistent with the operation and safety of the highway.
- Minimizes transportation costs by making the highway more efficient.
- Encourages closer cooperation between ODOT, Defiance County, neighboring townships and the City of Defiance in land use and transportation decisions.

1.4. **Implementation -** The City of Defiance is responsible for implementing and administering these regulations for the following conditions:

These regulations **SHALL APPLY** to:

- New developments on any parcel of property located within the City of Defiance.
- Significant changes of use of existing development, as defined in Section 3.8, and located within the City of Defiance.
- Lot splits or minor subdivisions, subject to approval without platting.

These regulations **MAY APPLY** to above conditions for property that has the ability to be annexed into the City of Defiance within two years of development.

These regulations **SHALL NOT APPLY** to:

- State or federal routes under the jurisdiction of the Ohio Department of Transportation. (US 24)
- County roads.
- Any access point that exists, or on which construction has begun, before the effective date of the regulations or amendment, except when such access point is reconstructed or relocated or when land use is changed in a way that significantly increases the types of traffic or traffic volume on a street or highway as per Section 3.8.
- Access points for minimum volume (MIV) drives, field drives and utility drives as per Section 5.4.

It should be noted that, even in situations that do not fall within the realm of these access management regulations, the City of Defiance always has the responsibility for insuring that any new access onto a city street meets all safety and capacity requirements. The existing physical condition along the roadway may warrant more stringent access restrictions than stated in these regulations.

The recommendations/standards of an approved corridor study shall take precedence over these regulations.

1.5. Definitions

Access Classification. A classification system that defines driveways, including paths and trails, according to their purposes, use and volume of traffic.

Access Connection. Any driveway, street, road, turnout, trail, path or other means of providing for the movement of vehicles, equipment, cars, trucks, buses, motorcycles, bicycles, pedestrians, or horses or other animals to or from the major roadway system for the purpose of accessing, leaving or crossing the major roadway. The "major roadway" is part of the hierarchical system defined these Definitions.

a. Public Street or Road. A publicly-dedicated right of way improved for vehicular, pedestrian, and bicycle traffic.

b. Non-Public Road (Private Street). A privately-owned roadway improved for vehicular, pedestrian, and bicycle traffic. This category does not include new subdivision streets that have not yet been dedicated and accepted. It includes subdivision streets that have never been dedicated for public use and that remain private streets.

c. Driveway. The physical access connection for vehicular traffic between a roadway and abutting land. A driveway can include a pedestrian and/or bicycle component.

d. Path or Trail. An access connection to a roadway for pedestrians, bicycles, horses or other animals.

e. Temporary Access (Conditional). Access that is permitted for use until a preferred alternative access becomes available.

Access Management Assessment (AMA). A study of the impact of a proposed development that will not significantly increase traffic volumes. An AMA should include the use of the parcel, an estimate of traffic, and the proposed means of access (including locations of adjacent driveways). An AMA should address the operational and safety effects of the development, including needed improvements.

ADT. The annual average two-way daily traffic volume. It represents the total traffic for the year, divided by 365.25. For purposes of this Manual, references to “AADT” in other resources and publications shall be considered synonymous with “ADT”.
Applicant. Any person, corporation, entity or agency applying for an access permit.
Application. An application, including all documentation required by this Manual, for an access permit.
Auxiliary lane. Any additional special purpose lane such as a turn lane.
Business day. Monday through Friday, inclusive, but excluding weekends and legal holidays.
Capacity. The ability of the roadway to provide service to the volume of vehicles seeking to use the roadway. Capacity is generally considered the maximum traffic volume that can be accommodated by a roadway during a specified time.
Channelizing island. A defined area between traffic lanes for the physical separation and control of vehicle movements.
City. The City of Defiance, Ohio.
Clear zone. The total roadside border area, bounded by the edge of the traveled way, available for safe use by errant vehicles. The desired width depends upon roadway traffic volumes, vehicle speeds, and roadside geometry.
County. Defiance County, Ohio.
Corner Spacing. The minimum required distance along a public road between an intersection and the first access point. The distance is determined by the classification of the public road, and the values shown in the appropriate matrices, see Appendix B. This distance is measured from the perpendicular part of the roadway or driveway, edge to edge and not between centerlines.
Deceleration lane. A speed-change lane, including tapered areas, enabling a vehicle to leave the main stream of faster moving traffic and slow to a safe turning speed prior to exiting roadway.
Design hour traffic volume, **design hour volume**, and **DHV.** The hourly traffic volume used in the geometric design of roadways. The DHV is the 30th highest hour vehicular volume experienced in a one-year period.
Design speed. The posted roadway speed limit plus 5 MPH.
Divided roadway. A roadway with physically separated lanes for traffic traveling in opposite directions, such separation being indicated by depressed dividing strips, raised curbing, traffic islands, or other physical barriers preventing or discouraging vehicular crossover traffic.
Driveway and **private road.** Every access connection in private ownership used for vehicular travel by the owner and those having the express or implied permission from the owner, but not by other persons.

Driveway spacing and **access connection spacing.** The desired distance between adjacent driveways on the side of the roadway, as measured from centerline to centerline, considered necessary for the safe ingress and egress of vehicles and the safe operation of the roadway at its posted speed.
Frontage road. A public roadway auxiliary to and normally alongside and parallel to the main roadway, constructed for the purposes of maintaining local road continuity and controlling of direct access to the main roadway.
Gradient and **grade.** The rate or percent change in slope, either ascending or descending from or along the roadway. It is measured along the centerline of the roadway or access.
Intersection. An intersection is **(1)** the area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of two roadways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different roadways joining at any other angle may come in conflict; **(2)** where a divided roadway includes lanes for directional travel thirty feet or more apart, then every crossing of the directional lanes of such divided roadway by another intersecting roadway shall be regarded as a separate intersection. If the intersecting roadway is also a divided roadway with lanes for directional travel thirty feet or more apart, then every crossing of the Directional lanes of such roadways shall be regarded as a separate intersection.
Intersection Sight Distance (ISD). A cross-corner measurement between a vehicle approaching an intersection on a main road and a vehicle stopped on a side road at the main road. It is the measure of the line of sight, both horizontally and vertically, that allows the drivers of both vehicles at or approaching an intersection to see each other in time for necessary decision making or avoidance maneuvers. The ISD must be sufficient to allow the driver on the main road approaching the intersection to have not only an unobstructed view of the entire intersection but also a sufficient length along the highway to permit him/her to anticipate and avoid potential collisions. The ISD should also be sufficient so motorists, entering or crossing the main road, have sufficient distance to observe oncoming traffic in order to safely enter or cross the main road. ISD shall be as defined in the current edition of A *Policy on Geometric Design of Highways and Streets*, published by the American Association of State Highway and Transportation Officials. Determination of ISD shall follow the procedures outlined in the AASHTO publication.
Lateral Access Restriction. The minimum required distance along a side road (private or local) not on the access management system from its intersection with the access-management-system public road to the first access point. If the side road is on the access management system, the corner spacing requirements shall be in effect. The values are shown in the

appropriate matrices, see Appendix B. This distance is measured from edge to edge and not between centerlines.

Level of Service. LOS is a qualitative measure of operating conditions in a traffic stream and considers such measures as speed and travel time, ability to maneuver (change lanes, etc.), traffic interruptions and comfort and convenience. LOS may range from A, the best operating conditions, to F, the worst.

Manual. The City of Defiance, Ohio Access Management Manual.

Median. The portion of a roadway separating opposing traffic flows.

Median island. A curbed island within a driveway or access connection that physically separates egress traffic from ingress traffic.

MPH. A rate of speed measured in statute miles per hour.

OMUTCD. The Ohio Manual of Uniform Traffic Control Devices.

Peak hour volume (**PHV**). The highest traffic volume in 60 consecutive minutes in one (or both) of the two traditional peak periods of traffic, generally the morning period from 7 AM to 9 AM and/or the evening period from 4 PM to 6 PM. This volume is generally based on 60-minute, 30-minute, or 15-minute periods.

Peak hour. The specific interval of time in which the peak hour volume occurs.

Permit. An approved access permit issued by the City of Defiance Engineer.

Permit issue date and **date of issue.** The date when the City of Defiance Engineer signs the permit.

Permittee. Any person, unit of government, public agency or any other entity that can own property, to whom an approved access permit is issued. The permittee, normally the property owner served by the access connection, is responsible for fulfilling all the terms and conditions of the permit.

Potential for signalization. An access connection that has the potential to meet any of the traffic signal warrants as defined by the OMUTCD.

Reasonable access. The minimum number of access connections necessary to minimize delay, provide adequate level of service, capacity, and preserve roadway safety, in accordance with the requirements of this Manual.

Relocate. To remove and establish in a new place, and may include the elimination of or the merging of non-conforming access with other existing access connections to ensure such access conforms to the provisions of this Manual.

Right-of-way. Land, property, or the interest therein, usually as a strip acquired for or devoted to transportation purposes. When used in this context, right-of-way includes the roadway, shoulders, ditches, and slopes extending to and within the right-of-way limits under the control of the state, county, city or township.

Roadside. The area between the outside shoulder edge and the right-of-way limits.

Roadway, **road**, and **street.** **(1)** the entire width between the boundary lines of every way open to the use of the public as a thoroughfare for purposes of vehicular travel; **(2)** that portion of a right-of-way improved, designed, or ordinarily used for vehicular travel, excluding the shoulder, curb, and gutter.
Road Classification. A hierarchical system of roadways, classified by function, used to determine the appropriate level of access management. The functional classification of roadways is a system whereby roads are described in terms of their usage. Generally, roads provide two functions. The first is mobility, providing people the ability to go from one place to another. The second is the provision of access to abutting properties.
Roadway network. The interconnecting network of city streets, county roadways, township roadways, and state roadways in an area.
Signal and **traffic signal.** A traffic control signal.
Signalization. Installing or modifying a traffic control signal.
Signal progression. The progressive movement of traffic platoons through adjacent signalized locations within a traffic control system at a planned rate of speed and without stopping.
Slope. The relative steepness of the terrain expressed as a ratio or percentage. Slopes may be categorized as positive or negative and as parallel (longitudinal) or cross (transverse) in relation to the direction of traffic.
State. The State of Ohio.
Stopping Sight Distance (SSD). The distance required by the driver of a vehicle, traveling at a given speed, to bring the vehicle to a stop after an object in/on the roadway becomes visible. The SSD includes the distance traveled during the driver's perception-and-reaction time as well as the vehicle's braking distance. Stopping sight distance shall be defined in the current edition of *A Policy on Geometric Design of Highways and Streets*, published by the American Association of State Highway and Transportation Officials. SSD is required, at a minimum, in all elements of new and/or reconstructed roads and streets, including driveways and access points.
Storage length. The additional length added to a deceleration lane to store the maximum number of vehicles likely to accumulate in the lane during the peak hour, and to prevent stored vehicles from interfering with the function of the deceleration lane or the adjacent through travel lanes.
Taper. A transitional area of decreasing or increasing usable pavement width to permit the formation or elimination of an auxiliary lane.
Trip or Trip End. A single or one-direction vehicle movement with either the origin or the destination (existing or entering) inside a study site. For trip generation purposes, the total trip ends for a land use over a given period of time are the total of all trips entering plus all trips exiting a site during a designed time period. Rates shall be determined from the ITE *Trip Generation Handbook, Current Edition*. Use of independent data supplied by the property

owner for a specific land use will be considered by the City of Defiance Engineer.

Traffic Impact Study (TIS). A study of the traffic impacts of a proposed development on the adjacent and surrounding road system and the transportation improvements/needs required to accommodate it.

Variance. A granting of permission to depart from the standards and requirements of this Manual due to unique conditions or circumstances when a literal enforcement of this Manual would result in unnecessary hardship and when such a variance is not contrary to the public interest.

Warrant(s). The criteria by which the need for an improvement is determined.

2. ADMINISTRATION

2.1. Purpose

This section sets forth the procedures and requirements governing the issuance of access and drive permits by the City of Defiance Engineer for use or occupancy of right-of-way for the purpose of constructing and using private driveways and approaches and/or public road and street intersections with a categorized city roadway.

2.2. Determining Access Type

The City of Defiance shall maintain an inventory of each roadway section under its jurisdiction, listing its access assignment based on the access categories described in Section 3.9. This inventory shall be updated as needed to reflect changes in the roadway environment affecting the functional requirements of the roadway. The initial assignment of access categories and any subsequent revisions shall be determined in cooperation and coordination with appropriate local authorities, including public input, to ensure that assignments are compatible with preserving and maintaining the roadway's intended and designed function within the city roadway system and within the context of the area's transportation and land use needs and plans.

2.3. Access Permit Applications

The access permit process is part of the overall approval process for development of property in the City of Defiance. An access management permit application will be filed with the development site plan.

The City of Defiance Engineer shall have the final authority for

- accepting access permit applications
- reviewing the access permit applications to ensure conformance with this Manual
- issuing access permits
- inspecting construction to ensure compliance with all terms and conditions of the permit
- maintaining records of all applications and permits

2.4. Access Permit Submittal Requirements

Applications shall include a completed **Access Permit Form** and any additional attachments necessary for the City Engineer to accurately and thoroughly review and assess the application. Applications shall bear the complete name, address, telephone number, and signature of the property owner or his or her authorized agent. Applications by anyone other than the property owner or his or her authorized agent will not be accepted.

Two complete copies of the application, with original signatures, and any attachments shall be submitted.

The information and level of detail required to review an application will vary according to the type and usage of proposed access. Material not relevant to the evaluation of the proposed access will neither be required nor requested of the applicant. Prior to submitting an application, the applicant should contact the City Engineer for information about the application process and the type of information which may be required for inclusion with the submission.

A preliminary meeting with the City Engineer is recommended for all large traffic generators, regardless of development type, and for those requiring a traffic impact study. The preliminary meeting provides the opportunity to discuss the access proposal, consider its feasibility, define the scope of further study that may be necessary, and expedite the review of the application.

In order to accurately and thoroughly review and assess the application, the City Engineer may require the applicant to submit additional attachments to the application. These attachments may include—but are not limited to—the following:

- Property ownership maps showing the location of the property.
- Existing access connections on both sides of the roadway within 500 feet of the centerline of any and all proposed access connection(s).
- Land use to be served by the proposed connection(s) (residential, commercial, industrial, with the type of business(es) to be served or the appropriate land use category from *Trip Generation*).
- Site plans or drawings showing the location of the proposed access connection(s) with reference to the roadway, rights-of-way, property lines, existing buildings and structures, parking locations, existing access connections, existing property usage, including existing easements.

2.5. Access Permit Fees

Access permit fees are per the City of Defiance Codified Ordinances.

2.6. Access Permit Administrative Review Process

As stated in Section 2.4, a preliminary meeting with the City Engineer is recommended for all large traffic generators, regardless of development type, and for those requiring a traffic impact study. This meeting can take place prior to or in concurrence with the informal site plan review.

