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Rules and Regulations  
For Street Development

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Road Commission for Oakland County  
31001 Lahser Road  
Beverly Hills, MI 48025

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**PART I**

# **PROCEDURES**

## **I. SCOPE**

This publication is intended to be used as an instrument to codify and expedite the development of new streets proposed to be under the jurisdiction of the Road Commission for Oakland County (R.C.O.C.), and the processing of proposed plats in Oakland County. The contents within pertain to lands located outside the corporate limits of any city or village in the County of Oakland, and also pertains to lands within incorporated areas when such lands are adjacent to public roads under the jurisdiction of the Board of County Road Commissioners, County of Oakland, State of Michigan. The Road Commission is not a legislative body and can't require that streets become public.

### **Section 1.01 Contact Information**

Inquiries and correspondence regarding new public street development should be directed to the R.C.O.C. Subdivision Improvement and Development Division (S.I.D.). The Subdivision Improvement and Development Division manages those processes and activities. R.C.O.C. permit inquiries are directed to the Department of Customer Services Permits Division.

### **Section 1.02 Unplatted Development**

New public streets can be created by Developers and accepted by the Board by means other than Michigan Public Act 288 of 1967. Projects are initiated when the R.C.O.C. receives a written request for pre-preliminary (cursory), or preliminary review. Such requests are received and addressed individually by the R.C.O.C. on a case by case basis.

In contrast to Act 288, the Board does not have statutory obligations to accept jurisdiction over new unplatted streets. Under the R.C.O.C. process each project requires an individual Board Resolution which grants "Concept" approval to accepting the streets as public. The "Concept" approval resolution also gives the Board's commitment to accept the streets subject to conditions and confers upon the Developer conditional rights.

### **Section 1.03 Platted Development - Act 288**

New public streets can be created by Developers / Proprietors by means of Michigan Public Act 288 of 1967, as amended.

The contents of this publication do not supersede but are in compliance with Act No. 288, Public Acts of 1967 as amended, also known as the Land Division Act and the Rules promulgated herein are by authority of Sections 105(c), 113, 183 and 248 of said Act. If any part of these Rules and Regulations are found to be invalid, such invalidity shall not affect the remaining portions of this publication which can be given effect without the invalid portion, and to this end the Rules and Regulations are declared to be severable.

## II. DEFINITIONS

As used herein, the following words shall have the definitions set forth:

**Board.** The Board of County Road Commissioners, County of Oakland, State of Michigan.

**Road Commission (R.C.O.C.).** The Board of County Road Commissioners, County of Oakland, State of Michigan and/or their duly authorized agents.

**Permit.** Authorization by the Road Commission for Oakland County Permit Division to work within road rights-of-way under the jurisdiction of the Board.

**Roads.** Roads are defined as, but not limited to, all roads, streets, highways and alleys under the jurisdiction of the Board, or about to come under the jurisdiction of the Board, and as referenced within this publication, public or private platted roads constructed in accordance with the provisions of Act 288, Public Acts of Michigan, for the year 1967, as amended.

1. **Primary Roads.**  
An existing major street, road or highway that provides a high to moderate level of accessibility to areas throughout Oakland County.
2. **Local Road.**  
An existing street or road that provides a lower level of area accessibility than a primary road but one that provides moderate trip lengths.
3. **Collector Road.**  
A street or road constructed with a new development, which provides a short trip length while gathering traffic from subdivisions and similar streets and providing a high degree of service to adjacent developments.
4. **Subdivision Street.**  
Streets serving the residential needs of the community.
5. **Industrial Streets.**  
A street or road whose main function is to provide ingress/egress to industrial, business, or commercial developments.

**Variance.** A written authorization by the Board to deviate from the published Rules and Regulations as contained within this publication.

**Act 288.** Act No. 288; Michigan Public Act of 1967, as amended, The Land Division Act.  
"An Act to regulate the division of land; to promote the public health, safety and general welfare; to further the orderly layout and use of land; to require that the land be suitable for building sites and public improvements and that there be adequate drainage of the land; to provide for proper ingress and egress to lots and parcels; to promote proper surveying and

monumenting of land subdivided and conveyed by accurate legal descriptions; to provide for the approvals to be obtained prior to the recording and filing of plats and other land divisions; to provide for the establishment of special assessment districts and for the imposition of special assessments to defray the cost of the operation and maintenance of retention basins for land within a final plat; to establish the procedure for vacating, correcting and revising plats; to control residential building development within floodplain areas; to provide for reserving easements for utilities in vacated streets and alleys; to provide for the filing of amended plats; to provide for the making of assessor's plats; to provide penalties for the violation of the provisions of this act; and to repeal certain parts of this act on specific dates; and to repeal acts and parts of acts."

**Proprietor.** For the purposes of this document the terms Proprietor and Developer shall be used interchangeably, and also refer to the Developer of record for unplatted developments.

All other relevant definitions per Act No. 288, Public Act of 1967, as amended, The Land Division Act, are incorporated herein.

### III. GENERAL REQUIREMENTS

#### **Section 3.01 Pre-Preliminary Plan / Plat**

It is recommended that a pre-preliminary plat showing basic information concerning a proposed development be submitted prior to commencing with land plans and preliminary designs. It is hoped that such submittals will avoid needless delays and wasted effort by acquainting the Developer / Proprietor and their agents with any plans of the Road Commission which may have a bearing on the development and to discuss any points of these Rules and Regulations that may not be clear (***Refer to the Street Development Process Overview flow chart***). The County Highway Engineer, or designee (Director of Engineering and/or Supervisor of Subdivision Improvement and Development Division) are authorized to act as representative of the Board at informal review meetings.

#### **Section 3.02 Preliminary Plan / Plat**

The Preliminary Plat shall show all pertinent data necessary to develop Construction Plans and shall be drawn on standard size (24 inch x 36 inch) drawing paper (***Refer to the Guide for Preliminary Plan / Plat Preparation located in the Appendix***).

- A. An overall development plan should be submitted for all adjacent properties in which the Proprietor has interest. This layout may be general in nature with the main emphasis being on land usage and street configuration. If a pre-preliminary submittal is made, this information should be provided at that time.
- B. Three (3) copies of the preliminary plan / plat shall be submitted to the Road Commission for review and/or approval.
- C. The preliminary plan / plat must have received tentative approval from the appropriate Municipal Body prior to approval by the R.C.O.C. Written notice of such approval shall be furnished to the Road Commission.
- D. Design considerations shall be in accordance with R.C.O.C. requirements.
- E. Proposed street names will be reviewed by the R.C.O.C. Traffic-Safety Department and local agencies.
- F. Completion of the preliminary plan review process is required before unplatted developments are recommended for concept approval by the Board. Notification from the Local Municipality / Township that they have no objection to the R.C.O.C. granting concept approval will be required before concept approval is recommend to the Board.
- G. A Proprietor (Act 288) will be advised, in writing, of approval, conditional approval or rejection within 30 days after receipt of a preliminary plat.

#### **Section 3.03 Construction Plans**

After preliminary plan / plat approval has been granted by the R.C.O.C. four (4) copies of preliminary construction plans shall be submitted for review for conformance with R.C.O.C. requirements (***Refer to the Guide for Construction Plan Preparation located in the Appendix***).

