

INSTRUCTIONS FOR DOT-295

APPLICANT:

1. Complete all items at the top of the form.
2. If the occupancy involves work within the right-of-way, prepare a separate sheet showing the work to be accomplished. The drawing should include:
 - a. Width of the highway from shoulder to shoulder
 - b. Width of the right-of-way
 - c. Details of the work to be performed by the occupancy
 - d. A North arrow
 - e. Installations on bridges must include details of the method(s) of attachment.
 - f. Any other pertinent information
3. Sign the form and submit it and any attachments to the applicable DOT Region Office for processing.

REGION OFFICE ADDRESSES & PHONE NUMBERS:

Aberdeen Region Office – Mailing Address: PO Box 1767 Aberdeen, SD 57402-1767
Physical Address: 2735 US 12 Aberdeen, SD 57401
Phone: 605-626-2244
(Aberdeen, Huron, and Watertown Area Offices)

Mitchell Region Office – Mailing Address: PO Box 1206 Mitchell, SD 57301-7206
Physical Address: 1300 S Ohlman Street Mitchell, SD 57301-7206
Phone: 605-995-8129
(Mitchell, Sioux Falls, and Yankton Area Offices)

Pierre Region Office – Mailing & Physical Address: 104 S Garfield Ave Bldg A Pierre, SD 57501
Phone = 605-773-3464
(Pierre, Mobridge, and Winner Area Offices)

Rapid City Region Office – Mailing Address: PO Box 1970 Rapid City, SD 57709-1970
Physical Address: 2300 Eglin Street Rapid City, SD 57703
Phone: 605-394-2244
(Rapid City, Belle Fourche, and Custer Area Offices)

DEPARTMENT OF TRANSPORTATION REGION OFFICE:

1. Complete the bottom portion of the form.
2. Installations involving bridges require review/approval of the Chief Bridge Engineer. If review by the Office of Bridge Design is necessary, allow two weeks for review.
3. If the request is denied, return the request to the applicant and state the reason for denial.
4. If the request is granted, make and send copies of the permit and attachments to:
 - a. Applicant
 - b. Area Engineer
 - c. Maintenance Supervisor
 - d. Chief Bridge Engineer (if applicable)
5. File the original copy in the Region Office and scan the signed documents into File Director under Document Type DOT-135.1.