



Monroe County  
Road Commission

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# Driveway Procedures

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Monroe County Road Commission  
Driveway Procedures

# MONROE COUNTY ROAD COMMISSION

## Resolution

WHEREAS, per section 247.325 of Act 200 Public Acts of 1969, the Board of County Road Commissioners may adopt its own rules and permit requirements necessary for the administration of permits after a public hearing; and

WHEREAS, on April 11, 2005 this Board adopted by reference, the rules in whole, as adopted by the Michigan Department of Transportation, effective November 20, 1998, governing driveways, banners and highway closure with exceptions; and

WHEREAS, in the opinion of the Board, it is appropriate to add its own revised "Residential Driveway Procedures" in conjunction with the rules of the Michigan Department of Transportation as adopted on April 11, 2005 to reflect current standards and to clarify the processes regarding residential driveway permit activities; and

WHEREAS, after the required public notice was published, a public hearing was held at the Board Meeting for the Monroe County Road Commission on March 24, 2008; and

WHEREAS, from the findings of the Board it is deemed appropriate to adopt the aforementioned procedures and regulations so as to regulate residential driveway procedures and permit activities with public safety and with management of public right-of-way; and

NOW THEREFORE BE IT RESOLVED, the "Residential Driveway Procedures" as presented on March 24, 2008 be and are hereby adopted in addition to the previously adopted rules by the Michigan Department of Transportation, with exceptions; and

BE IT FURTHER RESOLVED, it is moved by the Board of Road Commissioners of the County of Monroe, Michigan, Chairman Anthony M. Majauskas and supported by Vice-Chairman Richard W. Turner and Member Robert J. Duffey, that the Board of County Road Commissioners hereby make the rules as adopted effective the date of March 24, 2008.

Vote:  Yes

No

*1 Excused*

BOARD OF COUNTY ROAD COMMISSIONERS  
MONROE COUNTY, MICHIGAN

Anthony M. Majauskas, Chairman  
Richard W. Turner, Vice-Chairman  
Robert J. Duffey, Member

I hereby certify this to be  
A true copy of Board action  
Dated March 24, 2008  
At Monroe County, Michigan

*Cheryl A. U'Ran*  
Cheryl A. U'Ran, Deputy Clerk

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MONROE COUNTY ROAD COMMISSION

SECTION 1: GENERAL PROVISIONS

**1.1 PURPOSE**

- 1.1.1 The Monroe County Road Commission (MCRC) is committed to providing our customers with the tools necessary to achieve their goals and conduct business efficiently with our agency. Act 200 of the Public Acts of 1969, as amended, requires that all drives or approaches to a county road constructed after May 6, 1969 first be issued a permit from the county road commission. In accordance with this Act, the MCRC has established specifications and administrative rules, standards and procedures for constructing and modifying residential driveways to county roads.
- 1.1.2 The MCRC, in an effort to standardize the rules and procedures between state and county roads, adopted by reference the rules, in part, the Michigan State Transportation Commission rules effective November 20, 1998, governing driveways, banners and highway closure in accordance with Public Acts 200 of 1969 on April 11, 2005.
- 1.1.3 Driveway accesses may include but is not limited to installing a new driveway, widening an existing driveway, replacing an existing driveway (in whole or in part), moving a driveway, surfacing or resurfacing a driveway (asphalt/concrete), placing a temporary driveway, installing an agricultural driveway, and change in land use or roadside development.
- 1.1.4 Basic concerns relating to driveways include providing adequate sight distance for vehicles entering or exiting the driveway, as well as insuring that drainage along the property frontage be maintained.
- 1.1.5 To help expedite the permit process and address the basic concerns the MCRC put together a packet to better serve you. This packet shall include procedures for obtaining a permit, typical culvert installation detail, sight distance and clear vision information, typical catch basin installation detail, Indemnification Damage Liability and Insurance Requirements, and a Sample Application Form.
- 1.1.6 Note that if a County Drain runs along the road in front of your property you must first contact the Monroe County Drain Commissioners office (734-240-3101) to obtain a permit. Once they have issued a permit to do work in the County Drain, you shall bring that permit to the Road Commission. A MCRC permit will be issued in order to perform the work within the road right-of-way per the Monroe County Drain Commissioners standards. However, the MCRC will do a site location approval prior to the work being performed.

1.1.7 Permits can be obtained from the Monroe County Road Commission main office at 840 S. Telegraph Road, Monroe, MI 48161. If you have any questions, you may contact the Monroe County Road Commission by calling (734-240-5102). Remember this is an application process. An actual permit will be issued upon completion of an inspection/survey of the area in question. Prior to the issuance of a building permit, the county or local building department may require a copy of the MCRC Road Right-of-Way permit. Receipt of an application is not a permit.

## 1.2 RULES AND AUTHORITY

1.2.1 The above-mentioned rules have been adopted pursuant to the provisions of Section 5 of public Act 200 of the Public Acts of 1969, and all the definitions, conditions and provisions of said Act are a part of these rules with the same force and effect as if they were enumerated here. The MCRC has the responsibility to issue permits consistent with the rules published here within for public safety and in the best interest of the public.

1.2.2 For ease of reference, two sections of Act 200 are quoted here:

- ◆ “Sec. 6. A permit shall not be issued unless all the requirements of this act, and of rules made pursuant to section 5, are met. A permit may be revoked by the highway authority issuing it if at any time the permitted object, use, or activity fails to meet the requirements of this act or rules made in accordance with section 5.”
- ◆ “Sec. 7. This act shall not apply to driveways in existence on August 6, 1969, except that if the use of the land served by the driveway is changed or expanded, and the change or expansion causes the existing driveway to be a safety hazard, the driveway shall be considered a new driveway subject to this act. A driveway which is constructed or reconstructed after the effective date of the rules issued pursuant to this act and which is in violation of the rules shall be correct by the owner within a period of time, not less than 30 days, specified in the notice of violation sent by certified mail to the owner. If not corrected within the period required by the notice, the highway authority or its agents may perform the necessary correction and the owner shall reimburse the highway authority for the reasonable cost of correction”.

1.2.3 Any work to be accomplished within the right-of-way of any road under the jurisdiction of the Board of County Road Commissioner of Monroe County, Michigan requires a permit before commencement of such work. Failure to obtain the necessary permits prior to starting work will result in a fee equal to twice the fee noted on the current MCRC Fee Schedule.

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- 1.2.4 Applications for permits shall be submitted in the manner prescribed by and on the appropriate forms supplied by the MCRC. Such application forms are available at the office of the Monroe County Road Commission at 840 S. Telegraph Rd., Monroe, Michigan 48161. For questions, please call 734-240-5102.
- 1.2.5 Permits for commencing work will be issued on approved forms by the MCRC only. The applicant or his agent shall have a copy of the permit on site during construction.
- 1.2.6 Work authorized by the permit shall be completed to the satisfaction of the MCRC on or before the completion date specified in the permit. If the applicant requires an extension of time, the MCRC will determine approval of the extension based on extenuating circumstances and absence of neglect by the applicant.
- 1.2.7 The applicant, owner or person responsible for operation of any permitted approach shall maintain in perpetuity all conditions set forth in the permit and required in these specifications, and as may be amended.
- 1.2.8 The applicant shall take all necessary precautions to prevent injury or damage to persons or property from operations covered by the permit. The applicant shall use warning signs and safety devices, which are in accordance with the current Michigan Manual of Uniform Traffic Control Devices.
- 1.2.9 In the event of a failure to comply with the terms and conditions of any permit issued in accordance with these rules or failure to obtain an appropriate permit, the MCRC shall have the right to halt such activity until such time that adequate compliance is made. All costs incurred by the Board in correcting 1) a failure to comply with conditions and standards of a permit, 2) a failure to obtain a permit, or 3) defective workmanship or materials, shall be the responsibility of the applicant and/or property owner (or person undertaking the activity).
- 1.2.10 No driveway shall connect to a limited access highway or be allowed in a designated intersection clear-vision zone.
- 1.2.11 When possible, denials due to sight distance obstruction, applicants will be given suggestions for relocation of a proposed driveway or other measures to achieve sight distance.
- 1.2.12 If an application for a permit is denied, the applicant may submit an appeal according to the established appeal process as referenced in Section 6.

### 1.3 DEFINITIONS

- ◆ Access – a way of means of approach providing entrance to or exit from a public road to or from property adjoining the road.
- ◆ Applicant (Driveway Permit) – a property owner or the property owner’s authorized legal agent desiring to construct, reconstruct, relocate, resurface, use or maintain a driveway that connects to a county road.
- ◆ Backfill – replacement of acceptable soil or granular material in an excavation.
- ◆ Board – the Board of County Road Commissioners of the County of Monroe.
- ◆ Circle Driveway – a private driveway, which enters and leaves private property at two separate points within the same frontage.
- ◆ Clear Vision Area – land acquired or used by the MCRC, having jurisdiction over a roadway, for the purpose of maintaining unobstructed vision.
- ◆ Clear Zone – total roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired width is dependent upon traffic volumes, speeds and roadside geometry.
- ◆ Commercial Driveway – a driveway serving a commercial establishment, industry, governmental or educational institution, hospital, church, apartment building or other large traffic generator.
- ◆ Conflict Point – an area where intersecting traffic either merges, diverges or crosses.
- ◆ Corner Clearance – distance from an intersection of a public or private road to the nearest access connection, measured from the closest edge of the pavement of the intersection road to the closes edge of the pavement of the access connection along the traveled way.
- ◆ Cover – Depth between grade of roadway, ditch or other surface and buried culvert.
- ◆ Culvert – A section of tile exposed on each end.
- ◆ Driveway – any lane, road or any other way providing vehicular access to or from the highway from or to property adjoining the highway.

