



**INSTRUCTIONS TO APPLY FOR RESIDENTIAL
DRIVEWAY APPROACH PERMIT OR SIGHT DISTANCE /
LAND SPLIT REVIEW**

1. Fill in the residential driveway approach permit application as completely as possible, including applicant/property owner and contractor information, if known. **A survey sketch is required.** If you have obtained the application via the website, this application has “fill-in form” capability and can be printed for submittal.
2. See sight distance specifications (on the reverse side) before staking your proposed location. Make any necessary improvements to meet these sight distance guidelines prior to our inspection. These improvements may include tree, brush and embankment removal. Written permission from adjoining property owners is required when the obstructions are not within your road frontage. If applicable, all tree stumps must be flush cut or removed. Failure to meet the sight distance and clear vision area requirements will result in delaying issuance of your permit and shall require an additional \$15.00 fee per inspection (the initial permit fee includes two inspections).
3. Place three stakes along the road frontage (if applicable). One stake at each property corner and one stake at the centerline of the driveway approach location. If using an existing driveway you may place stakes on each side of the driveway. The stakes should be no further than 5 feet **maximum** from the edge of the road. Label the driveway stake “LCRC DRIVE” and tie the top of each stake with surveyor’s tape.
4. An applicant/property owner seeking approval to split a parcel of land shall submit a Sight Distance/Land Review Split application. A survey sketch of the property to be split is required. Please indicate on a copy of the sketch the proposed split(s). If you have obtained the application via the website, this application has “fill-in form” capability and can be printed for submittal.
5. The Sight Distance/Land Review Split application will require the same sight distance guidelines as residential driveway approach applications. Stake the existing property corners along the road frontage, stake any proposed property corners, easements and/or centerline of any driveway approaches. The stakes should be no further than 5 feet **maximum** from the edge of the road. Label the stakes with the applicant/property owners’ name and tie each stake at the top with surveyor’s tape.
6. Waiver letters for residential driveway approaches are issued for driveways on named private roads, for additional homes on a joint driveway with a final inspection, and for existing driveways in the case of burnt homes, additions, and demolish/replacement homes provided that the location and usage have not changed. We can not issue waivers for state, city, or village roads.
7. Submit the completed application, required survey sketch, and fee to: **Livingston County Road Commission, Engineering – Residential Permits, 3535 Grand Oaks Drive, Howell, Michigan 48843.**
8. Permit Fees are scheduled as follows:
 - New Residential Approach - \$50.00, Reinspection fee (Not staked) - \$15.00 per inspection
 - Sight Distance/Land Split Review - \$30.00, Reinspection fee (Not staked) - \$15.00 per inspection
 - Waiver Letters – no charge
9. A residential approach permit application may take up to **10 business days** to process and issue provided sight distance and clear vision area requirements were met upon an initial inspection. Upon issuance, you will be notified to pick up the permit by our office. An original signature from the applicant and/or contractor shall be obtained upon residential permit issuance.
10. A sight distance/land split review application may take up to **12 business days** to process and issue a report. A copy of the report will be sent to the township and the applicant will be contacted either by fax or phone.

If you have any questions please contact the Engineering Department at the Livingston County Road Commission at (517) 546-4250 between the hours of 8:00 a.m.- 4:30 p.m., Monday – Friday.

Sight Distance

Sight distance is the distance along a roadway that an object of specified height is continuously visible to a driver. The following sight distance values, according to the posted or absolute regulatory speed limit, are required for residential driveway approaches.

<u>Speed Limit (mph)</u>	<u>Standard</u>	<u>Minimum Allowable</u>
30 or below	350	260
35	400	300
40	450	335
45	500	375
50	550	410
55	600	450

If a driveway approach is intended to serve only one single-family dwelling, then the values listed as standard represent the minimum requirements for sight distance where existing roadway and site characteristics allow. Where conditions do not allow for the standard, the driveway shall be located in the best location, maximizing sight distance as close to the standard as possible. **A permit will not be issued where the minimum allowable sight distance, based on speed conditions, cannot be achieved.**

If a driveway approach is intended to serve more than one single-family dwelling, then the values listed as standard represent the minimum requirements for sight distance. **A permit will not be issued where the standard sight distance, based on speed conditions, cannot be achieved.**

In some instances, the Livingston County Road Commission may reduce the sight distance requirements where conditions limit vehicle speeds in the vicinity of the proposed approach.

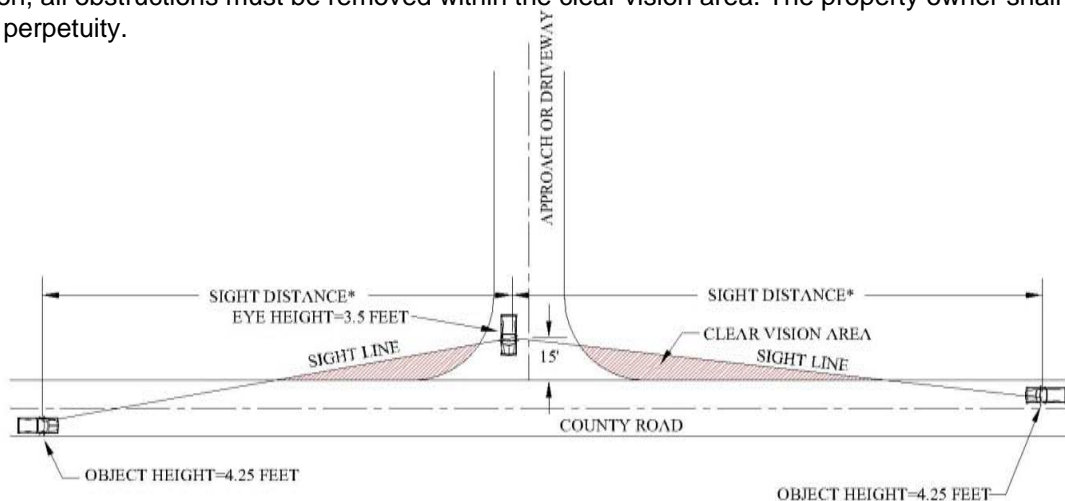
On gravel roads that do not have a posted speed limit, residential driveway approaches shall meet the 45-mph requirements for sight distance.

