

Application for Approval of Road Access

Ministry of Works and Transport
Highways Division, Roads Planning Branch
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Guidelines to Developers

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1. All applications for land development should only be submitted to the Highways Division for processing after receiving Town and Country Planning Division Outline Permission.
2. MOWT can only grant approval for access/ egress to roads under its purview. Refer to List of Roads under the Ministry of Works and Transport.
3. Direct access to/ egress from Arterial Roads, Special Roads or Highways will not be permitted.
4. Developers should seek alternate access where lands abut Arterial Roads, Special Roads or Highways. Refer to list of Roads with Restricted Access.
5. Where parcels abut Arterial Roads, Special Roads or Highways that are otherwise landlocked, the advice of the Director of Highways on matters of access/ egress should be sought in writing at project planning stage.

Outline Approval for Road Access

6. Subsequent to (1), any submission of land development to the Highways Division for **Outline Approval for Road Access** should include the following: -
 - a) A copy of the stamped Town and Country Planning Division Outline Approval of the proposed development
 - b) A copy of the stamped Town and Country Planning Division Change of Use Approval for the proposed development (if applicable).
 - c) A copy of approved Certificate of Environmental Clearance where required.
 - d) Completed **Application Form A** giving the following details of the land development :
 - Name and contact information of developer/land owner (mailing address, email address and phone no.).
 - Name of development
 - Purpose of development
 - Type of development (residential, agricultural, commercial, mixed)
 - Number and type of units in development (eg. residential - single, townhouse etc.)
 - Details of phased development.

- The signed and dated Agreement

- e) All relevant plans for processing of land development including, but not limited to, the following:
 - Site Location Plan - indicating site location from the nearest highway, major road or land mark (street, town, ward, county),
 - Cadastral Plan (Electronic copy) - showing ownership of proposed site and abutting properties with UTM Coordinates tied to the National Grid with an accuracy of 1.0 metre or less (for developments 0.4 ha and larger)
 - Site Layout Plans / Road layout Plans (proposed Lotification) (Electronic copy) - indicating all existing accesses and bordering roads, internal roads, their respective reserves, paved widths, sidewalks, drains, culverts and outfall. Sidewalks should be provided on at least one side of internal roadways.
 - Road and Drain Profiles and Typical Cross Sections and Details, drawings should be stamped and signed with a registered Civil / Structural Engineer's Board of Engineers' stamp.
 - Access/Egress Details (Electronic copy) – including detailed geometric design of access/egress with dimensions, horizontal and vertical curves, laybys, road marking, acceleration and deceleration lanes. Include all street names where access/egress is being requested. Drawings should be stamped and signed with a registered Civil / Structural Engineer's Board of Engineers' stamp.
 - Plans showing details of all phases for phased development.
 - If the developer owns abutting property which is to be developed in the future, the requirements of the future development must be incorporated into the current Road Layout Plans (no additional access will be granted).
 - Electronic copy of georeferenced (Naparima 55 co-ordinate system) Site Layout Plan and Cadastral Plan (in Auto CAD format 2018 or earlier) clearly showing:
 - Sub-division/ lotification plan, road layout and drainage layout
 - Property Boundaries
 - Co-ordinated Points (at least two on opposite side of the development)
 - All accesses and egresses (existing and proposed)
 - Proposed internal roads, their reserves and paved widths
 - Setbacks (Building line, buffer, river reserve etc.)
 - Detailed geometric design for each access /egress
 - Other plans as deemed necessary

f) Traffic Impact Analysis: (See MOWT Traffic Impact Study Guidelines for Developers)

- Traffic Impact Statement – Collection of Traffic Data that provides anticipated site specific list of requirements to be met (for very low density residential as defined in TCPD Guideline to Developers)
- Traffic Impact Assessment –Determines Level of Service (LOS) and Degree of Saturation (DOS), existing and projected for low density residential as defined in TCPD Guideline to Developers, which provides anticipated site specific list of requirements to be met.
- Traffic Impact Study – Determine the appropriate location, spacing and design of access points and appropriate improvements for safety, satisfactory Level of Service (LOS) and Degree of Saturation (DOS) for density residential (as defined in TCPD Guideline to Developers) and all agricultural, industrial, institutional and commercial developments.

7. Standards for collector, access and minor roads within very low density residential developments should be in accordance with guidelines given in the “Guide to Developers and Applicants for Planning Permission” by Town and Country Planning Division. All other standards should be in accordance with AASHTO’s guidelines as stated in “A Policy on Geometric Design of Highways and Streets 2001” or later edition and AASHTO Guide for Design of Pavement Structures.

8. The following is the timeframe for processing an application:

- I. On initial receipt of request and documents, a file is created with a reference number and assigned for detailed checks.
- II. The application will be reviewed against internal development policy and document check list, if necessary, a Letter of Omission will be dispatched. The reference number provided and must be quoted in all further submissions
- III. When ALL requested information is received and meets all requirements, 30 days will be required before Outline Approval is granted. It should be noted that, if the matter needs to be referred to another section within the Highways Division for additional approvals, additional time may be required (i.e. Excavation Permit and Traffic Management Plan).

Final Approval for Road Access

9. At the time of construction The Director of Highways Office must be informed at least one month prior to start of roadworks construction to ensure monitoring for compliance. Highways Division will not grant Final approval for works not carried out according to Outline Approval or for works which have not been monitored by a Highways Representative. A submission to the Highways Division for **Final Approval for Road Access** should include the following: -
- a) Completed **Application Form B**
 - b) A copy of stamped Highways Division Outline Approval of the proposed development.
 - f) A Construction Schedule for Roadworks.
 - g) Traffic Management Plan where required.
 - h) Application for Excavation Permit where required.
 - i) Copies of previously approved Road Construction Plans.
 - j) The signed and dated Agreement
10. The Construction Drawings and Schedule will be dispatched to the Highways District Office responsible for the area where the construction is proposed.
11. A MOWT representative will be assigned to monitor the construction of the roadworks for compliance.
12. Any non-compliance with approved plans must be rectified before Final Approval is granted.
13. Approval is based on the successful completion of all roadworks in accordance with plans previously approved by Director of Highways.
14. The District Engineer will report on the completion of the roadworks to the Chief Construction Engineer within one month of completion of construction.
15. The Developer will be required to submit as-Built Road Layout, Drainage Layout, Utility Layout and Signalised Intersection Drawings in pdf and AutoCAD file formats to Director of Highways Office on completion of construction.
16. The Chief Construction Engineer will recommend Final Approval to DOH.
17. DOH will issue Final Approval Letter.
18. Timeline is based on the Construction Schedule and final submission of as-built information.

Director of Highways