

# Board of County Road Commissioners, Oakland County, Michigan

2420 PONTIAC LAKE ROAD  
WATERFORD, MICHIGAN 48328

REFER ALL INQUIRIES TO:  
DEPARTMENT OF CUSTOMER  
SERVICES-PERMITS

248-858-4835  
permits@rcoc.org  
Fax: 248-858-4773

DO NOT WRITE IN THIS BOX	
Application No.	_____
Permit RD No.	_____
Date of Issuance	_____

PICKUP

MAIL

**MAKE CHECKS PAYABLE TO:**  
ROAD COMMISSION FOR OAKLAND COUNTY

## RESIDENTIAL DRIVEWAY

(Defined as serving a one or  
two family home only)

### APPLICATION AND PERMIT TO CONSTRUCT, USE AND MAINTAIN A RESIDENTIAL DRIVEWAY APPROACH TO A COUNTY ROAD

Please Print or Type

Applicant's Name (Property Owner or Contractor): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The above named applicant hereby makes application for a permit to construct a residential driveway approach within the right-of-way of

Road Name: \_\_\_\_\_ in City/Village/Township: \_\_\_\_\_

Section No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Address No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Sidwell/Parcel ID #: \_\_\_\_\_

Distance and Direction from Nearest Main Intersection: \_\_\_\_\_

Proposed driveway width (not less than 10' not more than 25') \_\_\_\_\_

Type of Work: \_\_\_\_\_

The above stated intentions will be carried out in the manner applied for and in accordance with plans, specifications, map and statements filed with the County Road Commission as part of this application and if said permit is granted, the above named applicant agrees to meet all requirements of the Board of County Road Commissioners Standard Specifications and Supplemental Specifications and conditions set forth on the reverse side of the application and permit.

(Do Not Write below this line.)

**FIELD INSPECTION REPORT** DATE: \_\_\_\_\_

CURB: YES \_\_\_\_\_ NO \_\_\_\_\_ DITCH: YES \_\_\_\_\_ NO \_\_\_\_\_ CURB CUT: YES \_\_\_\_\_ NO \_\_\_\_\_ SIZE: \_\_\_\_\_

RECOMMENDED DRIVEWAY SURFACE: CONCRETE \_\_\_\_\_ ASPHALT \_\_\_\_\_ GRAVEL \_\_\_\_\_

CULVERT REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_ SIZE: \_\_\_\_\_ GUARDRAIL IMPACTS: \_\_\_\_\_

REMARKS: \_\_\_\_\_

CLEAR BRUSH: YES \_\_\_\_\_ NO \_\_\_\_\_ CLEAR TREES: YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER SIGHT DISTANCE ISSUES \_\_\_\_\_

REMARKS: \_\_\_\_\_

**NOTE: ALL DRIVEWAYS TO BE A MINIMUM OF 6 FEET FROM EDGE OF CATCH BASINS. THE DRIVEWAY AND ITS RADII OR FLARES SHALL BE CONFINED WITHIN THE FRONTAGE OF THE PROPERTY INVOLVED.**

PERMIT FEE\$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ INSPECTOR \_\_\_\_\_

## APPROVAL

A permit as requested in the foregoing application, subject to the conditions to which applicant therein agrees, is hereby granted for the period 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, and culvert if necessary, remains in force as long as the driveway exists.

## RECOMMENDED FOR ISSUANCE:

Driveway Permit Supervisor \_\_\_\_\_ (Date)

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

## APPROVED

BOARD OF COUNTY ROAD COMMISSIONERS

Oakland County, Michigan

Department of Customer Services - Permits

By \_\_\_\_\_

Date \_\_\_\_\_

Licensee

Permits

Inspector

Applicant

# CONDITIONS OF PERMIT

1. This permit is issued on the condition that licensee and any person working under the authority of this permit shall comply with the requirements of Act 53 of the PA of 1974 – CALL MISS DIG BEFORE YOU DIG -PHONE (248) 647-7344.
2. **PRECAUTIONS:** During the progress of any work undertaken within the limits of said highway in pursuance hereof, the Licensee shall provide watchmen and flagmen as may be required for the safety and convenience of the public and/or as shall seem advisable to this Board; and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required by the Board. Two-Way traffic shall be maintained at all times unless otherwise indicated hereon by special endorsement of the Board's duly authorized representative.
3. **ACCIDENT LIABILITY AND INDEMNIFICATION:** The said Licensee 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. The Licensee shall save harmless and indemnify the Board and the County of Oakland from any claim for damages of any nature whatsoever which may arise out of his operation under this permit and upon request, furnish proof of insurance coverage for the term of this permit.
4. **WORK WITHIN CORPORATE LIMITS OF CITIES, VILLAGES OR TOWNSHIPS:** Licensee shall be responsible for securing and shall secure any other permits necessary or required by law from cities, villages, townships, corporations, or individuals.
5. **VIOLATION:** The violation of any condition of this permit by the said Licensee shall constitute a forfeiture of rights hereunder.
6. **REVOCAION OF PERMIT:** It is to be understood that the rights granted herein are revocable at the will of the Board and that the Licensee acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked.

A copy of this permit shall be kept at the stated work location, subject to inspection at all times by the Board or any of its duly authorized agents.

## STANDARD SPECIFICATIONS:

1. **DRIVEWAY DIMENSIONS:** The width at property line shall be at least 10 feet but no more than 25 feet. If the road is curbed, the width of the curb opening shall be as shown on the face of the permit but shall not be less than 14 feet or more than 50 feet.
2. **DRAINAGE:** The driveway shall be constructed so that the drainage is not adversely affected by the driveway. The drainage and the stability of the road subgrade shall not be altered by driveway construction or roadside development. All culvert pipe used shall be of a size adequate to carry the anticipated natural flow of the ditch; the culvert shall be no smaller than the size determined by the Department of Customer Services - Permits, nor shall it be less than 12 inches inside diameter. Culvert length shall be at least 22 feet but not more than 36 feet. Except for driveways, the enclosure of ditches will not be permitted. The use of headwalls on culvert ends will not be permitted. Culvert should be of sufficient length to provide sideslopes no steeper than 3 feet horizontal to 1 foot vertical. The use of sloped end sections is encouraged.
3. **SURFACING:** When the road is paved driveways shall be paved between the edge of pavement and the existing or proposed sidewalk. If there is no existing or proposed sidewalk, the surfacing shall extend at least 10 feet from the edge of pavement or to the right of way line, whichever distance is greater. When the road is unpaved paving of the driveway is not required. If such driveway is to be paved, the paving shall extend no closer to the road than one foot behind the driveway culvert location, or 5 feet from the edge of the gravel road if no culvert is needed. Driveway pavement shall be a minimum of two inches of bituminous surfacing on a gravel base or six inches of concrete.
4. **DRIVEWAY GRADE:** If the road is uncurbed, the grade of the driveway between the road edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder. If the road is curbed the grade shall not exceed 10% (10 feet per 100 feet) upward or downward from the road.