The City Engineer will review the site plan and determine if the project meets the intention of the Manual. When the site plan is deemed acceptable in

terms of access, the applicant will prepare and submit plans for Project Review. The plans are then reviewed departmentally. The Engineer will again review the plans for compliance with the Manual.

2.7. Access Permit Approval

When the Engineer is satisfied that the project meets the standards prescribed in the Manual, an Access Permit will be signed. An approved permit will be included in the plan package submitted to for Plan Commission Review.

2.8. General Conditions and Provisions for Access Permits

The granting of a permit does not convey to either the permittee or to the property served any rights, title, or interest in City rights-of-way, or in any way abridge the rights of the City to exercise jurisdiction over City roadways.

The City Engineer may reconstruct, relocate, modify, repair, or remove any access connection, or any features or fixtures thereof, if it is necessary for the improved safety and operation of the roadway.

The City Engineer may redesign the roadway for the improved safety and operation of the roadway. Such improvements may include—but are not limited to—the construction of auxiliary lanes and the modification of allowable turning movements. Any such changes in the roadway design shall not require a permit modification for an access point because the permit confers no private rights to the permittee over the control of the roadway design.

Acceptance of the permit by the permittee constitutes a legal agreement to comply with all terms and conditions of the permit.

Failure of the permittee to fully comply with the terms and conditions of the permit shall be cause for the revocation and annulment of the permit, thereby rendering the access connection illegal and subject to action by the City Engineer per Section 2.14.

The permittee shall save harmless the City and all their representatives from all suits, actions, or claims of any character, brought on account of any injuries or damages sustained by any person or property in consequence of any negligence or on account of any act or omission as a result of the issuance of this permit.

2.9. Term of Permit

A permit for a proposed access connection shall be valid for 12 months, commencing with the date of permit approval. If construction of the proposed

access connection is not completed within the term of the permit, the permit shall be revoked and a new permit required.

A permit for a change in use of an existing access connection shall be valid for 12 months, commencing with the date of permit approval. If the proposed change in use fails to occur within the term of the permit, the permit shall be revoked and a new permit required.

The permittee may request, in writing, that the City Engineer grant an extension of the term of the permit. Such request shall explain the necessity for an extension and when the permittee expects to complete the operations described in the permit. The minimum permit extension shall be 12 months. The City Engineer may extend the permit length beyond 12 months at his discretion.

2.10. Construction Of Access; Compliance With Access Permits

All work authorized under the conditions of the permit shall be performed in accordance with the conditions of the approved permit. All work shall be performed solely at the expense of the permittee.

The permittee shall contact the City Engineer and receive instructions **2 business days** before commencing any work authorized by the permit. No work authorized by the permit shall be performed before the permittee contacts the City Engineer.

The City Engineer shall inspect all work authorized by the permit to ensure that such work is in compliance with the permit and all terms and conditions attached. If the work is not being performed as specified, the work shall be stopped and the circumstances reported to the City Engineer. The permittee shall be notified of the City Engineer's action, its causes, and be given a reasonable opportunity to correct the problem.

All work authorized by the permit shall be completed within the timeframe specified on the permit, in accordance with Section 2.9. A permit shall be considered void if the work authorized is not completed within the specified time frame, thereby rendering the access connection illegal and subject to action under Section 2.14

The permittee may request a time extension in accordance with Section 2.9.

If the permittee performs any work contrary to that authorized by the permit, or contrary to the orders of the City Engineer, and after due notice of the violation fails to correct such work within 30 calendar days, the City Engineer shall notify the permittee that the permit is void, thereby rendering the access connection illegal and subject to action under Section 2.8.

Work authorized by the permit that involves construction encroaching upon the roadway or shoulders shall include a plan for maintaining traffic in accordance with the *Ohio Manual of Uniform Traffic Control Devices*. Lane or shoulder hazards that exist for a period of time longer than necessary may be cause for the City Engineer to order the revocation of the permit and immediate closure of work areas, removal of all hazards, and removal of all equipment.

Upon completion of work authorized by the permit, the permittee shall leave the roadway clean and free of all rubbish, excess material, and equipment. The roadway shall be left in a condition acceptable to the City Engineer.

Upon satisfactory completion of work authorized by the permit, the City Engineer's representative shall complete **Permit Inspection Certificate**, certifying that the permittee has complied with the terms of the permit.

2.11. Appeals and Variance Approvals

When an applicant objects to the denial of a permit request, the applicant may file an appeal within thirty (30) days of the notice of the denial of the variance. The written appeal shall include reasons for the appeal and may include changes, revisions, or conditions that would be acceptable to the applicant.

Within thirty (30) days of the filing of an appeal, the Traffic Commission shall determine whether the denial of the variance is justified.

The decision of the Traffic Commission is the final agency action on the permit request. The applicant shall be notified of the final decision.

2.12. Use Of Access

It shall be the responsibility of the property owner to ensure that the use of access to the property is not in violation of the permit terms and conditions. The terms and conditions of the permit are binding upon all heirs, successors-in-interest, occupants, and assigns of the property owner.

2.13. Maintenance of Access

It shall be the responsibility of the property owner to ensure that the access to the property remains in acceptable condition and in compliance with the permit. The terms and conditions of the permit are binding upon all heirs, successors-in-interest, occupants, and assigns of the property owner.

2.14. Access Permit Violations

Any access connection providing direct access to a City roadway that is constructed or established after the effective date of this Manual without an approved access permit issued in accordance with the requirements of this

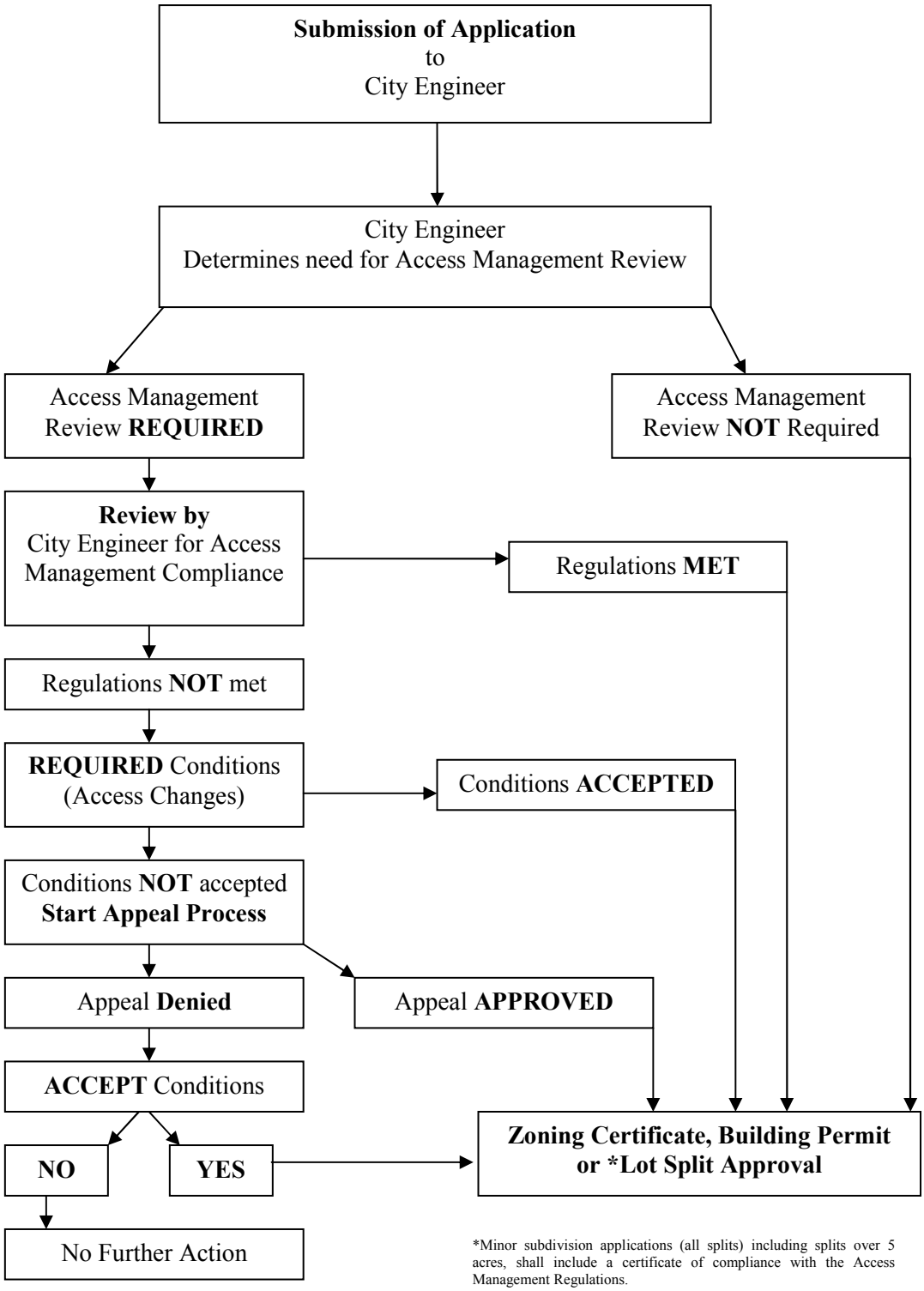
Manual shall be considered an illegal obstruction within the roadway right-of-way.

Upon determination that an access connection is illegal under the terms of this Manual, the property owner shall be subject to action under Ohio Revised Code §5552.99, and/or other appropriate action under §5547.03 and §5589.10, or as otherwise authorized by the Ohio Revised Code, including any legal action(s) initiated by City of Defiance in a court of competent jurisdiction.

2.15. Access Permit Flow Chart

The access permit flow chart is shown on page 2-7.

ACCESS APPROVAL & PERMIT PROCESS FLOW CHART



*Minor subdivision applications (all splits) including splits over 5 acres, shall include a certificate of compliance with the Access Management Regulations.

3. ROADWAY PLANNING

3.1. Purpose

The information provided in this Section defines the standards and specifications to be used in conjunction with the Access Categories to protect the functional integrity of roads under the jurisdiction of the City of Defiance to maintain and preserve traffic mobility, to provide efficient and reasonable access, and to protect the public health, safety, and welfare.

3.2. Roadway Functional Classification

Functional classification is the grouping of roadways into integrated systems; each ranked by their importance to the general welfare, the motorist, and adjacent land use structure.

The Ohio Department of Transportation (ODOT) has developed the functional classification system for all roadways within Ohio. This classification system includes Interstates, Rural Principal Arterials, Urban Principal Arterials, Rural Minor Arterials, Urban Minor Arterials, Rural Major Collectors, Rural Minor Collectors, Urban Collectors, and Local roads and streets. Roadways located within City of Defiance corporation limits are considered urban.

Roadways located outside of the City of Defiance Corporation limits are considered rural. Rural roadways that are being considered for annexation may be deemed urban by the City Engineer.

3.2.1. Existing Functional Classification

The existing functional classification of roadways in the City of Defiance has been determined according to their operational and functional intent. A map depicting the existing functional classifications is shown in Appendix A.

3.2.2. Future Functional Classification

The future functional classification is based on desired operational and functional intent. The future functional classification is based on the 2030 Land Use Plan. The future functional classification of roadways in the City of Defiance are shown in Appendix A.

3.3. Lane Needs Planning

3.3.1. Through Lanes

The number of lanes needed on a roadway are primarily dependent on the traffic volumes of a roadway, the operational characteristics of the roadway and its allowable access. A four lane facility with ½ mile signal spacing can effectively carry as much traffic as a six lane facility with ¼ mile signal spacing. Therefore, the number of lanes required on a roadway is not solely controlled by volume.

The method determining the number of through lanes is by determining the Level of Service (LOS) for a roadway segment or intersection. Segment level of service is more typically used on a rural road or urbanized roadways with few signalized or stop controlled intersections. At signalized intersections, intersection level of service is required to determine the number of through lanes. Levels of services are to be calculated using the most current Highway Capacity Manual or Highway Capacity Software.

Levels of Service describe the capacity conditions of a roadway and are categorized into six classifications that range from A through F. Level of service is A is free-flowing traffic conditions with low volumes, high speeds, and minimal delays. Level of service F has high volumes, low speeds, congestion and significant delays. Level of Service C is represents stable flow, speeds and congestion.

Roadway levels of service should operate at a C or better during the peak hour for both Opening and Design Years. Major arterials may be permitted to operate at a LOS D or better for both Opening and Design Years at the discretion of the City Engineer. The engineer will determine if an LOS of D is permitted at the preliminary meeting.

Intersection levels of service should also follow these criteria with intersections functioning at LOS C or better. The major movements, typically through movements, or a large turning volume, should operate at a LOS C or better for both Opening and Design Years. In some cases a minor movement at a slightly lower service level would be acceptable (LOS D through E) if improvements would be cost or right-of-way prohibitive. A LOS less than C will permitted only at the discretion of the City Engineer.

3.3.2. Left Turn Lanes

When left turn access is permitted based on the access category (Section 3.9), the current ODOT auxiliary lane graphs are used to determine when a separate turn lane is needed for the proposed access connections. The length of a warranted left turn lane shall be determined using the current ODOT Location & Design Manual, Volume 1 Section 400 Geometrics.

3.3.3. Right Turn Lanes

Current ODOT auxiliary lane graphs are used to determine when a separate right turn lane is needed for the proposed access connections. The length of a warranted right turn lane shall be determined using the current ODOT Location & Design Manual, Volume 1 Section 400 Geometrics.

3.3.4. Speed Change Lanes

Deceleration and acceleration lanes should be used to enable vehicles to safely maneuver onto or from a high-speed facility. It is also suggested that corner radii be increased to allow for smoother operations and minimize impacts to the highway mainline. (Refer to Section 400 of the *ODOT Location and Design Manual, Volume 1.)*

3.3.5. U-Turn Lanes

If the adjacent roadway is divided, thus prohibiting left turns except at median breaks, a u-turn must be provided at major intersections. A u-turn may be permitted at minor intersections at the discretion of the City Engineer. The adjacent roadway will be widened or a bulb-out provided to accomplish the u-turn in a legal manner.

3.4. Truck Routes

A map depicting truck routes through the City of Defiance is included in Appendix A. Defiance has many railroad underpasses that have deficient vertical clearance.

3.5. Interchange Access Management

Interchange access management is typically governed by ODOT policies as the interchanges provide access to freeways or expressways. The right of way in an interchange area is limited access. Coordination with and review by ODOT is required for determining access in an interchange area. The study and analysis requirements may include an interchange justification or modification study as determined by ODOT.

3.6. Service Roads

A service road provides access to parcels where access to the arterial or collector is limited. A service road can be constructed as a separate roadway system in the front or rear of the parcels. A service road can also be established through parking lots to provide cross access. The access management category of the adjacent roadway determines if a service road is required or preferred.

