

BOARD OF COUNTY ROAD COMMISSIONERS
BOARD OF COUNTY PARK TRUSTEES
BOARD OF PUBLIC WORKS

Commissioners:

Reginald D. Boze, Gregory H. Kinney, Chester M. Ray, Jean A. Stein, Alain E. Svilpe
Lawrence B. Hummel, P.E., County Highway Engineer-Manager
Gregory M. Pardike, Board Secretary-Accountant

MEMO

TO: All Area Contractors
FROM: Gordon A. Hover Permit
SUBJECT: Driveway Application and Permit

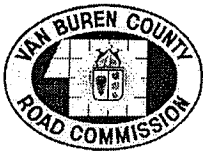
It has been called to our attention that many driveway installations are being done incorrectly due to insufficient information provided with the driveway application and permit. Said installations are creating major drainage issues within many of our subdivisions and new construction sites.

Due to recent developments, the driveway application and permit for the Van Buren County Road Commission has been revised. It is mandatory that you **submit a sketch showing the proposed driveway's location, width and dimensions** for each application you submit. Also, all requested information must be provided such as the name of any contractor working within our county's road right-of-way, the contractor's signature, date driveway will be staked or otherwise marked, and any other required information pertaining to the issuance of the permit. If said information is not provided, **the permit will be returned**. Please be advised that the driveway permit only covers the installation of the drive. No additional work within our county's road right-of-way will be allowed without proper permit.

We are now requiring silt fencing to be installed along the right-of-way line between the construction site and the roadway. This is to prevent any excavated material from eroding into the drainage area. The fencing will also discourage any construction vehicles from accessing the site or roadway through the right-of-way area.

Please feel free to contact our office should you have any questions or concerns regarding this information. We may be reached at (269) 674-8011 between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday.

Thank you for your anticipated cooperation.



VAN BUREN COUNTY ROAD COMMISSION
 325 W. JAMES STREET, P.O. BOX 156
 LAWRENCE, MICHIGAN 49064
 Telephone: (269) 674-8011 Fax: (269) 674-3770

OFFICE USE ONLY

___ File
 ___ Township
 ___ Billing Dept.

DRIVEWAY APPLICATION AND PERMIT

IF APPLICANT HIRES A CONTRACTOR TO PERFORM THE WORK, **BOTH** MUST COMPLETE THIS FORM AND **BOTH** ASSUME RESPONSIBILITY. **PERMIT HOLDER/CONTRACTOR HEREBY AGREE TO TERMS OF THIS PERMIT**

PERMIT HOLDER
 DEED HOLDER
 TO THE PROPERTY

NAME: _____
 CURRENT ADDRESS: _____

 Telephone/Fax: _____
 Signature: _____

CONTRACTOR
 PERSON WHO WILL BE INSTALLING TUBE **and/or**
 INSTALLING THE CONCRETE/ASPHALT DRIVEWAY

NAME: _____
 ADDRESS: _____

 Telephone/Fax: _____
 Signature: _____

CHECK ALL THAT APPLIES:

- ___ EXISTING DRIVEWAY
- ___ REQUEST INSTALLATION BY VAN BUREN COUNTY ROAD COMMISSION
- ___ WILL PICK UP PIPE AT VAN BUREN COUNTY ROAD COMMISSION
- ___ REQUEST DELIVERY OF PIPE BY THE VAN BUREN COUNTY ROAD COMMISSION
- ___ WILL PURCHASE PIPE ELSEWHERE
- ___ WILL BE INSTALLED BY CONTRACTOR
- ___ WILL BE INSTALLED BY SELF

PAVING DRIVEWAY? NO ___ YES ___ If Yes, mark if it will be Concrete ___ Asphalt ___
 (See the attached "Special Regulations" sheet. Please SIGN if the driveway is to be concrete or asphalt.)

