

PERMITS AND FORMS MANUAL  
INCLUDING  
ADMINISTRATIVE RULES, PERMIT FORMS AND FEES  
REGULATING  
ALL WORK OR ACTIVITY  
ON AND OVER COUNTY ROADS

Adopted by

Board of County Road Commissioners

1995

Pursuant to: Act 212, Public Acts 1980

Houghton County Road Commission  
P.O. Box 269, 20140 Gagnon Circle, Ripley, Hancock, Michigan 49930 (906)482-3600

The design, location, construction, operation and material specifications for driveways and other construction within the highway right-of-way shall meet requirements of the current Road Commission Minimum Construction Standards, Administrative Rules Regulating Driveways, Banners and Parades On and Over Highways adopted by the Great Lakes Council of County Road Commissions, and the current Michigan Department of Transportation Standard Specifications for Construction.

1. GENERAL

1. PROCEDURE

Permits are required for utilizing any portion of County Road rights-of-way by any person, partnership, association, corporation, or governmental entity to construct, operate, maintain or remove a facility or perform any other work except sidewalk installation or repair.

Fees will be charged according to the attached fee schedule. The fees charged shall be sufficient to cover only the necessary and actual costs applied in a reasonable manner for the issuance of the permit and for review of the proposed activity, inspection and related expenses. After the work authorized in the permit has been completed, itemization of all costs shall be supplied upon request of the permit holder. (Act 212, PA 1980 MCLA ' 224.19B)

Applications are to be submitted on the appropriate forms of the Road Commission. After the application is given a permit number and is signed by the county engineer or his representative and the permit fee is received, it becomes a permit.

The permit does not relieve the applicant from meeting any applicable requirements of law or of other public bodies or agencies.

Any rules or regulations mentioned on the application/permit form and not mentioned in this manual are applicable.

All applications shall meet the following basic requirements before they are accepted for processing:

1. Each Application shall be completely filled out and signed by the applicant and contractor, if known.
2. Plans or drawings shall accompany each copy of the application unless otherwise not required, showing existing highway pavement, ditches, right-of-way and property lines, highway appurtenances, utilities, and dimensions thereof.

2. BASIC MINIMUM REQUIREMENTS

1. The Road Commission reserves the right of inspection of any construction or reconstruction within the highway right-of-way.
2. Forty-eight (48) hour notice is required before commencement of an operation covered by permit.
3. The permittee shall have a copy of the permit available at the site during construction.

4. A permit shall be surrendered to the Road Commission for cause shown or default of any provision of the permit.
5. Work authorized by the permit shall be completed to the satisfaction of the Road Commission on or before the completion date shown on the permit. Extension of time may be granted for cause shown.

3. BONDS

1. Bonds may be required to protect the Road Commission against the cost of completing or repairing faulty construction or damage caused to county roads and to recover the necessary and actual costs for review of the proposed activity, inspection and related expenses.
2. Acceptable types of bonds may be a certified check, cashier's check, money order payable to the Road Commission, surety bond executed on the Road Commission's standard bond form, or cash bond deposited in the Road Commission's account.
3. The type and amount of a bond shall be determined by the county engineer.
4. Bonds may be furnished by either the applicant or the contractor, as approved by the county engineer.
5. Contractors may post blanket bond yearly; however, the estimated work going on at any one time shall not exceed the amount of the bond.

4. INDEMNITY AND INSURANCE

1. A permittee shall save harmless the Road Commission against any claim for damages arising from his negligence or his contractor's negligence in operations covered by the permit.
2. General liability insurance carried by an applicant or contractor will usually be acceptable.
3. Certificates are to be issued to the Road Commission in the following amounts: \$500,000 property damage and \$500,000 personal injury. The Houghton County Board of Road Commissioners and the County of Houghton shall be listed as co-insured on the certificates of insurance.
4. Certificates of Insurance requirements may be waived for permits for residential and rural drives, tree trimming or removal and other minor work when performed by the applicant or his contractor.

5. RESOLUTIONS

1. Resolutions adopted by the governmental unit in cases where the applicant is a city, village, township or county may be used in lieu of a Bond or Insurance Certificate.
2. The Road Commission's Standard Resolution Form can be used, or the form may be used as a guide for adequate wording and content.
3. The county engineer may require a construction performance bond from a contractor doing permit work for a governmental unit, in addition to the resolution.

6. ENFORCEMENT

1. If a person fails to comply with any provisions of a permit or fails to obtain an appropriate permit, the Road Commission may halt his activity for which a permit is required until adequate corrections have been made. Costs incurred by the Road Commission in correcting failure to comply with the terms and conditions of a permit, failure to obtain a permit or defective workmanship or materials shall be borne by the applicant or persons under-taking the activity.
2. The applicant or his representatives shall perform all work and pay all costs in connection with permitted activities.