3.7. Traffic Signal Criteria

The warrant requirements for the installation of a traffic signal shall be consistent with the requirements of the *Ohio Manual of Uniform Traffic Control Devices (OMUTCD)*. The *OMUTCD* provides the minimum requirements for the installation of a traffic signal. Meeting one or more of the traffic signal warrant requirements does not necessarily guarantee the installation of a traffic signal. Signal spacing is based on the Access Category of the roadway. Other considerations include the ability to provide necessary traffic lanes and the progressive movement of traffic. A signal warrant

analysis should be conducted for all signal installations. Unwarranted traffic control devices will not be installed.

If a signal installation is requested for a special circumstance such as a school crossing or pedestrian crossing, a signal warrant analysis shall be consistent with the requirements of the *Ohio Manual of Uniform Traffic Control Devices (OMUTCD)*.

A signal may be denied if:

- The results of the warrant analyses appear to have marginal traffic, either existing or projected.
- The proposed signal location would create less than desired intersection spacing and/or result in inadequate distances for necessary turn lanes.
- The proposed signal location would create poor progressive movement of traffic on the public roadway.
- There are other alternatives to provide adequate site access through alternate drive locations or shared drives with adjacent properties.
- If the private development involves phased development, the signal may be withheld until traffic volumes meet and/or exceed the minimum requirements established in the *OMUTCD*.

If at any time in the future the function or operation of the site changes and a study determines that the traffic does not meet minimum threshold traffic volumes established in the *OMUTCD*, then the property owner may be required to remove the signal at the owner's expense.

3.8. Access Point Change in Use

The determination of the significance of a change in use shall be made by the City Engineer. Based on this determination, the City Engineer shall advise the applicant whether a further evaluation of traffic conditions, as described in Section 2.4, will be required. This determination will be based on the traffic impacts associated with any one or more of the following:

- Change in size of an existing building, except those served by a minimum volume driveway or a very low volume driveway.
- Change in use (see definition below) of the property.
- Increase of parking requirements or number of parking stalls and pavement.
- Demolition and redevelopment of the property.
- Change in zoning including special & conditional uses.

Change in use includes but is not limited to the following:

- The use of the access increases in the existing actual vehicular volume by 20 percent or more or an actual increase of 10 or more trip ends in the peak hour;
- The traffic volume of a particular directional characteristic (such as left turns) increases by 20 percent or more or an actual increase of 5 or more trip ends in the peak hour;
- The use of the access by vehicles exceeding 30,000 pounds gross vehicle weight increases by 20 percent or more or an actual increase of 10 or more trip ends in the peak hour;
- The historical use of the access was less than daily use, and the new use would be for daily use of the access;
- The free flow of vehicles entering the property is restricted or such that vehicles queue on the highway, creating a highway hazard.

3.9. Access Management Categories

3.9.1. Purpose and Use

This section describes the access categories to which all sections of City roadways have been assigned. Each category describes the function of the roadways included in the category and the operational standards that are applied to maintain the roadway's capacity, traffic flow, and safety.

3.9.2. Major Arterial

Arterials are intended to provide a greater degree of mobility rather than land access; consequently, it is important that access points be minimized. A major arterial is a highway that is of regional importance and is intended to serve high volumes of traffic traveling relatively long distances within and even beyond the city. It may connect urban centers with one another and/or with outlying communities and employment or shopping centers. A major arterial is intended primarily to serve through traffic, and access should be controlled.

3.9.3. Minor Arterial

A roadway, also serving through traffic, that is similar in function to a major arterial, however, serves trips of shorter distances, and may provide a higher degree of property access than do major arterials.

3.9.4. Major Collector

A roadway that provides for traffic movement between local roads/streets and arterials or community-wide activity centers over

moderate distances. Major collectors may also provide direct access to abutting properties, such as regional shopping centers, large industrial parks, major subdivisions and community-wide recreational facilities, but typically not individual residences. Most major collectors are through streets.

3.9.5. Minor Collector
A roadway similar in function to a major collector but which carries lower traffic volumes over shorter distances and has a higher degree of property access than Major Collectors.

3.9.6. Local Road
A roadway that is primarily intended to provide access to abutting properties. It tends to accommodate lower traffic volumes, serves short trips (generally within neighborhoods), and provides connections preferably only to collector streets rather than arterials.

4 CHAPTER 4 - TRAFFIC IMPACT STUDIES

4.1 Purpose

The purpose of a Traffic Impact Study (TIS) is to:

- Evaluate the effects of a proposed development on the existing roadway network.
- Determine whether an access proposal can meet the standards of this Manual.
- Determine the need for any improvements to the adjacent roadway network to maintain a satisfactory level of service and safety, and to preserve and protect the function of the roadway system, while providing reasonable access to the proposed development.
- Determine the appropriate location spacing, and design of all access connections and other improvements necessary to mitigate the traffic and operational impacts on City roadways.
- Assure that internal development circulation for the development is designed to provide safe and efficient access to and from the adjacent roadway system in accordance with the purpose of this Manual.

4.2 When Required

Regardless of the City roadway category, a **Traffic Impact Study (TIS)** shall be required if any of the following criteria are satisfied:

- The proposed development generates more than 100 vehicle trip ends during the peak hour. The vehicle trip ends are the total of entering and exiting traffic at full 20-year build out and occupancy.
- The proposed development driveway is located within an area identified by ODOT's Highway Safety Program or the City Engineer as a safety problem area or accident location.
- The proposed development driveway is within a location identified by ODOT or the City Engineer as a congested traffic area.

Regardless of the City roadway category, an **Access Management Assessment (AMA)** shall be required if any of the following criteria are satisfied:

- The proposed development generates more than 50 vehicle trip ends but less than 100 vehicle trip ends during the peak hour. The vehicle trip ends are the total of entering and exiting traffic at full 20-year build out and occupancy.
- The proposed development driveway is located within an area identified by ODOT's Highway Safety Program or the City Engineer as a safety problem area or accident location.
- The proposed development driveway is within a location identified by ODOT or the City Engineer as a congested traffic area.

4.3 Qualifications for Preparing TIS Documents

The Traffic Impact Study (TIS) shall be prepared by a professional engineer registered in the State of Ohio.

4.4 Traffic Impact Study Requirements

4.4.1 Study Methods - All analyses shall be conducted by acceptable engineering methods and in general conformance with the methods specified by the Highway Capacity Manual. Analyses shall be conducted with acceptable computer software such as Synchro, HCS, Transyt-7F, NETSIM, Passer II-90, or other software acceptable to the City Engineer.

4.4.2 Study Area - The minimum study area to be analyzed in the TIS shall include all proposed development driveways, adjacent roadways, adjacent intersections, and the first existing intersection with a numbered public route in each direction (excluding any roadways to be dedicated as part of the development). The minimum study area may be expanded or reduced at the direction of the reviewer based on development size, specific site conditions, and/or local and regional issues. The TIS preparer may present more than one alternative for the proposed driveway locations to determine the most feasible driveway configuration. The **TIS** shall present a complete analysis for each alternative studied.

4.4.3 Design Years - The design year shall be the year of the development's opening ("opening year") plus 20 years ("horizon year"). However, the design year analyzed need not be more than 25 years from the year of TIS submittal.

4.4.4 Study Conditions - The TIS shall examine No Build and Build conditions in order to evaluate the traffic impacts associated with the development for the study horizon years and time periods mentioned. The No Build traffic ("background") will be based on the existing conditions within the study area without the subject development. The Build traffic shall include the "background" traffic plus the amount of traffic generated by the subject development.

4.4.5 Design Hourly Volumes - All analyses shall examine the design hour traffic volume for the adjacent roadway and the peak hour(s) traffic volume of the proposed development.

4.4.6 Trip Generation - Opening day traffic volumes for the proposed development shall be calculated using the most current edition of the ITE Trip Generation Manual methodologies. The study shall calculate the Design Year traffic volume in accordance with Section 4.4.1.

4.4.7 Growth Rates - Traffic growth rates for the adjacent roadway network shall be subject to the review and approval of the City Engineer, and may be obtained from or established by the City

Engineer. It is recommended that the applicant obtain approved growth rates before proceeding with the TIS.

4.4.8 Before Conditions - The study must determine the existing serviceability of the adjacent roadway system including all intersections within the study area as defined in accordance with Section 4.4.2 for the opening year and horizon year.
As a minimum, the TIS shall examine the following specific scenarios:

- Opening Day No Build: existing adjacent roadway network traffic at opening day, without the proposed development.
- Horizon Year No Build: projected adjacent roadway network traffic, at the design year, without the proposed development.

4.4.9 After Conditions - The study must evaluate the proposed development's impacts on the adjacent and nearby highway network as defined by the study area. The study should document the incremental capacity and safety impacts on all roadway facilities within the study area for each access alternative, both for opening year and horizon year traffic.

- Opening Day Build: existing adjacent roadway network traffic at opening day, with the proposed development.
- Horizon Year Build: projected adjacent roadway network traffic, at the design year, with the proposed development.

4.4.10 Signal Warrant Analysis - Signal Warrant Analyses shall be conducted at all multi-movement access points considered in each alternative scheme. Any access, which meets signal warrant thresholds but does not otherwise meet spacing requirements and standards as established for the access category may be required to be redesigned, reconstructed, and/or relocated. The study should evaluate the feasibility of coordinating any proposed signals with other existing signals within the study area to achieve desired traffic progression.

4.4.11 Turn Lane Analysis - Turn lane warrant analysis for all access connections considered for each access alternative shall be conducted using the latest applicable ODOT manuals and specifications. Turn lane analysis shall be conducted for all new access points and existing intersections within the study area

4.4.12 Design Criteria - Operational design criteria shall be in accordance with the latest applicable ODOT manuals and specifications.

4.4.13 Level of Service – The study should recommend adoption of the access scheme which provides the safest and most efficient level of service consistent with the purpose, requirements, and design standards of the City of Defiance Access Management Plan. The recommended access scheme should not aggravate an existing

safety problem nor degrade the existing level of service of the highway.

4.5 General TIS Contents

4.5.1 The TIS shall contain an executive summary or abstract, briefly discussing the nature of the development, any possible adverse traffic impacts, possible solutions, as well as recommended solutions.

4.5.2 The TIS shall contain a table of contents.

4.5.3 The TIS shall contain a full and complete discussion describing the nature of the proposed development, potential adverse traffic effects, methods of analysis used, possible solutions, and the recommended courses of action.

4.5.4 Results of evaluations and analysis of existing and proposed roadway facilities shall be presented in a quantitative format. Analyses results shall report both levels of service and quantitative delays.

4.5.5 The TIS shall contain plan views of the geometry of existing, major topographic features in the vicinity of the proposed development, and proposed improvements to existing roadway facilities. All plan views shall be approximately to scale and may be scaled from aerial photographs of suitable resolution.

4.5.6 The TIS shall include all relevant data used in the analysis, including trip generation data, traffic counts, signal timing plans, survey data, software reports, inputs, and calculations.

4.5.7 All information used in the report taken from other sources shall be properly cited and referenced.

4.6 TIS Submission Requirements

A minimum of two hard copies and one electronic copy of the TIS shall be submitted to the City Engineer.

4.7 TIS Review Process

The City Engineer shall review the TIS and determine if the recommended access proposal is permissible with the roadway's functional classification and consistent with the requirements, standards, and purpose of this Manual.

4.7.1 The City Engineer shall complete the review and take action on the TIS within **45 calendar days** of the date of receipt of the TIS, provided the TIS is in accordance with this Section.

4.7.2 If the TIS is determined to be deficient, the applicant shall be notified of the problem and the criteria that are not satisfied. The applicant shall have an opportunity to correct the deficiencies and to resubmit the material. Upon receipt of the resubmittal, the City Engineer shall review the material and determine if the deficiencies have been corrected. If the TIS is judged acceptable, final action shall be completed on the access application within **45 calendar days**. If the resubmitted material is still deficient, the procedure

established in this section shall be repeated until the modifications are acceptable.

4.7.3 After the TIS is completed in accordance with this Manual, the City Engineer shall, in writing,

- approve the access request as proposed,
- require modifications as appropriate and necessary, or
- deny the access request.

Such action shall be consistent with the standards of this Manual.

4.7.4 Approval of a TIS shall be valid for a period of 3 years from the date of approval in **Section 4.7.3**.

4.7.5 The City Engineer's approval of a TIS per Section 4.7.3 does not constitute approval of the application, nor shall it be construed as the granting of a permit. Rather, it initiates the procedures of Section 5.

5 CHAPTER 5 – DESIGN STANDARDS

5.1 Purpose

Chapter 5 defines the design standards and specifications the City Engineer will use to ensure the functional and operational integrity of City roadways will be maintained, to provide reasonable and necessary access, and to protect the health and safety of the public.

5.2 Use of Design Standards and Specifications

Access on a categorized City road shall be designed in accordance with the standards and specifications presented herein with regard to location, design, and construction of the access, except as modified by a Traffic Impact Study (TIS). If the access is not able to meet the standards and specifications presented herein or as required by the TIS, the application will be denied, unless a variance is authorized in accordance with Section 2.11.

5.3 Data Requirements

The most recent editions of the reference works cited in Chapter 6 will be used for the design standards presented herein.

For purposes of analysis under the standards of this section, the Design Hourly Volume (DHV) estimates for any access shall be based on the anticipated total build out of the development to be served by the access and a twenty year projection of highway background traffic volumes. Typically, analysis of a proposed access will be based on weekday DHV for the AM or PM design hour (whichever is greater) or both. In special circumstances, weekend traffic volumes may be requested for developments that generate significantly larger traffic volumes on the weekend rather than the weekday. The determination will be made by the City Engineer.

Speed refers to the legal speed or 85th percentile speed, whichever is greater, at the access location at the time of the permit application.

All average daily traffic (ADT) and DHV directional distribution shall be allocated in a fashion acceptable to the reviewing authority.

At the request of the City Engineer or based on the thresholds discussed in Section 4.2 of the Plan, a TIS as outlined in Chapter 4 will be required to be submitted with the access permit application. It is strongly recommended that the applicant submit to the City, prior to preparing a TIS, their opinion of directional distribution and trip generation for approval.

5.4 Access Types

Minimum Volume (MIV) driveway.

Less than 10 trip ends in the average day.

- Field drive – provides access to agriculture lands and principally used by farm equipment.
- Utility drive – provides access to public utilities facilities.

Very Low Volume (VLV) driveway.

Less than 10 trip ends in the peak hour.

- Farm drive – provides access to farm buildings, including single home.
- Single family residence drive.
- Single family common access drive serving six or fewer residential units.
- Multi-Family residential drive serving six or fewer residential units.
- Some walking, jogging, biking or equestrian trails.

Low Volume (LV) driveway.

10 trip ends but less than 50 trip ends in the peak hour.

Medium Volume (MEV) driveway.

50 or more trip ends up to 200 trip ends in the peak hour.

High Volume (HV) driveway.

More than 200 trip ends in the peak hour.

Temporary Access/Driveway.

An access or drive that is permitted for use only until the preferred alternate becomes available, at which time the owner will be required to construct the new access point, remove the temporary access, and modify any traffic patterns on his/her property to utilize the new (preferred) location.