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- ◆ Driveway Flare – a triangular pavement surface at the intersection of a driveway with a public road that facilitates turning movements and is used to replicate the turning radius areas with curb and gutter construction.
- ◆ Driveway Return Radius – a circular pavement transition at the intersection of a driveway with a road that facilitates turning movements to and from the driveway.
- ◆ Driveway Spacing – the distance between the centerlines of driveways on the same side of the road.
- ◆ Driveway Width – the narrowest distance between the edges of a driveway within the right-of-way and not including driveway radii and flares, measured perpendicular to the centerline of the driveway.
- ◆ Frontage – the linear area between private property lines that abuts a roadway right-of-way.
- ◆ Grade – the rate or percentage change in slope, measured along the centerline of a roadway or access point, either ascending or descending from or along the roadway.
- ◆ Inspection – close observation and examination of various construction operations and the product thereof as a means of determining compliance with standards for activities conducted in the right-of-way.
- ◆ Intersection – the general area where two or more roadways join or cross including the roadway and roadside facilities for traffic movements within the areas.
- ◆ Local Road – a roadway with the primary function of providing access to and from adjacent properties and to and from roadways of a higher functional classification.
- ◆ MCRC – Monroe County Road Commission
- ◆ Modified Commercial Approach – a driveway providing access up to five (5) residential single-family houses. More than five (5) see commercial approach guidelines.
- ◆ Private Road – a road, which is not under the jurisdiction of the MCRC or the Michigan Department of Transportation and exists outside an incorporated area such as a city or village.
- ◆ Property Owner – a person firm, association, partnership, corporation, or combination of any of these or any other party have an ownership interest in land.

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- ◆ Permit Holder – when a permit is issued, the Applicant or a person partnership, corporation or entity under sufficient authority and control of the Applicant to perform the work requested by the Applicant in accordance with the requirements set forth in these rules and the terms and conditions of a permit issued by the MCRC.
- ◆ Residential – indication of serving one single-family dwelling.
- ◆ Right-of-Way Line – a boundary between private property and public land under legal control of the agency having jurisdiction over the highway.
- ◆ Sight Distance – the length of the roadway ahead that is visible to the driver.
- ◆ Storm Sewer – enclosed tile meeting at least one structure (catch basin or manhole).
- ◆ Temporary Approach – a connection permitted for a particular purpose for a specified, short period of time. After said time, either a permanent approach connection permit must be obtained and the permanent approach built or the temporary approach connection must be removed and the right-of-way restored to its original condition.

## SECTION 2: PERMITTING PROCESS

### 2.1 APPLICATION PROCEDURE

- 2.1.1 The property owner or designated agent shall apply for a residential driveway approach permit at the Monroe County Road Commission during normal business hours. The applicant shall supply a simple site plan, which shall show property lines, right-of-way lines, proposed driveway location, building locations, and other significant features such as trees, existing, proposed and/or replacement of septic fields and wells. Proposed driveway widths, radii, and offsets must conform to the dimensions in the standard drawings, as shown in the *Appendix A*.
- 2.1.2 Fees associated with the application, permit and inspection activities are indicated on the current approved MCRC Fee Schedule as adopted by the Board. Fees are non refundable. All fees are due by cash or check when the application is submitted to the MCRC. The MCRC may also require security in the form of cash or bank letter of credit to secure the cost of restoring the disturbed portion of road right-of-way to a safe and acceptable level.
- 2.1.3 Upon submittal of the application and fees, the applicant will be issued a receipt, and the information provided to the MCRC will be entered into a database and forwarded to the MCRC Survey Department for an initial field inspection.
- 2.1.4 The applicant will be given two clearly marked stakes with pink paint. These stakes are to be placed on the backside of the ditch line showing the desired drive surface width (only) being requested. Do not stake a requested culvert length. MCRC designated personnel will determine length, elevation and type of tile. Requirements will include a 3:1 slope and grade for the ditch area for each side of the driveway. A concrete catch basin may be required with some driveway culverts as determined by the MCRC personnel. See *Appendix A-1*.
- 2.1.5 The proposed minimum drive surface width for a single drive is twelve (12) feet and sixteen (16) feet for a double drive. The maximum residential drive surface width shall not exceed twenty-four (24) feet.
- 2.1.6 Designated survey personnel from the MCRC will conduct the initial field inspection and determine if the approach standards can be met. Due to scheduling limitations, the field personnel will generally not be able to meet the applicant on site during the initial field inspection.
- 2.1.7 Generally, the survey will be performed within two (2) to three (3) weeks after the date of application. Applications received during the construction season (May 5 – Nov. 15) may take somewhat longer to schedule. If the location stakes are not in place and clearly visible from the road at the time the survey

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crew comes out to the site, a second trip by the crew will be necessary. This will result in a delay with processing the application.

- 2.1.8 If a re-staking is required through no fault of the Road Commission, an additional re-staking fee will also be charged per the current approved MCRC Fee Schedule.
- 2.1.9 If any of the approach standards cannot be met, the applicant will be advised about the deficiencies. All deficiencies must be corrected to the satisfaction of the MCRC prior to issuance of a permit.
- 2.1.10 If approach standards can be satisfied, the applicant will be issued a permit to commence construction. The applicant or designated agent will be required to pick up the issued permit so that an original signature can be obtained on the permit itself. When applicable additional costs incurred by the MCRC, not covered by fees submitted during application, are due at this time.
- 2.1.11 The permit is subject to the conditions and limitations stated on the permit form, front and back, as well as any special conditions that may be added to the permit itself. The permit will be valid for two (2) months. If an extension is requested, the MCRC will determine approval of the extension based on extenuating circumstances and absence of neglect by the applicant.
- 2.1.12 Typical driveway design drawings can be found in *Appendix A*. The applicant/permit holder shall follow these design standards unless the MCRC authorizes to do otherwise. Depending on roadway or site characteristics, such as volumes, speeds and vehicle types, the Road Commission may increase design dimensions shown in *Appendix A*.
- 2.1.13 Prior to the issuance of a building permit, the county or local building department may require a copy of the MCRC Road Right-of-Way permit.

## **2.2 IDENMITY AND CERTIFICATES OF INSURANCE**

- 2.2.1 The Permit Holder shall defend and hold harmless the MCRC against any claim for damages or related costs and expenses arising from any activities or operations covered by the permit, provided however, that in the case of construction activities, the Permit Holder shall not be obligated to indemnify the MCRC against its own sole neglect.
- 2.2.2 If the applicant elects to hire a private contractor to perform the work, the contractor shall furnish the required proof of insurance coverage stating the Road Commission as an additional insured for the term of the permit and have all necessary amounts as shown in *Appendix B*.
- 2.2.3 Should insurance coverage be cancelled or reduced below acceptable limits, authorization to continue work under the permit shall be suspended or

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revoked. MCRC may in such case take appropriate action to restore or protect the road and appurtenances, utilizing any inspection, fees, security deposits or applicable bonds to defray expenses.

- 2.2.4 Property owners are allowed to install their own culverts provided they agree to assume all liability. If no private contractor is listed on the permit, applicant's signature on the permit form acknowledges this assumption of liability.

## SECTION 3: DRIVEWAY DESIGN STANDARDS

### 3.1 LOCATION AND NUMBER OF APPROACHES

- 3.1.1 Access for corner residential lots may be restricted from one street only. The driveway for a corner lot preference shall be from the minor street. This will be determined during the initial field investigation.
- 3.1.2 A residential driveway approach shall be located to provide adequate sight distance for exiting and entering movements (see Sight Distance 3.2). The MCRC reserves the right to reject a location that is not in the best interest of the public safety.
- 3.1.3 All portions of a residential driveway approach, including the radii, shall be located entirely within the applicant's property lines extending at right angles to the center of the road. Under unusual circumstances, a driveway radius may extend outside of that area only if the adjacent property owner certifies in writing that he/she will permit such extension. The MCRC reserves the right to deny the radii encroachment.
- 3.1.4 The center of a residential driveway approach should be located at least 16 feet from the applicant's property lines or as approved by a designated MCRC employee.
- 3.1.5 If a proposed drive location is to be located adjacent to a roadway intersection, that is curbed, the point of intersection of the driveway taper shall be at least 20 feet from the point of curvature of the intersecting roadway radius. See *Appendix A-2*.
- 3.1.6 If a proposed drive location is to be located adjacent to a roadway intersection that is uncurbed, the point of curvature of the driveway radius shall be at least 50 feet from the edge of pavement of the intersecting roadway. See *Appendix A-3*.
- 3.1.7 When an existing roadway or driveway is reconstructed or the requirements for curbed and uncurbed distances cannot be applied, the driveway radius shall not encroach upon the intersection radius unless such encroachment is physically unavoidable.
- 3.1.8 Driveway approaches shall not be constructed along the acceleration or deceleration lanes and tapers connecting to interchange ramp terminals, unless no other reasonable access point is available.
- 3.1.9 Driveway approaches will not be allowed within the clear vision of a railroad track unless no other reasonable access point is available. If the proposed driveway approach falls within that clear vision area a designated MCRC