- A. The construction plans shall indicate that all work is to be performed in accordance with the requirements of this publication and shall show all pertinent design and construction information.
- B. Construction Plan approval shall be void after two (2) years from the date of approval unless extended by the R.C.O.C.
- C. The R.C.O.C. will provide written notification of review comments, rejections and approvals. All plans are preliminary until construction plan approval has been granted by the R.C.O.C.
- D. Plan approval does not confer approval of plan changes made unbeknownst to the R.C.O.C.
- E. It is the Proprietor's responsibility to provide constructible plans and acceptable facilities. Plan approvals, representations, errors or omissions on the plans do not relieve the Proprietor of the requirement to provide acceptable facilities in conformance with the standards.
- F. All plan sheets shall include MISS DIG information.

3 WORKING DAYS BEFORE YOU DIG  
CALL MISS DIG  
(800) 482-7171 OR 811

Utility coordination, identification and conflict resolution are the responsibility of the Proprietor.

- G. The Subdivision Improvement and Development Division review and plan approval are required before an R.C.O.C. permit will be issued for work within existing road rights-of-way. Three (3) additional copies of right-of-way permit plans will be required by the Subdivision Improvement and Development Division for their approval stamp so the Proprietor can submit them to the Permit Division for review along with their R.C.O.C. permit application.

**Section 3.04 Final Plat Approval (Act 288)**

The Proprietor, having obtained Road Commission approval of the construction plans, shall submit copies of contracts or an engineer's estimate for the cost of all road and road drainage improvements to be made with the development. The Proprietor will be advised in writing as to the requirements which must be fulfilled, financial and otherwise, to obtain Board approval of the final plat. A final plat will not be considered received for approval until all required items have been submitted and found acceptable by Road Commission staff. Items, which are, or may be required, include:

- A. Road Commission approval of the preliminary plat
- B. Road Commission approval of construction plans
- C. Application for permits from the Road Commission Permit Division
- D. Financial Deposits
  - (i) Construction Deposit
  - (ii) Inspection and Administration Fee
  - (iii) Sign Fee
  - (iv) Pavement Marking Fee

- E. Certification by the Proprietor's engineer for all work completed to date
- F. Submission of record drawings (including as-built plans)
- G. Letters from adjacent property owners as required by the Road Commission
- H. Approval from the municipal body and O.C.W.R.C. as applicable

When all applicable plat procedures and requirements have been fulfilled, the final plat will be recommended by the Road Commission's County Highway Engineer for approval by the Board. The Board may require fifteen (15) days for approval of the final plat.

NOTE: If the final plat submitted for Board approval is a true copy rather than the document prepared in the form prescribed by The Department of Labor and Economic Growth for recording, endorsement of the recording document may not be possible until a future regularly scheduled meeting of the Board.

### **Section 3.05 Construction of Roads**

The Proprietor's contractor(s) will construct the streets per the approved plans and specifications. R.C.O.C. approval of all work and materials will be required for public roads proposed to be under R.C.O.C. jurisdiction.

- A. Road and road drainage improvements shall be completed within two (2) years after right-of-way dedication (conveyance) or approval of the Final Plat, unless granted an extension of time by the Road Commission.
- B. Approval of any phase of construction by the R.C.O.C. does not guarantee acceptance of the roads for maintenance by the Board or relieve the Proprietor of responsibilities or liabilities incurred by the development of the streets.
- C. Facilities that are not constructed properly shall be removed and replaced by the Developer.
- D. Constructed improvements must be maintained in acceptable condition by the Proprietor until such time that the R.C.O.C. accepts maintenance responsibilities.
- E. All complaints received by the R.C.O.C. during the course of construction and prior to acceptance of the roads for maintenance by the R.C.O.C. will be referred to the Developer.
- F. Temporary or permanent vegetation to prevent soil erosion should be established as soon as possible during the appropriate sequence of construction and is a requirement for acceptance of the completed construction.
- G. After the street construction is completed and approved temporary soil erosion and sedimentation control devices in the road right-of-way for other work (e.g. home building), may remain in place if the agency requiring the devices stipulates that they will make sure they are removed when no longer needed.
- H. Inspections:
  - (i) A preconstruction meeting shall be held between the Developer, the Developer's Engineer, Contractors, Utility Companies, Municipal Representatives, R.C.O.C. Staff and other governing body representatives. The proposed construction schedule sequence, materials to be used, testing requirements and progress inspections, utility coordination, emergency contacts, and other information will be discussed at the meeting. The Developer or their representative must request a preconstruction meeting before it will be scheduled.

- (ii) Inspections by the Road Commission shall not relieve the Proprietor, their engineer and contractor of their respective obligations, nor substitute for Municipal Engineer approvals. Inspections will be made by the Road Commission during various construction stages, such as earthwork, storm drains, water mains, sanitary sewers, finished subgrade, etc. to verify that proper materials and procedures are being used.
- (iii) The Proprietor's Engineer/Surveyor shall establish the vertical and horizontal alignment within the road right-of-way and drainage easements.
- (iv) Prior to commencement of any paving operation (aggregate base, curbs, etc.), the grade must be reviewed and approved by the Road Commission.
- (v) Inspections of material quality and placement will be made by the Road Commission including but not limited to the following:
  - a) Earthwork
  - b) Storm Drainage
  - c) Aggregate/Granular Material
  - d) HMA
  - e) Concrete
- (vi) Seventy two (72) hour notice shall be given to the Subdivision Improvement and Development Division of the Road Commission prior to the start of each phase of construction.
- (vii) The requirements for right-of-way dedication, street acceptance, and inspections thereof are under the auspices of the Subdivision Improvement and Development Division (S.I.D.). Work within right-of-way that does not impact right-of-way dedication or street acceptance is generally under the auspices of the Permit Division.
  - a) A permit must be obtained from the Road Commission Permit Division prior to any work being done within existing road rights-of-way and prior to permit work being done within proposed unplatted right-of-way as a condition of concept approval before the right-of-way is dedicated. In general, a separate permit will be required for installation of each of the following (as determined by the Permit Division):
    - Approaches, storm sewers and ditching
    - Sanitary Sewer, Water Main, Utilities
    - Bike paths, Sidewalks or Driveways
    - Landscaping, Signs, Entrance Markers, Berms, etc.

**Section 3.06 Construction of Utilities**

- A. It is recommended that all proposed public and private underground utilities in the road right-of-way be installed prior to surfacing of the roads.
- B. Acceptance testing that will be performed for underground utilities that cross roads (e.g. pressure testing) must be completed and evidence of satisfactory results provided to the R.C.O.C. prior to placement of asphalt and concrete pavement, or soil stabilization.

**Section 3.07 Record Drawings**

Record drawings shall be submitted by the Proprietor's Engineer to the R.C.O.C. at the completion of construction. The record drawings are the only copy of the construction plans that will be kept on file with the R.C.O.C. as a permanent public record. Therefore the record drawings shall include a

complete set of construction plans. This shall include all plan sheets where there were no variations from the approved plans, and plans showing all field changes. The Proprietor's Engineer shall show all variations from approved plans, not limited to vertical and horizontal alignment of streets, rights-of-way and storm drainage facilities. Originally approved plan information shall not be altered, but stricken with revised information shown adjacent. Failure to provide complete and accurate as-built information could result in refusal of final acceptance. Record drawings shall be submitted in PDF file format. The record drawing plan cover sheet must reflect a legible seal of the Registered Professional Engineer who prepared the plans and indicate the plans are record drawings.

