

**SPECIFICATIONS AND ADMINISTRATIVE RULES  
REGULATING  
DRIVEWAYS, PRIVATE ROADS, BANNERS AND PARADES  
ON AND OVER COUNTY ROADS**

Prepared By:  
**SHIAWASSEE COUNTY ROAD COMMISSION  
701 WEST CORUNNA AVENUE  
CORUNNA, MICHIGAN 48817**

**ADOPTED: December 18, 2001  
EFFECTIVE: January 1, 2002**

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## GENERAL REQUIREMENTS

Any work to be accomplished within the right-of-way of any road, under the jurisdiction of the Board of County Road Commissioners of Shiawassee County Michigan requires a permit before commencement of such work. Permits will be issued only on those forms approved by the Board. Such permit forms are available at the office of the Shiawassee County Road Commission at 701 W. Corunna Avenue, Corunna, Michigan 48817.

Pursuant to Act 200 of the Public Acts of 1969, section 4 thereof, charges the highway authority with the responsibility to issue driveway permits consistent with the rules promulgated by the highway authority for public safety and in the public interest.

The property owner or his agent shall maintain all driveways and improvements set for the in the permit.

When the type or volume of traffic using an existing driveway changes, because of a change in land use or roadside development to a more intensified classification requiring a redesign to a higher design standard, the owner, organization, or person responsible for operation of the driveway may be required to obtain and correct the driveway or driveways to the standard contained in these rules.

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 Shiawassee County Road Commission shall have the right to halt such activity until such time that adequate compliance is made. All costs incurred by the Board in correcting the following: 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 borne by the applicant (or person undertaking the activity).

## RESIDENTIAL DRIVEWAYS

### Definition

All driveways for the purpose of serving the residents of a single or two-family dwelling shall be deemed to be a residential driveway.

### Design Features

No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 10% (1' vertical in 10' horizontal).

All drives shall enter perpendicular to the existing roadway.

Typical driveway design features, including geometric, can be found in the appendix. The property owner shall follow these standards unless the Board of Shiawassee County Road Commissioners gives approval to do otherwise.

### Drainage Requirements

The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required the size (diameter) and length of the culvert. The property owner shall furnish install and maintain the culvert so determined.

Culverts shall be installed in line with and on the same grade as the road ditch. Notwithstanding, the Road Commission may require that the applicant re-grade the ditch at his or her expense in order to provide adequate cover over the culvert. The cover, or depth of material over the culvert, should be equal to or greater than the diameter of the pipe.

All culvert pipe used shall be of adequate size to carry the anticipated natural flow of the ditch; the culvert size shall be determined by the Shiawassee County Road Commission and shall be a standard size of 15-inch or larger. A variance for 12-inch culvert may be allowed as determined by the Road Commission.

All culverts shall be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown below, or corrugated plastic pipe with a smooth walled interior. The Managing Director of the Road Commission must approve use of alternate materials.

<u>Diameter</u>	<u>Gauge No.</u>
15" - 24"	16
30" - 36"	14
42" - 54"	12
60" - 72"	10

Other work, such as extending, tiling or filling of ditch will not be allowed without a separate permit from the Shiawassee County Road Commission.

The minimum length of culvert may be determined as the width of the approach over the culvert plus the fore slopes from each side of the approach to the ditch bottom. The maximum fore slope is 1 on 3. Minimum length of culvert allowed shall be not less than 30 feet in length.

#### Location

A residential driveway approach shall be located to provide adequate sight distance for exiting and entering movements (see sight distance section). The Road Commission reserves the right to reject a location that is not in the best interest of public safety.

All portions of a residential driveway, including the radii, shall be located entirely within the owner's property lines extended at right angles to the centerline of the road. This requirement does not apply to joint driveways (see below).

No portion of a residential driveway, including the radii, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting road, or 15 feet from the edge of the driveway surface to the nearest adjoining property line.

No portion of two residential driveways serving the same property, including the radii, shall be located closer the 50 feet, measured parallel to the centerline of the road.

#### Number of Driveways

One driveway is allowed for residential property, held in one piece, with frontage less than or equal to 100 feet. One additional residential driveway may be permitted for each 70 feet of frontage in excess of the first 100 feet of frontage.

Two residential driveways may be permitted, in lieu of the above requirement, to serve a circle driveway if the frontage of the property is 100 feet or more.

#### Joint Driveway (Common Driveway)

When both the property owners abutting a common property line agree, they may construct a joint residential driveway, which shall have a minimum width of 20 feet and a maximum width of 30 feet. A joint driveway shall be for two homes and cannot provide access to any additional homes or future building lots. Joint driveways must be approved by County Zoning Department.

Driveway Surface

Driveways fronting on a hard surface roadway should be surfaced with a material that is equal to or better than the surface of the roadway that it joins.

At a minimum, driveways shall be surfaced with at least six inches of processed road gravel.

Clear Vision

A clear vision area, as shown in Figure 1, shall be provided at all residential driveways entering onto a roadway under the jurisdiction of the Shiawassee 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. Permission for any tree or obstructions to be removed from adjoining property must be obtained by the applicant from property owners. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to object 4.25 feet above the roadway. The eye height at the driveway centerline shall be located 10 feet from the edge of the traveled portion on gravel roads or 15 feet from the edge of pavement on paved roads.

