



TENNESSEE DEPARTMENT OF TRANSPORTATION
INFORMATION AND PROCEDURES
FOR THE STATE INDUSTRIAL ACCESS PROGRAM

Background

The Industrial Highway Act of 1959 (T.C.A. 54-5-403) authorizes the Tennessee Department of Transportation (TDOT) to contract with cities and counties for the development of “Industrial Highways” to provide access to industrial areas and to facilitate the development and expansion of industry within the State of Tennessee.

TDOT implements the Industrial Highway Act through the department’s State Industrial Access (SIA) Program. The department will consider and approve Industrial Highways based on project eligibility, economic criteria, physical constraints, and available funding.

Eligibility and Application Process

Presented in this section are the requirements and procedures for preparing and submitting an SIA application to TDOT and developing projects under the State Industrial Access Program. For information about project eligibility contact TDOT’s Project Management Division at (615) 532-3207.

1. Project Eligibility for Consideration

The proposed project is required to be eligible as an industrial highway. An “Industrial Highway” is defined as any road or street designated and located to provide access to an industry site or industrial park. The designated roadways may be eligible for the funding under the TDOT SIA Program. An Industrial Highway cannot be constructed on private property and must be a public road open to traffic.

2. Field Review

Representatives from TDOT and the local city and/or county will review the proposed project in the field. The purpose of the review is to confirm the “Eligibility for Consideration” of the project, discuss the parameters of the project, and gather information to develop a cost estimate for the project.

3. Application

The Application consists of four items:

- a. An Application Form detailing information about the proposed industry or industry expansion and the local government participation,
- b. Location Map depicting the location of the proposed industry in relation to the city or county submitting the application,
- c. Site Map depicting the current and proposed roadways, industry site, and plant or building entrance locations,

- d. A certified Resolution or Ordinance indicating the Application for SIA funding is an official action by the local government. (A sample Resolution is presented on page 13.)

If local governments are sharing any portion of the funding responsibility, a written agreement between local governments should also be submitted at the time of the application. This helps streamline the process of drafting a contract between TDOT and the local government(s) for the project and clarifies the responsibilities of each agency.

4. Consideration

TDOT will consider and approve Industrial Highways based on project eligibility, economic criteria, physical constraints, and available funding.

5. Approval

Upon approval of the Application, TDOT and the local government will execute a contract defining the responsibilities of each party. Appropriate monetary deposits will be submitted by the applicant.

Project Activities

1. ROW and Utilities Deposits

If the applicant chose the option of TDOT acquiring ROW and/or relocating utilities, the local government is required to deposit the full estimated amount of its share of the cost. During the initial analysis of the application, TDOT’s ROW Office will estimate the cost of acquiring ROW (which may include damages to the remainder) and relocating utilities. This is a preliminary estimate because many details of the ROW and utilities plans are not known at that time, and it is usually based on the “worst-case” scenario. Any unused portion of the deposit will be returned to the local government at the close-out of the project.

Timing for ROW acquisition

<u># of Tracts</u>	<u>Months Needed</u>
1 – 10	10 – 12 (12-14 if relocations)
11 – 50	12 – 18
51 – 100	18 – 24
101 – 150	24 – 36
150+	26 – 30+

***Projects with no ROW acquisition still require 9 months for utility coordination if needed
Project with no ROW and no utilities require 6 months for environmental permits**

2. Project Design

The typical section for Industrial Highway projects is two 12-foot wide lanes with 4 foot-wide paved shoulders. Additional design features may be requested and paid for by the Applicant. The additional work may be included in the construction contract as non-participating items and will be at no cost to

TDOT. A construction deposit for non-participating items will be required before TDOT advertises the project for construction bids.

3. Permits

a. Environmental Permits

The following two conditions will determine the responsibility for obtaining environmental permits. Environmental Guidelines for Industrial Highways is described on pages 11-12.

1. When TDOT is performing the construction phase of the project, whether by TDOT maintenance forces or project contract, TDOT will conduct the technical studies and obtain all environmental permits.
2. When the local government is performing the construction phase, it will be responsible for the technical studies and for obtaining all environmental permits for the work performed.

b. Permits Required for Plant or Building Site

The local government is responsible for obtaining all federal, state, and local permits for all other development of the plant or building site.

4. Construction

The project may be constructed by one of the following three general options:

- a. The project may be let to contract or constructed by the local government according to the policies set forth by the TDOT [Local Programs Development Office](#).
- b. The project may be let to contract or constructed by TDOT.
- c. The project may be let to contract or constructed by a partnership between the local government and TDOT.

The local government should clearly mark the preferred options in the RESPONSIBILITIES section of the Application Form.

5. After Construction

The Industrial Highway becomes a public city street/county road, and the local government assumes full responsibility for the maintenance of the Industrial Highway after construction is completed.

Typical Process Timeline for TDOT-managed projects

Month	Milestone
1	Submit Application <i>must include official Resolution approved by City or County</i>
2	Receive TDOT Approval
3	Receive Proposed Contract from Local Programs
4	Obtain Fully Executed Contract <i>timeline depends on local government signing and returning contract</i>
5	Preliminary Engineering Phase Funding Approved
5	Kickoff Meeting
6	Survey & Design Begins
8	ROW/Utilities Deposit Due
9	NEPA Document (TEER) Approved
12	ROW Field Review
13	ROW Plans Distribution <i>NEPA document must be approved and ROW/Utilities funding authorized before ROW plans are distributed</i>
14	ROW Acquisition Begins <i>see next page for acquisition timeline</i>
23	Construction Field Review
24	Construction Turn-In <i>Final construction plans, environmental document and permits, ROW and utility certification, non-participating deposits, and railroad agreements</i>
26	Project Advertised
27	Bid Letting
28	Award Contract
29	Construction Begins <i>12 to 18 months to complete depending on project scope</i>

*Please note that each project is unique and will most likely deviate from this **typical** timeline. This is intended as a guide to the process and general durations for an average project.

* Projects requiring railroad coordination **will** impact this timeline.