### **Section 3.08 Road Right-of-Way (R.O.W.) Dedication**

- ~ ***R.C.O.C. Department(s) recommend R.O.W. acceptance.***
- ~ ***Board must accept R.O.W. by resolution for it to become public Road Commission R.O.W.***

Dedication / conveyance of public road right-of-way to the R.C.O.C. can occur at various times throughout the process. Approval by the R.C.O.C. Board and recordation of the appropriate documents by the County Register of Deeds Office is required for a road right-of-way to become public. Platted streets become public when the plat is recorded (See Section 3.04. Final Plat Approval). Unplatted streets become public when the R.C.O.C. records the conveyance document that is prepared and submitted by the Developer. Conveyance of additional right-of-way width on existing public streets would be a separate process from the new street development process. Recordation of a deed does not by itself create a public road right-of-way without acceptance by the Board.

The following is a list of R.C.O.C. requirements that must be completed by the Proprietor at some point during the process after plan and permit approvals prior to the streets becoming public:

#### **(All Developments)**

- A. Submit the Inspection and Administration Fee.
- B. Submit the Sign Fee.
- C. Submit the Pavement Marking Fee (if applicable).
- D. Completion of construction, or provide a construction deposit and construction deposit agreement in lieu of the completed improvements.
- E. Drainage easements must be provided for offsite drainage.

#### **(Unplatted Developments Only)**

- F. Quit Claim Deed(s) / Highway Easements and dedication documents in an acceptable form conveying the road rights-of-way to the Road Commission (for recording by the Road Commission).
- G. Drainage Easements / Quit Claim Deed(s) and dedication documents in an acceptable form conveying the R.C.O.C. storm drainage easements (for recording by the Road Commission).
- H. A copy of the right-of-way and easement property descriptions in a form that can be copied and pasted into a word processing document.

(Condominiums Only)

- I. Copy of the Master Deed for R.C.O.C. review to verify that the master deed adequately provides:
  - (i) Storm drainage provisions for maintenance, repair and replacement of the detention basin and storm drainage system.
  - (ii) The special assessment language.
  - (iii) Authority to dedicate the right-of-way.

Recording the right-of-way conveyance deeds or easements, permanent sign installation and permanent pavement marking (if needed), is performed by the R.C.O.C.

### **Section 3.09 Acceptance of Streets for R.C.O.C. Maintenance**

- ~ ***Board receives recommendation/proposal to accept road maintenance responsibility.***
- ~ ***Board must accept maintenance responsibility by resolution before the R.C.O.C. maintains the road.***

The following items are required before the R.C.O.C. will accept maintenance responsibilities of the streets (***Refer to the Subdivision Progress Record / Street Acceptance Check Sheet located in the appendix:***

- A. Dedication of the Road Right-of-way.
- B. Completion of Construction - The Board reserves the right to refuse to accept maintenance responsibilities for any road which has not been constructed in accordance with the requirements contained in this publication. All roads must be satisfactorily completed in their entirety before the Board will accept the roads for R.C.O.C. maintenance.
- C. Record Drawings - Prior to Board acceptance of the roads, the Proprietor's Engineer shall submit a complete set of record drawings.
- D. Storm water outfall survey information (digital photograph and shape file).
- E. Engineers Certificate of Construction Completion - The Proprietor's Engineer shall certify that the construction of all road and road drainage improvements are substantially in accordance with the vertical and horizontal alignments as shown on the approved plans (***Refer to the example Engineers Certificate located in the Appendix.***)

### **Section 3.10 R.C.O.C. Road Certification**

- ~ ***Board receives recommendation to certify new roads as part of the county road system.***
- ~ ***Board certifies by resolution.***

No action is required by the Proprietor. Road Commission certification occurs subsequent to the Road Commission accepting road maintenance responsibility. Road Commissions certify which roads are in the county road system.

### **Section 3.11 Appeal Procedure / Variance Request**

Situations may arise which create difficulties in complying with the various requirements of this publication. The Appeal Procedure has been established for requesting a Variance from the Board when the situation requires a change, which cannot be granted by Road Commission staff. It should be noted, however, that decisions regarding engineering design or construction standards and specifications will normally be made by the Road Commission Engineering Department and/or the County Highway Engineer. The procedure involves:

- A. Submission of a letter by the Proprietor or their agent to the Subdivision Improvement and Development Supervisor which shall include:
  - (i) A statement of the situation
  - (ii) Reference to the section(s) of these Rules and Regulations for which the variance is being requested
  - (iii) Reasons why the section cannot be complied with
  - (iv) A specific statement of the variance being requested
  - (v) Supporting data from the Municipality or other governing agency when appropriate
- B. Upon receipt, Road Commission staff will make an evaluation of the request and prepare a recommendation to the County Highway Engineer.
- C. As determined by the County Highway Engineer, the evaluation and recommendation may be forwarded to the Board for its consideration of the request. The Proprietor will be notified of the date for the meeting at which the Board's consideration will be made.
- D. Written notice of the Board's action will be sent to the Proprietor and other affected parties.

This procedure may generally take 30 to 45 days. It is important to note that it is the Proprietor's obligation to substantiate the position or need. Care should be taken to ensure that all data, documentation, drawings, etc. are included with the letter of request.

**PART II**

**STANDARDS AND  
SPECIFICATIONS**

#### **IV. GUIDELINES INCLUDED BY REFERENCE**

- ❖ R.C.O.C. Rules and Regulations for Street Development.
- ❖ R.C.O.C. Geometric Guides and Detail Sheets for new development.
- ❖ Michigan Department of Transportation (M.D.O.T.) Standard Specifications for Construction, as modified by the R.C.O.C.
- ❖ Americans with Disabilities Act (ADA) standards.
- ❖ R.C.O.C. Design Standards and Specifications.
- ❖ R.C.O.C. Complete Streets Guidelines.
- ❖ R.C.O.C. Permit Rules, Specifications and Guidelines.
- ❖ Oakland County Water Resources Commissioner Engineering Design Standards for Storm Water Facilities.
- ❖ Other M.D.O.T. Standards, Standard Plans, Typical Plans, Special Details, Special Provisions, Supplemental Specifications, Design Manuals and Design Guides.
- ❖ Michigan Manual of Uniform Traffic Control Devices
- ❖ Other national or local standards which may be applicable by law.

## **V. ROAD RIGHT-OF-WAY**

### **Section 5.01 Master Plan**

- A. Dedication for primary and local roads shall be in accordance with the Board's current Master Right-of-Way Plan.
- B. When dedicating additional right-of-way width on existing county roads with existing prescriptive right-of-way the dedication should extend to the center of the right-of-way, unless otherwise approved by the R.C.O.C.
- C. Primary road right-of-way dedication will generally be 120 feet for total dedication and 60 feet for half-width dedication.
- D. Local road right-of-way dedication will generally be 86 feet to 120 feet for total dedication and 43 feet to 60 feet for half-width dedication.