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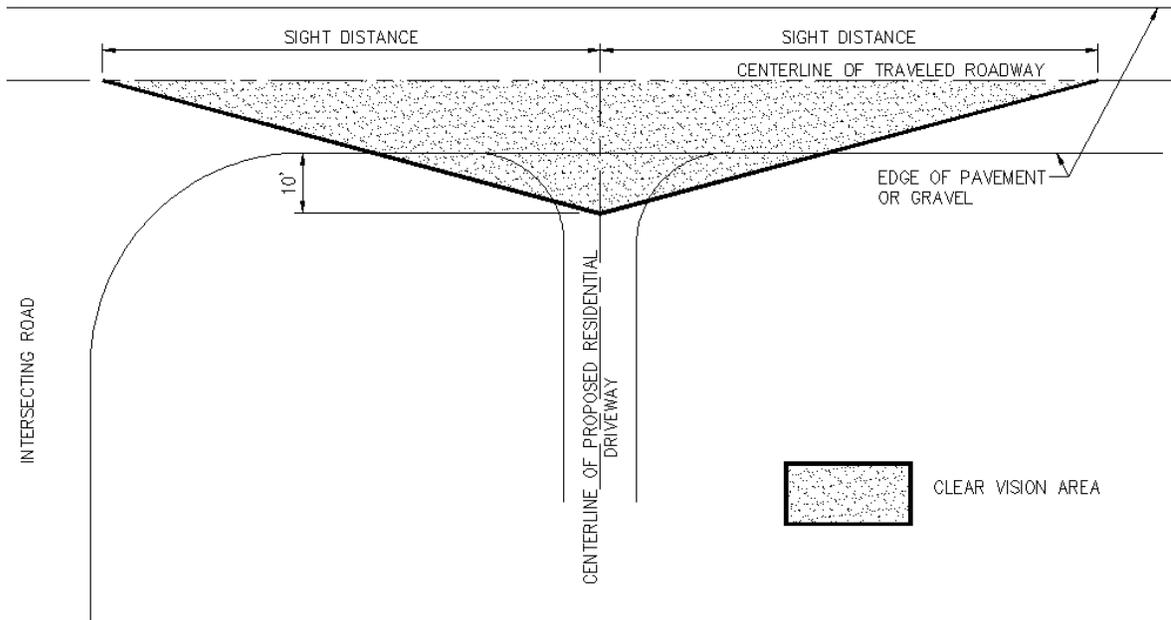
employee will review it. All efforts will be made to maintain sight distance at or near railroad crossings.

- 3.1.10 One (1) residential driveway will be permitted for each platted lot or for unplatted residential property width less than 100 feet of frontage.
- 3.1.11 One (1) additional residential driveway may be permitted for residential property for each 70 feet of frontage in excess of the first 100 feet of frontage.
- 3.1.12 Two (2) residential driveways may be permitted on the same property, in lieu of the above to serve a circle driveway if the frontage of the property is 80 feet or more.
- 3.1.13 The center of two residential driveway approaches on the same property shall be located at least 45 feet apart center-to-center, measured parallel to the center of the road.
- 3.1.14 Shared driveways, one driveway approach serving two residential properties, will not be allowed per the Monroe County Street and Road Naming and Numbering Ordinance adopted and amended on September 25, 2001, Article IV, Section 401 (D).
- 3.1.15 The Traffic Safety Engineer will review any proposed driveway locations at or near a permanent sign. The review will determine if the sign can be relocated to a new location. If sign relocation is possible, the Monroe County Road Commission will perform this work at the expense of the applicant. Sign fees are set by the current approved MCRC Fee Schedule and are due at the time the permit is issued. If sign relocation is not possible, the proposed driveway location will be denied and property owner will be asked to select a different location for their driveway.

### **3.2 SIGHT DISTANCE**

- 3.2.1 Clear-vision area, as shown in Figure 1, shall be provided at all residential driveways entering onto a roadway, which is under the jurisdiction of the MCRC.
- 3.2.2 To provide for adequate vision, all obstructions must be removed or minimized within the clear-vision area. Sight distance, looking each way from the driveway centerline, shall be measured from the eye height of 3.5 feet to an object 4.25 feet above the roadway centerline. The eye height at the driveway centerline shall be positioned ten (10) feet from the edge of the traveled roadway.

Figure 1



3.2.3 The following minimum sight distances shown in Table 3-1 are based on 0% grade roads and the regulatory speed limit. Requirements for the clear-vision area are:

Table 3-1

Sight Distance	
Speed	Sight Distance
25 mph	280 ft
30 mph	335 ft
35 mph	390 ft
40 mph	445 ft
45 mph	500 ft
50 mph	555 ft
55 mph	610 ft

3.2.4 Removal of trees in the right-of-way may be required prior to issuance of the permit to assure that proper sight distance standards are met. If a required sight line is obstructed by trees or other features in the right-of-way in front a neighboring property, the applicant shall obtain written permission from the neighboring owner to remove the obstructions. If permission is not obtained, the applicant shall relocate the proposed driveway location to a better location within property owner's property lines.

## SECTION 4: MATERIAL AND DRAINAGE SPECIFICATIONS

**4.1 DRAINAGE**

- 4.1.1 All driveway surfaces and other adjoining areas within the public right-of-way shall be adequately drained and shall convey surface water to existing ditches or storm sewers. The driveway shall be designed and constructed so as to not increase drainage into the public right-of-way and not alter the drainage and stability of the road sub-grade. See *Appendix A-4, A-5, A-6*.
- 4.1.2 In those cases where a curb cut is required, the MCRC will determine the extent of existing curb removal and placement of additional catch basins. For mountable curb and gutter sections, removal of the top of the curb section by cutting methods is not recommended. However, where desired by the property owner, cutting top of the curb may be permitted if performed by a vehicle mounted cutting machine to assure a clean, consistent edge. In any curb cut case, all sawed edges shall be rounded to a one-quarter ( $\frac{1}{4}$ ) inch radius. See *Appendix A-7*.
- 4.1.3 In cases where open-ditch drainage is utilized, the MCRC will determine the culvert location, diameter, length, type of tile as well as the grade and distance from the edge of the road.
- 4.1.4 The centerline of culvert pipe will be determined by the designated Survey employee. The Road Commission may require the centerline to be 24 to 28 feet from centerline of road right-of-way. The applicant shall re-grade the ditch at his or her expense in order to provide positive drainage within the ditch line.
- 4.1.5 The minimum culvert length shall be 24 feet or as determined as the width of the drive surface over the culvert plus the depth of the ditch to provide slope and grade for the ditch area on each side of the driveway (3:1). See *Appendix A-7*.
- ◆ Example: 2 foot ditch depth =  $12 + (6 \times 2) = 24$  feet
- 4.1.6 All culvert pipes used shall be of a size adequate to carry the anticipated flow of the ditch based on a 'ten-year-storm' event. The culvert shall be no smaller than the size determined by the Survey Department nor typically be less than twelve (12) inches inside diameter. All culverts, catch basins, drainage channels and other drainage structures required within the road right-of-way shall be manufactured or constructed and installed in accordance with the current Michigan Department of Transportation Standard Specifications for Construction.
- 4.1.7 Pipe materials shall comply with Michigan Department of Transportation Standards and Specifications for Construction. Sloped metal end sections will be required on any Corrugated Plastic Pipe (N12) where ends are exposed to

an open ditch and is encouraged on any tile installed with ends exposed to an open ditch.

Table 4-1

MCRC Standard Drainage Pipe Spec	Depth of Cover in feet (a)				
	Type of Pipe	Culvert 1-2'	Culvert >2'	Sewer 1-2' (f)	Sewer >2' (f)
Reinforced Concrete Pipe (RCP)	Yes	Yes	Yes	Yes	Yes
Corrugated Metal (16 gauge steel) Pipe (CMP) (b)	Yes (c)	Yes (c)	Yes (c)	Yes (c)	Yes (c)
Corrugated Plastic Pipe Smooth- Lined N12 (CPP)	No	No	Yes (d) (e)	Yes (d) (e)	Yes (d) (e)

(a) Cover, including the pavement structure is defined as the height of fill above the top of the pipe.  
 (b) Permitted for only 24 inch diameter pipe and under. >24 inch diameter sizing requires Engineering Department approval for material type.  
 (c) Use of CMP may be denied in areas where high acidic soils are present.  
 (d) CMP end sections shall be installed where a CPP end daylights.  
 (e) Does not apply to agricultural drive access; CMP or RCP only.  
 (f) MCRC requires open ditch along gravel roads; frontage sewer tile not allowed.  
 All pipe will typically have a 12" minimum diameter and should have a minimum of 1 foot cover.

4.1.7 Headwall construction is prohibited by M.D.O.T. on all State roadways. Headwall construction in the County right-of-way will be allowed only on 42-inch diameter tile or larger, or where ditches are greater than or equal to 48 inches deep measured from the shoulder of the road.

**4.2 MATERIALS AND WORKMANSHIP**

4.2.1 A sufficient trench width shall be used to allow free working space and to permit compacting the backfill around the pipe. The trench shall be excavated to a depth of at least four (4) inches below the grade established for the bottom of the culvert and shall be backfilled with Granular Material Class II thoroughly compacted. Note the diameter of aggregate shall not exceed three-quarter (¾) inch. See *Appendix A-1*.

