

Foreman	Permit Number	Amount Paid	Receipt Number	Receptionist	Date Processed
		\$			
	Cash Bond	\$			
	Inspection Fee	\$		LCRC Job No.:	

Insurance On-file Applicant Given Packet Mail Completed Application Pickup Completed Application

(For Office Use Only)

**LENAWEE COUNTY ROAD COMMISSION
APPLICATION FOR DRIVEWAY PERMIT**



Date: _____

Type of drive: Single Residential (\$50.00) Field (\$50.00) Temporary (\$100.00)
(Please check one) Multiple Residential (\$100.00) Commercial (\$100.00)

Person applying for permit: (Please check one): Owner Contractor

Drain Commission Permit Required: Yes No

Where permit is to be mailed:

Name: _____ Phone Number: _____

Address: _____ Applicant's Signature: _____

City: _____ State: _____ Zip Code: _____

To be installed by: _____ Contractor's Phone Number: _____

(Note: Certificate of liability insurance meeting all requirements specified in the Driveway Permit Application Packet is mandatory from contractors prior to issuance of permit.)

Description of Drive Location: (Please include lot number if new construction)

Multiple residential and commercial drive applications must be submitted with construction plans or sketch. (Showing driveway construction details and site drainage at road right of way.)

Road Name: _____ Lot #: _____

Located between what roads: _____

Located on Which side of the road: North South East West

Township: _____ Width of Driveway Requesting to be Installed _____

LOCATION MUST BE STAKED PRIOR TO FOREMAN INSPECTION

Driveway Permit Package must be given to applicant.

Driveway is to be installed prior to start of construction and used as a construction drive. Failure to comply with all provisions of permit will result in immediate revoking of permit and no further permits will be issued until violation is corrected. Road signs on property may not be removed. NOTE: Permits are not refundable or transferable and are limited to one (1) year from the date of permit approval.

(For office use only)

Inspection Results

Location Reviewed by: _____ Date of Review: _____

Approved Disapproved Size culvert required: _____

Foreman's Comments: _____

FINAL INSPECTION: Required Not Required

Approved Disapproved Bond Refund Date Completed: _____



DRIVEWAY PERMIT

INFORMATION

PACKET

**TO: DRIVEWAY PERMIT APPLICANT**

Application for a driveway permit shall be made at the Lenawee County Road Commission, 2461 Treat Highway, Adrian, Michigan 49221 to determine the proper location for access to your property and whether a driveway culvert is necessary for drainage purposes.

The applicant must contact his insurance carrier for a certificate of insurance naming the Road Commission as the **Certificate Holder**. The insurance company must also show the following verbiage in the "**Additional Insured**"

THE BOARD OF COUNTY ROAD COMMISSIONERS, THE LENAWEЕ COUNTY ROAD COMMISSION AND THEIR OFFICERS, AGENTS, AND EMPLOYEES, AS ADDITIONAL INSURED PARTIES.

The amount of general liability insurance required will be \$1,000,000.00 (one million)

Once the proper insurance certificate is filed with the Road Commission, the application along with the permit fee will be processed. Inspection results normally take three to five working days.

Information pertaining to the installation of a culvert, if necessary, and any other pertinent details are so noted on the permit, which is mailed to the applicant. The applicant or contractor performing this work within the road right-of-way must have this permit in their possession at the time the job is executed. **Any work beyond the initial drive permit requirements may necessitate an additional permit, i.e., any hard surfacing or landscaping that will be performed in the road right-of-way, or the creation of a circular drive.**

For multi-residential and commercial driveway applicants, a set of construction plans must be submitted along with the application, insurance certificate, inspection fee, and permit fee. In addition to these items, a \$1,500.00 cash bond required.

