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**REQUIREMENTS TO OBTAIN A PERMIT TO CONSTRUCT
RESIDENTIAL & COMMERCIAL DRIVEWAY APPROACHES ON COUNTY ROADS**

1. The Mason County Road Commission, (MCRC) has adopted the following policy pertaining to permits issued to construct driveway approaches on county roads in consideration for public safety.
2. Residential driveways and landscaping permits
 - 2.1 Required minimum culvert length and diameter is 12" x 30'. The actual culvert length and diameter will be determined at the time of pre-inspection. Pipe shall be either reinforced concrete or approved 16 gage corrugated metal, smooth lined corrugated plastic pipe. Single wall poly culverts will not be permitted.
 - 2.2 The maximum width of a paved approach shall be twenty-four (24) feet with the exception of those with a three (3) car attached garage facing the roadway. In those cases, the maximum width shall be thirty (30) feet if the lot size allows for it. In all cases, the width of a paved approach shall not exceed fifty percent (50%) of the lot width.
 - 2.3 The fees for routine installation of approved corrugated steel driveway culvert for residential driveways shall be as outlined in the Permit and Maintenance Department Fee Schedule.
 - 2.4 Installation prices on force account projects when the MCRC is constructing ditches will be funded by the road commission or township.
 - 2.5 No driveway or culvert shall be installed by an individual or contractor without a permit. Permits are issued only by the Permit Department of the MCRC.
3. Commercial driveway approaches
 - 3.1 Applicant may be required to submit an engineered site plan with a cover letter indicating a contact person to respond to upon completion of the review. Payment of the fee for the site plan review must also be included with the plans. The fee for site plan review shall be as outlined in the Permit and Administrative Fee Schedule located at the Permit Appendix A
 - 3.2 Commercial driveways, acceleration/deceleration lanes, bypass lanes and tapers abutting hard surfaced roads shall adhere to MDOT specifications.
 - 3.3 Shoulder areas between two or more approaches shall be paved with one of the above if separated by a distance of 100' or less. Plastic pipe may not be used for landscaping to enclose a ditch-line nor be used on drives or for any other purposes within the public right of way.
4. Construction commencement
 - 4.1 Permit holders have one year from the permit issuance date to commence with construction. Once construction begins, the MCRC reserves the right to request completion within a reasonable amount of time.

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5. Inspection fees – Commercial Driveway & Residential Driveways

5.1 Field inspection fees shall be as outlined in the Permit and Administration Fee Schedule located in Permit Appendix A. All inspections performed on holidays, weekends, and all hours before or after the regular workday shall be subject to overtime fees. The current list of MCRC holidays can be found in the Human Resources Policy #430. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday. When a holiday falls on a Sunday, the following Monday shall be considered the holiday.

6. Notification for inspection – Commercial Driveway & Residential Driveway

6.1 Prior to starting any work within the right of way, a twenty-four (24) hour notice shall be required for field inspection by the MCRC. Failure to do so will result in an additional charge of four (4) hours of regular inspection time.

7. Certificate of insurance – Commercial & Residential Driveways

7.1 Prior to the issuance of a permit, applicant shall provide a certificate of insurance meeting the requirements outlined in the MCRC Policy #709. Certificates of insurance must remain in full force and effect for the duration of the permit.

8. Performance Bond – Commercial Driveways

8.1 *Prior to the issuance of a permit, applicant shall provide a performance bond in the amount of \$20,000 or the approximate cost of the work within the MCRC right of way whichever is greater. The Performance Bond must remain in full force and effect for the duration of the permit until final acceptance is issued by the MCRC.*

9. Final Inspection - Commercial & Residential Driveways

9.1 *Once the driveway has been completed the Owner or Contractor must call for a final inspection within 7 days of completion. The final inspection is required to verify that the driveway is built per MCRC standards and per the driveway permit.*

9.2 *The MCRC will issue a final approval if the driveway was constructed to MCRC standards and per any additional permit requirements.*

9.2a *If the driveway was constructed to MCRC standards and per the driveway permit, the MCRC will issue a final acceptance. A minimum of 1 hour inspection time will be required for the final inspection.*

9.2b *If the driveway was **not** constructed to the MCRC standards and the driveway permit, the MCRC will notify the Owner/Contractor in writing. The Owner & Contractor shall have 30 days to correct the work. Additional inspections the Owner/Contractor will be charged at the hourly rate as listed in Appendix A Fee Schedule.*

9.2c *If the commercial driveway is not corrected in 30 days the MCRC has the right to contact the bonding company and hire another Contractor to correct the work. If the residential driveway is not corrected in 30 days, it will be removed to the road right-of-way by the MCRC.*