A sketch MUST be submitted showing the driveway's proposed location, width and dimensions

TOWNSHIP: _____ ROAD NAME/ADDRESS: _____
 Between (road) _____ And (road) _____ Directions to this location: _____

CHECK ONE: Residential: ___ Or Commercial: ___ Type of Commercial Facility: _____

SPECIFY DATE DRIVEWAY WILL BE STAKED OR OTHERWISE MARKED: _____

* * * * *

PERMIT TO CONSTRUCT, OPERATE, MAINTAIN, USE AND/OR REMOVE WITHIN A COUNTY ROAD RIGHT-OF-WAY: This permit is granted in accordance with the foregoing application for a period of **60 days**, subject to the Stipulations on the reverse side agreed to by the Permit Holder. When applicant hires a contractor, then **both** are considered the Permit Holder and **both** assume responsibility. This is a single use permit. Any additional changes to this driveway permit must be re-permitted.

Corrugated Metal Pipe: YES ___ NO ___
 Pipe Size: _____
 Date: _____

PERMIT NUMBER: _____
 Date: _____
 Permit Officer: _____

Location Checked for Sight Distance: _____

See Additional Regulations Pertaining to

Inspector: _____
 Permit Issued for the Sole Purpose of Obtaining a Building Permit. At time of Construction Property Owner **must** Reapply

approval of this Permit (attached)
 Permit **DENIED**
 Permit Issued for the Sole Purpose of Land Division/Split. At time of Construction, Property Owner **must** Reapply

VAN BUREN COUNTY ROAD COMMISSION
325 W. JAMES STREET, P.O. BOX 156
LAWRENCE, MICHIGAN 49064
Telephone: (269) 674-8011 Fax: (269) 674-3770

READ AND KEEP APPLICATION INSTRUCTIONS FOR DRIVEWAY PERMIT

- 1. Obtain (call/write/receive via fax/visit) application from the Van Buren County Road Commission, Attention Permit Department, 325 W. James Street, Post Office Box 156, Lawrence, Michigan, 49064. Office hours 7:00 a.m. to 4:00 p.m. The telephone number is (269) 674-8011.

Complete and return application form to the above address. There is **NO** application fee associated with this permit. Application requires the signature of the Permit Holder/Applicant **and also** the contractor if one has been designated. The permit, when issued, is returned to the applicant with a copy to the contractor.

- 2. When the completed application is received, inspection is scheduled to determine if a pipe is necessary at the location indicated, and if so, what size it will require. Be certain to **submit a sketch showing the proposed driveway's location, width and dimensions**, and supply the exact directions to said location in the spaces provided on the application. Also, place stakes or other markers (using 3' tall, or taller, stakes painted brightly or colorful marker ribbons attached) to the left and to the right of the proposed driveway location.
- 3. The length of time necessary for the permit processing and inspection varies and is dependent upon workload of this department at the time your application is received. It is to your advantage to allow at least 7 to 10 business days for this process.
- 4. The permit will be returned to you by mail. In the lower left hand corner of the permit, the size of pipe required (if any) will be included. A pricing sheet will be attached to this permit providing payment information, if relevant. At the time your permit is mailed to you, a copy is mailed to your Township Office in which your driveway is located.

If you designated purchase and/or installation by the Van Buren County Road Commission, please call the Township Office to make arrangements for payment **AFTER** you receive the permit from this office. The name of the person to contact will be shown on the pricing sheet of the permit when it is issued. **Your payment should be made directly to the Township Office** in advance of the pipe being picked up, delivered and/or installed by the Road Commission.

- 5. A permit may be denied if the proposed driveway placement is unsafe in relation to the traveled roadway. The line-of-sight is imperative.

* * * * *

EXCERPTS FROM ACT 200, P.A. 1969 - An Act to Regulate Driveways

247.321 - Definitions (MSA 9.140 - 21)...The People of the State of Michigan enact:
Section 1. As used in this act;
"Driveway" means a driveway, lane, road or any other way providing vehicular access to or from the highway from or to property adjoining the highway but does not mean a city or village street ...