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- 4.2.2 Sand may be used but must be clean and free of all silt, clay, loam, organic material, sod, debris, etc. It is recommended sand to be purchased from a commercial source.
- 4.2.3 To equalize horizontal loading, backfill material shall be placed in equal thickness across the entire length of the pipe. Material shall be placed in lifts and compacted, no more than 1/2 the diameter of the pipe size at a time, and no more than 12 inches thick. The entire length of the pipe shall be covered with backfill material.
- 4.2.4 Use caution in moving equipment over the installed pipe when backfilling. Any pipe that has deformed more than 10 percent in either horizontal or vertical diameter will be required to be removed and replaced and/or reinstalled.
- 4.2.5 All bedding and backfill requirements must be strictly adhered to.
- 4.2.6 All culverts will be set true to the lines and grades given, bells or grooves upgrade, ends fully and closely jointed and each section will have a full, firm bearing throughout its length.
- 4.2.7 All types of tile will be carefully set, taking the necessary precaution required in the backfilling operation not to displace the pipe from proper grade and alignment. Any culvert section which shows signs of settlement or which is not in true alignment will be removed and reinstalled.
- 4.2.8 Inspections will be required for an approved driveway. When a tile and/or structure are required, an inspection will be needed to verify bedding, grade and placement of tile or structure prior to backfilling. A second inspection will be required for the finished grade and slope of the driveway backfill and surface. When a driveway does not require a tile i.e. a high point or no ditch line, then a final inspection will be the placement of material for the driveway surface grade.

### **4.3 SURFACING**

- 4.3.1 When the road is unpaved, surfacing will NOT be allowed within the road right-of-way.
- 4.1.2 All residential driveways being surfaced with asphalt and/or concrete requires a permit.
- 4.3.3 Driveways shall slope away from the roadway to the ditch or storm sewer. Match the existing shoulder slope, which should be three-quarter ( $\frac{3}{4}$ ) inch per foot.
- 4.3.4 Concrete or asphalt will be permitted within the right-of-way to the curb and gutter, where present, and to the road edge of pavement, where present.

## MCRC DRIVEWAY PROCEDURES

- 4.3.5 The MCRC will be held harmless where damages to concrete or asphalt driveway surfaces within the right-of-way are caused by MCRC maintenance activities.
- 4.3.6 Any concrete surfacing will be at the property owners risk. This includes the understanding that any concrete installed within the right-of-way may be removed and/or modified in conjunction with a future roadway maintenance or improvement project, whether performed by the MCRC or a contractor, at the sole discretion of the MCRC. Removal or modifications may be in the form of overlaying concrete with asphalt, concrete removal with asphalt replacement or gravel replacement when deemed necessary.
- 4.3.7 Property owners and/or contractors placing concrete within the right-of-way shall place the concrete a minimum one-quarter ( $\frac{1}{4}$ ) inch below the asphalt surface and slope away from the roadway as referenced in section 4.3.3. Minimum recommended thickness shall be at least five (5) inches thick. Prior to pouring concrete, an inspection of forms shall be performed by a designated MCRC staff employee.
- 4.3.8 Decorative bricks, decorative (stamped), colored or heated concrete or asphalt driveway surfaces will not be permitted.
- 4.3.9 Minimum recommended thickness for an asphalt approach shall be at least two (2) inches thick and slope away from the roadway as referenced in section 4.3.3.
- 4.3.10 Property owners or current residents, who have installed a driveway prior to the date of this policy approval, regardless whether appropriate permits were obtained, will be held to the same standards stated above. Non-permitted driveways or improperly installed driveways are not subject to the procedures above and may not be replaced in kind.

## SECTION 5: AGRICULTURAL AND TEMPORARY DRIVEWAYS

### 5.1 AGRICULTURAL FIELD APPROACHES

- 5.1.1 Agricultural field approaches are defined as serving farmyard, cultivated or uncultivated fields, timberland or undeveloped land not used for industrial, commercial or residential purposes.
- 5.1.2 The standard drive surface width recommended for an agricultural approach is 20 feet. The maximum shall not exceed 40 feet.
- 5.1.3 One field approach will be permitted for each 1000 feet of frontage. An additional approach may be permitted when a single approach will not provide adequate access due to topographic conditions.
- 5.1.4 The proposed field approach shall meet the same specifications as a residential driveway approach.
- 5.1.5 Agricultural field approaches do not allow a property owner access to a property for residential, commercial or industrial purposes. The property owner must secure the appropriate approach permit for any change in land use.

### 5.2 TEMPORARY APPROACHES

- 5.2.1 Proposed temporary approaches will typically only be allowed for a maximum of three (3) months.
- 5.2.2 Permit fees and deposits per the current approved MCRC Fee Schedule will be paid at time of application.
- 5.2.3 Temporary approaches shall meet the same application process and specifications as a residential driveway approach.

## SECTION 6: APPEAL PROCEDURES

### 6.1 APPEAL PROCESS

- 6.1.1 After a permit application has been denied, the applicant has the right to a hearing with the County Highway Engineer of the MCRC, if written request for the hearing is filed with the MCRC within 30 days of receipt of denial of application. The hearing shall be held within 30 days after the request is received by the MCRC. The MCRC shall notify the applicant of the hearing date, time and place at least ten (10) days before the hearing.
- 6.1.2 At the time of the hearing, the applicant will present his/her argument and any evidence that he/she may have in support of the argument. Then, the Permits Supervisor and/or Chief Surveyor will present support and evidence for the permit denial. Within five (5) days after the hearing, the County Highway Engineer shall notify the applicant in writing of the hearing decision and send to the applicant a copy of the hearing transcript regardless of whether the permit is approved or the denial of permit is upheld.
- 6.1.3 A decision by the County Highway Engineer may be appealed to the Board of County Road Commissioners by written notice of appeal file with the MCRC Deputy Clerk within five (5) days after the County Highway Engineer renders the decision. On appeal to the Board, any additional evidence or claims may be filed by the applicant within seven (7) days of filing the appeal. In rendering its decision, the Board of County Road Commissioners shall consider the entire hearing record and additional support that was filed.
- 6.1.4 The Board shall inform the applicant and the County Highway Engineer of its decision within seven (7) days after the date of the next scheduled meeting by mailing a copy of their decision to the applicant.

APPENDIX A

TYPICAL DESIGN STANDARDS  
FOR RESIDENTIAL DRIVEWAYS

Typical Design Detail of Residential Driveway Approach.....A-1

Residential Driveway Approach on Curbed Road..... A-2

Residential Driveway Approach on Uncurbed, Paved or Gravel Road..... A-3

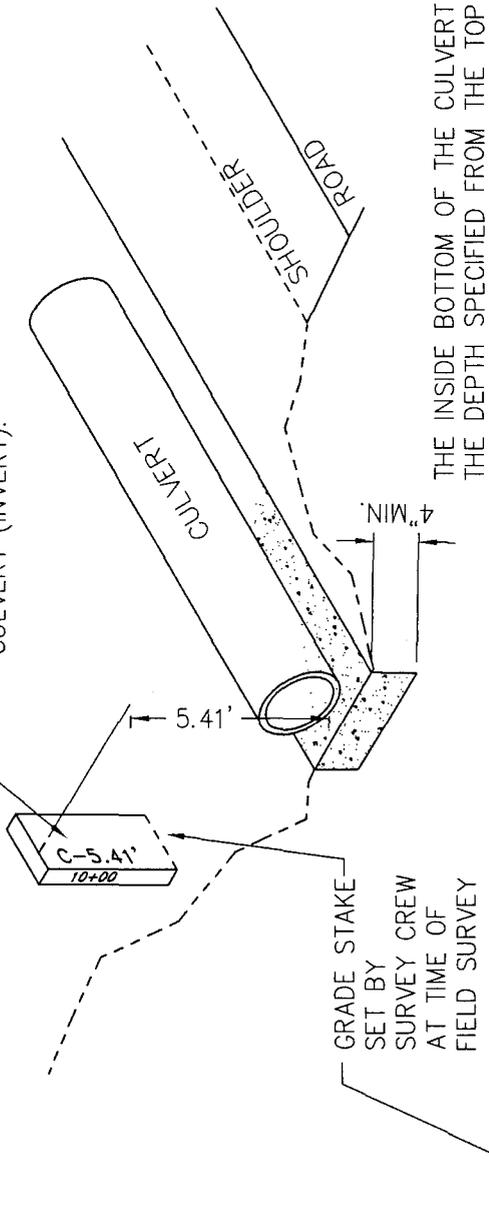
Cross-Section of Residential Driveway Approach on Uncurbed Paved Road..... A-4

Cross-Section of Residential Driveway Approach on Gravel Road..... A-5

Cross-Section of Residential Driveway Approach on Curbed Road.....A-6

Curb Cut Detail for Residential Driveway Approach..... A-7

NOTE: THIS MEASUREMENT ON THE STAKE IS THE DEPTH (IN FEET) FROM THE TOP OF THE STAKE TO THE INSIDE BOTTOM OF THE CULVERT (INVERT).



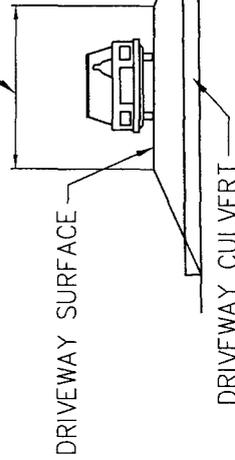
THE INSIDE BOTTOM OF THE CULVERT MUST BE AT THE DEPTH SPECIFIED FROM THE TOP OF THE STAKE.

MEASURE LEVEL ACROSS FROM THE TOP OF THE STAKE.

SHOULDER

GRANULAR MATERIAL CLASS II, THOROUGHLY COMPACTED 4" BELOW BOTTOM OF CULVERT AND 6" ABOVE TOP OF CULVERT.

THIS IS THE WIDTH STAKED BY THE PROPERTY OWNER.



FRONT VIEW

NOTE: 3:1 SLOPE REQUIREMENT FOR SIDES OF DRIVEWAY. HEADWALLS NOT TYPICALLY ALLOWED PER SECTION 4.1.7.