The following minimum sight distances, according to the posted regulatory speed limit, are required for the clear vision area.

<u>Speed Limit (mph)</u>	<u>Standard (feet)</u>	<u>Minimum Allowed</u>
30 or below	200	200
35	250	225
40	325	275
45	400	325
50	475	400
55	550	450

In the absence of a posted regulatory speed limit, the basic speed law i.e., and maximum 55 mph) shall prevail.

## FARM-FIELD DRIVEWAY

### Definition

Any driveway serving cultivated fields, timberland or undeveloped land not used for Industrial, commercial or residential purposes shall be designated a farm-field driveway.

### Design Features

No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 10% (1' vertical in 10' horizontal).

All drives shall enter perpendicular to the existing roadway.

Typical driveway design features, including geometric, can be found in the appendix. The property owner shall follow these standards unless the Board of Shiawassee County Road Commissioners gives approval to do otherwise.

### Drainage Requirements

The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required the size (diameter) and length of the culvert. The property owner shall furnish, install and maintain the culvert so determined.

Culverts shall be installed in line with and on the same grade as the road ditch. Notwithstanding, the Road Commission may require that the applicant re-grade the ditch at his or her expense in order to provide adequate cover over the culvert. The cover, or depth of material over the culvert, should be equal to or greater than the diameter of the pipe.

All culvert pipe used shall be of adequate size to carry the anticipated natural flow of the ditch; the culvert size shall be determined by the Shiawassee County Road Commission and shall be a standard size of 15-inch or larger. A variance for 12-inch culvert may be allowed as determined by the Road Commission.

All culverts should be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown below, or corrugated plastic pipe with a smooth walled interior. The Managing Director of the Road Commission must approve use of alternate materials.

<u>Diameter</u>	<u>Gauge No.</u>
15" – 24"	16
30" – 36"	14
42" – 54"	12
60" – 72"	10

Other work, such as extending, tiling or filling of ditch will not be allowed without a separate permit from the Shiawassee County Road Commission.

The minimum length of culvert may be determined as the width of the approach over the culvert plus the fore slopes from each side of the approach to the ditch bottom. The maximum fore slope is 1 on 3. Minimum length of culvert allowed shall be not less than 40 feet in length.

#### Location

A farm-field driveway approach shall be located to provide adequate sight distance for exiting and entering movements (see sight distance section). The Road Commission reserves the right to reject a location that is not in the best interest of public safety.

All portions of a farm-field driveway, including the radii, shall be located entirely within the owner's property lines extended at right angles to the centerline of the road.

No portion of a farm-field driveway, including the radii, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting road, or 15 feet from the driveway edge to the nearest adjoining property line.

#### Surface

All Farm-field driveways shall be gravel surfaced, seeded or sodded to provide plant growth that will stabilize the driveway and minimize erosion.

#### Clear Vision

A clear vision area, as shown in Figure 1, shall be provided at all farm-field driveways entering onto a roadway under the jurisdiction of the Shiawassee County Road Commission. The property owner shall maintain the clear vision area in perpetuity.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Permission for any tree or obstructions to be removed from adjoining property must be obtained by applicant from property owner. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object 4.25 feet above the roadway. The eye height at the driveway centerline shall be located 10 feet from the edge of the traveled portion on gravel roads or 15 feet from the edge of pavement on paved roads.



The following minimum sight distances, according to the posted regulatory speed limit, are required for the clear vision area.

<u>Speed Limit (mph)</u>	<u>Standard (feet)</u>	<u>Minimum Allowed</u>
30 or below	200	200
35	250	225
40	325	275
45	400	325
50	475	400
55	550	450

In the absence of a posted regulatory speed limit, the basic speed law (i.e., maximum 55 mph) shall prevail.

## COMMERCIAL DRIVEWAYS

### Definition

Any driveway providing access to land, which is used, for industrial or commercial purposes shall be deemed to be a commercial driveway. In the event of a dispute over whether or not a specific use shall be designated commercial, the Board of Shiawassee County Road Commissioners shall make the final determination.

### Design Features

Two (2) copies of a plot plan must accompany all applications for commercial driveway permits.

No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 5% (1' vertical in 20' horizontal).

All drives shall enter perpendicular to the existing roadway.

The property owner shall provide a right-turn land and taper and/or passing lane if the Road Commission determines that such lanes are required to minimize congestion or hazard on the roadway caused by vehicles entering the applicant's driveway.

Typical driveway design features, including geometric, can be found in the appendix. The property owner shall follow these standards unless the County Highway Engineer gives approval to do otherwise.

Road Commission reserves the right to require curb/gutter radius at the commercial entrance to the public road.

### Drainage Requirements

Drainage calculations that indicate no additional storm water runoff will enter the Shiawassee County Road Commission right-of-way from the development must be included on the plot plan.

Design of detention basins shall be based on a 50-year frequency design storm.

The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required the size (diameter) and length of the culvert. The property owner shall furnish, install and maintain the culvert so determined.