II UTILITY PERMITS:

1. AFFECTED UTILITIES

1. Public and private utilities for electric power, cable television, telephone, telegraph, water, gas, oil, petroleum products, steam chemicals, sewage, drainage, irrigation and similar lines.
2. Such utilities may involve underground, surface or overhead facilities, either singularly or in combination.

2. MAJOR CONSTRUCTION

1. Aerial telephone, cable television and electrical power lines.
2. Street lights.
3. Gas, water, sewer, oil and other products, mains or pipelines or other facilities.
4. Buried telephone, cable television or electrical conduit or cable.

3. MINOR CONSTRUCTION: (May be covered by Annual Permit)\*
  1. Routine maintenance, inspection and modernization of aerial telephone or electrical power lines, which does not include extension or relocation of the lines.
  2. Routine maintenance, inspection and modernization of underground facilities involving no relocation or extension.
  3. Installation of individual service connections.
  4. Adding guys and anchors to existing utility poles.
  5. Landscaping.

\*Advance notice shall be given in writing of maintenance activities covered by an annual permit when such activity involves disturbing the travelled portion of the road or shoulders. (Emergency repairs excepted.)

4. LOCATION
  1. Utility lines shall be located to minimize the need for later adjustment to accommodate future highway improvements and to permit servicing such lines with minimum interference to highway traffic.
  2. Longitudinal installations shall be located on uniform alignment as near as practicable to the right-of-way so as to provide a safe environment for traffic operation and to preserve space for future highway improvements or other utility installations.
  3. To the extent feasible and practicable, utility line crossings of the highway shall cross on a line generally normal to the highway alignments. All utility crossings at county primary roads and/or major local roads are to be encased by boring and jacking unless otherwise directed by the County Engineer.

### III DRIVEWAY PERMITS

1. DEFINITIONS:
  1. Circle Driveway - A private driveway that enters and leaves private property at two points within the same frontage.
  2. Commercial Driveway - A driveway serving a commercial establishment,

industry, governmental or educational institution, hospital, church, apartment building or other large traffic generator.

3. Divided Driveway - A driveway designed so that traffic leaving the highway is separated from traffic entering the highway.
4. Driveway Construction - Construction of a new driveway, approaches, installation of drainage culverts, and change or reconstruction of existing driveways, grades or surfaces within the right-of-way.
5. Residential Driveway - A driveway serving a private home.

## 2. RESIDENTIAL DRIVEWAY PERMITS

### 1. APPLICATION

The property owner shall apply for a permit for driveway construction by completing the permit application form and returning it to the Road Commission office. The application shall be filled out completely with an accurate description of the location of the proposed drive. Additionally, the property owner shall stake the location of the proposed drive. Upon receipt of the permit application, the Road Commission inspector will determine the necessary requirements including the need for culvert placement. If culvert installation is required, then the property owner may elect to have the Road Commission install the culvert according to the Houghton County Road Commission culvert installation policy page.

The permit will not be approved until the residential driveway permit fee is received.

### 2. RESIDENTIAL DRIVEWAYS, NUMBER AND SEPARATION

1. One residential driveway shall be permitted for each platted lot or for unplatted residential property with less than 100 feet of frontage.
2. One additional residential driveway may be permitted for residential property for each 70 feet in excess of the first 100 feet of frontage.
3. Two residential driveways may be permitted on the same property in lieu of #3 above, to serve a circle driveway if the frontage of the property is 80 feet or more.
4. Residential driveways on the same property shall be at least 45 feet apart, center-to-center.
5. If located adjacent to an uncurbed intersecting highway, the point of

curvature of the driveway radius shall be at least 50 feet from the edge of pavement of the intersecting highway.

6. Joint residential driveways will not be permitted.

3. SURFACE REQUIREMENTS:

All residential driveways shall be surfaced with gravel or better within the right-of-way.

Requirements for hard surfaced residential drives will be the following:

1. Six inches C.I.P. Michigan Department of Transportation No. 22A gravel and 1 2 inches Michigan Department of Transportation No. 1100T, 20A bituminous wearing course.
2. Concrete driveways will not be constructed within the right-of-way.

3. COMMERCIAL DRIVEWAY PERMITS

1. APPLICATION:

Owner must submit a drawing showing existing roadway, location of buildings, both proposed and existing, and appurtenances and dimensions thereof and details of internal traffic circulation, parking facilities and relationship to property corners. Permit type and volume of traffic, type of roadside development and other operational considerations. The permit applicant shall deposit an amount of money in the Road Commission account sufficient to cover the permit fee, drawing of a detailed plan in accordance with Road Commission specifications, staking and inspection of the forms, and field inspection by the county engineer. The compliance with this section will be at the discretion of the county engineer or his representative.