### **Section 5.02 New Developments**

- A. Provide road rights-of-way sufficient for maintenance and operation of the proposed facilities. Minimum right-of-way widths for new developments shall be in accordance with the Rules and Regulations for Street Development. The minimum dimensions may be increased for various situations as indicated on the current R.C.O.C. Geometric Guides and Details Sheets. If the R.C.O.C. does not have a detail or design guide that matches a proposed type of development the R.C.O.C. will make a determination of requirements on a case-by-case basis.
- B. Road right-of-way widths are intended to provide space for public facilities that will be in the right-of-way. Developers may wish to provide larger right-of-way widths. Developments that include areas with curb and gutter and areas without curb and gutter shall have the right-of-way width associated with the type of street cross section proposed.
- C. Single family residential developments with curb and gutter will have a minimum right-of-way width of sixty (60) feet with a minimum cul-de-sac right-of-way diameter of one hundred and twenty (120) feet.
- D. Single family residential developments with ditches will have a minimum right-of-way width of sixty six (66) feet with a minimum cul-de-sac right-of-way diameter of one hundred and forty two (142) feet.
- E. Collector streets shall have a minimum right-of-way width of seventy (70) feet for streets with curbs and gutters and eighty six (86) feet for streets with shoulders and ditches.
- F. Industrial streets shall have a minimum right-of-way width of seventy (70) feet with a minimum cul-de-sac right-of-way diameter of one hundred and forty (140) feet.
- G. Boulevards shall have a minimum right-of-way width of eighty six (86) feet for single family residential developments and one hundred (100) feet for collector streets and industrial developments.

### **Section 5.03 Local Municipalities**

- A. Right-of-way widths greater than those shown on the Board's Master Right-of-way Plan may be required where the governing body of a Municipality has adopted and published a plan requiring a greater width, provided that the governing Municipality's plan does not conflict with the general plan adopted by the Board.

## VI. ROAD LAYOUT

Refer to the current R.C.O.C. Geometric Guides and Detail Sheets for new development.

### **Section 6.01 General Considerations**

- A. Road geometrics shall provide for internal vehicle circulation between developments as well as to adjacent streets, existing or proposed, public or private. Interconnectivity of residential streets is strongly encouraged.
- B. The R.C.O.C. Complete Streets Guidelines should be considered when developing new street networks.
- C. When sidewalks will be constructed in subdivisions the pedestrian crosswalks are located at street intersections. It is desirable to limit the number of crosswalks at a Tee intersection to two (2). A request for a pedestrian crossing at a location other than an intersection would be subject to a traffic engineering review.
- D. Cul-de-sac length should not exceed 600 feet. However, a greater length will be considered if it is approved by the appropriate Municipal Body and notice of such approval is furnished to the Road Commission.
- E. It is recommended that all proposed subdivisions have a minimum of two (2) points of ingress/egress.
- F. It is encouraged that a passing lane or center left turn lane be provided at major points of ingress/egress to proposed subdivisions. Failure to provide a passing lane or center left turn lane where deemed warranted by the Road Commission may result in the prohibition of left turn movements to the proposed subdivision. Refer to the warrants for permitting left turns shown in the R.C.O.C. Geometric Guides for new development.
- G. Minimum corner sight distance / intersection sight distance for entrances onto existing county roads shall be related to the posted speed limit. Refer to the guide for corner sight distance shown in the R.C.O.C. Geometric Guides for new development.
- H. It is desirable that intersecting streets meet at approximately a 90 degree angle.
- I. Closely spaced offset intersections are considered to be undesirable for reasons of public safety. Conflicting opposing left turns should be avoided.
- J. Strip-type subdivisions along existing primary and local roads where access to each lot is from the major roadway are discouraged. The concept of fronting lots on an internal road system is encouraged for reasons of safety.

### **Section 6.02 Horizontal Alignment**

- A. The centerline of construction shall generally coincide with the right-of-way centerline.
- B. Horizontal curves in proposed streets shall have a minimum centerline radius of two hundred and thirty (230) feet.
- C. Where approved, "L" type ninety (90) degree bends in streets shall have a minimum centerline radius of sixty three and a half (63.5) feet and a back of curb radius of fifty (50) feet on the inside of the curve. This is subject to change based upon the current yield sign and other traffic warrant criteria. Lane widening may be required.

- D. "Shortest path" concepts and other traffic engineering principles will be considered for each road layout on an individual basis and could take precedent over other general design guidelines.
- E. The use of superelevation on horizontal curves will not be allowed on subdivision streets.

**Section 6.03 Vertical Alignment**

- A. Vertical curves will be required at all intersecting longitudinal grades where the grade change exceeds 0.8%.
- B. Vertical curves shall be designed in accordance with the design controls for crest and sag vertical curves for subdivision streets shown in the R.C.O.C. Geometric Guides for new development. As indicated in the design control chart, the minimum length of vertical curve for a residential street at a 35 M.P.H. design speed is one hundred (100) feet. A fifty (50) foot long vertical curve may be used at tee intersections on the leg of the intersection that ends at the thru street.
- C. The construction plans shall include profiles and cross sections of existing county roads as deemed necessary by the R.C.O.C. to determine that adequate sight distances are provided.
- D. Longitudinal road grades as listed below shall generally apply. Existing terrain features may warrant a deviation from those listed. The Road Commission must approve any deviation in grades.

	<b>Sub. Streets <u>with curb</u></b>	<b>Sub. Streets <u>with ditches</u></b>	<b>Industrial <u>Streets</u></b>	<b>Collector <u>Roads</u></b>
Min. Grade	0.6%	0.8%	0.6%	0.6%
Max. Grade	8.0%	6.0%	6.0%	6.0%

- E. The longitudinal road grades at crosswalks shall not exceed A.D.A. standards for crosswalk cross slopes, and shall not exceed 3.0% for a distance of 100 feet from the point of intersection. Refer to the R.C.O.C. Detail Sheets for new development. In general, sidewalks are under the jurisdiction of the Local Municipality. The R.C.O.C. has responsibilities related to the accessibility of crosswalks and curb ramps that connect to streets.

## **VII. TYPICAL ROAD CROSS SECTIONS**

Refer to the current R.C.O.C. Detail Sheets for new development. If the R.C.O.C. does not have a detail or design guide that matches a proposed type of development then the R.C.O.C. will make a determination of requirements on a case-by-case basis in conjunction with the local Municipality. When improvements to existing public streets are proposed, including connections to or minor extensions of public streets, the determination of requirements will be made on a case-by-case basis subject to good engineering practices.

### **Section 7.01 Single Family Residential Streets**

- A. The standard residential street with curb and gutter and off street parking is twenty seven (27) feet wide measured between the back of curbs, or twenty four (24) feet wide measured between the edges of the pavement for uncurbed streets with ditches.
- B. Uncurbed streets with ditches will be allowed where the typical road frontage is generally one hundred and twenty (120) feet. Variations will be considered if requested by the local Municipality.

### **Section 7.02 Industrial Streets**

The standard industrial street has concrete curb and gutter and is thirty six (36) feet wide measured between the back of curbs.

### **Section 7.03 Collector Roads**

Collector roads shall be designed to provide general circulation between developments. The lot layout of a development shall be such that no lot fronts on, or has driveway access from, a collector street. These streets may be designed with either concrete curb and gutter or shoulders and ditches, however, in either case a minimum lane width of 12 feet and design speed of 40 mph shall be used. The proposed cross section and design speed will be based on projected traffic volumes and usage.