On roadways serving through traffic that have a 25-mph prima facie limit posted, residential driveway approaches shall meet the value listed as standard for sight distance.

Sight distance shall be measured on the edge of the roadway at the center of the approach, using an eye height of 3.5 feet above the road edge and sighting a target 4.25 feet high along the center of each lane on the road. A portion of the target being sighted shall be continuously in view for the required sight distance values. Further, the approach should be located to provide as much of the target in view as possible. The approach should also be located to maximize the view of oncoming traffic for a motorist on the existing county road preparing to turn left at the driveway.

The same sight distance required at the edge of the road shall be continuously provided, along the center of the approach, to a point 15 feet off the edge of the road. The Road Commission may reduce this requirement to a point not less than 10 feet off the edge of the road, depending on site-specific conditions.

A clear vision area, as shown in Figure 1, shall be provided prior to construction and use of any residential driveway approach entering onto a roadway under the jurisdiction of the Livingston County Road Commission. To provide for adequate vision, all obstructions must be removed within the clear vision area. The property owner shall maintain the clear vision area in perpetuity.





Supplemental Notice to Permit Holders

In the interest of highway safety, Michigan Law (1925 P.A. 368, as amended MCLA 247.171) prohibits the placement of any object, except authorized mailbox mountings, within the highway right-of-way without a permit from the road authority.

In many instances, property owners or contractors place fences, rocks/boulders, trees/shrubs, unyielding mailboxes, earthwork or other objects within the road right-of-way as a measure of improving landscape. However, these fixed objects often become hazards to errant motorists, vision obstructions, or interference to public utilities.

Any structural or ornamental object, whether permanent or temporary, placed within the county road right-of-way without a permit from the Livingston County Road Commission (LCRC) shall be subject to removal by LCRC forces. Further, any costs incurred by the LCRC may be recovered from the property owner by statute.

We ask your cooperation in keeping the highway right-of-way free of all objects other than standard mailboxes and mailbox supports. Acceptable mailbox standards are provided below:

- Mailbox is of light steel, aluminum or plastic construction that meets U. S. Postal Service requirements.
- No more that two mailboxes per support structure.
- Mailbox post is not set in concrete or filled with any material.
- Mailbox post is a single wood or metal post.
- Wood post does not exceed 4-inch x 4-inch square or 4 ½ -inch diameter round.
- Metal post does not exceed weight of 3 lbs./ft.
- Mailbox is adequately attached to the post to prevent separation if impacted by a motor vehicle.

Thank you for your cooperation. If you have any questions, please contact us.

Livingston County Road Commission
3535 Grand Oaks Drive
Howell, Michigan 48843
(517) 546-4250



**Board of County Road Commissioners
Livingston County, Michigan
Application for Permit to Construct a Residential Driveway Approach**

Township: _____ Section: _____
 Roadway On: _____ Side of Road: North South East West
 Crossroad Reference: Distance: _____ feet mile N S E W of Road: _____

House Number (if available): _____ Tax Code Number: _____
 Is driveway approach located in a platted subdivision or site condominium? Yes No
If yes, indicate: Subdivision Name _____ Lot Number _____
If no, indicate: Parcel Number _____

Property Owner: _____ Contractor: _____
 Current Address: _____ Address: _____
 City, State, Zip: _____ City, State, Zip: _____
 Home Phone: (____) _____ - _____ Phone: (____) _____ - _____
 Day/Other Phone (____) _____ - _____ Other Phone: (____) _____ - _____

Applicant Requirements
 1. A certified survey sketch is required.
 2. Property corners and center of approach must be clearly staked. Indicate date when stakes will be placed: ____/____/____
 3. Driveway approach surface must be paved if county road is paved and includes curb and gutter. Otherwise approach surface may be gravel. Please indicate whether approach will be Gravel Paved-Asphalt Paved-Concrete
 4. Is the applicant the property owner? Yes No

 (**If no**, print name, company and phone number of applicant)
 5. Signature of Applicant: _____ Date: ____/____/____

<i>LCRC Use Only</i>		
Application Fees =	\$ 50.00	
Additional Fees		
Inspection(s) = _____ @ \$15.00 = \$ _____		
Total Additional Fees = \$ _____		
Total Fees =	\$ _____	
	Payment #1	Payment #2
	____/____/____ Date Received	____/____/____ Date Received
	<input type="checkbox"/> Cash	<input type="checkbox"/> Cash
	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Check No. _____
	____ \$ _____ Receipt No. Amount	____ \$ _____ Receipt No. Amount

Application Fees include application, initial field inspection, compliance inspection and construction permit.
Additional Fees may be required if inspection services exceed the scope of services associated with Application Fees.

Permit No. _____
 Township _____
 Property Owner _____