5.5 Access Spacing

Driveways shall be located in accordance with applicable corner clearances, joint use requirements, sight distance requirements (SSD, Intersection Sight Distance, or Decision Sight Distance) as contained in Section 200 of the ODOT *Location & Design Manual Volume 1*.

Driveways shall be located where they will not create an offset intersection opposite an existing street, highway or other drive.

5.6 Corner Clearances

5.6.1 Intersection Functional Area

The functional area of an intersection shall be defined as shown in Figure 1, Appendix A.

5.6.2 Intersection Transition Zone

The transition zone shall be defined as shown in Figure 2, Appendix A.

5.6.3 Corner Clearance Requirements

- No access connection shall be permitted within the functional area, except as allowed below.
- An access connection outside of the functional area shall meet or exceed the minimum access connection spacing requirements of Appendix B.
- An access connection within the transition zone shall be limited to right-in, right-out vehicle movements.
- An access connection shall be permitted within the functional area when all of the following conditions are satisfied:
  1. No other reasonable access to the property is available;
  2. The applicant provides written evidence that (s)he has made a good faith but unsuccessful effort to obtain indirect access via adjacent properties;
  3. A study of the proposed access connection, prepared by a registered engineer and submitted by the applicant, determines that the access connection will not create a safety or operational problem.

5.7 Joint and Cross Access

Adjacent properties zoned for commercial, office, or industrial purposes, and abutting a roadway with an access classification of rural minor arterial, rural collector, urban minor arterial, or urban collector, shall provide a system of joint access connections and cross access easements as specified in this section.

5.8 Cross Access Corridor General Design Requirements

General - A system of cross access corridors and easements allows vehicular and pedestrian travel to adjacent sites without the need to re-enter the roadway network. Cross access corridors allow for continuous travel generally parallel to the adjacent roadway.

One cross access corridor shall be provided for each 1320 feet of property depth. Each cross access corridor shall allow continuous, unobstructed travel across the entire width of the property.

The geometric design of the cross access corridor shall be governed by a design speed of no less than 15 MPH.

The cross access corridor shall be of sufficient width to safely accommodate two-way vehicular travel, and shall be capable of safely providing for non-roadway pedestrian access, and automobile, service vehicle, and delivery vehicle circulation.

The design of the cross access corridor shall make it visually evident to the average driver and pedestrian that adjacent properties are accessible via said corridor.

Upon approval of the application, the permittee shall file and record with the deed an easement allowing access to and from adjacent properties connected by said cross access corridor.

5.9 Joint Access Connections

Joint access connections shall be provided for the joint use of adjacent properties where feasible. All joint use access connections shall meet the design standards specified in Section 5.13.

Joint access connections shall be provided when individual, non-joint access connections for adjacent properties not under common ownership or control do not or cannot meet the spacing requirements of Appendix B.

When adjacent property is undeveloped, or where a joint use driveway cannot be constructed until the adjacent property is brought into conformance with the requirements of this Manual, the applicant may apply for a permit to construct a temporary, non-joint access connection. All temporary, non-joint access connections constructed under Section 5.9 shall be subject to the following requirements:

1. The temporary access connection shall meet the design standards specified in Section 5.13;
2. The permittee shall record an agreement with the deed that the temporary access connection and any other preexisting access connections shall be closed and eliminated after construction of each side of the joint use driveway;
3. The permittee shall comply with all other applicable requirements of Section 5.9.

Upon approval of an access permit application for a joint access connection, the permittee shall:

1. Record an easement with the deed allowing cross access to and from adjacent properties served by the permitted joint access connections; and
2. Record an agreement with the deed to close and eliminate all access connections other than the joint use access connection; and
3. Record with the deed a joint maintenance agreement for the joint access connection defining the maintenance responsibilities of the respective owners of the adjacent properties.

In cases where a proposed joint access connection cannot meet the spacing requirements in Appendix B, the City Engineer may reduce the minimum access connection spacing where such spacing proves impractical, provided:

1. Joint access connections and cross access connections are provided wherever feasible in accordance with this section; and
2. The site plan incorporates a unified access and circulation system in accordance with this section.

5.10 Parcels Under Common Ownership

In the interest of promoting unified access and circulation systems, the following requirements shall apply.

For the purposes of this Manual, adjacent parcels under common ownership or control, or consolidated for the purposes of development, or parcels comprised of more than one site for development, shall not be considered separate properties, but shall be considered one parcel. Separate phases of a single development shall not be considered separate parcels.

The number of access connections permitted for parcels in Section 5.10 shall be the minimum necessary for reasonable access to these properties, not the maximum available or allowed for said properties frontage.

All requirements of **Section 5.13** shall be met.

5.11 Access Connections Near Bridges, Guardrail

No access connection shall be permitted within 150 feet of a bridge abutment, except when no reasonable alternative access is available When no reasonable alternative proposed access is available within 150 feet of a bridge abutment, such access shall be located along the property line furthest from the abutment.

All plans and designs for the modification and/or installation of guardrail shall be prepared by a professional engineer, and shall be subject to the review and approval of the City Engineer.

The installation and/or modification of guardrail shall be done in accordance with the applicable design and construction standards of the Ohio Department of Transportation, or as otherwise required by the City Engineer.

The cost of any work for the modification or installation of guardrail in conjunction with the construction of the proposed access connection shall be borne by the permittee.

5.12 Design Vehicles

The following vehicles are referred to in the design standard charts. For proposed developments with specialized vehicles or vehicles larger than those listed, the design vehicle will be determined in the preliminary meeting with the City Engineer.

- P – Passenger car (7 foot width and 19 foot length)
- SU – Single Unit Truck (8.5 foot width and 19 foot length)
- SU-30 – Single Unit Truck (8.5 foot width and 30 foot length)
- WB-50 – Large Semitrailer (8.5 foot width and 55 foot length)
- WB-67 – Interstate Semitrailer (8.5 foot width and 74 foot length)

5.13 Driveway Design

5.13.1 Driveway Dimensions

Driveway width and turning radii are determined by the number of lanes on the driveway and the design vehicle chosen for the driveway. The width and radii of the driveway shall permit vehicles to enter and exit with minimal interference to through traffic on City roadways, yet be restrictive enough to discourage erratic maneuvers.

The geometric design of driveways shall be governed by the requirements of Appendix C.

5.13.2 Driveway Islands

Where it is necessary to physically control or prohibit certain movements, median islands and/or channelizing islands shall be used.

The maintenance of islands installed as part of private drives shall be the responsibility of the permittee.

5.13.3 Median Islands

A median island is a curbed island that prevents cross movement of internal traffic near the driveway approach. It is necessary to ensure that ingress and egress traffic has the necessary maneuvering space for turns at the intersection.

Median islands shall conform to the requirements specified in Section 800 of the *Location and Design Manual, Volume 1*.

5.13.4 Median Island Openings

Signalized Intersections-median openings are permitted per the Access Classification Charts in Appendix B.

Unsignalized Intersections- median openings are permitted per the Access Classification Charts in Appendix B.

5.13.5 Channelizing Islands

Channelizing islands are used to control and direct traffic movements on an intersection approach. A properly designed channelizing island designates the correct turning path, defines the merge area, and reduces conflicting movements.

Channelizing islands shall be used on all driveways where either the City Engineer or applicant has restricted specific vehicle turning movements.

A channelizing island shall be designed to accommodate the design vehicle specified for the driveway.

The design of a channelizing island shall physically define, control, and direct the permitted movements and ensure the physical blocking of prohibited movements.

The surface area of a channelizing island should be at least 100 square feet.

5.13.6 Driveway Profile

The profile of a driveway can greatly affect the operation of a driveway. It shall be designed to provide a smooth and safe transition for its users.

- The maximum grade for commercial and industrial driveways shall be 8%; however, grades of 1-3% are preferred for major driveways.
- For residential driveways, a maximum grade of 10% will be allowed with a 3-6% range preferred.
- All grade breaks and vertical curves shall accommodate the design vehicles expected to use the driveway.
- Drive profiles on uncurbed roadways shall slope down and away from the pavement edge at the same slope as the graded shoulder.

5.13.7 Driveway Cross Slope

Within the clear zone, the side slopes in relation to the driveway shall be consistent with the grading of the facility. Refer to the City standard construction drawings on file at the City Engineer's office.

5.13.8 Driveway Pavement

Refer to the City standards.

5.13.9 Drive Throat Length

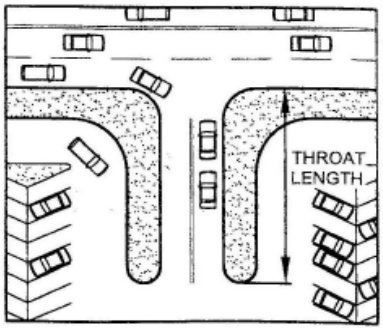
The throat length of commercial and industrial/retail driveways shall be designed with adequate capacity and storage length to prevent both ingress and egress design hourly volume queues from extending into the flow of traffic on the public roadway and from causing unsafe conflicts with on-site circulation. No on-site access, drives, or service roads (either to adjacent businesses or parking lots) shall have access to the driveway entrance within the specified throat length. The following driveway throat lengths shall be used, unless an engineering study submitted by the applicant demonstrates an otherwise adequate length based on projected traffic volumes at full build-out.

Generally Adequate Throat Lengths

Trip ends using driveway (ADT)	Throat Length (feet)
> 1000	200
500 to 999	100
< 500	50

The design vehicles specified are from *A Policy on the Geometric Design of Highways.*

Driveway Throat Length



5.14 Pedestrians and Bicycles

All access points shall provide safe pedestrian and bicycle access if the adjacent street network provides for pedestrians and bicycles.

6. References

The standards and specifications applied in this Manual are based in part on the following standard, engineering references. The citation of standard, engineering reference works always refers to the latest publication or edition of the work.

A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials, Washington, D.C.

State Highway Access Management Manual, Ohio Department of Transportation, Columbus, Ohio.

Access Management Manual, Transportation Research Board, Washington, D.C.

Traffic Engineering Handbook, Institute of Transportation Engineers, Washington D.C.

Ohio Manual of Uniform Traffic Control Devices, (OMUTCD), Ohio Department of Transportation, Columbus, Ohio.

Location and Design Manual, Ohio Department of Transportation, Columbus, Ohio.

Construction and Material Specifications, Ohio Department of Transportation, Columbus, Ohio.

Standard Construction Drawings, Ohio Department of Transportation, Columbus, Ohio.

Pavement Design and Rehabilitation Manual, Ohio Department of Transportation, Columbus, Ohio.

State Highway Access Management Manual, Ohio Department of Transportation, Columbus, Ohio.

Trip Generation, Institute of Transportation Engineers, Washington, D.C.

Roadside Design Guide, American Association of State Highway and Transportation Officials, Washington, D.C.

Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT < 400) American Association of State Highway and Transportation Officials, Washington, D.C.

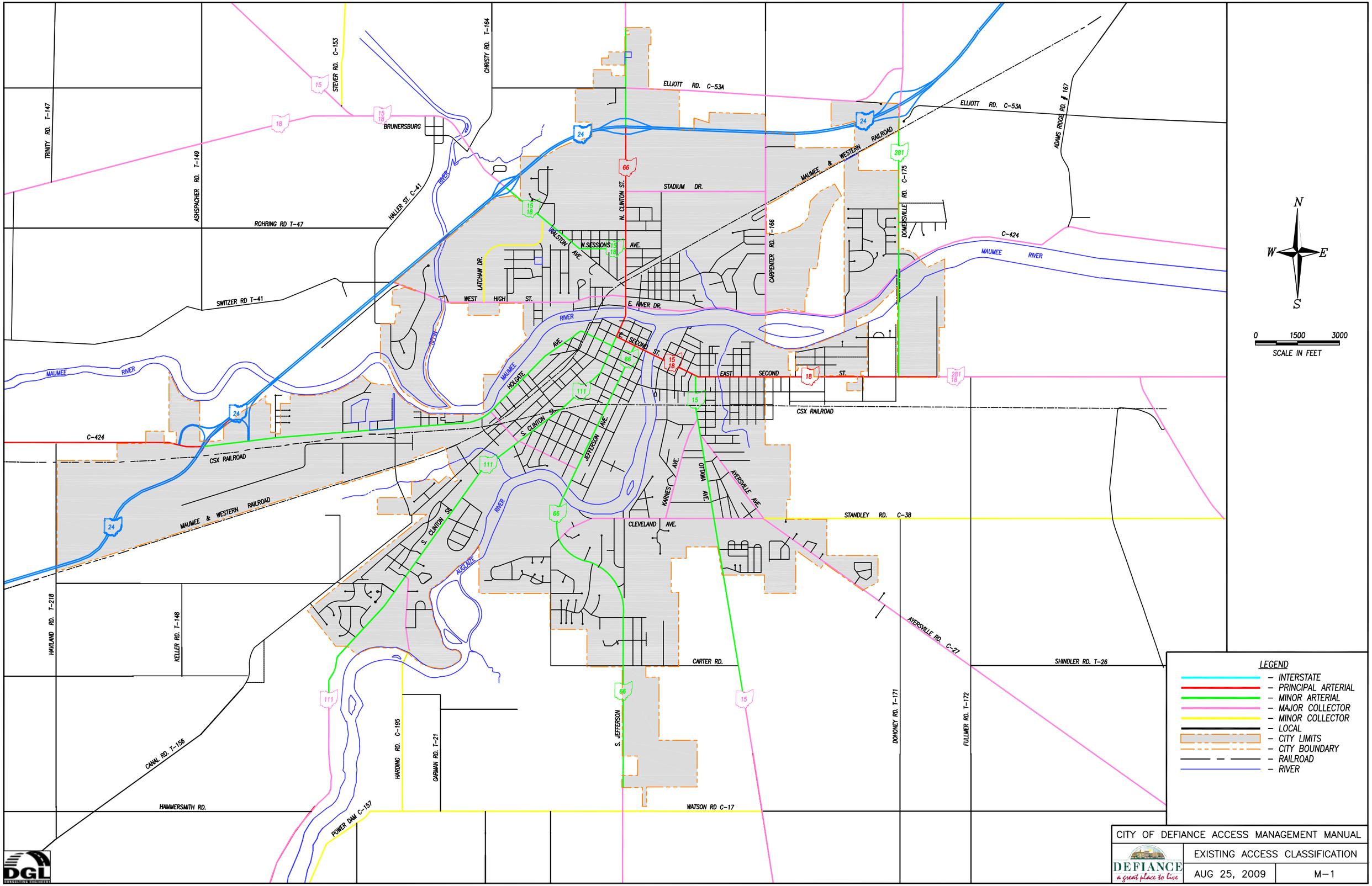
Highway Capacity Manual, Transportation Research Board, Washington, D.C.