## **VIII. STORM DRAINAGE**

### **Section 8.01 Calculations**

Storm drainage system calculations shall be designed in accordance with the current Oakland County Water Resources Commissioner Standards as applicable and shall include runoff from both the development as well as all offsite contributory areas. Outlet flow may be further restricted from Oakland County Water Resources Commissioner requirements based on downstream capacity. At the time this document was prepared the Charter Townships of Oakland and West Bloomfield required new storm water management facilities to be established as county drains. Verify requirements with the Local Municipality. Show and label proposed and existing County Drains and associated easements clearly on the plans.

### **Section 8.02 Drainage Outlets**

Storm water draining from the proposed road rights-of-way needs to be appropriately managed and must have adequate drainage outlets. Proposed storm water facilities located outside the public road rights-of-way or R.C.O.C. drainage easements will not be under the jurisdiction of the Road Commission for Oakland County. The maximum drainage flow to an existing county road drainage system shall not exceed the assumed agricultural rate prior to development unless the system was expressly and adequately designed to handle additional storm drainage. Drainage from areas which did not previously contribute to the road drainage system will not be accepted unless specifically authorized by the Road Commission.

- A. Demonstrate that the proposed project will meet all N.P.D.E.S., Federal, State and Local storm water management and soil erosion and sedimentation control requirements.
- B. Demonstrate that the proposed project will meet local engineering standards for items that are not under the purview of the Road Commission for Oakland County.
- C. Demonstrate the following for conveyance systems and receiving waters (wetlands, basins, ponds, etc...):
  - (i) Perpetual permissions have been obtained for construction, operation, maintenance and discharge.
  - (ii) Adequate provisions for maintenance of the facilities are established.
  - (iii) Facilities will have adequate capacity.

### **Section 8.03 Agency Permits**

Provide copies of permits, or written confirmation that permits are not required, issued by:

- A. The Michigan Department of Environmental Quality
- B. The Oakland County Water Resources Commission

### **Section 8.04 Municipal Approval**

Provide copies of engineering, planning or other applicable approvals issued by the Local Municipality (Township or their agents), or written confirmation that engineering or planning approval is not required.

**Section 8.05 Location of Facilities**

Proposed storm sewer conveyance systems that carry storm water runoff from R.C.O.C. roads should be located within the road rights-of-way as much as possible, or located in an R.C.O.C. drainage easement parallel to and contiguous with the road right-of-way.

**Section 8.06 Easements**

Storm drainage easements (for R.C.O.C. storm water) that are not contiguous to road right-of-way should be a minimum of twenty (20) feet wide with storm sewers centered in the easement. In all cases easements should be wide enough to allow for maintenance and replacement of the drainage facility. A condominium master deed is not a sufficient instrument for conveyance to the R.C.O.C.

**Section 8.07 Detention**

Detention and retention basins shall be designed in accordance with the requirements of the Oakland County Water Resources Commissioner and/or the local governing body. Road Commission review of these facilities will be with regard to the potential effect on both existing and proposed road and road drainage systems, and receiving waters. The Road Commission will not approve construction plans which include drainage basins with the potential of adversely affecting any existing or proposed road and road drainage facility.

The Road Commission will not accept responsibility for maintenance of any detention or retention basin. Act 288 assigns the responsibility for detention basin maintenance to others. All such facilities shall be located outside of road right-of-way areas and should outlet to approved drainage areas. It should be noted that road ditches are generally considered unacceptable outlets for retention or detention basins.

**Section 8.08 Storm Sewers**

The following guidelines for storm sewers are subject to the general parameters of good engineering practices. If the characteristics of a specific design configuration meet some or all of the listed guidelines it does not guarantee that the configuration will be approved. The configuration will not be approved if it will be detrimental to the integrity or operation of the storm sewer, or if it is hydrologically or hydraulically unsound.

- A. Design velocities of all enclosed storm sewers shall be such that the velocity will cause neither siltation nor scouring of the pipe.
  - (i) Minimum recommended velocity: 3 fps
  - (ii) Maximum recommended velocity: 10 fps

- B. Minimum pipe slopes will be based upon the slopes required to provide the recommended gravity flow velocity of 3 fps (flowing full).

Concrete Pipe (n=0.013)

<u>Pipe Dia.</u>	<u>Pipe Slope (%)</u>
12 inch	0.44
15 inch	0.32
18 inch	0.25
21 inch	0.21
24 inch	0.17
30 inch	0.13
36 inch	0.10
42 inch	0.08
48 inch	0.07
54 inch	0.06
60 inch	0.05

- C. The Road Commission may require enclosed storm sewers in open ditch subdivisions as needed to maintain drainage flow and control soil erosion.
- D. The recommended cover over storm sewer pipe under pavement is four (4) feet or more. Three (3) feet minimum may be allowed in specific isolated situations if four (4) feet cannot be obtained.
- E. Two (2) feet of freeboard in drainage structures and one (1) foot of freeboard in ditches may be allowed if there will be no detrimental impacts.
- F. Drop connections to drainage structures may be required if the vertical drop would be detrimental to the integrity or operation of the storm sewer system.
- G. The main trunk of the storm sewer system should be located in the outside ten (10) feet of the right-of-way. For curvilinear streets and cul-de-sacs the Road Commission may require additional manholes in order to locate the main trunk of the storm sewer within practical limits of the outside ten (10) feet of the right-of-way. Locating storm manholes in the pavement and longitudinal runs of the main trunk line under the pavement or curbs is not acceptable.

**Section 8.09 Drainage Structures**

- A. Manhole Locations
  - (i) Manholes shall be spaced a maximum of 400 feet apart on storm sewer lines of 30 inch diameter or less, and a maximum of 600 feet apart on storm sewer lines larger than 30 inches in diameter.
  - (ii) At all changes in the storm sewer's alignment, grade or size.
  - (iii) At the junction of sewer lines.

- B. Catch Basin Locations
  - (i) Provide sufficient catch basins and curb inlets so that the storm water runoff does not exceed the intake capacity of the cover(s). Double inlets may be used to increase capacity. The gutter flow spread should generally not exceed six (6) feet from the edge of the lane. Factors that affect inlet grate capacity and spacing include the characteristics of a specific grate and specific curb, pavement cross slope, the longitudinal pavement slope, the width of area outside the road that will drain to the curb, the runoff coefficient (C), and whether the grate is under weir, orifice or transitional flow. Curb inlet spacings ranging from three hundred (300) feet to four hundred (400) feet have often been found to be acceptable in the past for a pavement that is twenty seven feet wide between the back of curbs, depending on the specific situation.
  - (ii) At all low points in the gutter grade
  - (iii) Behind curbs to drain low spots
  - (iv) At any location where there is apt to be a heavy concentration of runoff
  - (v) It is desirable that catch basins and inlets located in the gutter be positioned at lot lines or in the middle of lots to avoid conflict with future driveways.
- C. Leaching basins will not be recognized as an acceptable method of providing adequate drainage and should not be used except for extreme circumstances beyond the Proprietor's control.
- D. Soil erosion sedimentation control structures (manufactured sedimentation chambers) shall be located outside of public road-rights-of-way. If road drainage flows through this type of structure, the structure design must incorporate an overflow system to maintain drainage if the filter mechanism becomes inoperable. Also, a maintenance agreement with the appropriate agency, organization or association must be provided. If conditions require installation of the structure within a public road right of way, Road Commission approval is required. The structure must be located such that safe access can be provided with an adequately sized access hatch. The design may not include any parts, i.e. bags, baskets, etc., that will require periodic replacement.