2. SURFACE REQUIREMENTS:

The area of a commercial driveway approach within road right-of-way shall conform to one of the following specifications:

1. In driveways carrying vehicles heavier than passenger cars or a frequency of use greater than 100 vehicles per day, the following MDOT specification material shall be used:
  1. Eight inches C.I.P. MDOT No. 22A gravel and 2 2@MDOT



No. 1100T, 20A bituminous wearing course.

2. Four inches MDOT No. 500, 20C bituminous base course and 2" MDOT No. 1100T, 20A bituminous wearing course.

2. In driveways carrying passenger cars only at a frequency of use less than 100 vehicles per day, the following materials may be used:

1. Six inches C.I.P. MDOT No. 22A gravel and 2" MDOT No. 1100T, 20A bituminous wearing course.

2. Three inches MDOT No. 500, 20C bituminous base course and 1 2" MDOT No. 1100T, 20A bituminous wearing course.

3. Concrete driveways are not permitted within the right-of-way.

4. LAYOUT:

Dimensions of driveways and turn lanes or tapers for commercial and residential applications shall conform to the guidelines specified in the current manual of Administrative Rules Regulating Driveways, Banners and Parades On and Over Highways adopted by the Great Lakes Council of County Road Commissions.

5. PROFILE:

A driveway profile shall be determined using the following criteria:

1. If the highway is uncurbed, the grade of the driveway between the highway edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder.

2. If the highway is uncurbed or if the sidewalk is more than 10 feet from the edge of the pavement or if there is no sidewalk:

(i) The grade of a two-way, one-way or divided commercial driveway shall not exceed 1.5% for a minimum distance of 25 feet as measured from the edge of shoulder or eight (8) feet from the edge of pavement (whichever is greater). Beyond this distance the grade shall not exceed 8%.

(ii) The grade of a residential or utility structure driveway or field entrance shall not exceed 10%.

3. If the highway is curbed and if the sidewalk is 10 feet or less from the edge of pavement, the grade of a driveway, except a directional driveway, shall be the grade required to meet the sidewalk elevation; but if the grade would exceed

the maximums specified in paragraph (2), the sidewalk shall be either tilted or inclined.

4. The grade of a directional driveway shall be designed so to provide vision of the highway edge of pavement and the driveway surface for a distance of 100 feet along the driveway. For a driveway on an upgrade towards the highway, a grade of 1.5% for a distance of 100 feet from the edge of the pavement is acceptable. Beyond this distance, the grade shall not exceed 4% and the difference in grades where there is a change of grade shall not exceed 3%.
5. Vertical curves, with a minimum length of 15 feet, shall be provided at a change of grade of 4% or more.
6. If the sidewalk elevation has to be adjusted to meet the driveway, the Road Commission may require that the sidewalk be inclined at a rate not to exceed 1 foot vertical for every 24 feet horizontal.

F. DRAINAGE:

1. A driveway shall be constructed so that it does not adversely affect the highway drainage. The drainage and the stability of the highway subgrade shall not be altered by driveway construction or roadside development.
2. Drainage from adjacent parking or storage areas on private property in excess of existing drainage shall not be discharged into the highway drainage system.
3. Culvert pipe shall be of a size adequate to carry the anticipated natural flow of the ditch. The culvert shall be no smaller than the nearest upstream culvert nor less than 15 inches inside diameter. A culvert, catch basin, drainage channel and other drainage structure required within the highway right-of-way shall be manufactured or constructed and installed in accordance with the current Michigan Department of State Highways Standard Specifications for Highway Construction. The minimum length of the culvert may be determined as the sum of the distance between driveway edges, measured along the ditch line, plus the distances needed to accommodate an embankment slope not steeper than 1 foot vertical for 3 feet horizontal on both sides of the driveway on county highways where the speed limit is equal to or greater than 25 m.p.h. and not steeper than 1 foot vertical for 2 feet horizontal on county highways where the speed limit is less than 25 m.p.h.
4. All culverts shall be double-walled polyethylene or approved equal, as required by Michigan Department of Transportation Standard Specifications. Used culverts will not be placed within the county road right-of-way.

IV PARADE AND BANNER PERMITS:

Parade and banner permits shall conform to requirements listed on parts 4 and 5 of the Administrative Rules Regulating Driveways, Banners and Parades on and Over Highways adopted by the Great Lakes Council of County Road Commissions.

V TRANSPORTATION PERMITS:

1. Extended Transportation Permit (Annual) -  
For the movement of overweight/oversize equipment within a county road right-of-way.
2. Special Transportation or Building Moving Permit (Single trip) -  
For the movement of overweight/oversize vehicles or loads within a county road right-of-way. (Single trip)
3. Milk Haulers Permit -  
For the movement of milk at normal legal weights on seasonal routes during the spring weight restriction period.
4. Miscellaneous Hauling Permit -  
For movement of products at normal legal weights on seasonal routes during the spring weight restriction period.