

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: To be billed: Other:  
Date: Bond: Application number:  
Receipt #: Deposit: Inspected by:

# **IONIA COUNTY ROAD COMMISSION COMMERCIAL 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 will 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. Notification of Intent to Start**

Permit holder must notify the Commission at least forty-eight (48) hours, but not to exceed seventy-two (72) hours, (excluding weekends and holidays), before starting work within the right-of-way. The Commission must be notified 24 hours in advance before pouring concrete curb and gutter, to check curbing forms.

### **6. Restoration and Repair-of Road**

Permit holder agrees to, in a timely manner (as determined by the 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, and to repair any damage to the road right-of-way which is the result of the facility whenever it occurs or appears.

### **7. 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.

### **8. 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. Renewal may be obtained for an additional year upon payment of the permit fee. Failure to do so will result in the forfeiture of the performance guarantee accompanying the permit. The obligation to operate, use, and/or maintain the facility to the satisfaction of the Commission remains in force as long as the facility exists and is within an area under the jurisdiction of the Commission.

## **9. Time Restrictions**

All work shall be performed Mondays through Fridays (excluding holidays), between 8:00 A.M. and 5:00 P.M. unless written approval is obtained from the Ionia County Road Commission, and all work shall be performed only during the period set forth in this permit.

## **10. 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.

## **11. Performance Guarantee**

A performance guarantee shall be required for a permit which is issued for construction or reconstruction of a Medium or High Volume Commercial Driveway to protect the Ionia County Road Commission against the cost of completing construction or correcting deficiencies. A reasonable amount of coverage shall be determined by the Ionia County Road Commission. A performance guarantee will not be required from a governmental agency. Acceptable types of performance guarantee may be a certified check or money order payable to the Ionia County Road Commission.

## **12. Insurance**

Permit Holder of a Medium or High Volume Commercial Driveway 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 of not less than the term of this permit and shall provide that it cannot be canceled without being released by the Ionia County Road Commission.

**13. Indemnification**-Permit holder shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgements to which the Commission, its officers, or employees may be subject and for all cost 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.

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

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

## Driveway Designation

Any driveway providing access to land which is used for industrial, institutional or commercial purposes shall be deemed to be a commercial driveway. Determination by the Ionia County Road Commission, as whether or not a specific use shall be designated commercial, shall be final and binding. Commercial driveway requirements will vary based on the amount and type of traffic produced by the driveways as well as the existing amount and type of traffic on the adjacent public road.

All commercial driveway permits must include an anticipated peak hour vehicle count or heavy truck count (whichever is greater within the table below) coming to and from the proposed development onto the public road.

<b>Driveway Volume Designation</b>	<b>Peak Hour per Vehicles</b>	<b>Heavy Trucks per 24 hours</b>
	<i>Anticipated Average</i>	
Low	10 or less	10 or less
Medium	11 to 30	11 to 40
High	30 or more	40 or more

The ICRC will determine the volume designation of the adjacent roadway, based off of the most recent traffic data collected. With that data, the volume designation can be determined from the table below.

<b>Adjacent Road Volume Designation</b>	<b>Average Daily Traffic</b>	<b>Heavy Trucks per 24 hours</b>
	<i>Most current ICRC count</i>	
Paved Primary	2,501 or more	251 or more
Paved Secondary	2,500 to 1,001	250 to 101
Gravel	1,000 or less or gravel	100 or less or gravel

## Design Features

1. All applications for commercial driveway permits must be accompanied by a copy of the site plan. The Ionia County Road Commission shall require site elevations in cases where such information is necessary to make prudent decisions concerning the integrity of the right-of-way.
2. A temporary commercial drive shall be required by the Ionia County Road Commission on medium and high volume commercial drives that intersect with a hard surface road unless all work on commercial drive is completed prior to site development. If required, it shall have a filter fabric and a minimum depth of 6 inch coarse aggregate; permitted width 50 feet long.
3. No portion of the driveway entrance within the horizontal right-of-way, of a minimum of ten (10) feet from the edge of the road shall have a grade greater than 1 vertical foot in 15 feet horizontal.
4. All drives shall enter perpendicular to the existing roadway, with the entering and exiting radii clearly defined.
5. All portions of a commercial driveway approach, including the radii, but excluding deceleration lanes and tapers, shall be located entirely within the applicant's property lines extended at right angles to the center of the road. This is more specifically described in Exhibit A. If deceleration lanes and tapers are required outside the applicant's property lines extended at right angles to the center of the road, a public hearing as defined in the Variance in Standards section of the General Permit Specifications may be required if adjoining property owners are adversely impacted. If deceleration and/or bypass lanes and tapers are required outside the applicant's property lines, permanent easements on adjacent properties will be required. Example of an easement is shown in Exhibit B.