**Section 8.10 National Pollutant Discharge Elimination System (NPDES)**

- A. The Road Commission for Oakland County is required to fulfill its responsibilities under the National Pollutant Discharge Elimination System (NPDES) for municipal separated storm sewer systems. Developers who will be conveying public and/or private roads and land for public use shall submit information and the locations of constructed R.C.O.C. storm water outfalls at the most downstream discharge point(s) for the constructed storm drainage system. This could include detention facility outfall points and any other outfall points to open or enclosed drains, and any innovative storm water management techniques such as bioretention trenches, infiltration fields, rain gardens, porous pavements, etc. Submit the following items prior to acceptance of the roads:
  - (i) Digital photograph.
  - (ii) A shape file containing the attributes in the following table. Data shall be referenced to State Plane Zone 2113 Michigan South Lambert, International Foot.

Illicit Discharge Elimination Program (IDEP)  
Attribute Descriptions for Outfall Survey / Facility Investigations

<b>ATTRIBUTE</b>	<b>DESCRIPTION OF ATTRIBUTE</b>
Date	The date the facility is installed and located via G.P.S.
Facility	<ul style="list-style-type: none"> <li>• Outfall (detention basin outlet or point of discharge)</li> <li>• Other</li> </ul>
Size	Pipe/drainage structure diameter (inches)
Material	<ul style="list-style-type: none"> <li>• Concrete</li> <li>• R.C.P.</li> <li>• P.V.C.</li> <li>• C.M.P.</li> <li>• Iron</li> <li>• Clay Tile</li> <li>• Other</li> </ul>
Transport Method	<ul style="list-style-type: none"> <li>• Culvert/Pipe</li> <li>• Ditch</li> <li>• Natural Waterway</li> <li>• Catch Basin</li> <li>• Manhole</li> <li>• Other</li> </ul>

## **IX. DESIGN AND CONSTRUCTION**

Refer to the current R.C.O.C. Geometric Guides and Detail Sheets for new development.

### **Section 9.01 Sustainability**

It is a goal that new residential local streets proposed to be under the jurisdiction of the R.C.O.C. will be made to have permanent structural stability that is not dependent on future maintenance, repair or reconstruction, such that (as determined by the R.C.O.C.) without said future work the structural stability of the facility could be compromised and result in:

(i) Conditions leading to closure of the sole point of ingress and egress to properties.

**OR**

(ii) Detrimental impacts to properties or permanent structures outside the road right-of-way.

### **Section 9.02 Customary Practices**

- A. It is implicitly understood that applicable customary R.C.O.C. practices related to material specifications, testing, prosecution and control of work, control of materials, quality procedures, and acceptance of work are incorporated into the Rules and Regulations for Street Development. Any specifications that involve adjustments to contractor payments as a remedy for substandard work shall be void for privately contracted construction. Removal and replacement of substandard work may be required in place of contractor payment adjustments.
- B. The R.C.O.C. has special provision requirements that modify the M.D.O.T. standard specifications. Those provisions are customary for R.C.O.C. publicly bid work and also apply to privately contracted work. Those special provisions are not duplicated herein. Work items with R.C.O.C. special requirements include, but are not limited to:
  - (i) Underdrain Construction
  - (ii) Aggregate Base
  - (iii) Hot Mixed Asphalt
  - (iv) Concrete

### **Section 9.03 Utilities**

- A. It is recommended that all underground utilities, public or private, be installed prior to the surfacing of the road. Such utilities are to be located in the outside ten- (10) feet of the road right-of-way. A permit must be obtained from the Road Commission for Oakland County Permit Division prior to the installation of any utility.
- B. Utility crossings shall have a minimum of four (4) feet of cover between the top of the utility and top of proposed pavement, and five (5) feet on streets with edge drain.

## **PART III**

# **FINANCIAL REQUIREMENTS**

## **X. FEES**

### **Section 10.01 Inspection and Administration Fee**

- A. When streets are created with a development a fee in the amount of 6% of the cost of road and road drainage improvements shall be paid to the Board for Administrative and Inspection services provided by the Road Commission. Submit the Inspection and Administration Fee prior to placement of the aggregate base for the roads, and prior to final plat approval in platted developments. Unused portions of the fee, if any, will be refunded. The fee may be recalculated if the scope of improvements changes. The fee will normally be capped at 6% in the absence of unusual or extraordinary circumstances.
- B. This fee shall be in the form of cash, credit card or certified/company check payable to the Road Commission for Oakland County (R.C.O.C.).
- C. For frontage plats and plats in incorporated areas, a fee for administrative services provided by the Road Commission will be paid in accordance with the following schedule:
- |                           |                                        |                 |
|---------------------------|----------------------------------------|-----------------|
| (i) Preliminary Plat      | 1 <sup>st</sup> Review                 | \$200.00        |
|                           | 2 <sup>nd</sup> and Subsequent Reviews | \$100.00 (each) |
| (ii) Construction Plans   | 1 <sup>st</sup> Review                 | \$200.00        |
|                           | 2 <sup>nd</sup> and Subsequent Reviews | \$100.00 (each) |
| (iii) Final Plat Approval |                                        | \$100.00        |

### **Section 10.02 Sign Fee**

- A. The Proprietor shall pay the cost of furnishing and installing certain temporary construction signing as well as permanent road signs and traffic control devices. Permanent signs may include, but not be limited to: "Stop", "Yield", "Keep Right", "Speed Limit", "Dead End", curb marker posts, and road name signs. The Road Commission will install permanent signs after the streets are constructed and become public. The Road Commission will determine the required Sign Fee. Submit the Sign Fee prior to right-of-way dedication and prior to final plat approval in platted developments. No signs or appurtenances shall be funded by the Road Commission.
- B. Payment shall be in the form of cash, credit card or certified/company check payable to the Road Commission for Oakland County (R.C.O.C.). The sign fee is not subject to partial refunds.

### **Section 10.03 Pavement Marking Fee**

- A. The Proprietor shall pay for pavement markings if they are needed. The Road Commission will be responsible for installation of pavement markings. The Road Commission will determine the required Pavement Marking Fee. Submit the Pavement Marking Fee prior to right-of-way dedication and prior to final plat approval in platted developments.
- B. Payment shall be in the form of cash, credit card or certified/company check payable to the Road Commission for Oakland County (R.C.O.C.). The Pavement Marking fee is not subject to partial refunds.

## **XI. CONSTRUCTION DESPOSIT**

### **Section 11.01 Construction Deposit Amount**

Construction Deposits shall be in an amount sufficient to ensure the satisfactory completion of all uncompleted road and road drainage improvements. The amount of the Construction Deposit will be determined by the Road Commission. Developments sometimes remain uncompleted for protracted periods of time. Partially completed facilities tend to deteriorate over time increasing the costs of construction. The deposit amount will generally be up to one hundred and fifty percent (150%) of the uncompleted road improvements to account for deterioration and inflation. Submit the Construction Deposit when public road right-of-way dedication is desired before construction is complete and prior to final plat approval in platted developments.