DRIVEWAY SURFACE  
DRIVEWAY CULVERT  
DITCH BOTTOM

SIDE VIEW

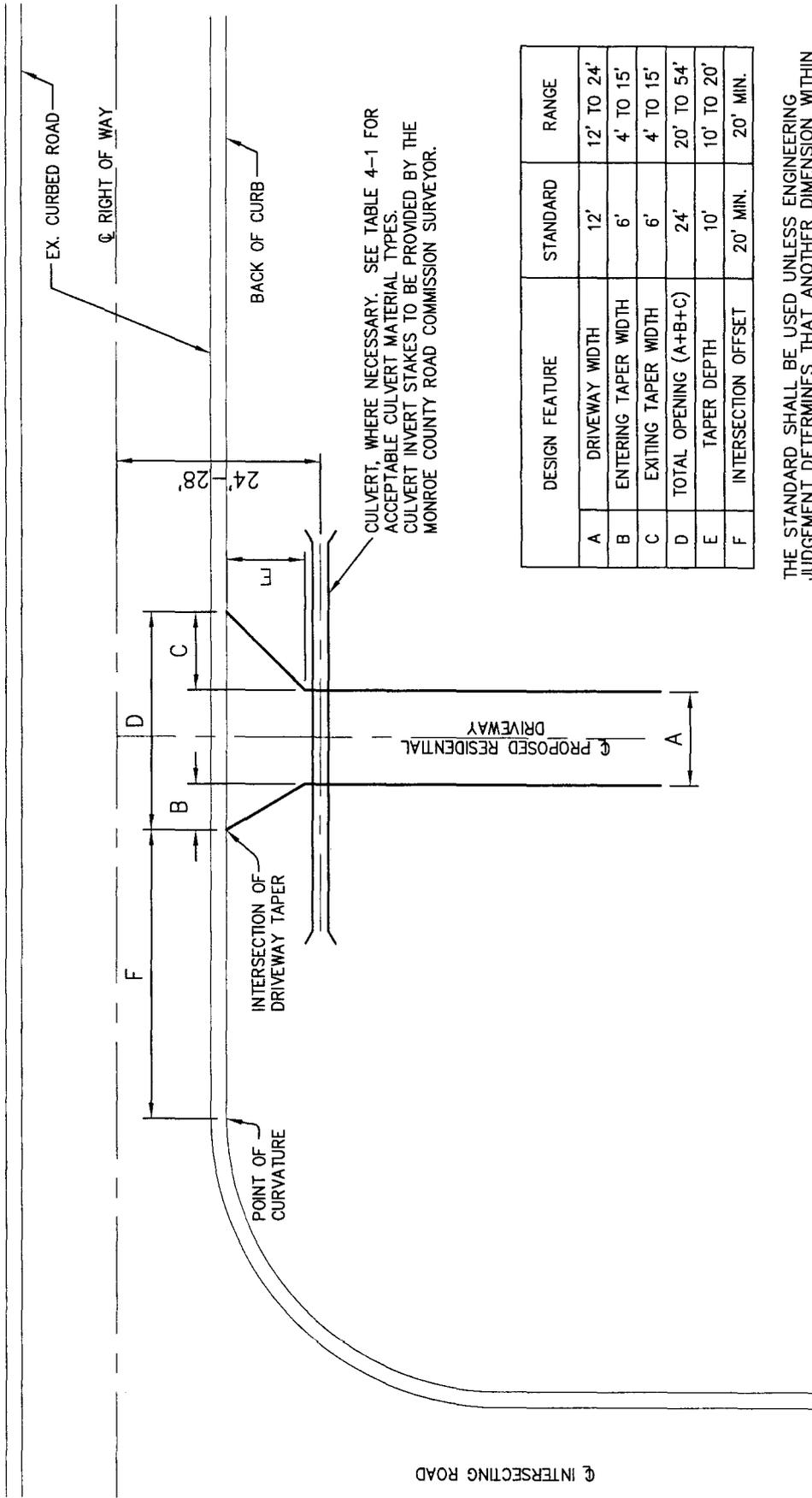
**TYPICAL CULVERT  
INSTALLATION FOR  
RESIDENTIAL DRIVEWAY**

SHEET NO. 1 OF 1	DRAWN BY: MEG	DATE: 03/2008	SCALE: NONE
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MONROE COUNTY  
**ROAD  
COMMISSION**

840 S Telegraph Rd Monroe MI 48161 (734) 240-5100



DESIGN FEATURE	STANDARD	RANGE
A DRIVEWAY WIDTH	12'	12' TO 24'
B ENTERING TAPER WIDTH	6'	4' TO 15'
C EXITING TAPER WIDTH	6'	4' TO 15'
D TOTAL OPENING (A+B+C)	24'	20' TO 54'
E TAPER DEPTH	10'	10' TO 20'
F INTERSECTION OFFSET	20' MIN.	20' MIN.

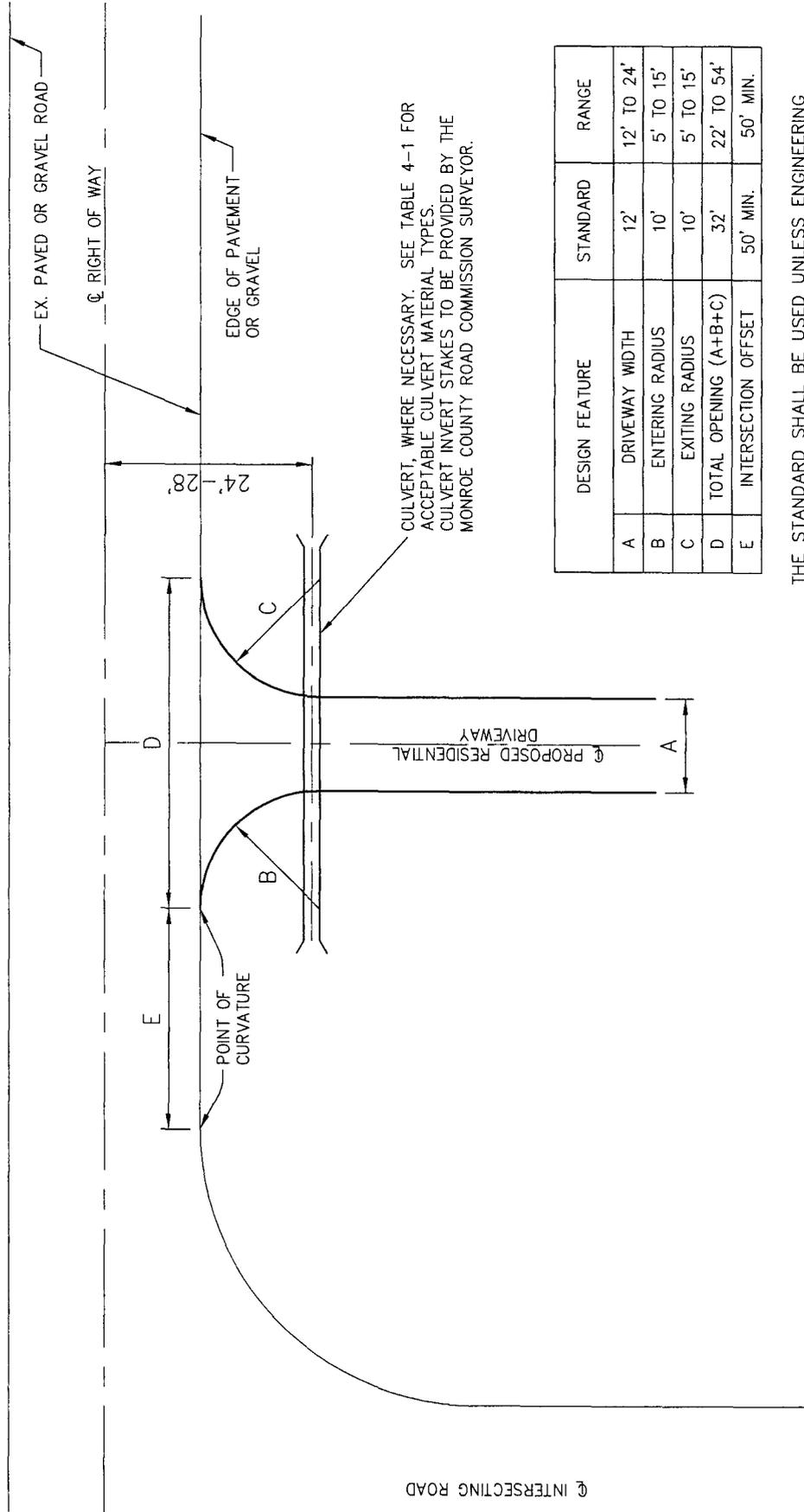
THE STANDARD SHALL BE USED UNLESS ENGINEERING JUDGEMENT DETERMINES THAT ANOTHER DIMENSION WITHIN THE RANGE IS MORE SUITABLE FOR A PARTICULAR SITE OR SPECIAL CONDITION AND IS APPROVED BY THE DEPARTMENT.

REFER TO CULVERT INSTALLATION  
DETAIL SHEET (APPENDIX A-1)  
FOR CULVERT CONSTRUCTION  
INSTRUCTIONS.

**RESIDENTIAL DRIVEWAY  
APPROACH ON CURBED  
ROADWAY**

SHEET NO. 1 OF 1  
DRAWN BY: MEG  
DATE: 03/2008  
SCALE: NONE

MONROE COUNTY  
**ROAD  
COMMISSION**  
840 S Telegraph Rd Monroe MI 48161 (734) 240-5100



CULVERT, WHERE NECESSARY, SEE TABLE 4-1 FOR ACCEPTABLE CULVERT MATERIAL TYPES. CULVERT INVERT STAKES TO BE PROVIDED BY THE MONROE COUNTY ROAD COMMISSION SURVEYOR.