City of Defiance 2030 Comprehensive Plan, Defiance, Ohio

APPENDIX A

MAPS

FIGURES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ASHSPACHER RD. T-149
STEVER RD. C-153
CHRISTY RD. T-164
BRUNERSBURG
ELLIOTT RD. C-53A
ADAMS RIDGE RD. # 167
HALLER ST. C-41
ROHRING RD T-47
SWITZER RD T-41
MAUMEE & WESTERN RAILROAD
DOMERSVILLE RD. C-175
STADIUM DR.
N. CLINTON ST.
CARPENTER RD. T-166
LATCHAW DR.
RALSTON AVE.
W. SESSION'S AVE.
WEST HIGH ST.
E. RIVER DR.
C-424
MAUMEE RIVER
E. SECOND ST.
EAST SECOND ST.
CSX RAILROAD
HOLGATE AVE.
S. CLINTON ST.
JEFFERSON AVE.
HARNESS AVE.
OTTAWA AVE.
AVERSVILLE AVE.
CLEVELAND AVE.
AUGLAIZE RIVER
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AVERSVILLE RD. C-27
SHINDLER RD. T-26
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FULLMER RD. T-172
HAVILAND RD. T-218
KELLER RD. T-148
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WATSON RD C-17
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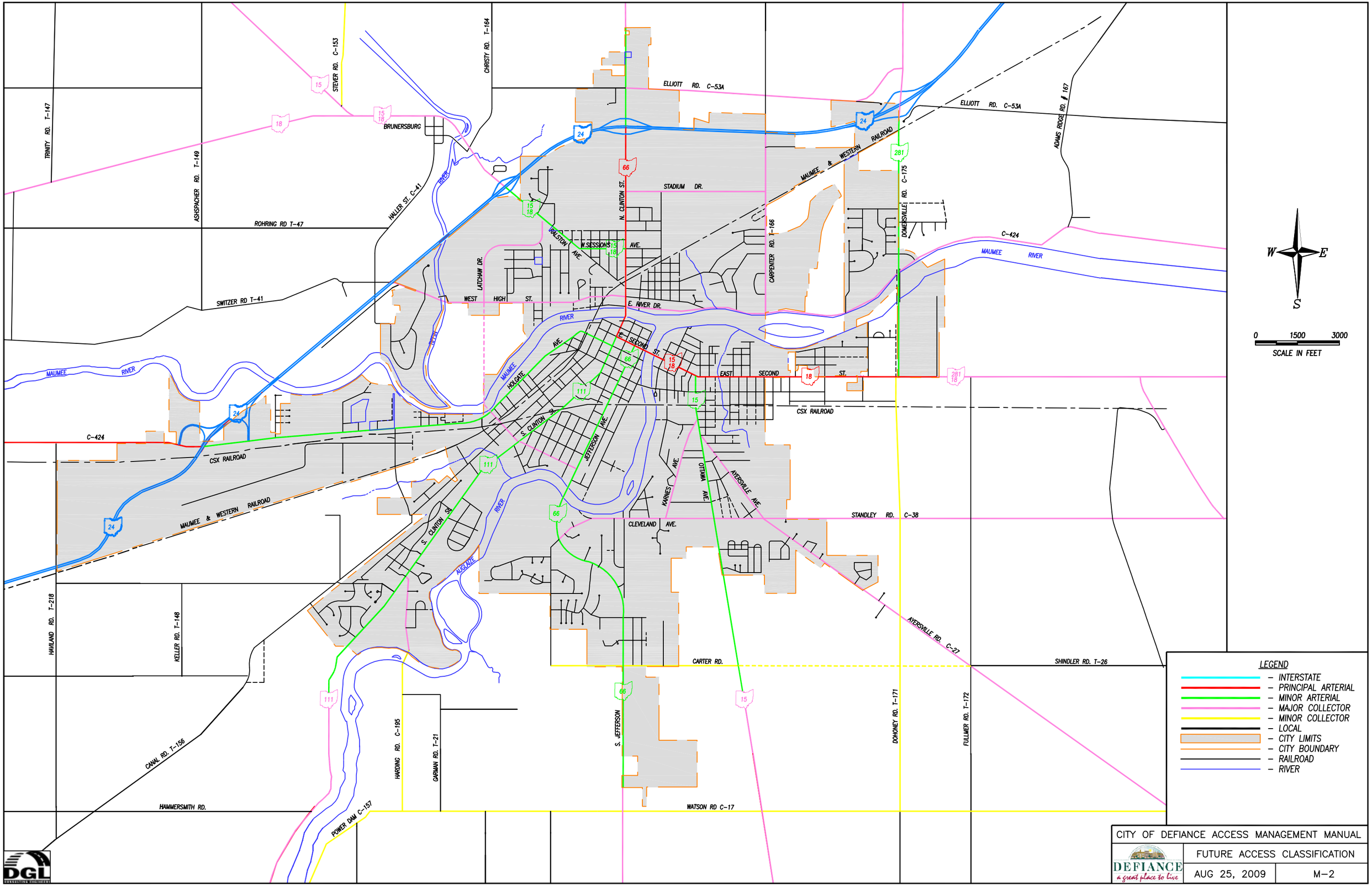
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E. RIVER DR.
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DOMERSVILLE RD. C-175
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S. CLINTON ST.
JEFFERSON AVE.
CSX RAILROAD
C-424
CSX RAILROAD
MAUMEE & WESTERN RAILROAD
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OTTAWA AVE.
AVERSVILLE AVE.
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– MINOR ARTERIAL
– MAJOR COLLECTOR
– MINOR COLLECTOR
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– CITY LIMITS
– CITY BOUNDARY
– RAILROAD
– RIVER
CITY OF DEFIANCE ACCESS MANAGEMENT MANUAL
DEFIANCE
a great place to live
FUTURE ACCESS CLASSIFICATION
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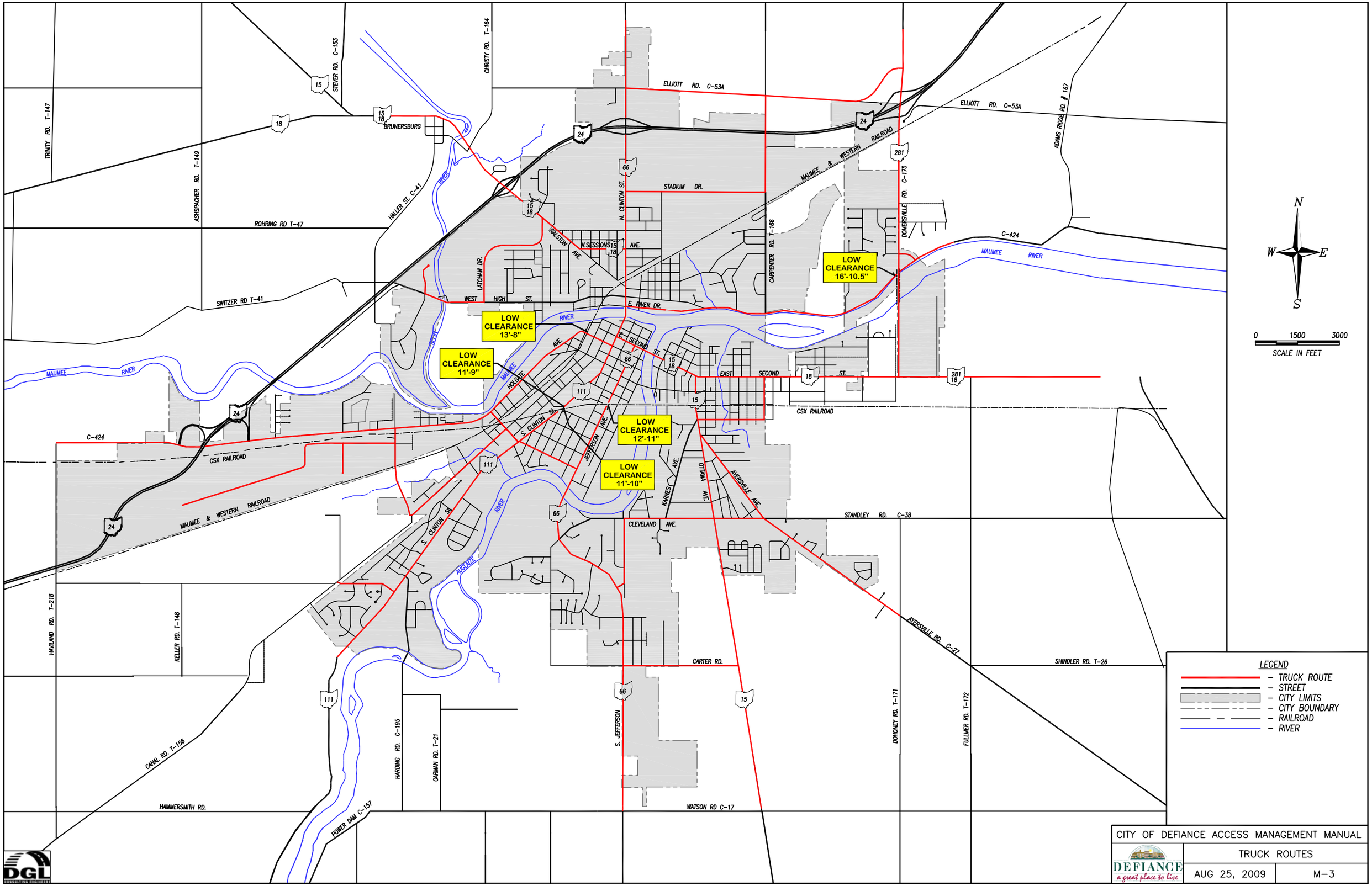
M-2
DGL