For temporary driveway applicants, a set of construction plans may be required along with the application, insurance certificate, inspection fee, and permit fee. In addition to these items, a \$1,500.00 cash bond required. The temporary drive will be allowed for 1 year from date of approval. After that time it shall either be removed and the right-of-way shall be restored to its original condition, or shall be made a permanent driveway. The disturbed surface area shall be topsoiled, seeded, fertilized, and mulched in accordance with current M.D.O.T. Standard Specifications for Construction. To make the driveway a permanent drive, the applicant shall submit a new permit application for the type of permanent driveway proposed. Construction plans may be required along with the application, insurance certificate, inspection fee, and permit fee. No additional bonding will be required.

LENAWEE COUNTY ROAD COMMISSION

Rules, Standards and Procedures for driveways within the Lenawee County Road Commission Right-of-Way.

PROCEDURE:

1. Provide a valid certificate of insurance meeting the requirements outlined on page 1 of this packet.
2. Complete permit application furnished by the Lenawee County Road Commission, for driveway permits.
3. Applicant should plainly stake location of proposed driveway (using two, 2 stakes) for field review by district foreman or engineering technician. No permit will be issued until field review is completed.
4. Upon completion of field review and acceptance of location by the Road Commission, a copy of the permit will be returned to the applicant.

PERMIT AND INSPECTION FEE SCHEDULE:

<u>Type of permit:</u>	<u>Permit Fee</u>
Field Drive	\$ 50.00
Single Residential	\$ 50.00
Multiple Residential	\$ 100.00 + \$ 1,500.00 Cash Bond + Inspection Fee
Commercial	\$ 100.00 + \$ 1,500.00 Cash Bond + Inspection Fee
Temporary	\$ 100.00 + \$ 1,500.00 Cash Bond + Inspection Fee

- Failure to meet the sight distance requirements on a field or single residential drive will result in delaying issuance of the permit and shall require an additional \$50 fee per inspection. (the initial permit fee includes one sight distance inspection).
- Plan Review & Field Inspection – *Regular work hours* are 7:00 a.m.-3:30 p.m., Monday – Friday, except holidays observed by the Road Commission and 6:00 a.m.-4:30 p.m., Monday – Thursday, during the period the Road Commission is working 4-ten hour days. Costs will be billed at the current hourly rate for the employee and equipment involved, plus fringe benefits and overhead. Overtime costs will be billed at 1½ times the current hourly rate for the employee involved, plus the regular rate for the equipment involved, plus fringe benefits and overhead.
- A minimum inspection fee of \$300 will be required prior to the issuance of the permit with the exception of single residential and field drives. The applicant will be liable for any and all permit review and inspection fees, unless otherwise

noted on the permit application. Any unexpended fund balance will be refunded following completion of work. An invoice with an itemized statement will be generated for deficit accounts on a monthly basis. Non-payment of an invoice will result in suspension of the review process or a Stop Work Order during construction.

RULES AND STANDARDS:

1. The minimum requirements for driveway construction shall be per the attached details.
2. A driveway shall be constructed so that it does not adversely affect the highway drainage.
3. Minimum culvert length allowed is 24' for residential drives, 40' for field drives, and 60' for commercial drives. The district foreman will determine if a culvert is needed for ditch drainage and the proper size during his review of the location.
4. For all driveways, only pipe material approved and specified per the sole discretion of the Road Commission will be allowed. Proper installation specifications from the Road Commission must be followed.
5. No used pipe or culvert will be allowed.
6. Special attention shall be used when bedding the pipes or culvert to prevent smashing when traffic passes over.
7. Maximum of one driveway will be allowed for lots with less than 75 feet of frontage.
8. Property owners will not be allowed to tile and backfill county road ditches.
9. Driveway shall be graded as to follow road shoulder slope to existing ditch line.
10. Applicant shall assume any and all responsibility for driveways, and the use thereof.
11. The permit holder must call **Miss Dig at (800) 482-7171** at least three (3) full working days before work is started.

12. Road Commission personnel will check each driveway location to assure the minimum sight distance according to the following table. The Lenawee County Road Commission will reject unsafe locations for approval.