### **Section 11.02 Construction Deposit Agreement**

Construction deposits shall be accompanied by an executed construction deposit agreement prepared by the Road Commission.

### **Section 11.03 Construction Deposit Release**

The Board will reduce the amount of a Construction Deposit commensurate with the satisfactorily completed work items upon written request from the Proprietor, certification of work completed by the Proprietor's engineer/surveyor, and verification by Road Commission staff. A full or partial release generally requires a recommendation by the Road Commission Engineering Department and Board action on a resolution prepared by the Clerk of the Board.

### **Section 11.04 Construction Deposit Coverage**

Items to be covered by the Construction Deposit shall include, but not be limited to, earth excavation, storm sewers, edge drains, culverts, ditches, subgrade preparation, subbase, pavement, vegetation establishment and cleanup of the roads and road drainage system, including correction of any erosion damage.

### **Section 11.05 Form of Construction Deposit**

- A. The Board of County Road Commissioners recommends that all Construction Deposits be issued for a time period of two years commencing on the approximate date the Board is scheduled to accept the roads as public or approve the final plat. The Proprietor shall be held responsible for keeping the expiration date current on the Construction Deposit until all required improvements are completed and the Board has released the deposit.
  - (i) Cash Deposits and Certified Checks:  
Cash, credit card or certified/company checks may be used for all Construction Deposits. All checks shall be made payable to the Road Commission for Oakland County (R.C.O.C.).
  - (ii) Irrevocable Letters of Credit:  
Irrevocable Letters of Credit shall be issued by an open and solvent public bank acceptable to the Board and doing business in the Oakland County area. Letters of Credit shall be issued in favor of the Board of County Road Commissioners; Oakland

County, Michigan commencing prior to Board acceptance of the right-of-way dedication or on the approximate date the Board is scheduled to approve the final plat.

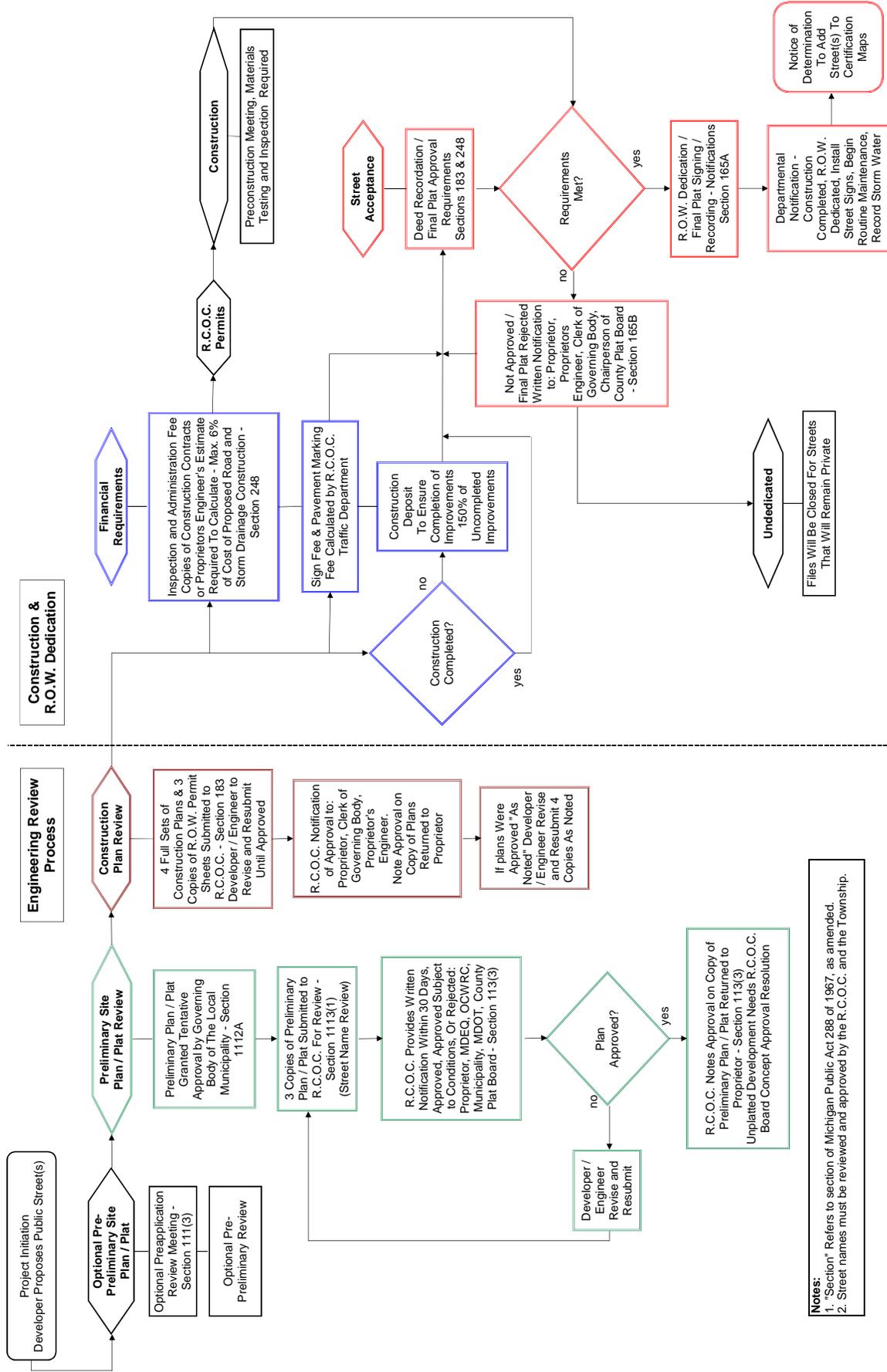
(iii) Surety Bonds:

Surety Bonds shall be issued by a company acceptable to the Board and doing business in the Oakland County area. Surety Bonds shall be executed in favor of the Board of County Road Commissioners, Oakland County, Michigan, as beneficiary, commencing prior to Board acceptance of the right-of-way dedication or on the approximate date the Board is scheduled to approve the final plat. Use a standard Road Commission Subdivision Bond form if available.