DESIGN FEATURE	STANDARD	RANGE
A	DRIVEWAY WIDTH	12'
B	ENTERING RADIUS	12' TO 24'
C	EXITING RADIUS	5' TO 15'
D	TOTAL OPENING (A+B+C)	10'
E	INTERSECTION OFFSET	5' TO 15'
		22' TO 54'
		50' MIN.

THE STANDARD SHALL BE USED UNLESS ENGINEERING JUDGEMENT DETERMINES THAT ANOTHER DIMENSION WITHIN THE RANGE IS MORE SUITABLE FOR A PARTICULAR SITE OR SPECIAL CONDITION AND IS APPROVED BY THE DEPARTMENT.

REFER TO CULVERT INSTALLATION  
DETAIL SHEET (APPENDIX A-1)  
FOR CULVERT CONSTRUCTION  
INSTRUCTIONS.

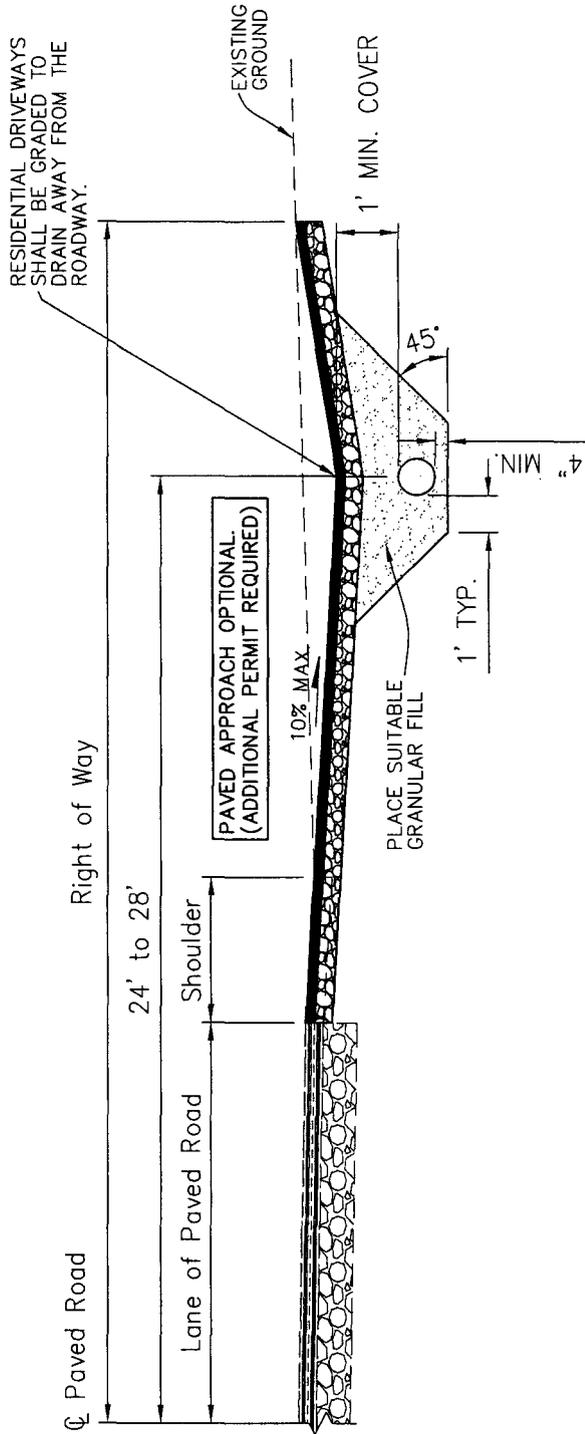
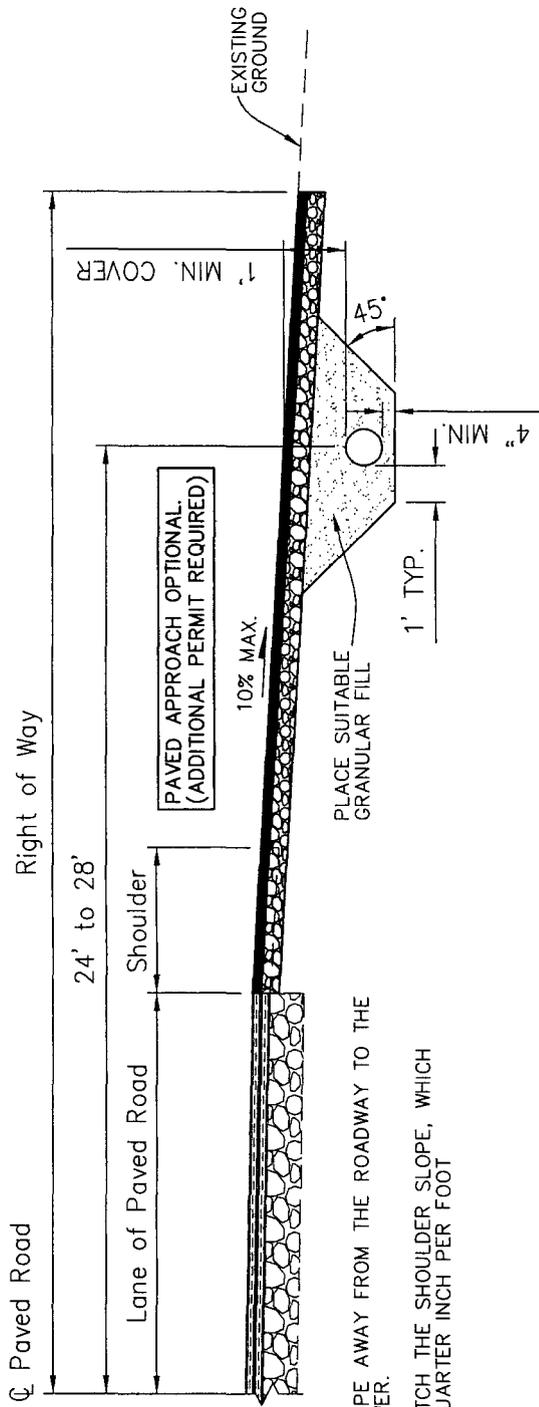
**RESIDENTIAL DRIVEWAY  
APPROACH ON UNCURBED,  
PAVED OR GRAVEL ROADWAY**

SHEET NO. 1 OF 1  
DRAWN BY: MEG  
DATE: 03/2008  
SCALE: NONE



MONROE COUNTY  
**ROAD**  
COMMISSION

840 S Telegraph Rd Monroe MI 48161 (734) 240-5100



**NOTES:**

1. DRIVEWAYS SHALL SLOPE AWAY FROM THE ROADWAY TO THE DITCH OR STORM SEWER.
2. DRIVEWAYS SHALL MATCH THE SHOULDER SLOPE, WHICH SHOULD BE THREE-QUARTER INCH PER FOOT (3/4" PER FOOT).

RESIDENTIAL DRIVEWAYS SHALL BE GRADED TO DRAIN AWAY FROM THE ROADWAY.

REFER TO CULVERT INSTALLATION  
 DETAIL SHEET (APPENDIX A-1)  
 FOR CULVERT CONSTRUCTION  
 INSTRUCTIONS.