Speed Limit (MPH)	Minimum Sight Distant Required (Feet)
55	575'
50	515'
45	465'
40	415'
35	363'
30	310'
25	260'

13. When driveways are constructed, the installer must have on file a **valid** insurance certificate for public liability and property damage in the amount of \$1,000,000.00 naming the Lenawee County Road Commission and shall have the exact wording as follows:

“The Board of Lenawee County Road Commissioners, the Lenawee County Road Commission and their officers, agents and employees, as additional insured parties.”

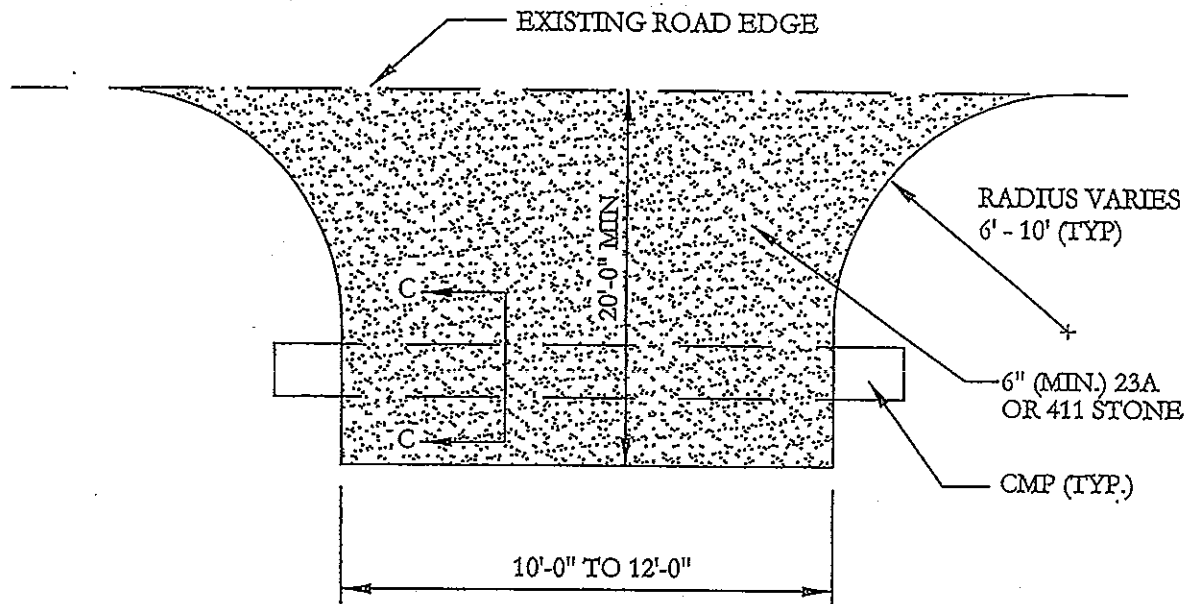
14. Permits will be issued when all insurance requirements have been met; the permit fees paid, and the Lenawee County Road Commission permit agent has approved the permits.
15. Permits are not refundable or transferable and are limited to one year from the date of permit approval. If a multi-residential or commercial driveway is not installed within one year of the application, the cash bond will be relinquished to the applicant upon his request.

OFFICE HOURS:

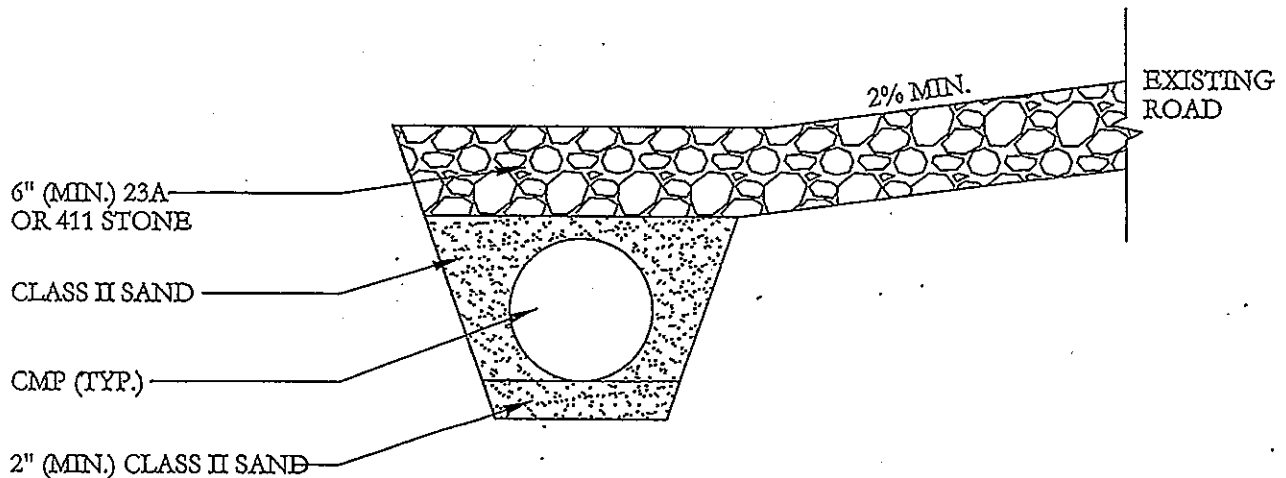
Permits will be processed during office hours listed below:

Monday through Friday:	8:00 a.m. to 4:00 p.m.*
Phone:	(517) 265-6971
Fax	(517) 263-0611

* Except when the Road Commission is operating on 4 ten-hour days, then permits will be processed Monday through Thursday.



