



## INSTRUCTIONS TO APPLY FOR RESIDENTIAL DRIVEWAY APPROACH PERMIT

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 in our approach specifications booklet 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 may require an additional fee per inspection (the initial permit fee includes two inspections). Visit our website for current the current approach specifications ([www.livingstonroads.org/permit-office](http://www.livingstonroads.org/permit-office)).
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. 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. Waivers for state, city, or village roads may require approval from these agencies.
5. Submit the completed application, required survey sketch, and fee to: **Livingston County Road Commission, 3535 Grand Oaks Drive, Howell, Michigan 48843. or via email to [permits@livingstonroads.org](mailto:permits@livingstonroads.org).**
6. Permit Fees are scheduled as follows:
  - New Residential Approach - \$75.00, Reinspection fee (Not staked) - \$25.00 per inspection
  - Waiver Letters – no charge
  - Cash, check or credit card payment is accepted. Visit our website for online payment information ([www.livingstonroads.org/permit-office](http://www.livingstonroads.org/permit-office)).
7. 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.

*If you have any questions, please contact the Engineering Department at the Livingston County Road Commission at (517) 546-4250 between the hours of 7:00 a.m.- 3:30 p.m., Monday – Friday.*

## Sight Distance Information

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>Required Sight Distance (ft)</u>	
	<u>Standard</u>	<u>Minimum</u>
30 or below	335	290
35	390	335
40	445	385
45	500	430
50	555	480
55	610	530

If a driveway approach servicing only one single family dwelling cannot meet the value listed as standard then the driveway shall be placed 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 the case of a proposed land division (land split), the driveway approach for each parcel being created should meet the standard sight distance values. If the standard sight distance value cannot be obtained along the frontage of the proposed parcels, the driveway locations shall be placed in the best location, maximizing sight distance as close to the standard as possible or the proposed property lines shall be adjusted to allow for driveways to be located where the sight distance is maximized as close to the standard as possible. Proposed driveway approaches will not be approved where the minimum allowable sight distance cannot be achieved.

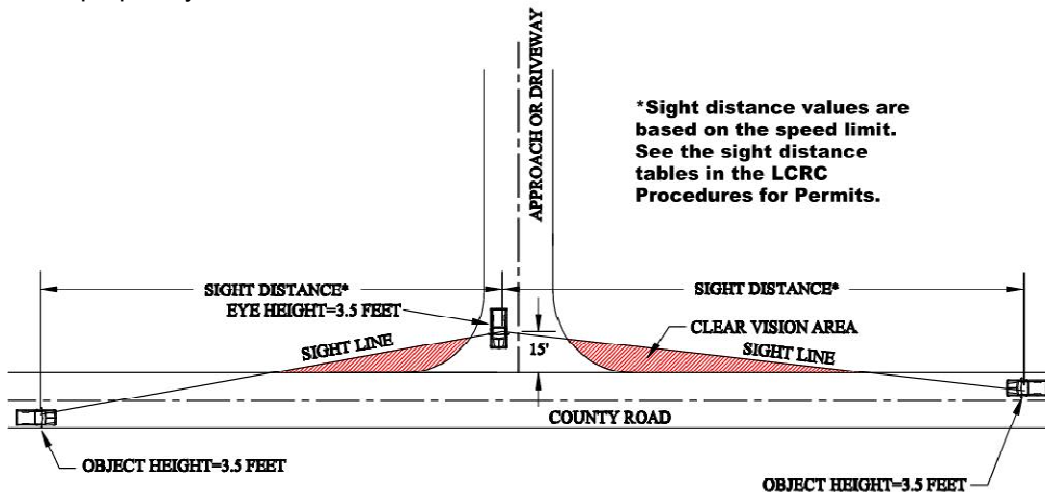
On gravel roads that do not have a posted speed limit, residential driveway approaches shall meet the 45-mph requirements for sight distance.

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 3.5 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 the figure below, 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.



**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: \_\_\_\_\_ feet mile N S E W of \_\_\_\_\_  
 (Distance) (Direction) (Nearest Crossroad)

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: \_\_\_\_\_  
 Day Phone No.: \_\_\_\_\_ Day Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

- Applicant Requirements**
1. A certified survey sketch is required.
  2. Property corners and center of approach must be clearly staked. Indicate date 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/email of applicant)

**By checking this box, the Property Owner, Contractor and Applicant are hereby accepting the terms and conditions as outlined on the permit and supplemental information.**

**LCRC Use Only**

<p>*Application Fee = \$ 75.00</p> <p>**Additional Fees (determined by the LCRC)</p> <p>Inspection(s) = _____ @ \$25.00 = \$ _____</p> <p>Total Additional Fees = \$ _____</p> <p>Total Fees = \$ _____</p>	<p>Payment #1</p> <p>_____/_____/_____ Date Received</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check No. _____</p> <p><input type="checkbox"/> Credit Card</p> <p>_____ Receipt No.</p> <p>_____ Amount</p>	<p>Payment #2</p> <p>_____/_____/_____ Date Received</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check No. _____</p> <p><input type="checkbox"/> Credit Card</p> <p>_____ Receipt No.</p> <p>_____ Amount</p>
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\*Application Fee includes application, initial field inspection, compliance inspection and construction permit. 01/2023  
 \*\*Additional Fees may be required if inspection services exceed the scope associated with the Application Fee as determined by the LCRC.

Property Owner: \_\_\_\_\_

Township: \_\_\_\_\_

Permit No: \_\_\_\_\_