CITY OF DEFIANCE ACCESS MANAGEMENT MANUAL

DEFIANCE a great place to live

TRUCK ROUTES

AUG 25, 2009 | M-3

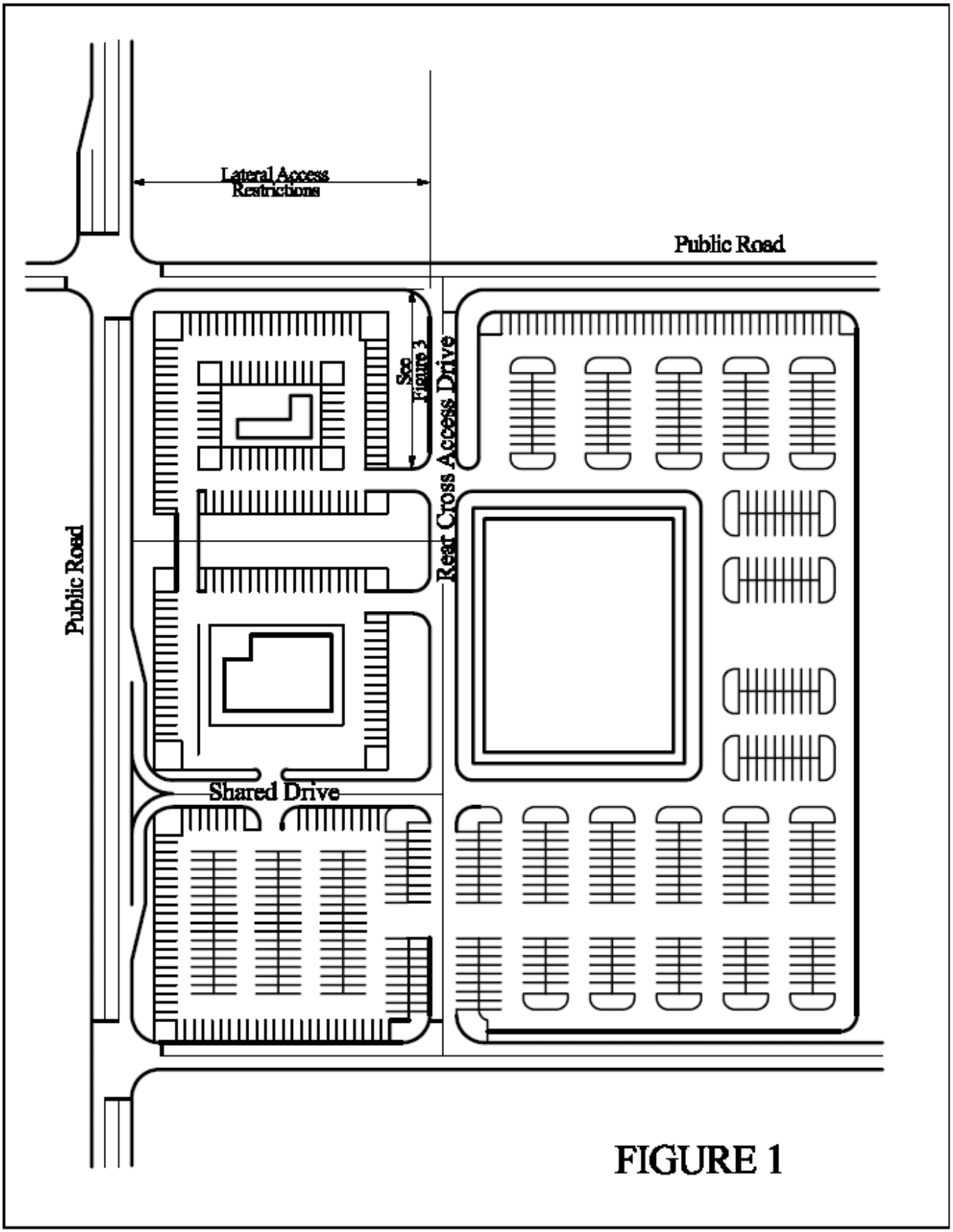


FIGURE 1

LATERAL ACCESS RESTRICTIONS, SHARED DRIVES & REAR CROSS-ACCESS DRIVES

Effective: August 25, 2009

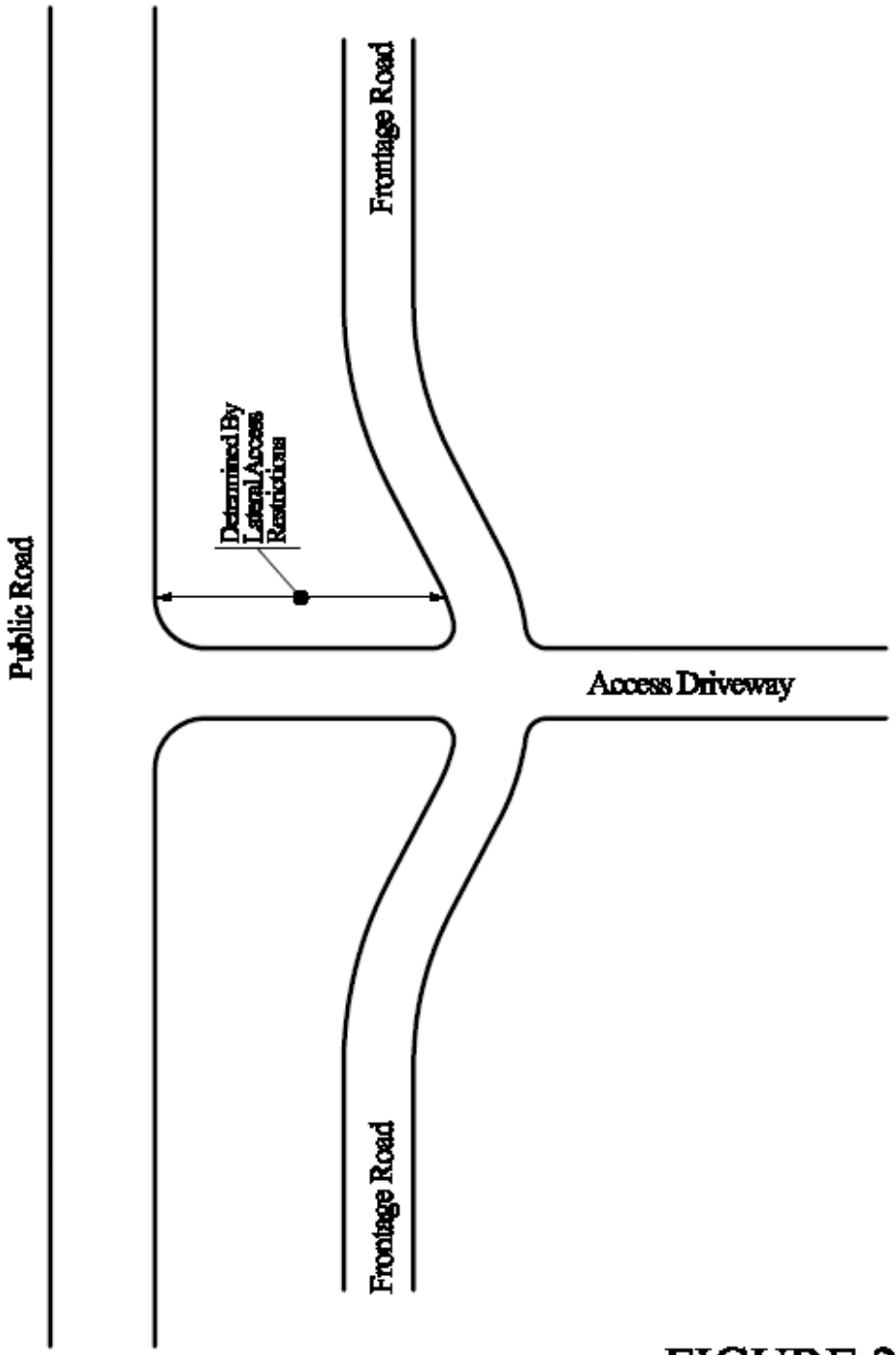


FIGURE 2

FRONTAGE ROAD AND INTERSECTION DETAIL

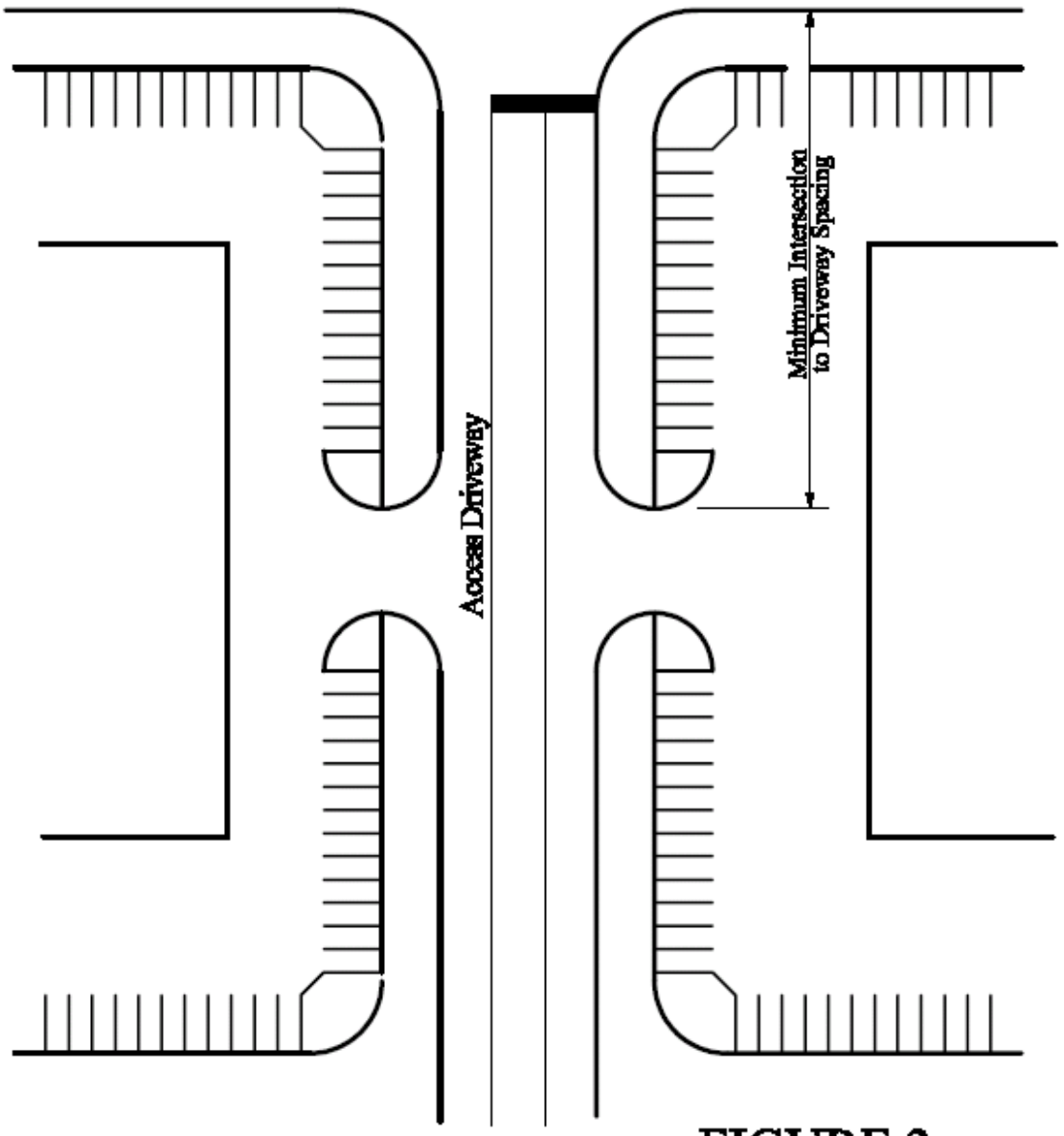


FIGURE 3
THROAT LENGTH

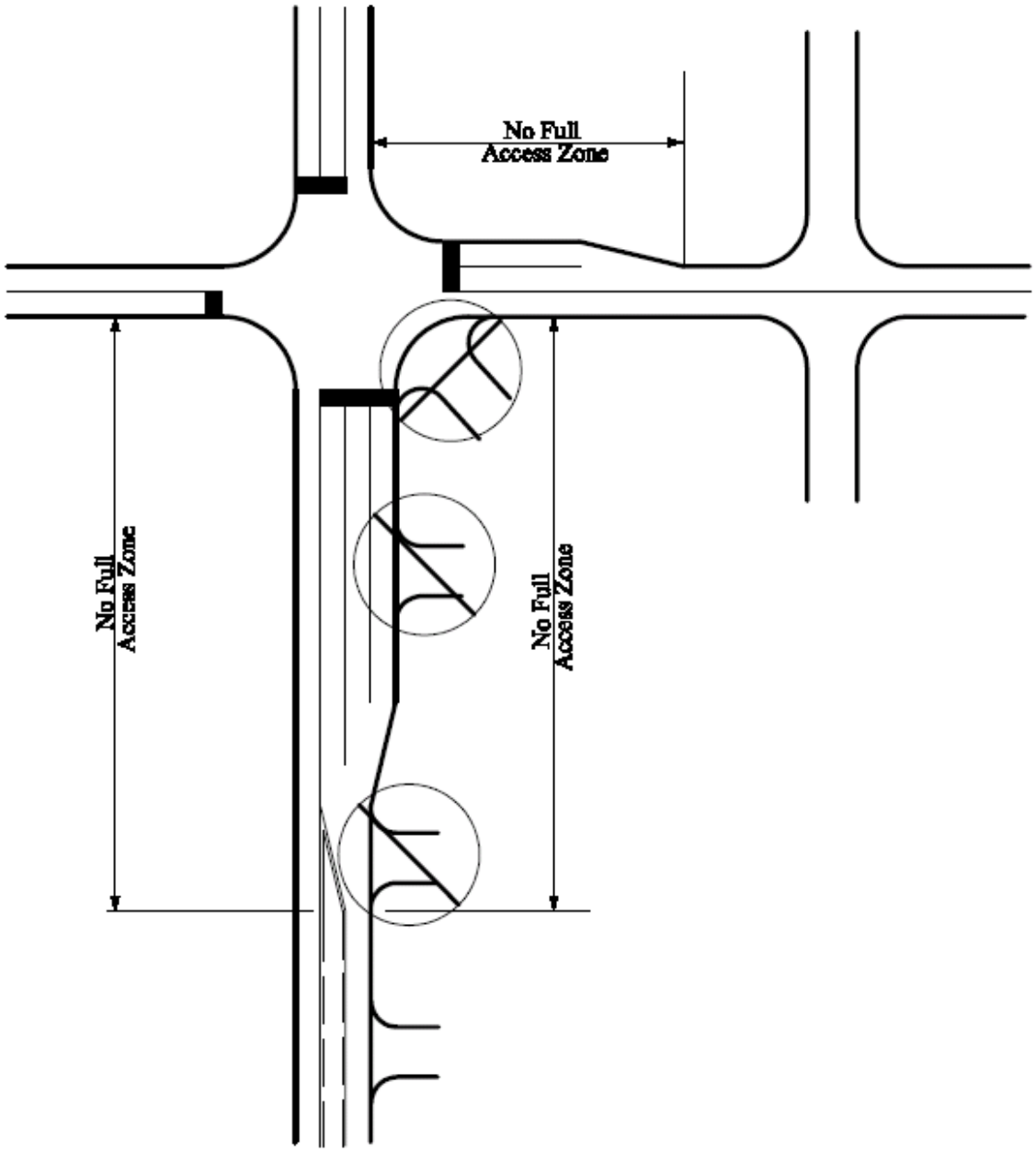


FIGURE 4
DRIVE GEOMETRY

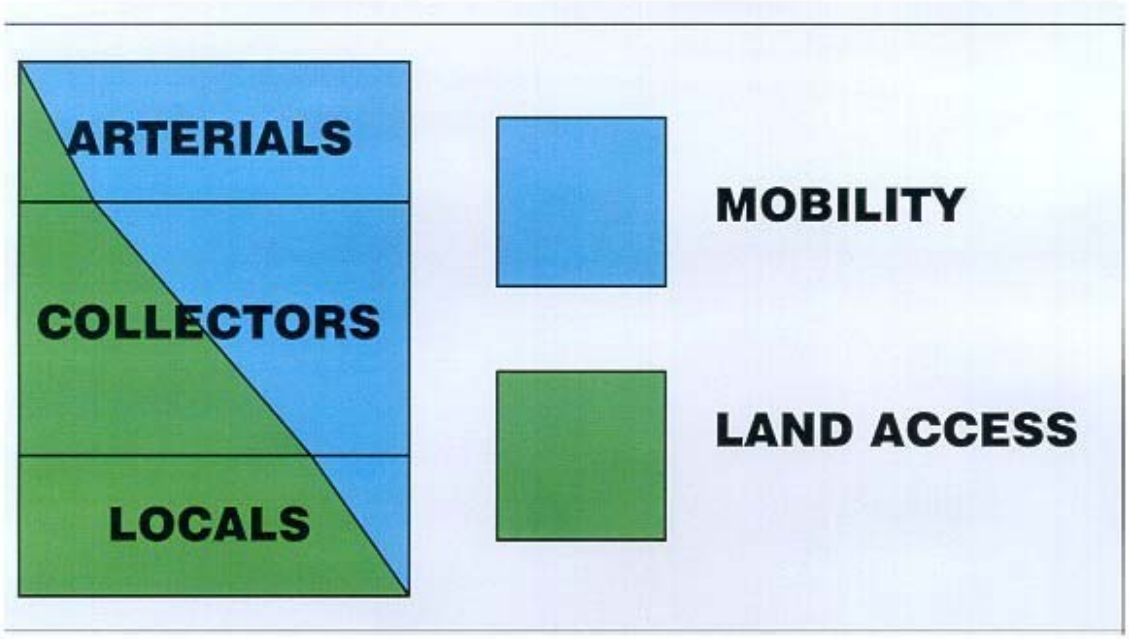


Figure 5.

Relationship of Functionally-Classified Systems in Serving Mobility needs and Providing Land Access

APPENDIX B

CHARTS DEFINING ACCESS MANAGEMENT REQUIREMENTS

City of Defiance Access Management

Chart 1. Road Classification: Major Arterial

Access Connections	Minimum Signal Spacing	Minimum Road or Street Spacing	Minimum Full-Access Driveway Spacing	Corner Spacing	Lateral Access Restriction(5 & 13)	TIS Required (7)	Access Restrictions	Left-turn Lane Right-turn Lane
Street or Road	2640' (1 & 2)	1320' (3)		495'	High 245' Med 150' Low 100'	Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4) RT Required(4)
High Volume (HV) Driveway >200 pk hr trips	2640' (1 & 2)		495'	495'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4) RT Required(4)
Medium Volume (MEV) Driveway 50-200 pk hr. trips	2640' (1 & 2)		425'	425'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4) RT Required(4)
Low Volume (LV) Driveway 10-50 pk hr trips	Signal not warranted		360'	425'		May be required by DEFIANCE	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4)
Very Low Volume (VLV) Driveway <10 pk hr trips	Signal not warranted		305'	305'			Full Access if min. spacing met	
Temporary Access/Driveway	None							

Note:
1. All minimum-distance ranges based on prevailing speeds and signal cycles. Each situation evaluated site specifically within the range.
2. TIS approved by DEFIANCE required to justify a distance less than the minimum signal spacing shown. No signals considered unless warranted.
3. Unless new street or drive is meeting existing.
4. Unless traffic study determines otherwise. Study scope determined by DEFIANCE.
5. When side road is not on access management system. If it is on the system, use appropriate corner spacing requirements.
7. Scoped by DEFIANCE, subject to DEFIANCE TIS standards, for approval by DEFIANCE.
8. Right-in/Right-out only
9. Right-in/Right-out/Left-in
10. Right-in/Left-in with egress via cross easement or service road.
11. Right-in only with egress via cross easement or service road.
12. Access & egress only by cross easement or service road.

