

IONIA COUNTY ROAD COMMISSION  
169 E. Riverside Drive; P.O. Box 76, Ionia MI 48846  
(616) 527-1700 (office) or (616) 527-8848 (fax)

## APPLICATION FOR PERMIT

to construct, operate, maintain, use and/or remove within a county road right-of-way

If an applicant hires a contractor to perform the work, the contractor information below must be filled out. BOTH applicant and contractor assume responsibility for the provision of this application and permit.

### APPLICANT

NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

### CONTRACTOR

NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

### PERMIT LOCATION

Township:

Section Number

Name of Road:

Which side of road?    N       S       E       W

Between (closest road):

and

Approximately how far from nearest road?

**Permit Type (circle one):**   *Residential*   *Farm Field*   *Commercial*   *Public/Private Road*   *Other:*

Driveway Surface Type (check one):    Gravel

Bituminous

Concrete

Planned start date:

Planned completion date

*Permits will be issued within seven (7) working days from the day the flag/marker is in place. Permit may be picked up, mailed or faxed to the applicant. By signing below, the applicant and/or their contractor acknowledge receipt of the General and Supplemental Permit Specifications and agree to abide them and any requirements shown on the approved permit. Work cannot begin until an approved permit has been issued.*

Applicant Signature:

Date:

Contractor Signature:

Date:

\*\*\*\*\*

### **FOR ICRC OFFICE USE ONLY:**

Notes:

Permit fee:

Date:

Receipt #:

To be billed:

Bond:

Deposit:

Other:

Application number:

Inspected by:

# **IONIA COUNTY ROAD COMMISSION**

## **RESIDENTIAL DRIVEWAY PERMIT SPECIFICATIONS**

### **SPECIFICATIONS**

All work performed under this permit must be done in accordance with the plan specifications, maps, local ordinances, and statements filed with the Commission, including any amendments made by Ionia County Road Commission, and comply with the Commission's current requirements and specifications on file as well as Michigan Department of Transportation Standard Specifications. Applicant will be responsible for completion of all items of construction set forth in the construction permit, prior to the expiration date on the permit. Once completed; the applicant will be responsible for notifying the Ionia County Road Commission so that a compliance inspection can be scheduled.

1. Permit must be approved before work commences. Permits must be on-site during construction.

#### **2. Safety**

Permit Holder under this permit shall be required to work in a safe manner; furnish, install and maintain all necessary traffic controls and protection during construction in the highway right-of-way in accordance with the Michigan Manual of Uniform Traffic Control Devices and to keep the area affected by this permit in a safe condition (any damages or debris dug into the shoulder or roadway must be repaired or removed promptly by applicant) until work is completed; as deemed necessary by the Ionia County Road Commission

3. Ionia County Road Commission reserves the right to halt any and all activities in the case of a permit violation, revocation or failure to obtain an appropriate permit.

#### **4. Revocation or Violation of Permit**

The permit may be suspended or revoked for failure to comply with permit, local or safety requirements and the Permit Holder shall surrender and alter, relocate or remove its facilities at its expense, following the request of the Commission. The Commission may remove permit holder's or their contractor's facilities without notice at the Permit Holder's expense.

#### **5. Restoration and Repair of Road**

Permit Holder agrees to; in a timely manner (as determined by Ionia County Road Commission), restore the road and right-of-way to condition equal to or better than its condition before the work was begun.

#### **6. 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 government agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.

#### **7. Time period**

The period applied for and granted in this application and permit covers activity within the right-of-way. Failure of the Permit Holder to finish work within one (1) year from date of issuance shall cancel this permit.

#### **8. Miss Dig**

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) full working days, but not more than twenty-one (21) calendar days, before you start work.

## **9. 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 attorneys' 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 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.

10. **Future Changes** in the use of property , such as change from residential driveway to private road or commercial driveway may require changes in the number, design or location of driveways after the effective date of these rules. The property owner shall obtain a new permit from the Ionia County Road Commission.

11. Changes in the driveway surface (gravel to paved) shall require the property owner to obtain a new permit.

12. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Acts of 1969.

## **Definitions**

All driveways for the purpose of serving the residents of one (1) or two (2) single-family dwellings or one (1) two-family dwelling shall be deemed to be a residential driveway.