6. The applicant shall provide an acceleration/deceleration lane with taper and/or passing lane if the Ionia County Road Commission determines that such lanes are required to minimize congestion or hazard on the roadway by vehicles entering the applicant’s driveway. The determination of these features will be based on the proposed traffic impact of the new commercial driveway as well as the current traffic and type of the adjacent roadway. This decision shall be guided by the designation tables herein. In the event that these lanes will impact adjoining or area property owners, the permit applicant will be expected to work cooperatively with affected owners to minimize the adverse effects. Grading permits will be required for any work located outside the road right of way.

7. To provide for adequate vision, all obstructions must be removed within the clear vision area. Sight distance looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object and 4.25 feet above the roadway centerline. The eye height at the driveway should be positioned 15 feet from the edge of the traveled roadway. See chart for speed and sight distance.

**Sight Distance Chart**

25 MPH	250'	45 MPH	450'
30 MPH	290'	50 MPH	490'
35 MPH	350'	55 MPH	550'
40 MPH	390'		

8. Typical driveway design, include geometries, are attached. The applicant shall follow these standards unless approval is given by the Ionia County Road Commission. Design dimensions as shown may be increased by the Ionia County Road Commission depending on roadway or site characteristics, such as volume, speed, and vehicle type.

9. The Ionia County Road Commission may require that concrete curb and gutter be installed.

10. Ionia County Road Commission reserves the right to reject any location.

11. The center of a commercial drive shall be located at least 250 feet from the nearest rail of any Railroad highway grade crossing.

12. Commercial drives shall be either a two-way approach or a one-way approach with separate entering and exiting drives. Two-way approaches may be divided or undivided. No islands will be allowed to be constructed in the right-of way.

**Number of driveways**

1. There shall be one approach for each commercial property whenever available. However, if the property length abutting the roadway is large enough to meet the minimum distances as presented in Exhibit A and as it pertains to the type of driveway, two or more approaches may be used at the Ionia County Road Commission’s discretion.

2. The Ionia County Road Commission may require special pavement design based, but not limited to, poor soil, industrial/heavy truck use, or all-weather route.

## **Drainage Requirements**

1. Drainage calculations that indicate no additional storm water runoff shall enter the right-of-way from the development must be included on the site plan. Existing roadway drainage shall be maintained.
2. Temporary and permanent soil erosion control measures shall be indicated on the plan and maintained for the entire length and duration of the permit.
3. Detention/Retention basin storage and discharge orifice size, and proposed ditch grades when needed; shall be included in the site plan. Design of detention basins shall be based on 50 year frequency storm design.
4. Culvert-Length of culvert will be determined as the width of the approach over the culvert plus the slopes from each side of the approach to the ditch bottom. Minimum fore slope is 1 on 4. The Ionia County Road Commission reserves the right to require longer culverts and flatter fore slopes; depending on site-specific conditions. All culverts must be corrugated steel pipe of the proper gauge corresponding to its diameter. The use of sloped culvert end sections is recommended.
5. Existing drainage shall be maintained. Any improvements required to existing roadway drainage facilities to accommodate point discharge or maintain positive drainage shall be responsibility of the applicant.
6. Head-walls shall not be permitted within the road right-of-way.

## **Driveway Surfaces**

All commercial driveways shall be surfaced from the edge of the traveled way to the right-of-way line with a material which is equal to or better than the surface of the roadway which it joins. The Ionia County Road Commission shall determine whether a material is equal to or better than the existing surface according to the table in Exhibit A.

Revised On: 07/30/2015  
By: Paul Spitzley

**Ionia County Road Commission  
Right-of-way Permit For:  
Commercial Driveway**

**Checklist:**

	<u>Applicable</u>	<u>Submitted/Shown</u>	<u>Approved</u>
Commercial driveway permit fee:	_____	_____	
Owner/Proprietor & property address:		_____	
Engineer and/or contractor:		_____	
Main contact person & their emergency phone number:		_____	
Township planning:	_____	_____	_____
<u>Commercial development site plans</u>		_____	
Driveway volume designation:		_____	_____
Adjacent road designation:		_____	_____
Distance to nearest road/other commercial driveway:		_____	_____
Distance from property line:		_____	_____
Driveway dimensions:		_____	_____
Driveway approach % grade:		_____	_____
Deceleration lane dimensions:	_____	_____	_____
Bypass lane dimensions:	_____	_____	_____
Right-of-way easements:	_____	_____	_____
Pavement design/cross section:	_____	_____	_____
Adequate site distance:		_____	_____
Adjacent road drainage:		_____	_____
Development site drainage:		_____	_____
Traffic control plan:		_____	_____
S.E.S.C. plan:		_____	_____
Construction timeframe:		_____	_____
Adjacent property owner notification:	_____	_____	_____