13. Lateral Access Restrictions
High > 200 Peak Hour Trips
Medium 50-200 Peak Hour Trips
Low < 50 Peak Hour Trips

City of Defiance Access Management

Chart 2. Road Classification: Minor Arterial

Access Connections	Minimum Signal Spacing	Minimum Road or Street Spacing	Minimum Full-Access Driveway Spacing	Corner Spacing	Lateral Access Restriction(5 & 13)	TIS Required (7)	Access Restrictions	Left-turn Lane Right-turn Lane
Street or Road	1760' (1 & 2)	1000' (3)		425'	High 245' Med 150' Low 100'	Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4) RT Required(4)
High Volume (HV) Driveway >200 pk hr trips	1760' (1 & 2)		425' (3)	425'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4) RT Required(4)
Medium Volume (MEV) Driveway 50-200 pk hr. trips	1760' (1 & 2)		360'	360'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4) RT Required(4)
Low Volume (LV) Driveway 10-50 pk hr trips	Signal not warranted		305'	360'		May be required by DEFIANCE	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4)
Very Low Volume (VLV) Driveway <10 pk hr trips	Signal not warranted		250'	250'			Full Access if min. spacing met	
Temporary Access/Driveway	None							

Note:
1. All minimum-distance ranges based on prevailing speeds and signal cycles. Each situation evaluated site specifically within the range.
2. TIS approved by DEFIANCE required to justify a distance less than the minimum signal spacing shown. No signals considered unless warranted.
3. Unless new street or drive is meeting existing.
4. Unless traffic study determines otherwise. Study scope determined by DEFIANCE.
5. When side road is not on access management system. If it is on the system, use appropriate corner spacing requirements
7. Scoped by DEFIANCE, subject to DEFIANCE TIS standards, for approval by DEFIANCE.
8. Right-in/Right-out only
9. Right-in/Right-out/Left-in
10. Right-in/Left-in with egress via cross easement or service road.
11. Right-in only with egress via cross easement or service road.
12. Access & egress only by cross easement or service road.

13. Lateral Access Restrictions
High > 200 Peak Hour Trips
Medium 50-200 Peak Hour Trips
Low < 50 Peak Hour Trips

City of Defiance Access Management

Chart 3. Road Classification: Major Collector

Access Connections	Minimum Signal Spacing	Minimum Road or Street Spacing	Minimum Full-Access Driveway Spacing	Corner Spacing	Lateral Access Restriction[5 & 13]	TIS Required [7]	Access Restrictions	Left-turn Lane Right-turn Lane
Street or Road	1320' [1 & 2]	800' [3]		360'	High 245' Med 150' Low 100'	Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required[4] RT Required[4]
High Volume (HV) Driveway >200 pk hr trips	1320' [1 & 2]		360' [3]	360'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required[4] RT Required[4]
Medium Volume (MEV) Driveway 50-200 pk hr. trips	1320'–2050' [1 & 2]		305'	305'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required[4] RT Required[4]
Low Volume (LV) Driveway 10-50 pk hr trips	Signal not warranted		250'	305'		May be required by DEFIANCE	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required[4]
Very Low Volume (VLV) Driveway <10 pk hr trips	Signal not warranted		200'	200'			Full Access if min. spacing met	
Temporary Access/Driveway	None		Located for best ISD within other constraints					

Note:
1. All minimum-distance ranges based on prevailing speeds and signal cycles. Each situation evaluated site specifically within the range.
2. TIS approved by DEFIANCE required to justify a distance less than the minimum signal spacing shown. No signals considered unless warranted.
3. Unless new street or drive is meeting existing.
4. Unless traffic study determines otherwise. Study scope determined by DEFIANCE.
5. When side road is not on access management system. If it is on the system, use appropriate corner spacing requirements
7. Scoped by DEFIANCE, subject to DEFIANCE TIS standards, for approval by DEFIANCE.
8. Right-in/Right-out only
9. Right-in/Right-out/Left-in
10. Right-in/Left-in with egress via cross easement or service road.
11. Right-in only with egress via cross easement or service road.
12. Access & egress only by cross easement or service road.

13. Lateral Access Restrictions
High > 200 Peak Hour Trips
Medium 50-200 Peak Hour Trips
Low < 50 Peak Hour Trips

City of Defiance Access Management

Chart 4. Road Classification: Minor Collector

Access Connections	Minimum Signal Spacing	Minimum Road or Street Spacing	Minimum Full-Access Driveway Spacing	Corner Spacing	Lateral Access Restriction(5 & 13)	TIS Required (7)	Access Restrictions	Left-turn Lane Right-turn Lane
Street or Road	Signal not warranted	800' (3)		305'	High 175' Med 150' Low 100'	Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4)
High Volume (HV) Driveway >200 pk hr trips	Signal not warranted		305' (3)	305'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4)
Medium Volume (MEV) Driveway 50-200 pk hr. trips	Signal not warranted		250'	250'		Yes	One full access if min. spacing met &/or notes 8-12 based on TIS	LT Required(4)
Low Volume (LV) Driveway 10-50 pk hr trips	Signal not warranted		200'	250'			One full access if min. spacing met &/or notes 8-12 based on TIS	
Very Low Volume (VLV) Driveway <10 pk hr trips	Signal not warranted		200'	200'			Full Access if min. spacing met	
Temporary Access/Driveway	None		Located for best ISD within other constraints					

Note:
3. Unless new street or drive is meeting existing.
4. Unless traffic study determines otherwise. Study scope determined by DEFIANCE.
5. When side road is not on access management system. If it is on the system, use appropriate corner spacing requirements
7. Scoped by DEFIANCE, subject to DEFIANCE TIS standards, for approval by DEFIANCE.
8. Right-in/Right-out only
9. Right-in/Right-out/Left-in
10. Right-in/Left-in with egress via cross easement or service road.
11. Right-in only with egress via cross easement or service road.
12. Access & egress only by cross easement or service road.

13. Lateral Access Restrictions
High > 200 Peak Hour Trips
Medium 50-200 Peak Hour Trips
Low < 50 Peak Hour Trips

City of Defiance Access Management

Chart 5. Road Classification: Local

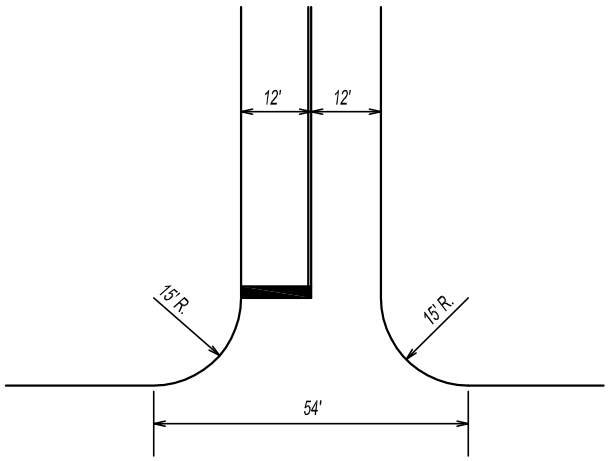
Access Connections	Minimum Signal Spacing	Minimum Road or Street Spacing	Minimum Full-Access Driveway Spacing	Right-In / Right-Out Only	Corner Spacing
Street or Road	Signal not warranted	Located for best ISD within other Constraints		N/A	
High Volume (HV) Driveway >200 pk hr trips	Signal not warranted		155’	Any access pts on a parcel above what’s permitted for full access	175’
Medium Volume (MEV) Driveway 50-200 pk hr. trips	Signal not warranted		155’	Any access pts on a parcel above what’s permitted for full access	150’
Low Volume (LV) Driveway 10-50 pk hr trips	Signal not warranted		100’	Any access pts on a parcel above what’s permitted for full access	100’
Very Low Volume (VLV) Driveway <10 pk hr trips	Signal not warranted		100’ Preferred - Limit of one per parcel or one IN and one OUT providing a loop	N/A	50’
ResidentialOnly	Signal not warranted		100’ Preferred - Limit of one per parcel *	N/A	N/A
Temporary Access/Driveway	Signal not warranted		N/A	N/A	N/A

* Lots under common ownership will share an access point if the 100’ minimum spacing cannot be achieved.

APPENDIX C

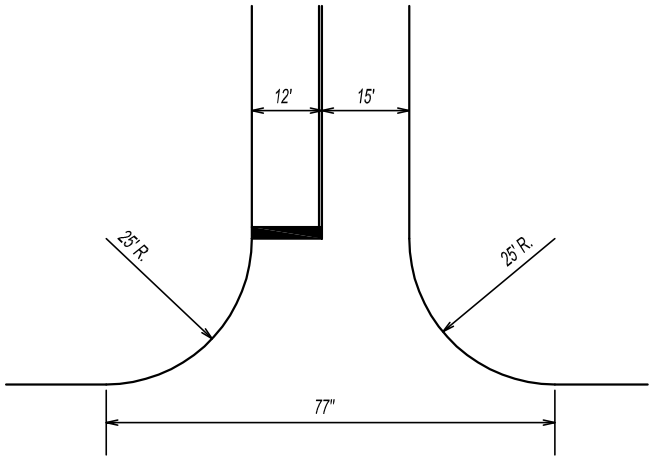
DRIVE DETAILS

FULL ACCESS
LOW VOLUME DRIVE
ON LOCAL ROAD OR
MINOR COLLECTOR



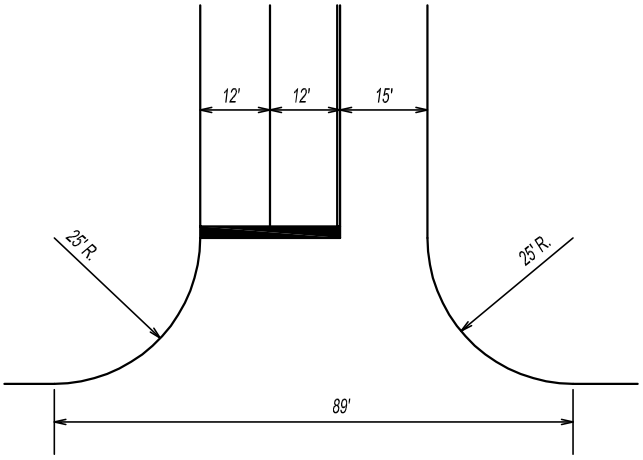
Drive Volume < 50 Vehicle / Peak Hours.
No Trucks.

FULL ACCESS
LOW VOLUME DRIVE
ANY ARTERIAL OR
MAJOR COLLECTOR



Drive Volume < 50 Vehicle / Peak Hours.
No Heavy Trucks and Occasional Single Unit Trucks.

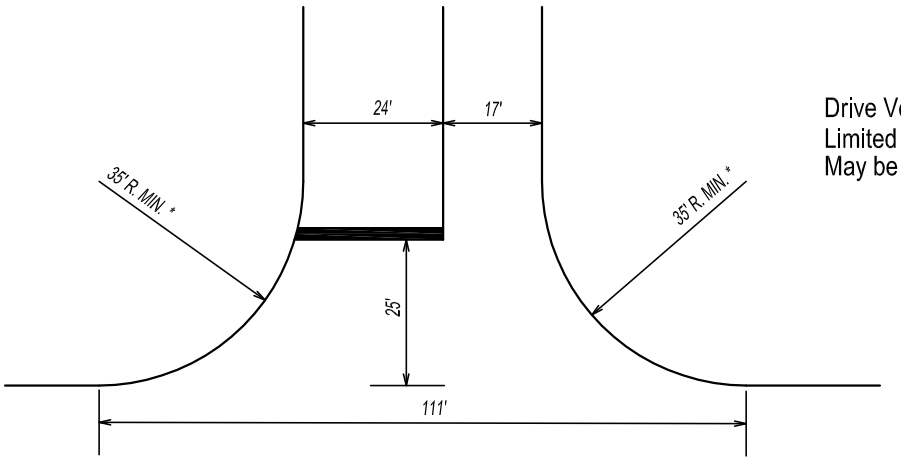
FULL ACCESS
MEDIUM VOLUME DRIVE



Drive Volume > 50 and < 200 Vehicle / Peak Hours.
No Heavy Trucks but Occasional Single Unit Truck.

CITY OF DEFIANCE ACCESS MANAGEMENT MANUAL		
DEFIANCE a great place to live	FULL ACCESS DRIVEWAY STANDARDS	
	AUG 25, 2009	C-1

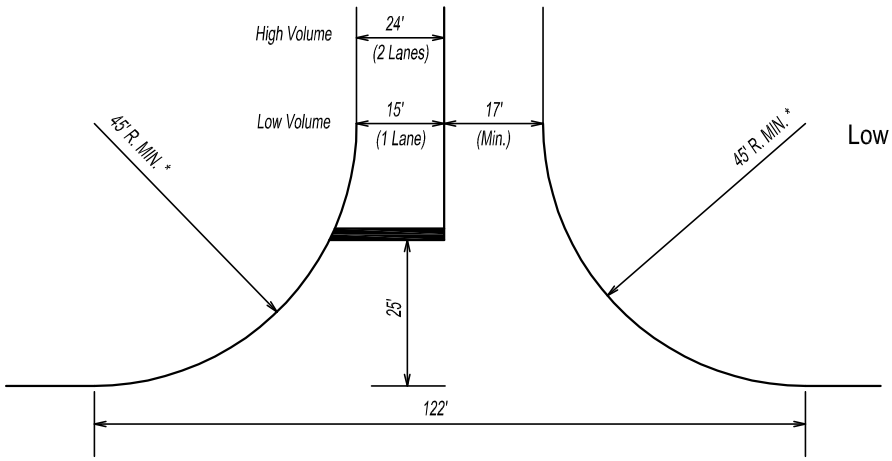
FULL ACCESS
HIGH VOLUME DRIVE



Drive Volume > 200 Vehicle / Peak Hours.
Limited Heavy Trucks
May be a Signalized Drive

* RADII SHOWN ARE MNIMUM REQUIREMENTS. ALL HIGH VOLUME INDUSTRIAL DRIVE APPLICANTS SHALL PROVIDE A DRIVE DESIGN THAT WILL ACCOMMODATE THE INTENDED VEHICLES FOR THE SITE. TURNING TEMPLATES SHALL BE PROVIDED TO THE CITY ENGINEER TO VERIFY ACTUAL RADII AND DRIVE FLARE REQUIREMENTS.