## **Design Features**

1. No portion of the driveway entrance within the road right-of way or a minimum of 10 feet from the edge of the road shall have a grade greater than 1 foot vertical in 10 feet horizontal.

2. All portions of a residential driveway; including the radii; shall be located entirely within the applicant's property line extended at right angles to the centerline of the road.

3. No portion of a residential driveway; including the radii; shall be located closer than 50 feet to the nearest right-of way line of an intersecting roadway.

4. The center of a residential driveway approach shall be located at least 125 feet from the nearest rail of any railroad-highway grade crossing.

5. No portion of two residential driveways serving the same property; including the radii; shall be located closer than 50 feet; measured parallel to the centerline of the road.

6. All drives shall enter perpendicular to the existing roadway.

7. Brush cutting and clear vision shall be maintained by the property owner along property owner's frontage.

## **Drainage Requirements**

1. The Ionia County Road Commission shall determine whether or not a culvert is required and, if required, the diameter and length of the culvert depending on site specific conditions such as but not limited to slope, base or road conditions. The applicant shall furnish and install the culvert as determined. Any necessary ditching will also be done by the applicant within the property lines.

2. Clean existing ditch if necessary along property line to a depth sufficient to place culvert with 1 foot of granular cover so as driveway is no higher than the road. Ditch shall have 1 on 3 slopes not disturbing edge of road.

3. Culverts shall be no less than 12 inch diameter or less than 30 feet long, installed in line with the road ditch. A **minimum** of 1 foot of granular cover will be required over the culvert installation.

4. Soil erosion control measures shall be taken.

5. Head-walls shall not be permitted within the road right-of-way.

### **Number of Driveways**

One driveway is allowed for residential property, held in one piece, with frontage less than or equal to 150 feet. One additional residential driveway may be permitted where frontage exceeds 150 feet. Two residential driveways may be permitted, in lieu of the above requirements, to serve a circle driveway if the frontage is 100 feet or more.

### **Joint Driveway**

When both property owners abutting a common property line agree, they may construct a joint residential driveway which shall have a minimum width of 20 feet and a maximum width of 30 feet. No more than two residential homes will be allowed to share a residential driveway.

### **Driveway Surface**

At a minimum, driveways shall be surfaced with at least 6 inches of processed gravel and have the same slope as the roadway for at least 10 feet from the edge of the traveled roadway. The Ionia County Road Commission may require the hard surfacing of a portion of the driveway for erosion control, (to control drainage and material runoff from the driveway to the road.)

<b>Residential Driveways</b>		
Design Features	Standard	Range
Intersecting Angle	90 degrees	80 to 100 degrees
Driveway Width	12 feet	10 to 24 feet
Entering Radius	15 feet	10 to 20 feet
Exiting Radius	10 feet	8 to 15 feet
The standard shall be used unless engineering judgment determines that another dimension within the range is more suitable for a particular site or special condition and is approved by the Ionia County Road Commission.		

Effective 3/1/01

# Ionia County Road Commission Residential Driveway Detail and Inspection Report

## Gravel Driveway on Gravel County Road

Instructions: Applicant is to construct proposed driveway as indicated by this detail and the Ionia County Policy for residential driveways. The required dimensions of the proposed driveway are filled out by the permit inspector below.

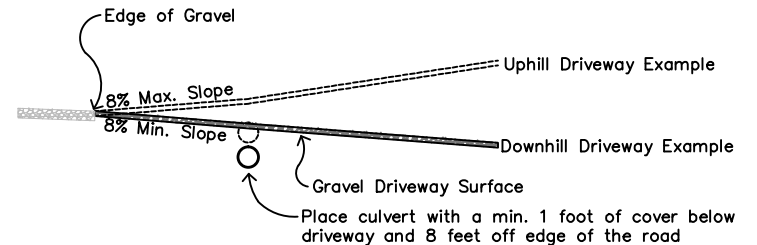
Inspector Notes: \_\_\_\_\_

\_\_\_\_\_

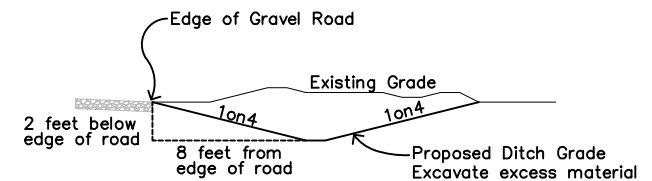
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Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

