**SR** Click here to enter text.

**MP** Click here to enter text.

**ACCESS REQUEST CHECKLIST DATE INITIALS**

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| --- | --- | --- | --- |
|  | Request letter from the party proposing an access break, access revision and/or use and occupancy request, giving a brief description and explanation why they are making the request. |  | Click here to enter text. |
|  | Memo from the Region, to Barb De Ste. Croix, HQ Development Services & Access Manager, identifying the number of access breaks, or describing the access revision being requested and all of their locations by station and offset, and/or all of the use and occupancy locations within the right of way, and an indication that the Region is supportive of the request. |  | Click here to enter text. |
|  | Answered applicable Access Request questions for Permanent Break/Revision, Temporary Break and/or Use & Occupancy, and/or Break Associated with Lease or Agreement. The Access Request questions may be answered by the Region and/or the party making the request and may be included in the request letter and/or the region’s memo. |  | Click here to enter text. |
|  | Red & green right of way plan showing the locations of all requested access breaks, access revisions, and/or all use and occupancy areas. For permanent access breaks, access revisions, and lease or agreement associated access breaks, show all permanent right of way plan revisions that will result from the request. |  | Click here to enter text. |
|  | If the request is located on an interstate, FHWA will require NEPA. If no other NEPA documentation is available, a completed, signed and dated Environmental Checklist for Surplus Property Disposals (DOT Form 220-015 EF) may suffice to fulfill FHWA NEPA requirements. The checklist must be completely filled out, signed, and dated by the Regional Environmental Manager. If question 5 and/or 6 are answered “Yes” than additional ESA documentation is required. If question 7 is answered “Yes” than additional section 106 documentation (National Historic Preservation Act) is required. |  | Click here to enter text. |
|  | Doesthe request involve any mainline and/or ramp access? If so how will traffic be protected? If applicable, includea traffic control plan approved by the WSDOT region traffic office. |  | Click here to enter text. |