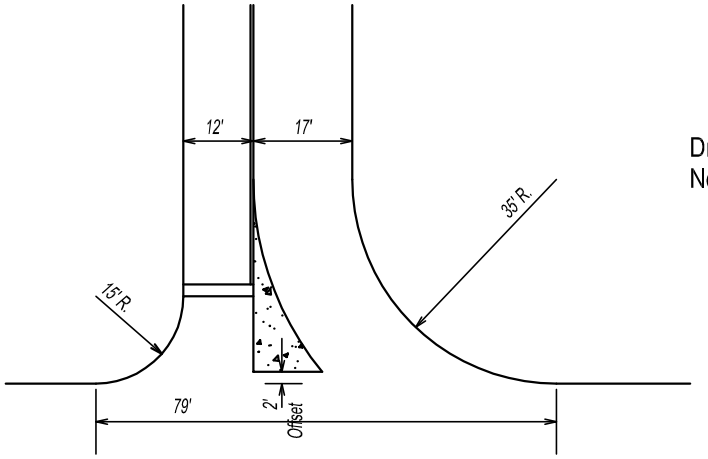
FULL ACCESS
INDUSTRIAL DRIVE



Low to High Truck Traffic

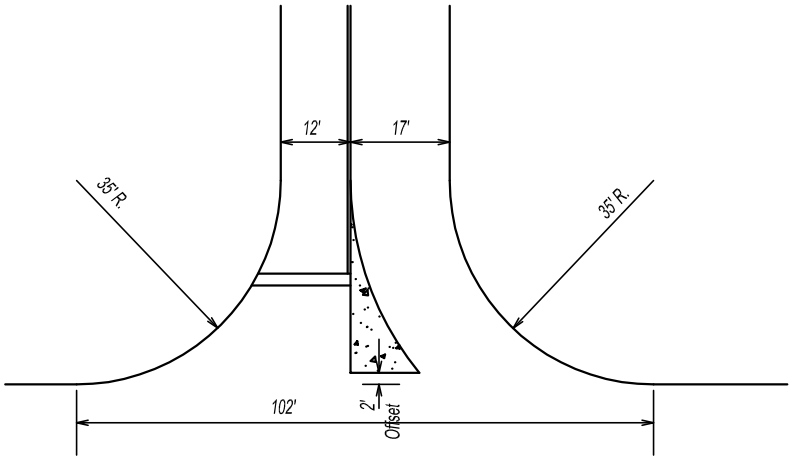
* RADII SHOWN ARE MNIMUM REQUIREMENTS. ALL HIGH VOLUME INDUSTRIAL DRIVE APPLICANTS SHALL PROVIDE A DRIVE DESIGN THAT WILL ACCOMMODATE THE INTENDED VEHICLES FOR THE SITE. TURNING TEMPLATES SHALL BE PROVIDED TO THE CITY ENGINEER TO VERIFY ACTUAL RADII AND DRIVE FLARE REQUIREMENTS.

LEFT TURN EXIT RESTRICTED
LOW VOLUME DRIVE

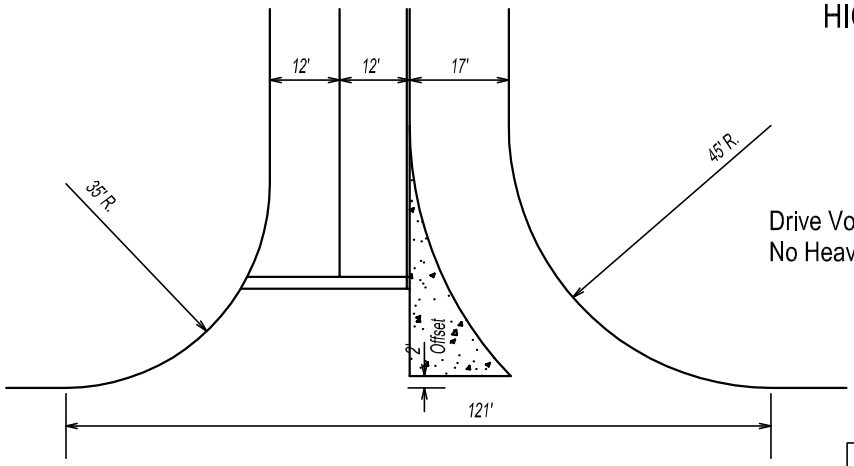


Drive Volume < 50 Vehicle / Peak Hours.
No Heavy Trucks.

LEFT TURN EXIT RESTRICTED
MEDIUM VOLUME DRIVE



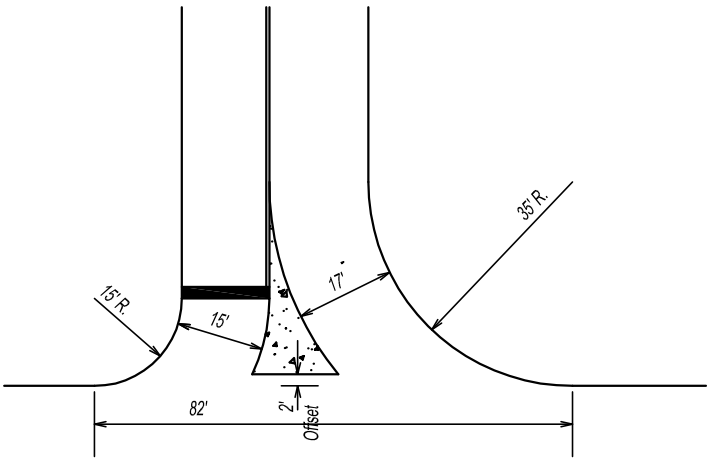
LEFT TURN EXIT RESTRICTED
HIGH VOLUME DRIVE



Drive Volume > 50 and < 200 Vehicle / Peak Hours.
No Heavy Trucks but Occasional Single Unit Truck.

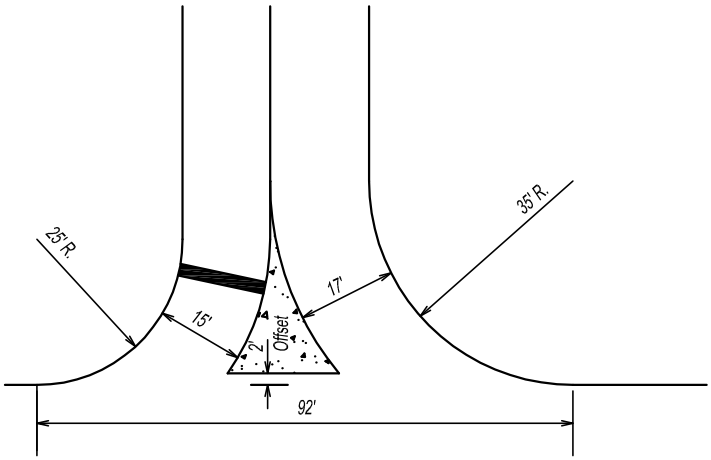
CITY OF DEFIANCE ACCESS MANAGEMENT MANUAL	
DEFIANCE a great place to live	LEFT TURN EXIT RESTRICTED DRIVEWAY STANDARDS
AUG 25, 2009	C-3

RIGHT-IN / RIGHT-OUT ONLY
LOW VOLUME DRIVE



Drive Volume < 50 Vehicle / Peak Hours.
No Heavy Trucks

RIGHT-IN / RIGHT-OUT ONLY
MEDIUM VOLUME DRIVE



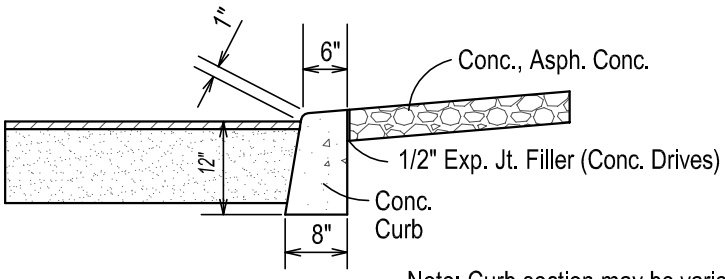
Drive Volume < 50 Vehicle / Peak Hours.
No Heavy Trucks and Occasional Single Unit Trucks.

RIGHT-IN / RIGHT-OUT ONLY
MEDIUM VOLUME DRIVE

USE CURRENT ODOT
LOCATION & DESIGN MANUAL
VOLUME ONE SECTION 400

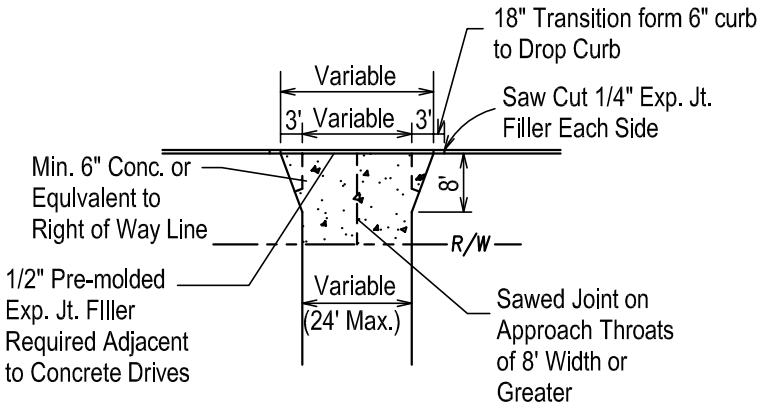
Drive Volume >50 Vehicle / Peak Hours.
Heavy trucks or tractor-trailer trucks

CITY OF DEFIANCE ACCESS MANAGEMENT MANUAL		
DEFIANCE a great place to live	RIGHT-IN / RIGHT-OUT DRIVEWAY STANDARDS	
	AUG 25, 2009	C-4

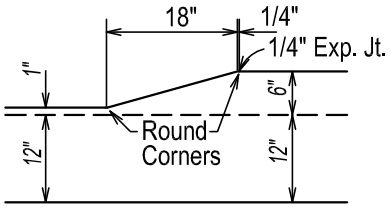


Note: Curb section may be varied to match existing curb or curb & gutter.

CURB SECTION



RESIDENTIAL DRIVE DETAIL



Existing curb to be sawed at transition point and removed.

CURB TRANSITION DETAIL

Notes:
A permit is required before any existing curb can be cut for a new drive installation.

All work shall be inspected and approved by the City of Defiance.

CITY OF DEFIANCE ACCESS MANAGEMENT MANUAL	
DEFIANCE a great place to live	DROP CURB DETAIL DRIVEWAY STANDARDS
AUG 25, 2009	C-5

APPENDIX D

PERMIT FORMS

CITY OF DEFIANCE
ENGINEERING DIVISION

ACCESS PERMIT

(PLEASE PRINT)

Access Permit No._____ (Attach Application) Effective Date:_____

OWNER OR AGENT FOR OWNER (APPLICANT):

Name: _____

Street Address:_____

City, State Zip:_____

Phone #:_____ Fax #_____ E-Mail :_____

The permit under the conditions stated in the application or stated below (with the conditions stated below superceding the application) is hereby:

☐ GRANTED ☐ DENIED ☐ GRANTED (TEMPORARY)

Justification for denial (if applicable):

_____

Conditions for approval if other than information or conditions outlined in the application (including attachments):

_____

CHECK whichever applies:

☐ This preliminary access approval will remain valid for a period of two (2) years beyond the effective date unless noted otherwise in the permit conditions.

☐ This access permit will remain valid for a period of one (1) year beyond the effective date unless noted otherwise in the permit condition.

Recommended By: Approved By:

_____ _____
Lee P. Rausch, P.E., City Engineer

_____ _____
Date Date

PERMIT FEE:_____
($50.00 which includes 1 hour of review time, plus $35.00 per hour for additional review time.)

(Check or Cash Only)

Make Check Payable to the **"CITY OF DEFIANCE"**.

FEE PAID ☐ YES ☐ NO

Address or Parcel ID# of property: _____

ROAD NUMBER:_____ ☐ COUNTY ROAD ☐ TOWNSHIP ROAD SPEED LIMIT:_____

ACCESS MANAGEMENT ROAD CLASSIFICATION:

☐ MAJOR ARTERIAL
☐ MINOR ARTERIAL
☐ MINOR COLLECTOR
☐ MAJOR COLLECTOR
☐ LOCAL

ACCESS CLASSIFICATION

☐ MINIMUM VOLUME (MIV)
(Field Drive; utility drive)

☐ VERY LOW VOLUME (VLV)
(Less than 10 peak hour trips)

☐ LOW VOLUME (LV)
(10 to 50 peak hour trips)

☐ MEDIUM VOLUME (MEV)
(50 to 200 peak hour trips)

☐ HIGH VOLUME (HV)
(over 200 peak hour trips)

☐ TEMPORARY DRIVEWAY

INSPECTION BY:_____ DATE:_____

CONSTRUCTION APPROVED:

☐ YES ☐ NO

If "NO" list deficiencies:

_____

_____

DEFICIENCIES CORRECTED:

By:_____ Date:_____

☐ YES ☐ NO

If "NO" list deficiencies:

_____

_____

CONSTRUCTION APPROVED WITH DEFICIENCIES CORRECTED:

By:_____ Date:_____

☐ YES ☐ NO

If "NO" list deficiencies:

_____

_____

Case No.:_____

Date:_____

CITY OF DEFIANCE
ENGINEERING DIVISION

APPLICATION FOR APPEAL OR VARIANCE FROM THE ACCESS MANAGEMENT REGULATIONS TO THE TRAFFIC COMMISSION OF DEFIANCE, OHIO

VARIANCE ☐ **SUBMITTAL DATE:**_____

APPEAL ☐

THE REQUIRED FILING FEE MUST BE PAID PRIOR TO PROCESSING. All data requested in this application must be submitted in order to accurately review the proposed case. Incomplete data may result in the application being rejected. This application and all required information must be typed or printed legibly and filed in duplicate.

Owner:_____

Address:_____

City, State, Zip:_____

Telephone:_____

Fax:_____ E-Mail:_____

Name of Applicant:_____

Address:_____

City, State, Zip:_____

Telephone (Home):_____ (Other):_____

Fax:_____ E-Mail:_____

Type of Request: Appeal ☐ Variance ☐

Request Location:_____

Township:_____ Parcel No.:_____ Section_____ Town _____ Range _____ or VMS _____

Existing Use (s):_____

Proposed Use (s):_____

Justification: (Please submit comments on a separate sheet and submit with this application)

For Appeals Describe reason for appeal, i.e. error in order, requirement or determination by City Engineer in administration and enforcement of Access Management Regulations.

For Variance Describe: 1) The section of the Access Management Regulations to be varied; 2) Special or unique conditions or circumstances applying to the land in question; 3) That said special or unique conditions or circumstances did not result from the actions of the applicant; 4) The literal enforcement would deprive the applicant rights enjoyed by other property owners; 5) the variance requested is the minimum variance that will allow reasonable use of the land.

NOTE: Submit evidence that you have been denied an access permit.

Additional items to be included with this application:

(a) List of landowners and their addresses within 200 feet of the property in questions.

(b) An accurate drawing showing existing and proposed structures and existing and proposed easements with dimensions also shown.

(c) Payments of filing fee. Checks or Money Orders shall be made payable to the "City of Defiance".

FEE:_____

DATE PAID:_____

APPLICANT'S AFFIDAVIT

STATE OF OHIO }

COUNTY OF _____}

I/We, _____
being duly sworn depose and say that the foregoing statements in this application and information included in the attachments and exhibits, are true and correct to the best of my/our knowledge and belief; And I/We certify that no legal action has been entered into or is pending that would be affected by any change resulting from approval of this request;

And (if the Applicant is not the owner), I/We depose and say that the property owner is aware of this application and concurs with its submission.

_____
Signature

_____
Mailing Address

_____
City, State, and Zip

_____
Phone Number

Notary Seal

In Testimony Whereof, I have hereunto set my hand and official seal, at _____ this _____ day of _____, A.D. 20____.

_____
Signature of Notary