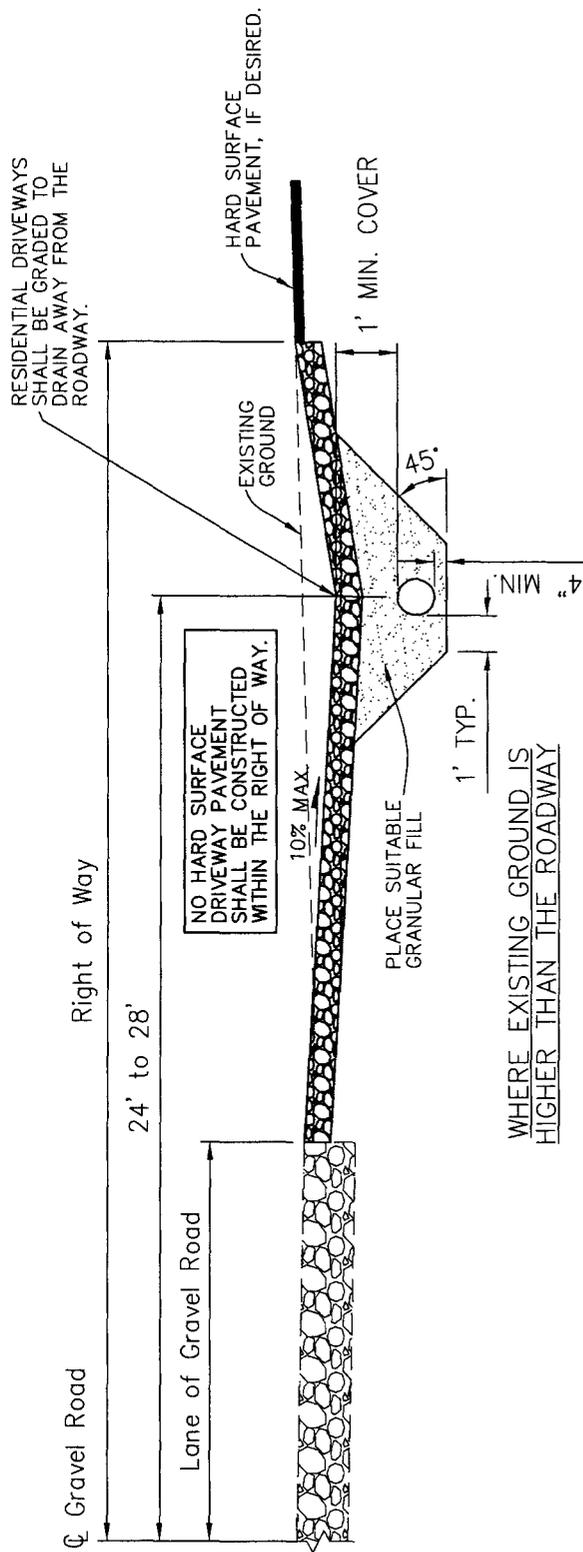
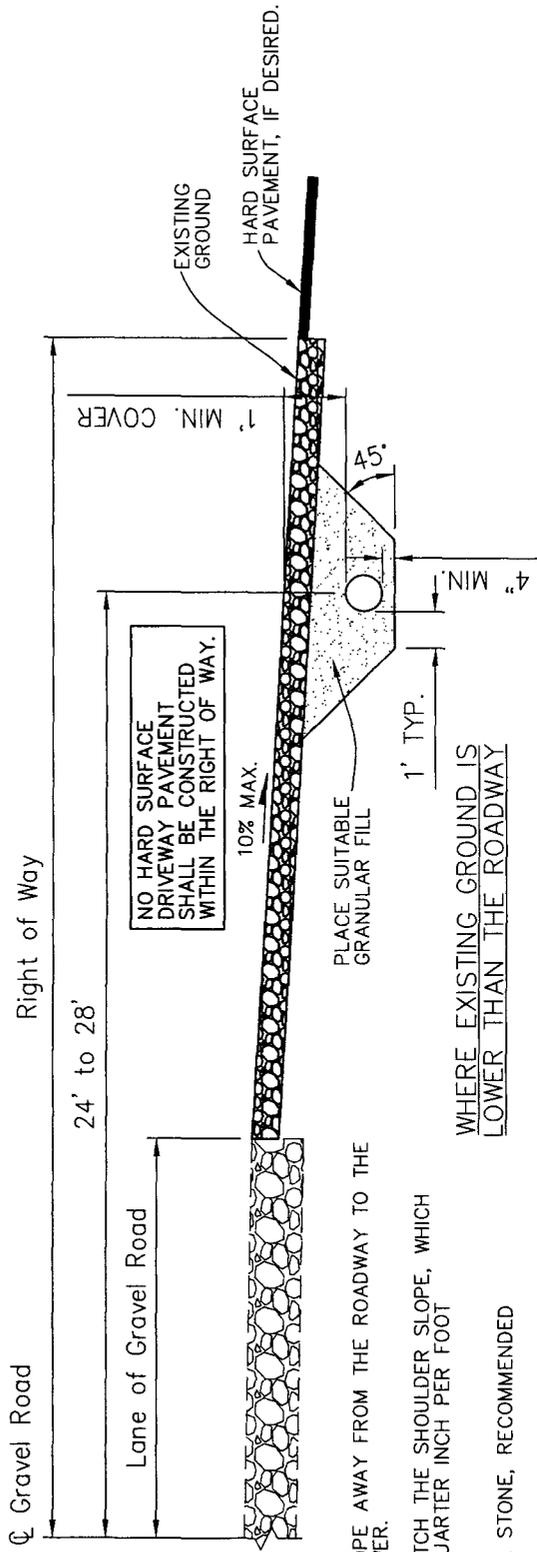
**RESIDENTIAL DRIVEWAY  
 APPROACH ON UNCURBED,  
 PAVED ROADWAY**

SHEET NO.	DRAWN BY:	DATE:	SCALE:
1 OF 1	MEG	03/2008	NONE



MONROE COUNTY  
 ROAD  
 COMMISSION

840 S Telegraph Rd Monroe MI 48161 (734) 240-5100



NOTES:

1. DRIVEWAYS SHALL SLOPE AWAY FROM THE ROADWAY TO THE DITCH OR STORM SEWER.
2. DRIVEWAYS SHALL MATCH THE SHOULDER SLOPE, WHICH SHOULD BE THREE-QUARTER INCH PER FOOT (3/4" PER FOOT).
3.  23A STONE, RECOMMENDED

REFER TO CULVERT INSTALLATION  
DETAIL SHEET (APPENDIX A-1)  
FOR CULVERT CONSTRUCTION  
INSTRUCTIONS.

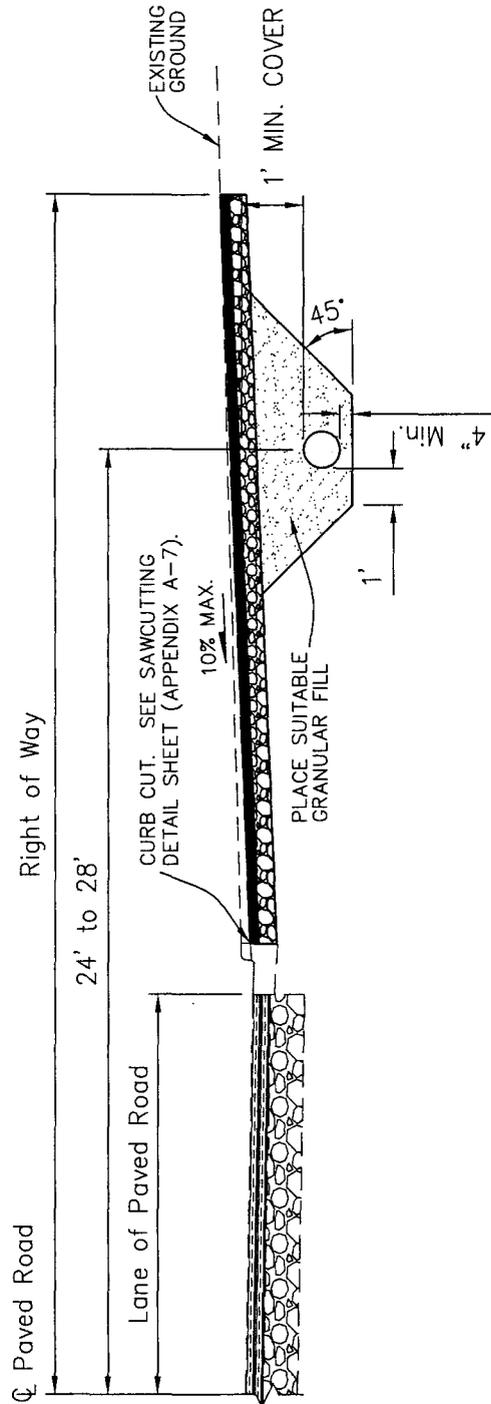
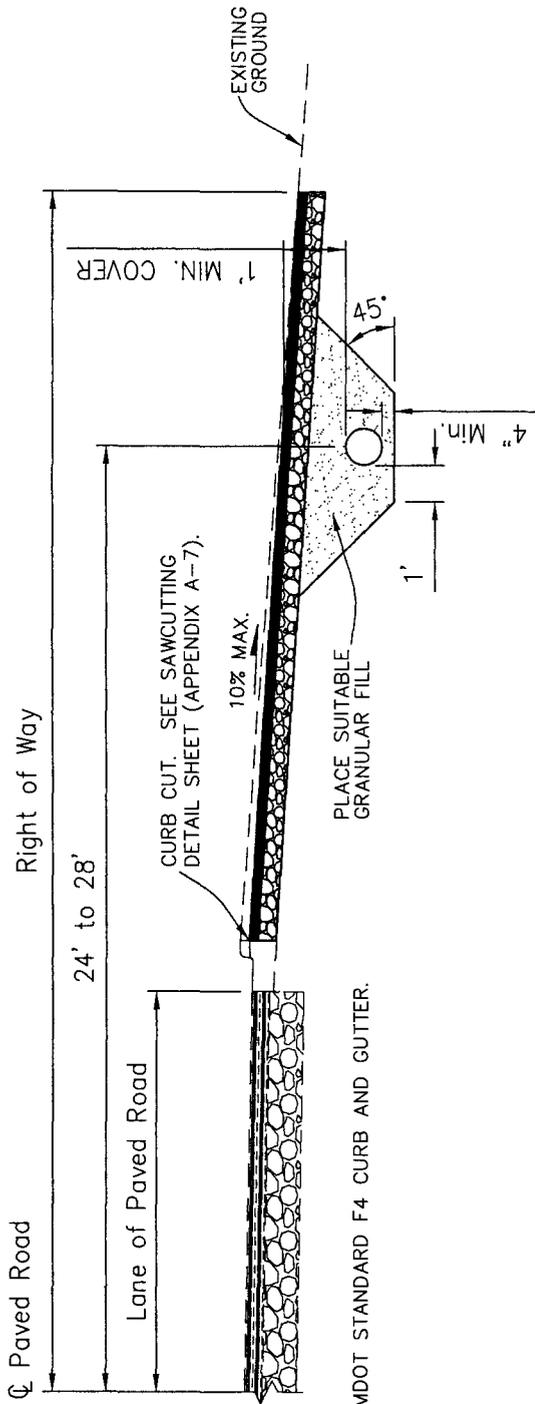
**RESIDENTIAL DRIVEWAY  
APPROACH ON GRAVEL  
ROADWAY**

SHEET NO. 1 OF 1	DRAWN BY: MEG	DATE: 03/2008	SCALE: NONE
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MONROE COUNTY  
**ROAD  
COMMISSION**

840 S Telegraph Rd Monroe MI 48161 (734) 240-5100



NOTES:

1. DETAILS SHOWN WITH MDOT STANDARD F4 CURB AND GUTTER.

REFER TO CULVERT INSTALLATION  
 DETAIL SHEET (APPENDIX A-1)  
 FOR CULVERT CONSTRUCTION  
 INSTRUCTIONS.

