



**Oregon Department of Transportation**  
Pre-application for State Highway Approach  
**Instructions for completing the application**

The purpose of an optional pre-application meeting is to: review general and technical application requirements, processing timelines, and any issues specific to the proposal, including understanding the economic needs and objectives that are pertinent to the subject property.

The department encourages applicants to provide complete and accurate information regarding potential changes in land use and or development with requests for pre-application meetings in order to avoid unnecessary delays in processing any future application.

### **Basic Information**

ODOT will need basic location information to begin researching your property's access rights.

Requests for pre-application meetings shall be accompanied by:

- Preliminary site plan (this can be a hand drawn sketch)
- Description of existing land use(s) and estimated vehicle trips
- Description of proposed land use(s) and estimated vehicle trips
- Additional information or questions the applicant chooses to provide

Other topics that may apply to your approach include:

- Access Control Rights
- Potential for Traffic Impact Analysis (TIA)
- Spacing between approaches
- Sight Distance Requirements
- Safety and Operations (queuing, weaving, crash rate, SPIS, left turn conflicts, separation distance, etc.)
- Optimizing approach location and design of your highway access
- Change-of-Use definition and criteria
- How to prepare and submit an application



**Oregon Department of Transportation**  
 Request for Pre-application Meeting for  
 State Highway Approach

Date Received Stamp
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<b>1. Applicant Information</b>					
Last Name:			First Name:		
Company Name (if applicable):					
Street Address:					
City:		State:		Zip:	Country:
Mailing Address: <input type="checkbox"/> Check if same as street address					
City:		State:		Zip:	Country:
Phone No.:		Cell No.:		Fax No.:	
Email:					
<b>2. Location of the Proposed Approach</b>					
Township:		Range:	Section:	Tax Lot(s):	
Side of Highway:		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
Highway Name:			Route Number:		Mile Point:
Street Address: : <input type="checkbox"/> Check if same as above street address					
City:		Zip:		County:	
<b>3. Property Use to be Served by the Proposed Approach</b>					
<b>Describe the existing land use on the subject property</b> (i.e. property use, number of units, total sq ft of floor area, total acreage of the subject property, etc.):					
<b>Describe the land use that will be served by the highway/road approach</b> (i.e. property use, number of units, total sq ft of floor area, total acreage of the subject property, etc.):					

Submit your completed pre-application form to the local ODOT District office (see below for list and map). We will call you within 5 days after receiving your form to set up a meeting.

**ODOT District offices.** There are 14 Maintenance Districts across the state. Use the following link to determine the appropriate District Office:

[http://www.oregon.gov/ODOT/HWY/OOM/about\\_us.shtml](http://www.oregon.gov/ODOT/HWY/OOM/about_us.shtml)

District 1 - Astoria  
350 West Marine Drive  
Astoria OR 97103  
Phone: 503-325-7222  
Fax: 503-325-1314

District 2B - Clackamas  
9200 SE Lawnfield Road  
Clackamas OR 97015  
Phone: 971-673-6200  
Fax: 503-653-5655

District 2C - Troutdale  
999 NW Frontage Road, Ste. 250  
Troutdale OR 97060  
Phone: 503-665-4193  
Fax: 503-665-4487

District 3 - Salem  
885 Airport Road Bldg. P  
Salem OR 97301  
Phone: 503-986-2900  
Fax: 503-986-2881

District 4 - Corvallis  
3700 SW Philomath Blvd  
Corvallis OR 97333  
Phone: 541-757-4211  
Fax: 541-757-4111

District 5 - Eugene/Springfield  
644 A Street  
Springfield OR 97477  
Phone: 541-744-8080  
Fax: 541-726-2509

District 7 - Roseburg  
3500 NW Stewart Parkway  
Roseburg OR 97470-1687  
Phone: 541-957-3586  
Fax: 541-957-3591

District 8 - White City  
100 Antelope Road  
White City OR 97503  
Phone: 541-774-6299  
Fax: 541-774-6349

District 9 - The Dalles  
3313 Bret Clodfelter Way  
The Dalles, OR 97058  
Phone: 541-296-2215  
Fax: 541-296-1629

District 10 - Bend  
63055 Highway 97  
Bend OR 97703  
Phone: 541-388-6192  
Fax: 541-388-6022

District 11 - Klamath Falls  
2557 Altamont Drive  
Klamath Falls OR 97603  
Phone: 541-883-5662  
Fax: 541-883-5589

District 12 - Pendleton  
1327 SE Third Street  
Pendleton OR 97801  
Phone: 541-276-1241  
Fax: 541-276-5767

District 13 - La Grande  
3014 Island Avenue  
La Grande OR 97850  
Phone: 541-963-8406  
Fax: 541-963-0249

District 14 - Ontario  
1390 SE First Avenue  
Ontario OR 97914  
Phone: 541-889-9115  
Fax: 541-889-6600