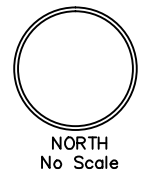
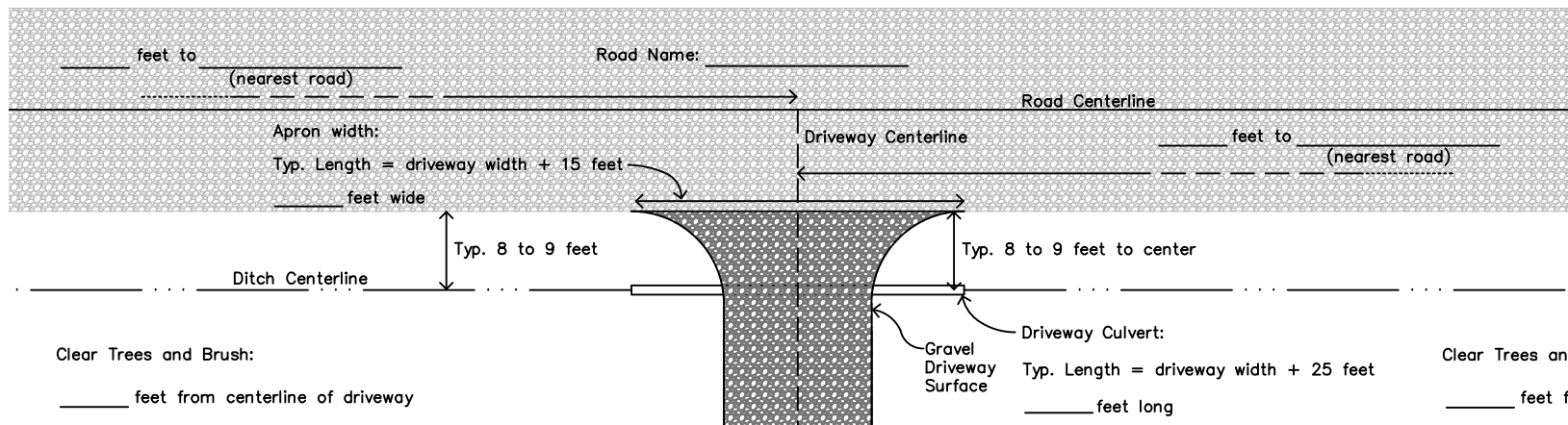
## Driveway Cross Section



## Ditch Cross Section



## Planview



Clear Trees and Brush:

\_\_\_\_\_ feet from centerline of driveway

\_\_\_\_\_ feet from centerline of road

Construct Roadside Ditch:

\_\_\_\_\_ feet from centerline of driveway

Driveway width: \_\_\_\_\_ feet  
(10 foot min. 25 foot max.)

Driveway Culvert:

Typ. Length = driveway width + 25 feet

\_\_\_\_\_ feet long

\_\_\_\_\_ inch diameter

Clear Trees and Brush:

\_\_\_\_\_ feet from centerline of driveway

\_\_\_\_\_ feet from centerline of road

Construct Roadside Ditch:

\_\_\_\_\_ feet from centerline of driveway

# Ionia County Road Commission Residential Driveway Detail and Inspection Report

## Gravel Driveway on Paved County Road

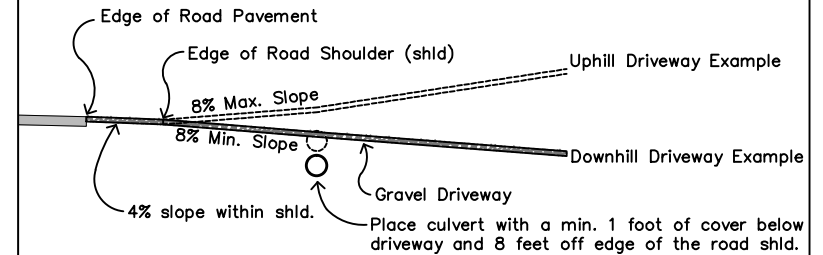
Instructions: Applicant is to construct proposed driveway as indicated by this detail and the Ionia County Policy for residential driveways. The required dimensions of the proposed driveway are filled out by the permit inspector below.

