

Instructions to Commercial Driveway Permit Applicants

TO: Driveway Permit Applicants(s)
FROM: Mecosta County Road Commission
SUBJECT: Driveway & Application Permit Form for Use on **County** Roads only.

In applying for a driveway permit from Mecosta County Road Commission, the attached permit form (CRA100) is required. Please complete **all** sections of the permit with these “reminders”.

1. Applicant(s) names, address, telephone number (including area code), fax number (if applicable) signature and date.
2. If you are hiring a contractor to install the driveway, **proof of insurance** with the Mecosta County Road Commission as a Certificate Holder is required along with the Contractors information completely filled out with their signature and date. (NOTE: In the event you are installing the culvert yourself, nothing is required here, but please note the work “SAME” so that we understand this section has not been overlooked in error.)
3. Note the Township Name, Section(s), Name of Road, and Location of nearest Crossroad. ALSO, be sure to include a beginning and ending date for the amount of time needed for completion of driveway. A detailed plan of the project shall be included as well; this plan should include the number of parking spaces and approximate daily traffic, proposed drive width, distance from property lines and any other information that you feel will help. We also require that you **stake the proposed location** so that the inspector may review the site.
4. **MISS DIG MUST BE NOTIFIED IN ADVANCE OF ANY WORK BEGINNING!! Call (1-800-482-7171) and allow at least 3-5 working days for them to respond.**

Upon receiving all required paperwork, the inspector will look at the driveway location and note culvert size (if required) on the permit form.

We do **not** supply or install required culverts. The average size culvert required is normally 12” in diameter. (Plastic culvert is NOT permitted for Commercial Driveways!!)

Culverts may be purchased from local suppliers such as:
Big L Lumber, Stanwood: (231) 823-2088

Once the permit is approved a permit number will be issued and a copy of the permit returned to property owner. The original permit form will be retained in our office. A copy of the permit shall be placed on the jobsite for no less than 30 days after issuance. The permit shall be posted on a board and must be visible from the roadway. If a driveway is not installed per the permit application specifications, the property owner will be issued a notice and will have no more than 15 days to correct the problem.

If you have any questions, please call us at (231) 796-2611. Having **complete and legible** information filled out on the permit form and staking the driveway will assist in the permit form being issued in a timelier manner.

Reminder: Office Hours: 8:00 - 3:30 p.m.

Commercial Driveway Requirements

Commercial Driveway openings will not be permitted closer than 50 feet to a road intersection, as measured from the intersecting road right-of-way to the nearest edge of driveway.

Right-turn lanes and center left-turn lanes may be required; the road commission will make this decision in the best interest of the public.

Drawings

Driveways must be clearly identified at construction site by staking, flagging or other method so they may be easily found when inspectors make a field review. The application should include plans or a drawing for the driveway including:

- Distance from and name of nearest cross drive
- Distance from nearest property line
- Width of drive
- Material of the road the drive will intersect (asphalt or gravel)
- Approximate width and depth of ditch on both sides of proposed driveway
- Trees, poles, etc. within 100 feet of the proposed driveway within the right-of-way
- Driveway surface material (asphalt, gravel or concrete)
- Slope of drive for water run off
- Any other obstructions within the road right-of way that may hamper visibility
- Number of parking spots, or a drawing of the parking lot including dumpsters, signs, etc.

Drainage

If a culvert is required, the road commission shall determine the diameter and length of the culvert. The applicant shall furnish, install and maintain the culvert so determined.

Culverts shall be installed in line with and on the same grade as the road ditch, and be covered by at least 12 inches of material. The culvert must be covered over its entire length; however your driveway must be at least 10 feet wide but no more than 25 feet wide.

