

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 PUBLIC AND PRIVATE ROAD APPROACH 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. Revocations 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

Permit holder upon completion and payment of and for permit, shall notify the Drain Commissioner of the proposed construction date. The Ionia County Road Commission shall be notified at least forty-eight (48) hours, but not to exceed ninety-six (96) hours, (excluding weekends and holidays), before starting work in the right-of-way. In townships with ordinances, evidence of notification to the township will be required before the permit can be issued. The permit process may be different in townships with adopted ordinances.

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 preformed Monday through Friday (excluding holidays), between 8:00 A.M. and 5:00 P.M. unless written approval is obtained form 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 Type 2 or Type 3 Public or Private Road, 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 Type 2 or Type 3 Private Road 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 a release from 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 judgments 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 Type 1 Private Road, to Commercial or Type 2, etc, may require changes in the design or location of private roadway constructed after the effective date of these rules. The property owner shall obtain a new permit from the Ionia County Road Commission.

15. Signing Requirements

All Private Road Approach's shall be required to have the following signing: Road Name; Private Road Not Maintained by Ionia County Road Commission if applicable; and a Stop Sign. If visibility to the stop sign is less than 550 feet a Stop Ahead Sign shall also be required.

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

Definition

A public road shall be defined as a roadway to be dedicated to the public.

Unless otherwise defined by a township ordinance, a private road shall be defined as a roadway that serves more than two single-family residential dwellings and is dedicated to the use of the property owner(s).

Type 1: 3 to 10 residential dwellings

Type 2: 11 to 49 residential dwellings

Type 3: 50 and above

Design Features depending on Type

1. All applications for private road permits must be accompanied by two (2) copies 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 road approach shall be required by the Ionia County Road Commission on Type 2 and Type 3 public and private road approaches that intersect with a hard surface road unless all work on road approach is completed prior to site development. If required, it shall have a filter fabric and a minimum depth of 6 inches of coarse aggregate; permitted width, 50 feet long.
3. No portion of the roadway 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 20 feet horizontal.
4. All roads shall enter perpendicular to the existing roadway, with the entering and exiting radii clearly defined.
5. All portions of a roadway 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.
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 roadway. Factors associated with this determination may include volume, speeds, vehicle type, and roadway alignment.
7. Typical roadway design, including 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 volumes, speed, and vehicle types.
8. The Ionia County Road Commission may require that concrete curb and gutter be installed. If required permit holder shall notify the Ionia County Road Commission at least (24) hours, (excluding weekends and holidays), before pouring concrete curb and gutter, to check curbing forms.
9. Ionia County Road Commission reserves the right to reject any location.
10. The center of two private roads on one property shall be a minimum of 250 feet apart.
11. The center of a private road approach located directly opposite of an existing private or public road approach is recommended. If offset, the center of the new road approach shall be located at least 250 feet from the center of the existing road.
12. The center of a private road shall be located at least 250 feet from the nearest rail of any Railroad highway grade crossing.
13. Private roads 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. The Ionia County Road Commission shall require multiple road entrances to a development that has more than 100 dwellings.
2. Other standards for public roads are found in the Specifications for Plat Development requirements.

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. Soil erosion control measures shall be shown on the plans and maintained for the entire length and duration of the permit.
3. Detention/Retention basin storage and discharge orifice size, ditch grades, when needed shall be included in the site plan. Design of detention basins shall be based on a 50-year frequency storm design.
4. Existing drainage must be maintained. Any improvements required to existing roadway drainage facilities to accommodate point discharge or maintain positive drainage shall be the responsibility of the applicant.
5. Temporary and permanent soil erosion control measures shall be indicated on the plan to address discharge in to the road right-of-way.
6. Cross road culverts will be determined on a 10-year frequency storm design.
7. The site plan shall clearly show the location, size, and length of any culvert to be installed. The Ionia County Road Commission shall determine whether or not a culvert is required and, if required, the diameter and length. The applicant shall furnish, install, and maintain the culvert as determined. Culverts shall be installed in line with and on the same grade as the road ditch. Any necessary ditching of the roadway will be done by the applicant.
8. All culverts shall be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter. The use of sloped culvert end sections is recommended.
9. Head-walls are not permitted within the road Right-Of-Way

Driveway Surfaces

All public and private roadways 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 at the road edge.

Clear Vision

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 4.25 feet above the roadway centerline. The eye height at the driveway should be positioned 20 feet from the edge of the traveled roadway. The following minimum sight distances, according to posted speed limit, are required for the clear vision area. In the absence of a posted regulatory speed limit, 550 feet of sight distance is required.

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

PUBLIC AND PRIVATE ROAD APPROACH

	Type 1 3 to 10 Homes		Type 2 11 to 49 Homes		Type 3 50 or More Homes	
Design Features	Standard	Range	Standard	Range	Standard	Range
Intersecting Angle	90 Degrees	80 to 100 Degrees	90 Degrees	80 to 100 Degrees	90 Degrees	80 to 100 Degrees
Driveway Width	30 feet	30 to 60 feet	30 feet	30 to 60 feet	30 feet	30 to 60 feet
Entering Radius	20 feet	15 to 30	20 feet	15 to 30	20 feet	15 to 30
Exiting Radius						
Curb and Gutter	Not Applicable		Type B		Type B	
Decel/Excel Lane length	As determined by Ionia County Road Commission					
Decel Lane Width	Not Applicable	Not Applicable	Site Dependent	Site Dependent	12 feet	10 to 15 feet
Entering Taper	Not Applicable	Not Applicable	Site Dependent	Site Dependent	150 feet*	50 to 150 feet
Exiting Taper	Not Applicable	Not Applicable	Site Dependent	Site Dependent	75 feet	50 to 100 feet
Cash Deposit Letter of Credit	No		Yes		Yes	
* If a decel lane is used, the Entering Taper standard shall be 50 feet Without a decel lane, the Entering Taper standard shall be 150 feet.						
Passing Lane	As determined by Ionia County Road Commission					