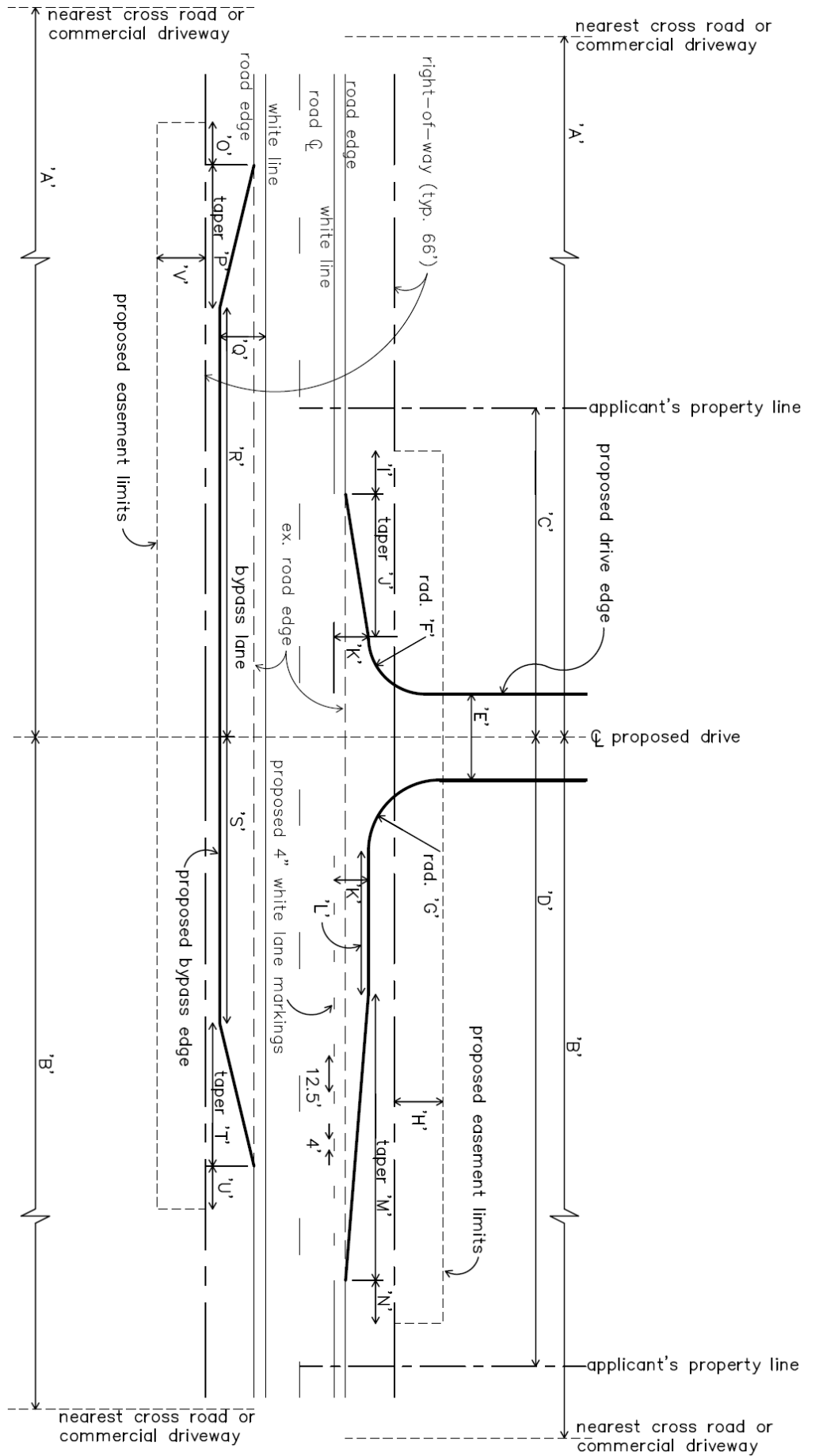




Exhibit A, page 2

	Exhibit Label	Paved Primary			Paved Secondary			Gravel		
		High	Medium	Low	High	Medium	Low	High	Medium	Low
<b>required driveway surface type (or greater)</b>										
<b>minimum allowable dimensions</b>										
<i>*no distance shown indicates no min. requirement*</i>										
<b>Driveway Approach Elements</b>										
exiting distance to nearest road or com. drive	A	200'	150'	75'	200'	150'	75'	150'	100'	75'
entering distance to nearest road or com. drive	B	250'	200'	100'	250'	200'	100'	200'	150'	100'
exiting distance to applicant property line	C	150'	100'	50'	150'	100'	50'	100'	50'	50'
entering distance to applicant property line	D	150'	100'	100'	150'	100'	50'	100'	50'	50'
driveway width	E	24'-36'	24'-36'	12'-36'	24'-36'	24'-36'	12'-36'	24'-36'	24'-36'	12'-36'
exiting driveway radius	F	25'-50'	25'-50'	25'-50'	25'-50'	25'-50'	25'-50'	25'-50'	25'-50'	25'-50'
entering driveway radius	G	30'-50'	30'-50'	25'-50'	30'-50'	30'-50'	25'-50'	30'-50'	30'-50'	25'-50'
easement offset	H	17'	17'		14'					
exiting easement extent	I	15'	15'		15'					
exiting taper	J	50'	50'	50'	50'	25'		25'	25'	
driveway setback	K	17'	17'	6'	14'	3'	3'	3'	3'	
entering storage	L	100'								
entering taper	M	100'	100'	100'	100'	50'		50'	50'	
entering easement extent	N	15'	15'		15'					
<b>Driveway Bypass Elements</b>										
entering easement extent	O	15'	15'		15'					
entering taper	P	200'	200'		200'					
bypass setback	Q	17'	17'		14'					
entering storage	R	150'	150'		150'					
exiting storage	S	100'	100'		100'					
exiting taper	T	200'	200'		200'					
exiting easement extent	U	15'	15'		15'					
easement offset	V	17'	17'		14'					

**Exhibit B, page 1**

*(leave enough blank space at top of each page for recording purposes. Use 8.5”x14” legal sized paper)*

*Highway Easement  
Ionia County Road Commission*