# APPENDIX

# ROAD COMMISSION FOR OAKLAND COUNTY NEW STREET DEVELOPMENT PROCESS OVERVIEW

7/20/2015



**APPENDIX**  
**GUIDE FOR PRELIMINARY PLAN / PLAT PREPARATION**

**General Information**

1. Development Name
2. Township and Section
3. Plan Dated / Revised
4. Engineer Address and Telephone
5. Engineer Seal
6. Proprietor Address and Telephone
7. Type of Development: (residential, commercial or industrial)
8. Plan Sheet Size (24" x 36")
9. Location Map (1" = 2,000')
10. Topographical Survey Contours (2' intervals)(point information needed for design)
11. Permanent Bench Marks
12. North Arrow and Scale
13. Characteristics (public, private, proposed streets, existing streets, approaches, etc.)
14. Street Names (review of proposed names required)
15. Adjacent Streets and Properties (plats with Liber and Page numbers or owners names)
16. Area of Plat in Acres
17. Requested Approval Marked on the Plan (e.g. preliminary)
18. Lot Layout (informational purposes)

**Drainage**

1. Location Map Shows Watershed Area (including off-site area)
2. Existing Drainage Courses and Structures
3. Mean Surface Elevation of Lakes and Streams
4. General Drainage Scheme (conveyance systems carrying road runoff located in road rights-of-way as much as possible, or in R.C.O.C. drainage easement parallel to and contiguous with the road right-of-way)

**Roads**

1. Horizontal Alignment Data
2. Interconnectivity
3. Proposed Right-of-Way
4. Sight Distance
5. Stub Street Provisions
6. Traffic and Safety Related Issues

**APPENDIX**  
**GUIDE FOR CONSTRUCTION PLAN PREPARATION**

**Include the Information on the Preliminary Plan Preparation List**

**Representative Plan Sheets**

1. Title Sheet
2. Typical Cross Sections
3. Overall Layout - R.O.W. / Horizontal Alignment / Utility - (1"=100' scale)
4. Demolition & Removals / Plan View / Profiles of Vertical Alignment - (Plan 1"=50') (Profile 1"=5' with plan and profile views on the same sheet desirable)
  - Roads
  - Storm Drainage
  - Sanitary Sewer
  - Water Main
  - Utilities
5. Detail Grades & Geometry (intersections, cul-de-sacs, eyebrows etc.)
6. Overall Storm Drainage (tributary area to each drainage structure with hydrologic and hydraulic calculations, detention basin calculations)
7. Special Details / R.C.O.C. Details and Notes / A.D.A. Facilities

**Roads - Additional Areas Receiving Frequent Review Comments**

1. Plan and Profile Elevations and Longitudinal Grade %
2. Curb and Road Centerline Elevations (clearly identify what plan elevations represent)
3. Vertical Curves (demonstrate compliance with standards, annotate length, elevation, station, "K" values, low points, high points etc.)
4. Soil Boring / Test Pit Locations and Logs Must Be Shown on the Plans (500' maximum spacing, 10' below proposed grade or existing ground whichever is deeper)(Show groundwater elevations)
5. Deceleration / Acceleration Lane Width and Taper Geometry and Dimensions
6. Pavement Section
7. Design of Connections to Existing Roads (accurate detail & topographic survey required)
8. Intersection Grading (constructability, positive surface drainage, maintain cross slopes on through streets, A.D.A. compliance)

**Storm Drainage / Utilities - Additional Areas Receiving Frequent Review Comments**

1. Easements (offsite and onsite)(County Drains / easements must be shown, properly labeled)
2. Ditches (cross-section, profile, location, slope)
3. Storm Sewers and Culverts (size, invert elevations, type, end treatments, minimum flow velocity and pipe slope, pipe cover, hydraulic grade line matches pipe slopes and velocities)
4. Drainage Structures (size, catch basins, inlets, manholes, rim and invert elevations, cover types)
5. Inlet / Catch Basin Spacing (account for structure cover capacity)
6. Spillways Often Needed at Curb Endings
7. Sewer profiles (show areas of granular backfill in the profile)
8. Coordinate Utility Conflicts (show utility and pipe crossings on profiles)

**APPENDIX  
ENGINEERS CERTIFICATE (OF COMPLETION)**

DATE

Board of County Road Commissioners  
County of Oakland  
31001 Lahser Road  
Beverly Hills, MI 48025

**Attention: Subdivision Improvement and Development Division**

Gentlemen:

Re: PROJECT NAME, Section SECTION #, TOWNSHIP Township

I hereby certify that all road and road drainage improvements within PROJECT NAME are complete and substantially in accordance with the vertical and horizontal alignments as shown on the approved plans and specifications as filed with the Road Commission for Oakland County.

**FOR PLATS ADD THE FOLLOWING:**

, and that all monuments as shown on the plat are in place and were in good condition at the time of placement or that proper requirements in accordance with Section 125 of the Subdivision Control Act of 1967 (as amended) have been provided for.

---

Proprietor's Engineer

Professional Seal

**Appendix: Form\_Subdivision Progress Record-Street Acceptance Check Sheet**

**ROAD COMMISSION FOR OAKLAND COUNTY  
SUBDIVISION PROGRESS RECORD / STREET ACCEPTANCE CHECK SHEET**

(FOR R.C.O.C. INTERNAL USE - SUBJECT TO CHANGE)

Work Order Number:

Township:

Section No(s):

Project Name:			√ (Dates)
Date Initiated (R.C.O.C.#):			
<b>ENGINEERING REVIEW &amp; APPROVAL</b>			
1. Concept Approval Resolution (Unplatted Development)			
2. Site Plan / Preliminary Plat			
a. Access points (continuing streets match, stub streets reach adjacent acreage parcels).			
b. Replat			
Construction Plans			
a. Drainage Easements (documents if off site)			
b. Drainage Maintenance Provisions			
c. O.C.W.R.C. approval of storm drainage (Oakland and West Bloomfield Townships - O.C.W.R.C. Chapter 18 Drainage Districts for storm sewers. Local Municipality requirements subject to change).			
<b>FINANCIAL REQUIREMENTS</b>			
4. Inspection and Administration Fee - Amount Required (6%): \$			
5. Sign Fee - Amount Required: \$			
6. Pavement Marking Fee - Amount Required: \$			
7. Construction Deposit - Amount Required (150% of uncompleted improvements)		Type (Format per Legal Dept.)	Expiration Date:
\$			
\$			
8. Construction Deposit Agreement (Format and type per Legal Dept.)			
9. PERMITS	Permit App. No.	Permit No.	Expiration Date
R.C.O.C. Approach Permit			
R.C.O.C. San./W.M./Storm. Tap			
Soil Erosion			
M.D.E.Q.			
10. Completion of Construction			
<b>FINAL REQUIREMENTS COMPLETED &amp; APPROVED</b>			
11. R.C.O.C. - Determination of Requirements (Street Acceptance / Final Plat Approval)			
12. Engineers Certificate of Construction Completion			
13. R.C.O.C. - Inspection / Construction Reports			
14. Record Drawings (With As-Built Plans) In Electronic PDF Format			
15. Storm Water Facility Shape File and Information			
16. Master Deed Language			
17. R.C.O.C. - Final Review of Street Names - Address Check			
18. Dedication Documents for Quit Claim Deed (R.O.W. Division Approval)			
a. Internal Street			
b. Local Roads			
c. R.C.O.C. Drainage Easements			
19. Final Plat			
20. Final Plat Certificates			
a. Road Commission correct Names and Titles (Only Chairman of the Board Needed On Signature Certificate)			
b. Proprietor's same as Construction Deposit			
21. Copy of (Master Deed / Final Plat) for file			
22. R.C.O.C. - R.O.W. Dedication Accepted by the Board of Commissioners			
a. Resolution For Board of Commissioners (Need MS Word copy of R.O.W. legal description)			
b. R.C.O.C. - Right-of-Way Division Records Deeds with the Register of Deeds Office			
23. R.C.O.C. - Department Notifications - (R.O.W. Dedication, Street Signs, Maintenance, Environmental)			
24. R.C.O.C. - Notice of Determination – Road Certification - Check Addressed Street Names			