PLAN

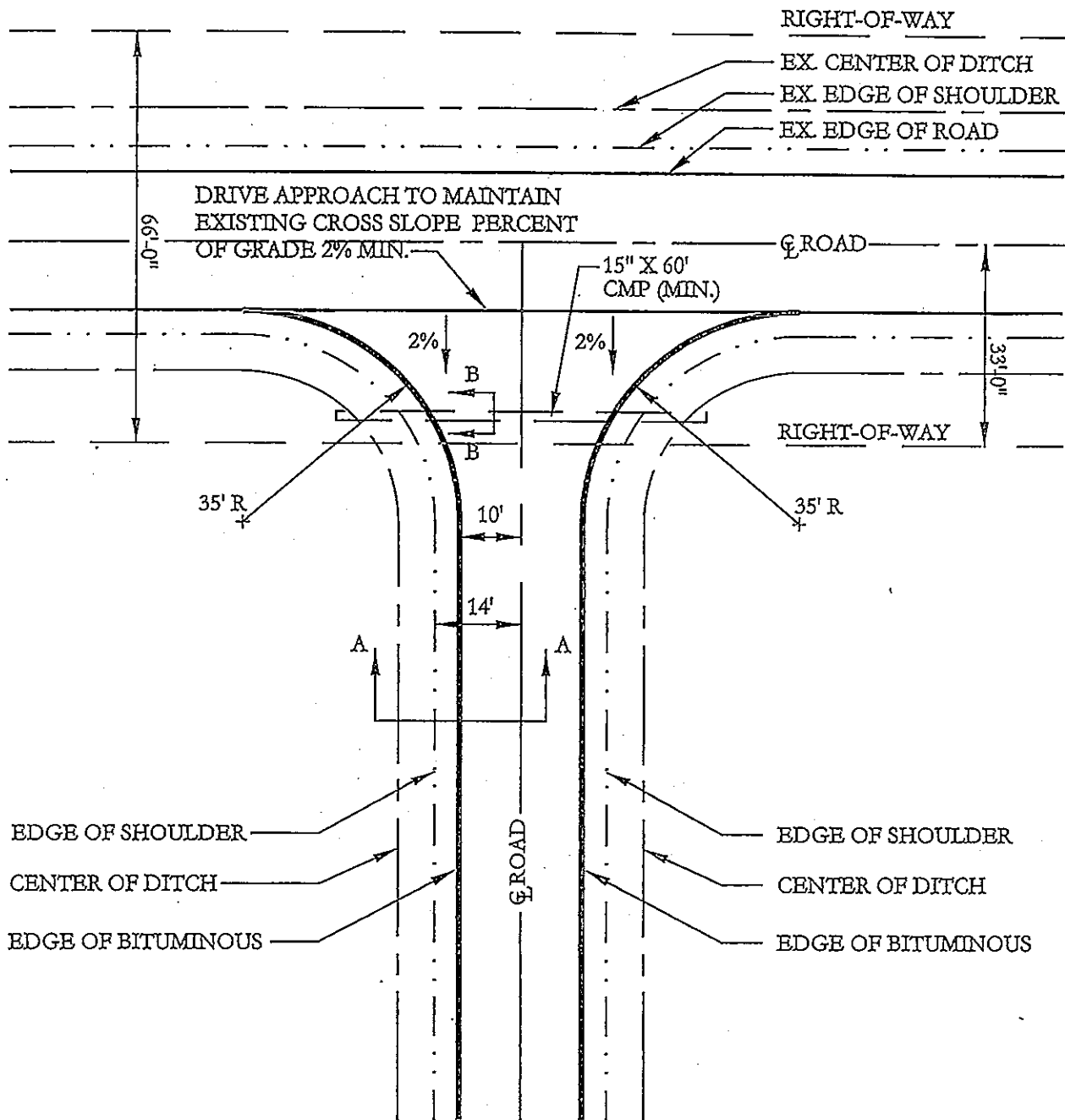


SECTION C-C

NOTE:

1. IF A CONCRETE OR BITUMINOUS DRIVEWAY IS TO BE INSTALLED, IT SHALL BE INSTALLED 1/2" BELOW THE EDGE OF EXISTING ROAD PAVEMENT.
2. IF A CONCRETE DRIVEWAY IS INSTALLED AND THE ABUTTING ROAD IS EVER IMPROVED, THE CONCRETE DRIVEWAY WILL BE CUT OUT AND REPLACED WITH ASPHALT TO A DISTANCE TO BE DETERMINED AT THE TIME OF IMPROVEMENTS. THIS WILL ALLOW FOR A PROPER SLOPE FROM THE EXISTING CONCRETE DRIVEWAY TO THE ROAD.