*For and in consideration of the installation of a commercial driveway on \_\_\_\_\_ (insert adjacent road) \_\_\_\_\_ and \$(terms of sale) dollars, the receipt whereof is acknowledged, the undersigned, (owner(s) full name) owner of the property permanently identified as (parcel number) hereby grant and convey to the Board of County Road Commissioners of the County of Ionia, whose address is 170 East Riverside Drive, Ionia, Michigan 48846, an easement for highway purposes in, over, and upon the following parcel(s) of land, located in the Township of (township), County of Ionia, State of Michigan, described as:*

*See Attached Exhibit “A”*

*It is understood and agreed that all existing buildings and structures, other than fences, may remain where now standing unless and until, in the opinion of the Board of County Road Commissioners, they are required to be moved on account of construction or maintenance of the road, in which case and at which time, they will be moved a reasonable distance outside of the highway limits without expense to the owner of the abutting property, and left in as good condition as previous to moving. Grantor herein shall not construct any new structures or other improvements or rebuild any existing structures upon the above premises subsequent to the date hereof.*

*This conveyance includes a release of any and all claims to damage arising from or incidental to the altering, widening, draining, and improving of the road and the location thereof in, over, and upon the land hereby granted.*

*IN WITNESS WHEREOF, We have hereunto set our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
*(signature line)*  
*(owner 1 typed name)*

\_\_\_\_\_  
*(signature line)*  
*(owner 2 typed name if applicable)*

*STATE OF MICHIGAN  
COUNTY OF IONIA*

*The Foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by (owner).*

*(Notary)\_\_\_\_\_*

*My commission expires \_\_\_\_\_*

*RETURN TO WHEN RECORDED:  
Ionia County Road Commission  
P.O. Box 76  
170 E. Riverside Drive  
Ionia, MI 48846*

*EXHIBIT "A"*

*PARCEL NUMBER:*

*OWNER:*

*PROPERTY ADDRESS:*

*OWNER'S ADDRESS:*

*PARCEL TAX DESCRIPTION:*

*EASEMENT DESCRIPTION:*

*PREPARED BY:*

*PREPARER/COMPANY ADDRESS:*

*(provide page numbers at the bottom of every page)*