247.322 - Necessity for permit (MSA 9.140 -22)
Section 2. No driveway ... is lawful except pursuant to a permit issued in accordance with this act...

247.324 - Rules and Standards (MSA 9.140 - 24)
Section 4. Permits for driveways shall be granted in conformity with rules promulgated by the highway authority which shall be consistent with the public safety and based upon the traffic volumes, drainage requirements and the character of the use of land adjoining the highway and other requirements in the public interest.

* * * * *

SPECIAL REGULATIONS FOR CONCRETE OR ASPHALT DRIVEWAY PLACEMENT



Concrete and/or Asphalt Approaches and Ties to the Existing Bituminous Roadway:

1. The permit applicant is to provide a drawing showing the profile tie, radii and the tie into pavement. The drawing is to show the cross section of the driveway with a minimum of a one inch radius on the exposed edge, on radii and shoulder approach. (See reverse side for typical drawing).
2. The permit application is to be checked and issued by the Road Commission's engineer.
3. You are to call 24 hours before pouring concrete.
4. Should it ever become necessary to remove the approach concrete due to maintenance or construction operations, the applicant agrees to replace the concrete from the road right-of-way line to bituminous pavement at his cost.
5. A minimum shoulder width of five feet with 1/2 inch per foot drop from bituminous pavement is required. Wider shoulders to maintain minimum slope or special slope will be determined by the Road Commission's engineer.
6. A joint, either a cold joint, saw cut or insulated joint, is to be made at the right-of-way line or as directed by the engineer to facilitate removal, if necessary.
7. If the requirements of this permit are not complied with, the Road Commission's engineer will determine the corrections to be made or the removals to be completed by the contractor.

IF ASPHALT IS USED FOR APPROACHES ON CONCRETE DRIVEWAYS:

8. The concrete shall end in back of the ditch line or a minimum of the right-of-way line from edge of road.
9. Asphalt may be place between the concrete and the road at 240 pounds per square yard.