**RESIDENTIAL DRIVEWAY  
 APPROACH ON CURBED  
 ROADWAY**

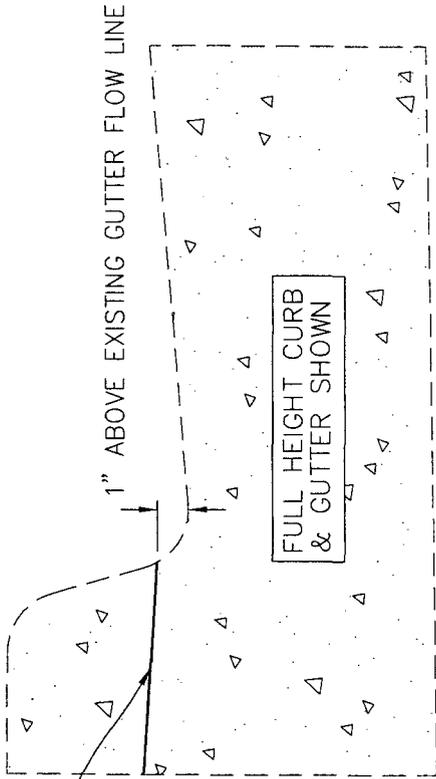
SHEET NO.	DRAWN BY:	DATE:	SCALE:
1 OF 1	MEG	03/2008	NONE

MONROE COUNTY  
 ROAD  
 COMMISSION



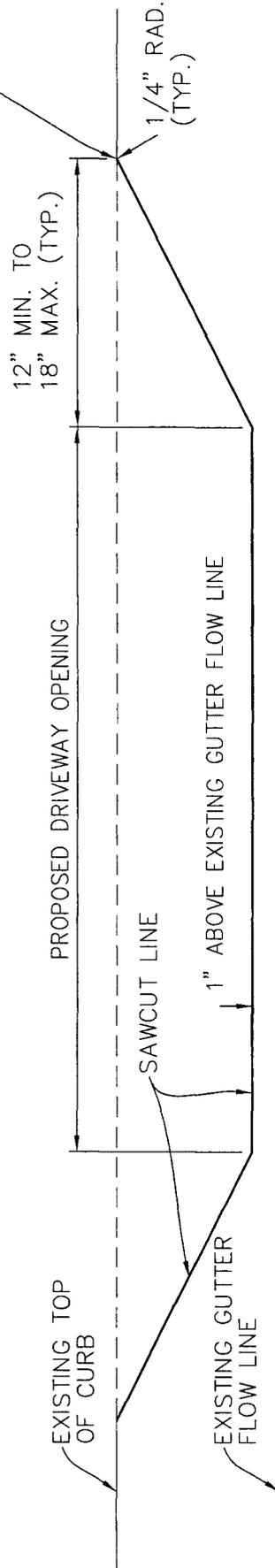
840 S Telegraph Rd Monroe MI 48161 (734) 240-5100

SAWCUT LINE USING A  
DIAMOND-BLADE-CUTTING SAW  
(SLOPE AT 3/4" PER FOOT)



**SIDE VIEW**

USE A DIAMOND-GRINDING WHEEL  
TO ROUND ALL SAWED CONCRETE  
EDGES TO 1/4" RADIUS.



**FRONT VIEW**

**DETAIL FOR SAWCUTTING EX.  
CURB & GUTTER FOR  
RESIDENTIAL DRIVEWAY**

SHEET NO. 1 OF 1	DRAWN BY: MEG	DATE: 03/2008	SCALE: NONE
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MONROE COUNTY  
**ROAD**  
COMMISSION



840 S Telegraph Rd Monroe MI 48161 (734) 240-5100

APPENDIX B

INSURANCE

Indemnification, Damage Liability and Insurance Requirements.....B-1

**INDEMNIFICATION, DAMAGE LIABILITY AND INSURANCE REQUIREMENTS  
FOR ACTIVITIES PERFORMED BY PERMIT ISSUED BY THE  
MONROE COUNTY ROAD COMMISSION**

MCRC:SFA/CH

1 of 2

Rev: 7-20-09

**Indemnification, Damage Liability and Insurance** - The Contractor/Permitee shall comply with the following:

**a. Indemnification** - The Contractor/Permitee agrees to save harmless, indemnify, defend and represent the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF MONROE (BOARD) and its officers, agents and employees against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the work covered by the permit or for any other work done within county road right-of-way whether or not specifically authorized or in conformance with the description of the work for which the permit was issued. The Contractors aforesaid indemnity, hold harmless and release agreement, shall not be applicable to any liability caused by the sole negligence or willful misconduct of the Monroe County Road Commission, its officers, agents of employees. The Contractor/Permitee agrees and understands that the obligations set forth herein are binding upon their sub-contractors, successors, transferors, assigns sureties, and guarantors.

**b. Worker's Compensation Insurance** - The Contractor/Permitee shall certify before the issuance of the permit that the Contractor/Permitee carries Worker's Compensation Insurance per the Statutory Limits.

**c. Bodily Injury and Property Damage** - The Contractor/Permitee, before issuance of the permit, shall file with the BOARD copies of completed certificates of insurance, as evidence that the Contractor/Permitee carries adequate insurance, satisfactory to the BOARD, to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work, and to its completion and, where specified in the permit, similar insurance to protect the owner of premises on or near which construction operations are to be performed.

**1. General Liability, Bodily Injury and Property Damage** - Unless otherwise specifically required by special provisions in the permit, the minimum limits of property damage and bodily injury liability covering each permit shall be:

Property Damage Liability:  
Each Occurrence: .....\$2,000,000  
Aggregate: .....\$2,000,000

Bodily Injury Liability:  
Each Person: ..... \$2,000,000  
Each Occurrence: .....\$2,000,000

The requirements above may be met through an Umbrella policy. The insurance shall include, but not be limited to, coverage for:

- A. Damage to underground facilities due to drilling, boring and excavating with mechanical equipment, and
  - B. Collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition.
2. **Automobile Liability, Bodily Injury and Property Damage** - Unless otherwise specifically required by special provisions in the permit, the minimum limits of property damage and bodily injury liability covering each permit shall be:

Bodily Injury Liability:  
 Each Person: ..... \$2,000,000  
 Each Occurrence: .....\$2,000,000

Property Damage:  
 Per Accident: .....\$1,000,000

**d. Notice** - The Contractor/Permitee shall not cancel or reduce the coverage of any insurance required by this provision without providing 30-day prior written notice to the BOARD. All insurance policies and binders must include an endorsement by which the insurer shall agree to notify the BOARD, in writing, immediately of any cancellation or reduction in the insurance coverage. The Contractor/Permitee shall cease operations if any insurance is canceled or reduced, and shall not resume operations until new insurance is in force.

All insurance policies and binders must also include endorsements by which the insurer shall agree to provide the BOARD, in writing, the following:

- 1. A thirty (30) day prior notice of any insurer initiated cancellation, expiration, termination or reduction in coverage for reasons other than nonpayment of the premium.
- 2. A ten (10) day prior notice of any cancellation, expiration, termination or reduction in coverage for nonpayment of the premium.

**e. Reports** - The Contractor/Permitee or insurance carrier shall report to the BOARD claims received, inspections made, and disposition of claims. The BOARD will withhold the reserve or final permit release until either the Contractor/Permitee pays the claim or until final disposition of the claim by the Contractor/Permitee insurance company has been received by the BOARD.

**f. Endorsements** - All insurance policies and binders shall include the following endorsements, verbatim:

**“ADDITIONAL INSURED: The BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF MONROE the Monroe County Road Commission and its officers, agents and employees.”**

“Provide written notice ten (10) days prior to cancellation, expiration, termination or reduction in coverage for nonpayment of the premium and written notice thirty (30) days prior to cancellation, expiration, termination or reduction in coverage for all other reasons.”

MONROE COUNTY ROAD COMMISSION

OPERATIONAL GUIDELINES

---

GUIDELINES FOR ENCLOSING ROAD SIDE DITCHES

To enclose a roadside ditch, the following conditions shall be met:

1. Minimum ditch depth based on a 12-inch diameter storm sewer shall be 3 feet measured from either the edge of shoulder elevation or edge of right of way elevation whichever is lower. The minimum depth will increase as the size of the storm sewer increases.
2. A minimum of 1.5 feet of cover shall be provided over the outside diameter of the pipe.
3. A minimum of one catch basin shall be installed.
4. A catch basin shall be installed between driveways.
5. Maximum spacing between catch basins shall be 150 feet.
6. A longitudinal swale shall be constructed parallel to the road to channel run off from the right of way to the catch basin.
7. The rim of the catch basin as a minimum shall be set .5 feet below either the edge of the shoulder or edge of the right of way which ever is lower.
8. For two-foot diameter catch basins, a minimum of separation of .5 feet shall be maintained between the rim and the top of the storm sewer pipe.
9. For a four foot diameter catch basin and larger, a minimum separation of .5 feet shall be provided between the bottom of the flat top slab and the top of the storm sewer pipe.

Vote:

Yes	2
No	0
Excused	1

BOARD OF COUNTY ROAD COMMISSIONERS  
MONROE, MICHIGAN

Anthony M. Majauskas, Chairman  
Richard W. Turner, Vice Chairman  
Robert J. Duffey, Member

I hereby certify this to be a true copy  
of Board action dated May 22, 2000,  
at Monroe County, Michigan.

  
Cheryl A. O'Ran, Deputy Clerk