

## Driveway (Curb-Cut) Permit Application Review Procedures

Beginning September 7, 2006, all requests to the Van Buren County Road Commission (VBCRC) regarding any access onto, over, adjacent, etc. to the roadways under the jurisdiction of the Van Buren County Road Commission at the time of this application for a "Driveway (Curb-Cut) Permit" shall include the following documents:

### **A. Application**

The applicant/petitioner of the driveway (curb-cut) permit shall submit a separate application package for each site. VBCRC will accept and review only one application for each site. The application package shall include the following:

1. Application Fee(s), as applicable
2. Application Form
3. Disclosure Form
4. Bond(s)
  - Surety/Performance Bond (Construction, completion, maintenance, etc.)
5. Insurance
  - Proof of contractor's liability coverage. See permit for details on coverage.
6. Review Fee(s), as applicable.
7. Traffic Signal Covenant (if applicable)

Note:

- All items must be in place before a permit will be reviewed.
- Change of use will require new application and application fee.
- Review and processing time shall be dependent on current Van Buren County Road Commission workload (minimum of 15 calendar days).
- Re-Application may not be resubmitted by any party for the same location no sooner than 60 calendar days after previous Van Buren County Road Commission action.
- Please be advised that the Road Commission reviews driveway permit applications in light of Michigan law, which can be found at MCL 247.231, et. seq., and the Administrative Rules promulgated thereunder, which can be found in the Michigan

Administrative Code. You can purchase a copy of The Access Management Guidebook, a proprietary publication of the Michigan Department of Transportation. In addition to the foregoing, when appropriate, the Road Commission may utilize the services of an independent professional Traffic Operations Engineer. The Road Commission has not developed any written materials to guide the analysis to be performed by an independent engineer. These standards are of general applicability, and not site-specific.

## **B. Engineering Drawings**

All applications shall be accompanied by four (4) sets of the preliminary engineering drawings, 24"x36" in sheet size (1 set file copy; 1 set inspector; 1 set mark up for return to submitter; 1 set consultant review only). In addition to hard copies, one (1) electronic copy of the drawings shall be submitted (on a diskette), in a format approved by the VBCRC (i.e., AutoCAD, etc.). Drawings shall be prepared, signed and sealed by a registered professional engineer and/or a licensed land surveyor as required by the Van Buren County Road Commission. The preliminary engineering drawings shall include, but not be limited to, the following:

1. Site Topographical Survey
  - The site topographical survey shall be at a minimum scale of 1"=40', with minimum 1-foot contours of the existing topography, unless specified otherwise by the VBCRC.
2. Site Plan
  - The site plan shall be at a minimum scale of 1"=40', unless specified otherwise by the VBCRC.
  - As submitted to local public agency (i.e., township planning, zoning or similar Board).
3. Driveway (Curb-Cut) Permit Plan
  - The driveway (curb-cut) permit plan may be in the form of a strip map of the adjoining public roadway along which the driveway (curb-cut) permit is being requested. Can be an overlay on aerial photo. **MUST BE LEGIBLE!**

- The driveway (curb-cut) permit plan shall be at a minimum scale of 1"=30' (prefer 1' = 20'), unless specified otherwise by the VBCRC.
  - The driveway (curb-cut) permit plan shall extend a minimum of 500 feet beyond the property lines of the subject site, unless specified otherwise by the VBCRC, on both sides of the adjoining public roadway and shall include all existing driveway relative to the requested site driveway (curb-cut).
  - The driveway (curb-cut) permit plan shall identify all public transportation facilities within the said limits, including roadway names, right-of-way widths, current posted speed limits, existing traffic control devices.
  - The driveway (curb-cut) permit plan shall identify all properties within the said limits, including name, address and contact information for the current property owners/occupiers.
  - The driveway (curb-cut) permit plan shall identify the existing topography of the adjoining public roadway along which the driveway (curb-cut) permit is being requested, within the said limits. The existing topography shall include all physical features (i.e., building and drainage structures, pavements, curbs, sidewalks, ditches, trees/shrubs, utilities, etc.).
  - The driveway (curb-cut) permit plans shall clearly illustrate the proposed engineering design details (i.e., of the geometric improvements/modifications on the adjoining public roadway associated with the driveway (curb-cut) being requested.
4. Drainage Plan (Coordinate with D.R.P., then elaborate, as needed)
- The drainage plan shall clearly identify the existing drainage pattern (including structure size and type) within the right-of-way of the adjoining public roadway associated with the driveway (curb-cut) being requested.

- The drainage plan shall clearly illustrate the proposed drainage pattern (including structure size and type) within the right-of-way of the adjoining public roadway associated with the driveway (curb-cut) being requested.

#### 5. Traffic Control Plan

Maintenance of traffic shall follow Part 6 of the MMUTCD 2005 edition, as revised, or unless otherwise specified by the Van Buren County Road Commission Engineer.

- The traffic control plan shall clearly illustrate all proposed changes to the existing traffic control devices (i.e., traffic signal systems, signs, pavement markings, etc.) on the adjoining public roadway associated with the driveway (curb-cut) being requested.
- Appropriate scale may be included on strip map.

#### 6. Maintenance of Traffic (MOT) Plan

- The Maintenance of Traffic (MOT) Plan shall clearly illustrate the proposed procedure for maintaining traffic flow around the proposed construction area, including the traffic control devices (i.e., traffic signal systems, signs, pavement markings, etc.) to be used on the adjoining public roadway associated with the driveway (curb-cut) being requested.

#### 7. Alternate Access

- Availability of alternate (i.e., rear or side) access may be a determining factor in the overall review process.

### **C. Traffic Impact Review**

All applications shall accompany calculations estimating the anticipated volume of site generated traffic in accordance with all of the land-use categories proposed to occupy the subject site. The trip generation estimates shall include, but not be limited to, the following:

1. Site trip generation estimates shall be prepared for the peak hours (i.e., AM, PM, Mid-day) of traffic, during an average weekday (unless specified otherwise by the VBCRC), on the adjacent public roadway along which the driveway (curb-cut) permit is being requested.
2. Site trip generation estimates shall also include:
  - The number (or percentage) of anticipated truck traffic associated with the subject site.
  - The number of anticipated non-motorized (i.e., pedestrian, bicycles, etc.) trips associated with the subject site.

Upon review of the above traffic related information, the VBCRC may require a site-specific traffic impact analysis (TIA) report to be prepared and submitted for further review, as part of the requirement for the driveway (curb-cut) permit application.

***Failure to provide a complete package of information necessary for a comprehensive review of the driveway (curb-cut) permit application and/or failure to coordinate with Van Buren County Permits and other required documentation may result in delay and/or denial of the request.***

**Definitions:**

**VBCRC:** Van Buren County Road Commission.

**Driveway (Curb-Cut):** Any access onto, over, adjacent, etc. to the roadways under the jurisdiction of the Van Buren County Road Commission.

**R.D.P.:** Van Buren County Road Development Policy.