THE DRIVEWAY PERMIT APPLICATION AND THIS GUIDELINE SHALL BE SIGNED BY BOTH THE PROPERTY OWNER AND THE CONTRACTOR

Contractor

Property Owner

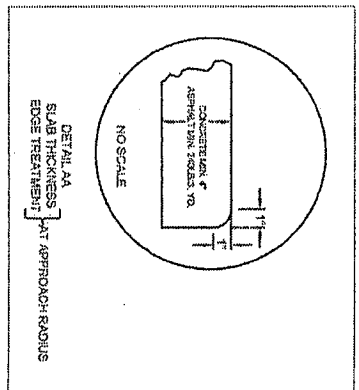
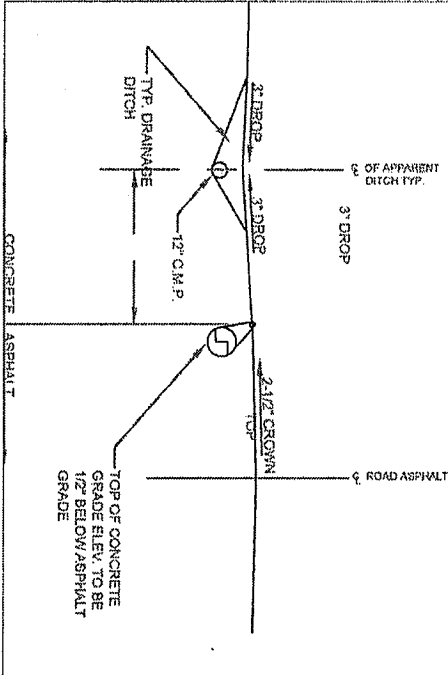
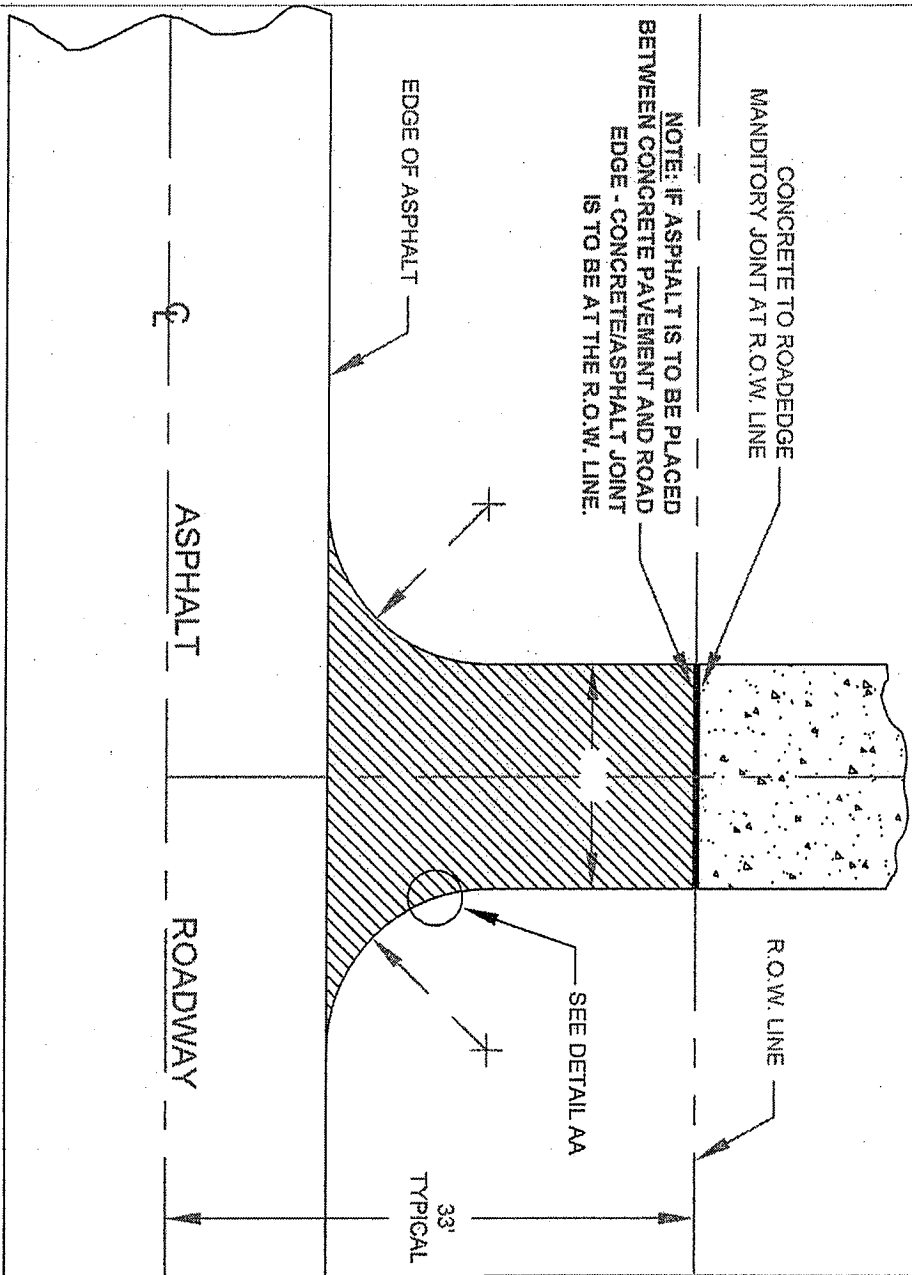
Date Signed: _____

Date Signed: _____

Permit Number: _____
(Office use only)

NOTE: DRIVEWAY PAVEMENT WIDTH VARIES
 TYPICALLY 12 FT. TO 16 FT.
 RADIUS MAY VARY TO F.T.
 TYPICALLY 10 FT. TO 15 FT.

