



**INGHAM COUNTY ROAD COMMISSION  
DRIVEWAY APPLICATION**

Application Number \_\_\_\_\_ Permit Fee \_\_\_\_\_  
Receipt Number \_\_\_\_\_ Culvert Fee \_\_\_\_\_

Commercial       Residential

Application and permit to construct, use, and maintain a driveway approach to an Ingham County Road. If the 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.: _____ FAX NO.: _____	TELEPHONE NO.: _____ FAX NO.: _____
SIGNATURE: _____	SIGNATURE: _____
TITLE: _____ DATE _____	TITLE: _____ DATE _____

The above named applicant hereby makes application for a permit to construct a driveway approach within the right-of-way of \_\_\_\_\_ located in \_\_\_\_\_ Township, Section(s) \_\_\_\_\_

During a period beginning \_\_\_\_\_ and ending \_\_\_\_\_. The exact location is as follows:

\_\_\_\_\_

(Parcel address or location from nearest cross road)

Proposed driveway width at R/W line \_\_\_\_\_ ft. Driveway surface type \_\_\_\_\_ Parcel frontage \_\_\_\_\_ ft.

Remarks: \_\_\_\_\_

The above stated intentions shall be carried out in the manner applied for and in accordance with plans, specifications, maps, and statements filed with the Road Commission as part of this application. If said permit is granted, the above named applicant agrees to meet all requirements of the Road Commission's standard specifications, supplemental specifications, and conditions set forth on the reverse side of this application and permit.

**DO NOT WRITE BELOW THIS LINE**

**FIELD INSPECTION REPORT:** Date: \_\_\_\_\_

Road surface \_\_\_\_\_ Curb \_\_\_\_\_ Ditch \_\_\_\_\_ Obstructions \_\_\_\_\_

Culvert required \_\_\_\_\_ Diameter and length \_\_\_\_\_ Curb cut \_\_\_\_\_ Size \_\_\_\_\_

Proposed driveway surface \_\_\_\_\_ Remarks: \_\_\_\_\_

\_\_\_\_\_

Inspector \_\_\_\_\_

A permit as requested in the foregoing application, subject to the conditions to which the applicant therein agrees, is hereby granted commencing \_\_\_\_\_ and ending \_\_\_\_\_. The period applied for and granted in this application and permit covers activity within the right-of-way. The applicant's obligation to maintain the driveway remains in force as long as the driveway exists.

INGHAM COUNTY ROAD COMMISSION  
301 Bush Street, P.O. Box 38, Mason, Michigan 48854  
Phone: (517) 676-9722 Fax: (517) 676-5914

## DRIVEWAY PERMIT RULES AND REGULATIONS

1. **SPECIFICATIONS:** All work performed under this permit must be in accordance with the approved plans, specifications, maps, and statements filed with the Road Commission. The work must comply with the Road Commission's current requirements and specifications and applicable MDOT specifications.
2. **FEES & COSTS:** The permit applicant shall be responsible for all fees and costs incurred by the Road Commission in connection with this permit and shall deposit estimated fees and costs, as determined by the Road Commission, at the time the permit is issued.
3. **CASH BOND:** The permit applicant shall, upon request, provide a cash deposit, certified check, cashier's check, money order, or irrevocable letter of credit drawn on a solvent bank for an amount acceptable to the Road Commission at the time the permit is issued.
4. **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 and employees may be subject. The Permit Holder shall also hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees 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 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 the 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.
5. **ACCIDENT LIABILITY:** The Permit Holder shall be liable for all damages, both to property and to persons, resulting from accidents which may occur as a result of the proposed operations in pursuance hereof.
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 THE START OF WORK.** The Permit Holder assumes all responsibility for damages to or interruption of underground utilities.
7. **TIME RESTRICTIONS:** All permitted work must be performed Mondays through Fridays between 8:00 AM and 5:00 PM unless written approval is obtained from the Road Commission to work outside of those hours. The permitted work shall be performed during the period of time described on the permit unless an extension is granted by the Road Commission. Additional permit fees may be required to consider a time extension.
8. **SAFETY:** The Permit Holder agrees to work under this permit in a safe manner and to keep the road right-of-way affected by this permitted activity in a safe condition until the work is completed and accepted by the Road Commission. All work zone signing and flagging operations shall comply with the Michigan Manual of Uniform Traffic Control Devices and Road Commission standards. Traffic shall be maintained at all times unless otherwise indicated hereon by a duly authorized representative of the Road Commission.
9. **RESTORATION AND REPAIR OF ROAD:** The Permit Holder agrees to restore the road and right-of-way to a condition equal to or better, as determined by the Road Commission, than its condition before the work began.
10. **LIMITATION OF PERMIT:** This permit does not relieve the Permit Holder from complying with regulations of other agencies or applicable laws. The Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from governmental agencies, public utilities, corporations, and individuals, including property owners. Permission may be required from adjoining property owners.
11. **VIOLATION AND REVOCATION OF PERMIT:** Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or by false information given on the application. Failure to comply with the conditions of this permit may be just cause for the immediate suspension or revocation of any or all permits and cause for the Road Commission to use bond money to restore the road and right-of-way to its satisfaction. This permit may be suspended or revoked at will. It is to be understood that the Permit Holder acquires no rights in the road right-of-way and expressly waives any right to claim damages or compensation in case this permit is revoked.

A copy of this permit shall be available at the sight of the work and subject to inspection at all times by representatives of the Road Commission.

### STANDARD SPECIFICATIONS

1. **DRIVEWAY DIMENSIONS:** Driveway width at the right-of-way line shall be at least 12 feet, but not more than 20 feet. If the road has curb and gutter, the width of the curb opening (curb cut) shall be as indicated on the Field Inspection Report portion of the permit. Curb openings shall not be less than 20 feet or more than 30 feet in width.
2. **DRAINAGE:** Driveways shall be constructed so that drainage patterns are not adversely affected by the driveway, or its construction. Drainage patterns and stability of the road pavement and subgrade shall not be altered by driveway construction or roadside development. All driveway culverts shall be corrugated metal pipe (CMP) of adequate size to carry the anticipated natural flow of the ditch, unless otherwise approved. Driveway culverts shall be a minimum of 12-inches diameter, have a minimum length of 24 feet, and a maximum length of 48 feet. Except for driveway crossings, enclosure of roadside ditches will not be permitted. The installation of headwalls on culvert ends is not permitted. The Road Commission may require the Permit Holder to prepare the roadside ditch to accommodate culvert installation and subsequent driveway construction.
3. **SURFACING AND GRADES:** Driveways constructed to access unpaved roads may be surfaced in asphalt or concrete, but the pavement shall not extend into the road right-of-way. Driveways constructed to access paved roads may be surfaced in asphalt or concrete, but concrete pavement shall end 2 feet from the edge of pavement and an asphalt "tab" be installed between the concrete and the edge of road pavement. If the road is uncurbed, the grade of the driveway between the edge of road pavement and the edge of the shoulder shall conform to the slope of the shoulder. Driveway grades shall not exceed 10% (1 foot of rise in 10 feet of run) upward or downward from the edge of shoulder or the back of curb and gutter.