

Instructions to Residential 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 and Additional Insured 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**. The Driveway Permit Diagram form shall also be filled out as accurate as possible, please follow the instructions on the form to correctly complete the form. 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.** (a list of required information is available on our website under the permits link)

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 and 30’ long. (Plastic culvert is NOT recommended!!)

Culverts may be purchased from local suppliers such as:

Big L Lumber, Stanwood: (231) 823-2088

Smith Lumber, Evart: (231) 734-5513

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: April 1st – October 1st M-Thurs. 6:00 – 4:30 p.m.
October 1st – March 31st M-Fri. 7:00 – 3:30 p.m.

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 DeKrafft 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 \$ 30.00	
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.

RESIDENTIAL 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:

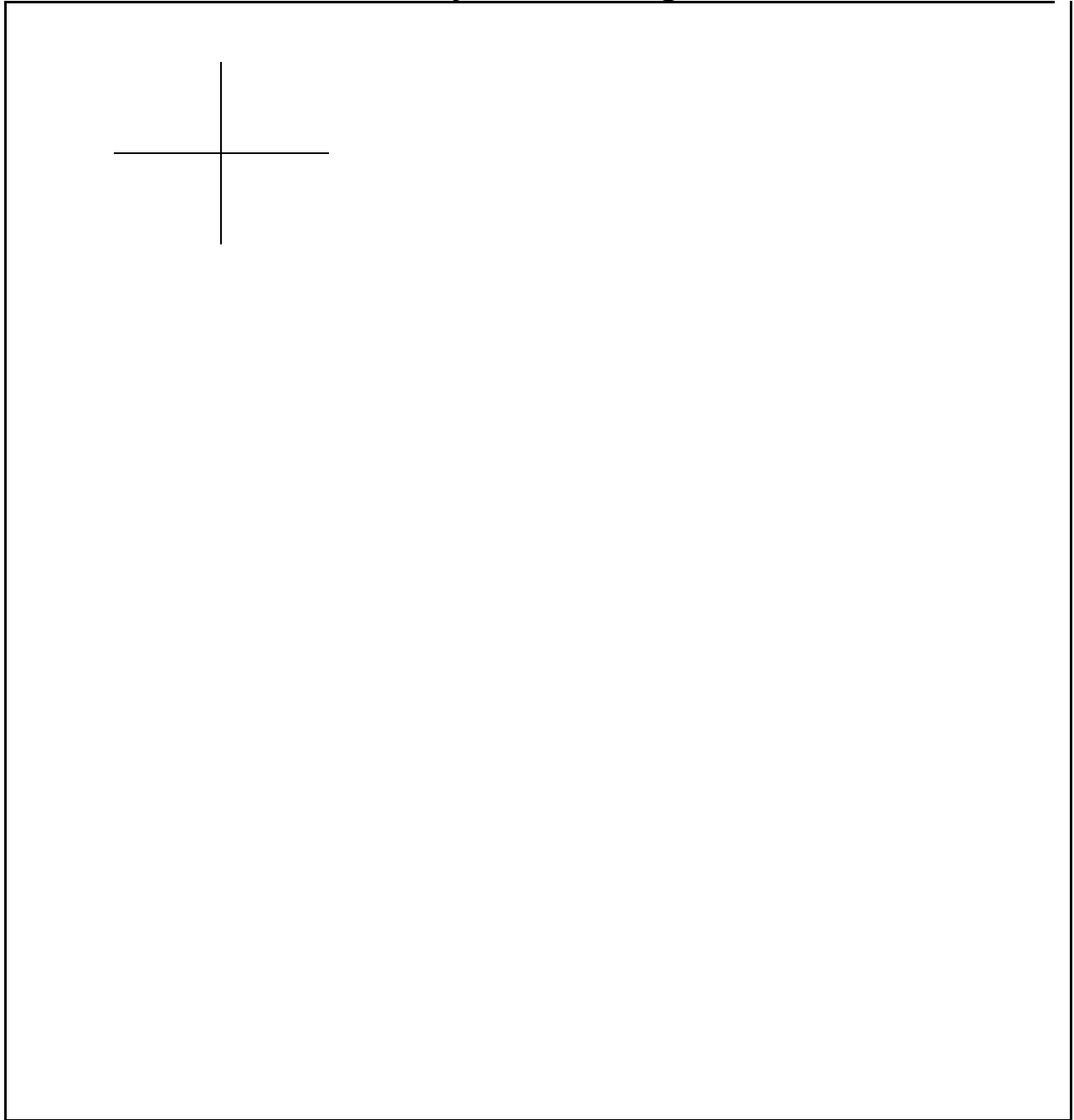
APPROVED BY AUTHORIZED AGENT OF THE BOARD OF ROAD
COMMISSIONERS:

Investigator 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.

Driveway Permit Diagram



In this diagram, please include the road name, distance from and name of nearest cross road, approximate distance from property lines, width of driveway, approximate location of any buildings or landmarks, and mark north on the axis above.

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: jfitzgeraldl@co.mecosta.mi.us

OR

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