NOTE: IF ASPHALT IS TO BE PLACED
BETWEEN CONCRETE PAVEMENT AND ROAD
EDGE - CONCRETE/ASPHALT JOINT
IS TO BE AT THE R.O.W. LINE.



CONTRACTOR NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 CONTRACTOR'S SIGNATURE: _____

PLAN VIEW
 SCALE: 1/8"=1'-0"

NOTE: MIN. SLAB THICKNESS CONCRETE 4 INCHES
MIN. ASPHALT IS TO BE 240 LB/S. YD.

VAN BUREN COUNTY ROAD COMMISSION
 P.O. BOX 165
 LAWRENCE, INDIANA 46914

TYPICAL DRAWING FOR CONCRETE DRIVE PERMIT
 (TO BE SUBMITTED WITH PERMIT)

DATE: _____ DWG NO. _____
 SCALE NOTED _____ SHEET _____ OF _____

STIPULATIONS PERTAINING TO PERMITS

1. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Road Commission and must comply with the Road Commission's current requirements and specifications on file at its offices and MDOT specifications.
2. **Fees and Costs.** Residential permits are FREE; however, the Permit Holder (which is the Deed Holder to the property if you are applying for a Driveway Permit) shall be responsible for all fees incurred by the Road Commission in connection with this permit (if any) and shall deposit estimated fees and costs as determined by the Road Commission, at the time the permit is issued.
3. **Bond.** The Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Road commission at the time the permit is issued.
4. **Insurance.** The Permit Holder shall furnish proof of liability and property damage insurance in the amount of a minimum of \$1,000,000 naming the Road Commission as an Additional Insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with return receipt required to the Road Commission.
5. **Indemnification.** The Permit Holder shall hold harmless and indemnify and keep indemnified the Road Commission, its officers and employees from all claims, suits and judgments to which the Road Commission its officers, or employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Road Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Road Commission, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
6. **MISS DIG.** The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended. CALL MISS DIG AT (800) 482-7171 AT LEAST **THREE (3) WORKING DAYS**, BUT NO MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** The Permit Holder must notify the Road Commission at least forty-eight (48) hours before starting work and must notify the Road Commission when the work is completed so that Central Dispatch can be notified of any road closure/opening.
8. **Time Restrictions.** All work shall be performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., unless written approval is obtained from the Road Commission, and work shall be performed only during the period set forth in this permit.
9. **Safety.** The Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site conditions shall comply with the Michigan Manual of Uniform Traffic Control Devices.
10. **Restoration and Repair of Road.** The Permit Holder agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began and to repair any damage to the road right-of-way which is the result of the facility whenever it occurs or appears.
11. **Limitation of Permit.** This permit does not relieve the Permit Holder from meeting other applicable laws and regulations of other agencies. The Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.
12. **Revocation of Permit.** The permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at the Permit Holder's expense at the request of the Road Commission.
13. **Violation of Permit.** This permit shall become immediately null and void if the Permit Holder violates the terms of this permit and the Road Commission may require immediate removal of the Permit Holder's facilities, or the Road Commission may remove them without notice at the Permit Holder's expense.
14. **Assignability.** This permit may not be assigned without the prior approval of the Road Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
15. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Acts of 1969, Act 283 of 1909, and any other act or regulation applicable to the State of Michigan.
16. **FOR CONCRETE OR ASPHALT DRIVEWAYS – SEE “SPECIAL REGULATIONS FOR CONCRETE AND/OR ASPHALT DRIVEWAY REPLACEMENT”.**
17. We are now requiring silt fencing to be installed along the right-of-way line between the construction site and the roadway. This is to prevent any excavated material from eroding into the drainage area. The fencing will also discourage any construction vehicles from accessing the sight or roadway through the right-of-way area.