Inspector Notes: \_\_\_\_\_

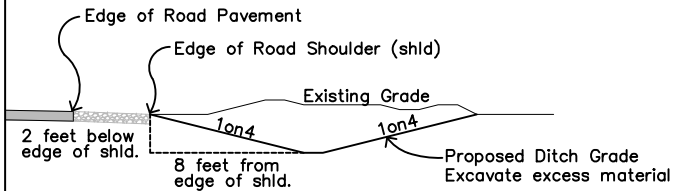
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Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

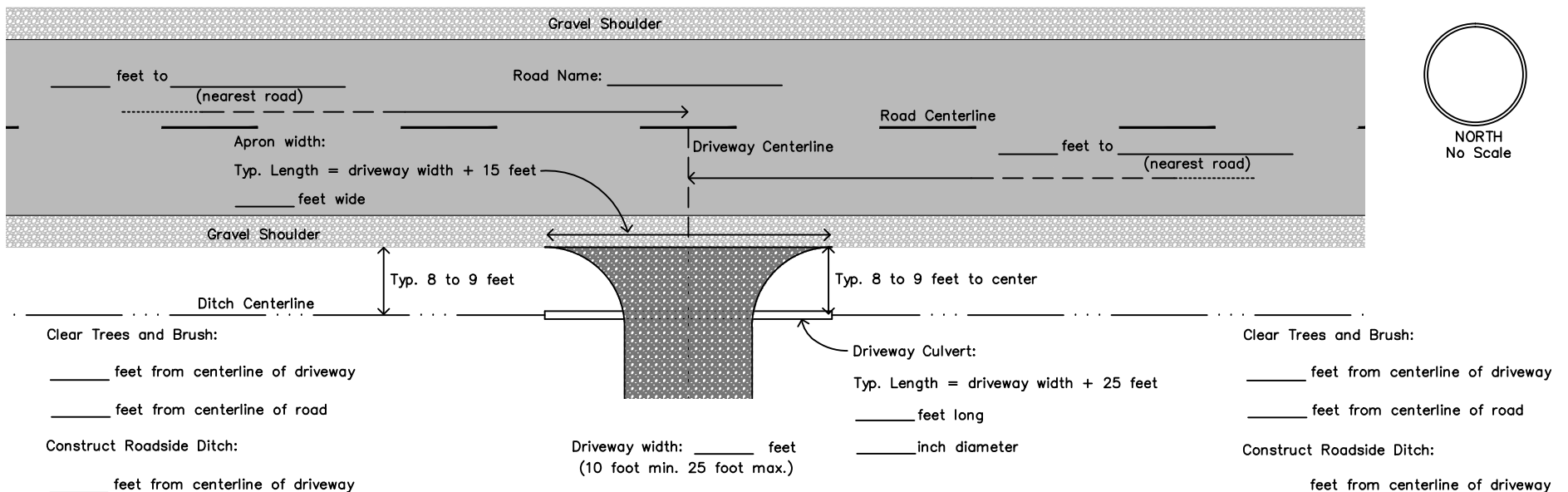
### Driveway Cross Section



### Ditch Cross Section



### Planview



# Ionia County Road Commission Residential Driveway Detail and Inspection Report

## Hard Surface Driveway on Gravel County Road

Instructions: Applicant is to construct proposed driveway as indicated by this detail and the Ionia County Policy for residential driveways. The required dimensions of the proposed driveway are filled out by the permit inspector below.

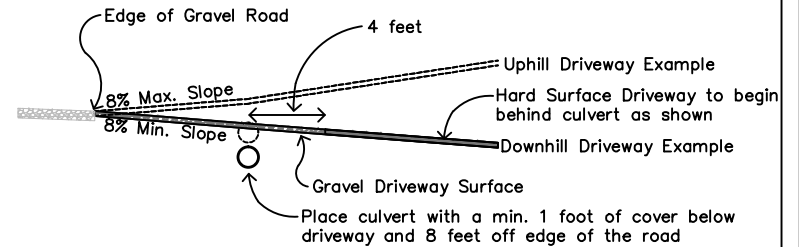
Inspector Notes: \_\_\_\_\_

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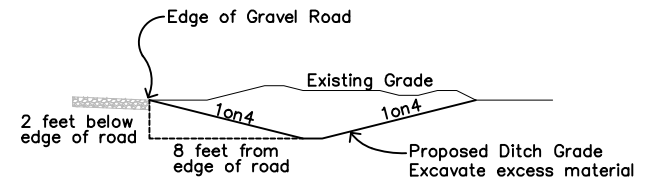
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Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