All culverts should be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown

<u>Diameter</u>	<u>Gauge</u>
12"-24".....	16
30"-36".....	14
42"-54".....	12
60"-72".....	10

APPLICATION AND PERMIT

To construct, operate, maintain
Use and/or remove within a county
Road right-of-way

Issuance Date

BOARD OF COUNTY ROAD COMMISSIONERS of MECOSTA County, Michigan
 ADDRESS: 120 DeKraft Big Rapids, Mi. 49307
 PHONE: (231) 796-2611 FAX: (231) 796-5287

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: _____	NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
TELEPHONE NO. _____	TELEPHONE NO. _____
FAX NO. _____	FAX NO. _____
EMAIL _____	EMAIL _____

Applicant's Signature Title _____ Date: _____	Contractor's Signature Title _____ Date: _____
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FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application Fee \$ _____	Plans and Specs. _____ Bond _____ Proof of Insurance Yes _____ No _____ P.I. \$ _____ P.D.\$ _____ Other _____
Permit Fee \$ <u>See Permit Fee Schedule</u>	
Est. Inspect. Fee \$ _____	
Bond \$ _____	
Deposit \$ _____	
Other \$ _____	
To Be Billed \$ _____	
Receipt Number _____	
Dated _____	

APPLICATION

Applicant and /or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

CITY: _____ / or TOWNSHIP _____ SECTION _____
 NAME OF ROAD _____ between _____ and _____
 For a period beginning _____ and ending _____
 and agrees to the terms of the permit.

COMMERCIAL DRIVEWAY PERMIT

BE SURE TO NOTIFY "MISS DIG" PRIOR TO ANY WORK BEGINNING!

(1-800-482-7171)

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. *When Applicant hires a Contractor the "Permit Holder" is the Applicant and the Contractor.*

RECOMMENDED FOR ISSUANCE:

APPROVED BY AUTHORIZED AGENT OF THE MECOSTA
COUNTY BOARD OF ROAD COMMISSIONERS:

Investigator: _____ Approved By: _____

Title: _____ Date: _____ Title: _____ Date: _____

1. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Commission and must comply with the Commission's current requirements and specifications on file at its offices and M.D.O.T. specifications.
2. **Fees and Costs.** Permit Holder shall be responsible for all fees incurred by the Commission in Connection with this permit and shall deposit estimated fees and costs as determined by the Commission, at the time the permit is issued
3. **Bond.** Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Commission at the time permit is issued.
4. **Insurance.** Permit Holder shall furnish proof of liability and property damage insurance in the amount stated on this permit naming the Commission as an insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be canceled without ten (10) days advance written notice by certified mail with return receipt required to the Commission.
5. **Indemnification.** Permit Holder shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgments to which the 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 Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the 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 TWO (2) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** Permit Holder must notify the Commission at least 48 hours before starting work and must notify the Commission when work is completed.
8. **Time Restriction.** All work shall be performed Mondays through Fridays between 8:00 A.M. and 5:00 P.M. unless written approval is obtained from the Commission, and work shall be performed only during the period set forth in this permit.
9. **Safety.** 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 Michigan Manual of Uniform Traffic Control Devices.
10. **Restoration and Repair of Road.** 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 Permit Holder from meeting other applicable laws and regulations of other agencies. 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.** This permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Commission.
13. **Violation of Permit.** This permit shall become immediately null and void if Permit Holder violates the terms of this permit, and the Commission may require immediate removal of Permit Holder's facilities, or the Commission may remove them without notice at Permit Holder's expense.
14. **Assignability.** This permit may not be assigned without prior approval of the 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.

ADDITIONAL REQUIREMENT TO WORK WITHIN
COUNTY RIGHT OF WAY

NOTICE

PERMIT APPLICANTS AND THEIR CONTRACTORS ARE SUBJECT TO: PART 91, SOIL EROSION AND SEDIMENTATION CONTROL (SESC), of the Natural Resources and Environmental Protection Act, 1994 PA 451, As Amended. A permit may be required for SESC:

Contact the Drain Commissioners office for more information

Jackie Fitzgerald, Drain Commissioner
14485 Northland Drive
Big Rapids, MI 49307
Phone: (231) 592-0103
Fax: (231) 592-9446
E-mail: drain@co.mecosta.mi.us

OR

Michigan Department of Environmental Quality at www.michigan.gov/deg, then click on the LAND link then SOIL EROSION AND SEDIMENTATION CONTROL link.