RESIDENTIAL DRIVE DETAIL

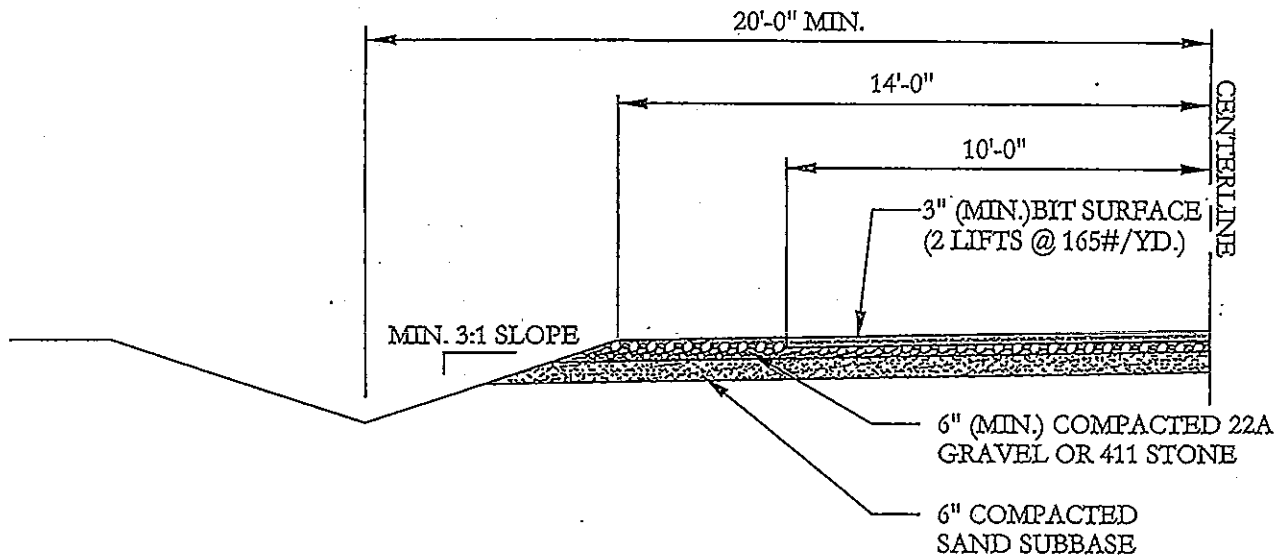


NOTE:
 THE L.C.R.C. WILL EVALUATE THE SITE LOCATION
 TO DETERMINE IF CURB GUTTER AND / OR
 ACCELERATION-DECELERATION LANES WILL
 BE MANDATORY.

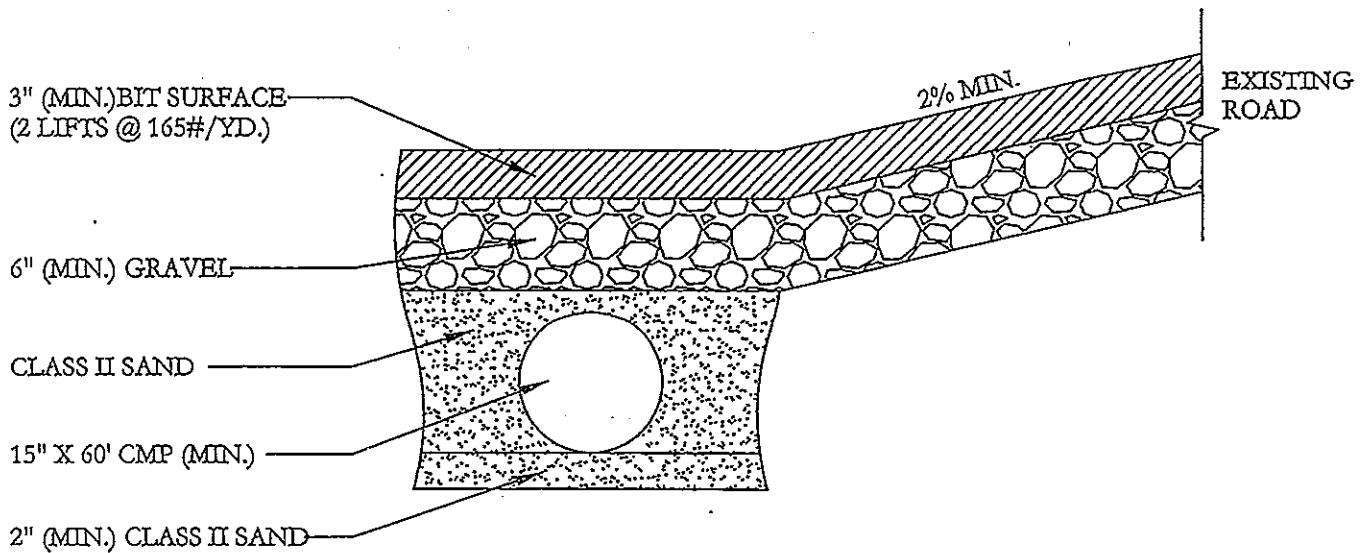
TYPICAL COMMERCIAL DRIVE ENTRANCE PLAN

LENAWEE COUNTY ROAD COMMISSION

No Scale



SECTION A-A



SECTION B-B

TYPICAL COMMERCIAL DRIVE ENTRANCE SECTION

LENAWEE COUNTY ROAD COMMISSION

No Scale