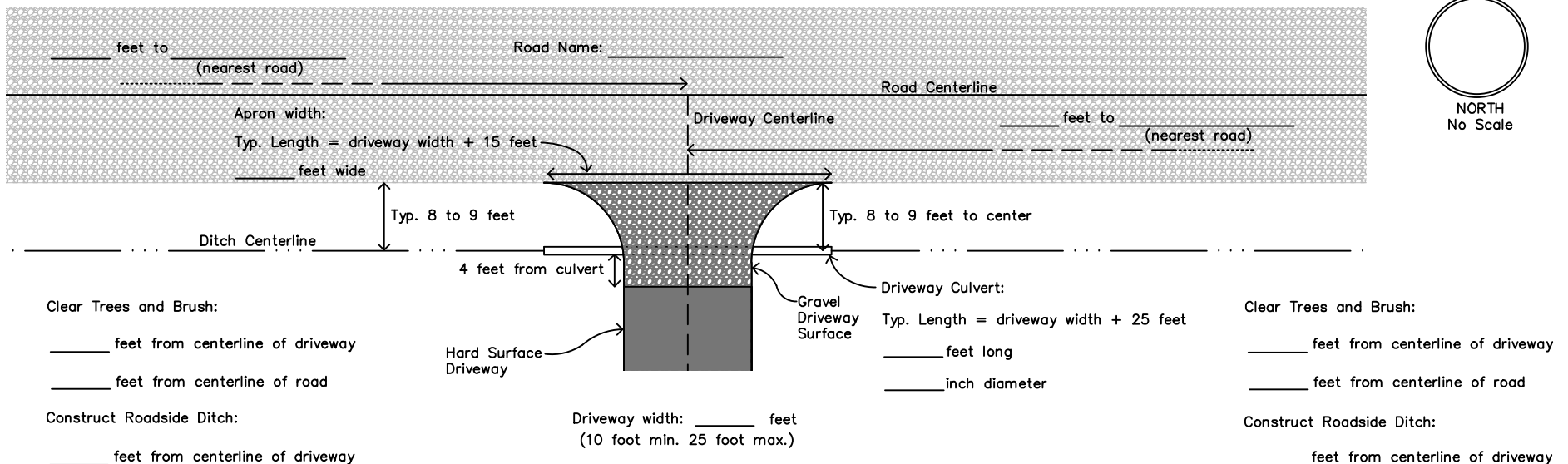
## Driveway Cross Section



## Ditch Cross Section



## Planview



# Ionia County Road Commission Residential Driveway Detail and Inspection Report

## Hard Surface Driveway on Paved County Road

Instructions: Applicant is to construct proposed driveway as indicated by this detail and the Ionia County Policy for residential driveways. The required dimensions of the proposed driveway are filled out by the permit inspector below.

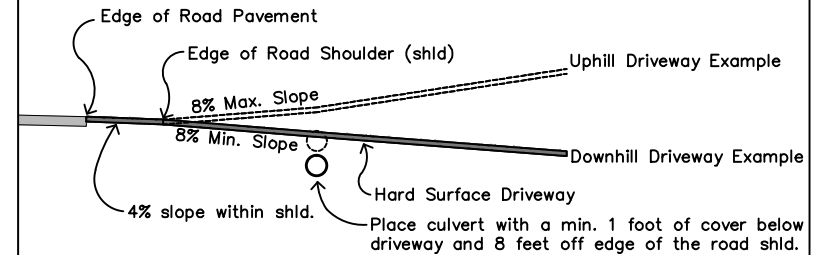
Inspector Notes: \_\_\_\_\_

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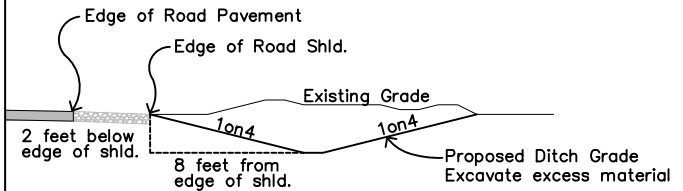
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Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

### Driveway Cross Section



### Ditch Cross Section



### Planview

