

DRIVEWAY PERMIT:  
Residential  
Commercial  
Field Entrance

**CASS COUNTY ROAD COMMISSION**

PO BOX 68  
340 N O'KEEFE STREET  
CASSOPOLIS, MICHIGAN 49031  
PHONE: 269-445-8611 FAX: 269-445-2376 www.casscoroad.com

PERMIT \_\_\_\_\_  
DATE PAID \_\_\_\_\_  
AMOUNT \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

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

Applicant's Name (Property Owner)			Date	Installer's Name (Individual/Contractor)			Date
Mailing Address				Mailing Address			
City	State	Zip		City	State	Zip	
Applicant's Signature			Phone Number	Contractor's Signature			Phone Number

The above named applicant hereby makes application for a permit to construct a driveway approach within the right-of-way of \_\_\_\_\_ Road in \_\_\_\_\_ Township, Section \_\_\_\_\_, during a period beginning \_\_\_\_\_ and ending September 30<sup>th</sup> of the current year.

(Location of property: Give house number and street: in rural areas distances to the nearest intersection)  
Surface of the proposed driveway \_\_\_\_\_ The location is: Side of Road N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_

Remarks \_\_\_\_\_

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

**Do Not Write Below This Line**

**FIELD INSPECTION REPORT** Date: \_\_\_\_\_

Street Surface \_\_\_\_\_ Curb \_\_\_\_\_ Ditch \_\_\_\_\_ Obstructions \_\_\_\_\_

Culvert Required \_\_\_\_\_ Diameter & Length \_\_\_\_\_ Curb Cut \_\_\_\_\_ Size \_\_\_\_\_

Driveway Surface Proposed: \_\_\_\_\_ Inspector: \_\_\_\_\_

Remarks \_\_\_\_\_

**APPROVAL**  
A permit as required in the foregoing application subject to the conditions to which applicant therein agrees, is hereby granted for the period as above as long as the driveway exists.

Approved \_\_\_\_\_ Approval Date \_\_\_\_\_

## CONDITIONS OF PERMIT

1. **Precautions:** During the progress of any works undertaken within the limits of said highway in pursuance hereof, the Licensee shall provide watchmen and flagmen as may be required for the safety and convenience of the public and/or as shall seem advisable to this Board; and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional hereon by special endorsement of the Board's duty authorized representative.
2. **Accident, Liability and Indemnification:** The Permit Holder and contractor, shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgments to which the Commission to persons or damage to property including property of the Commission whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Commission arising out of the work under this permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
3. **Work Within Corporate Limits of Cities, Villages or Townships:** Licensee shall be responsible for securing and shall secure, any other permits necessary or required by law from cities, villages, townships, corporations or individuals.
4. **Bonds:** The Licensee shall upon request file a bond acceptable to the Road Commission and conditioned upon performance of the conditions of the permit and compliance with all requirements by law.
5. **Violation:** The violation of any condition of the permit by the said Licensee shall constitute a forfeiture of rights hereunder.
6. **Revocation of Permit:** It is to be understood that the rights granted herein are revocable at the will of the Board and that the Licensee acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked.
7. **Restoration and Repair on Condition of Road:** Permit Holder agrees to restore the road and right-of-way to a condition equal or better than its condition before the work began, and to repair any damages to the road right-of-way which is the result of the facility whenever it occurs or appears.

A copy of this permit shall be kept on file, subject to inspection at all times by any of the Road Commission authorized agents.

1. **Driveway Dimensions:** The width at property line shall be at least 12 ft by not more than 20 ft. If the road is curbed the width of the curb opening shall be as shown on the face of the permit but shall not be less than 20 ft or more than 30 ft.
2. **Drainage:** The driveway shall be constructed so that the drainage is not adversely affected by the driveway. The drainage and the stability of the road sub-grade shall not be altered by driveway construction or roadside development. All culver pipe used shall be of a size adequate to carry the anticipated natural flow of the ditch; the culvert shall be no smaller than the size determined by the permit inspector, nor shall it be less than 12 inches in diameter. Culvert length shall be at least not less than 20 feet but no more than 48 feet and installed as required by permit inspector. Except for driveways the enclosure of ditched will not be permitted. The use of head walls on culvert ends will not be permitted. Prior to installation to drive culvert, the applicant shall prepare ditch to accommodate culvert.
3. **Surfacing:** When the road is paved, driveways may be paved between the edge of the pavement and the existing or proposed sidewalk. When the road is unpaved paving of the driveway is not required. Driveway pavement shall be a minimum 1 1/2" to 2" of bituminous surfacing on a 6" gravel base or 4" of concrete.
4. **Driveway Grade:** If the road is uncurbed, the grade of the driveway between the road edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder. A residential or field entrance driveway grade shall not exceed 10% (10 ft per 100 ft) upward or downward from the road.

72 HOURS BEFORE YOU DIG CALL – TOLL FREE MISS DIG 800-482-7171

Traffic shall be Maintained as per Michigan Manual of Uniform Traffic Control Devices