Culverts shall be installed in line with and on the same grade as the road ditch. Notwithstanding, the Road Commission may require that the applicant re-grade the ditch at his or her expense in order to provide adequate cover over the culvert.

The cover, or depth of material over the culvert, should be equal to or greater than the diameter of the pipe.

No culvert of less than 15" diameter may be installed.

All culverts should be corrugated metal pipes made with steel of the proper gauge corresponding to its diameter, as shown below or corrugated plastic pipe with a smooth walled interior. The Managing Director of the Road Commission must approve use of alternate materials.

DIAMETER	GAUGE NO.
15" - 24"	16
30" - 36"	14
42" - 54"	12
60" - 72"	10

#### Location

A commercial driveway approach shall be located to provide adequate sight distance for exiting and entering movements. The Road Commission reserves the right to reject a location that is not in the best interest of public safety.

All portions of a commercial driveway, including the radii, shall be located entirely within the owner's property lines extended at right angles to the centerline of the road. This requirement does not apply to joint driveways (see below).

No portion of a commercial driveway, including the radii, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting road or street. It is preferred that no portion of a commercial driveway is located closer than 200 feet to the nearest right-of-way line of an intersecting road or street. The Road Commission reserves the right to approve the location that is considered to be in the best interest of public safety.

No portion of two commercial driveways serving the same property, including the radii, shall be located closer than 50 feet, measured parallel to the centerline of the road.

#### Number of Driveways

One driveway is allowed for each commercial property, per roadway adjacent to, where frontage (per road) is less than or equal to 200 feet. One additional commercial driveway may be permitted for each 150 feet in excess of the first 200 feet of frontage.

### Joint Driveway

When both the property owners abutting a common property line agree, they may construct a joint commercial driveway of which shall have the same design features as a single commercial driveway (see appendix for typical design features).

### Driveway surface

All commercial driveways shall be surfaced from the edge of the traveled way to the right-of-way line with a material of which is equal to or better than the surface of the roadway that it joins. The County Highway Engineer shall determine whether or not a material is equal to or better than the surface of the roadway.

### Parking

The property owner will be required to limit highway access to driveway areas and to prevent parking in the right-of-way. Furthermore, the Road Commission will not issue permits for commercial properties that encourage the stopping or standing of vehicles in the right-of-way or the backing of vehicles from the highway onto the sites.

### Clear Vision

A clear vision area, as shown in Figure 1, shall be provided at all commercial driveways entering onto a roadway under the jurisdiction of the Shiawassee County Road Commission. The property owner shall maintain the clear vision area in perpetuity.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Permission for any tree or obstructions to be removed from adjoining property must be obtained by applicant from property owners. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object 4.25 feet above the roadway. The eye height at the driveway centerline should be positioned 15 feet from the edge to the traveled roadway.

The lower limit value (i.e., 600 feet) in Figure 1 represents the minimum allowable sight distance. The upper limit value (i.e., 820 feet) represents the minimum desirable sight distance. The Road Commission reserves the right to approve the location, which allows for the most favorable sight distance, up to the upper limit value.

## PRIVATE ROADS

### General

A Private Road Construction Permit will be required for any and all private roads entering onto a roadway under the jurisdiction of the Shiawassee County Road Commission. This permit shall be obtained before any work within the Shiawassee County Road Commission right-of-way commences.

Private roads built to standards other than the adopted standards of the Shiawassee County Road Commission will be reviewed and inspected for the area proposed within the public road right of way.

### Design Features

Local Zoning ordinance requires that a private road shall be built to Zoning Department Standards when serving six (6) lots or less. If the private road is to serve seven (7) lots or more the private road shall be built to Shiawassee County Road Commission Specifications as outlined in the "Standards and Specifications For Plat Development and Street Construction." Hard Surface on Private Roads shall be optional for less than twelve (12) lots.

Two (2) copies of a plot plan must accompany all applications for a private road permit. Included on the plot plan shall be the names of proposed private roads.

The property owner shall provide a right-turn lane, taper, and/or passing lane if the Road Commission determines that such lanes are required to minimize congestion or hazard on the roadway caused by vehicles entering the applicant's driveway.

The property owner(s) shall follow these standards unless the County Highway Engineer gives approval to do otherwise.

### Drainage Requirements:

Drainage calculations that indicate no additional storm water runoff will enter the Shiawassee County Road Commission right-of-way from the development must be included on the plot plan.

Design of detention basins shall be based on a 50-year frequency design storm.

The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the size (diameter) and length of the culvert. The property owner(s) shall furnish, install and maintain the culvert so determined.

Culverts shall be installed in line with and on the same grade as the road ditch.

No culvert of less than 18" diameter may be installed.

All culverts shall be corrugated metal pipes made with steel of the proper gauge corresponding to its diameter, as shown below, or corrugated plastic pipe with a smooth walled interior. The Managing Director of the Road Commission must approve use of alternate materials.

Diameter	Gauge No.
15" – 24"	16
30" – 36"	14
42" – 54"	12
60" – 72"	10

#### Locations

All portions of a private road approach, including the radii, shall be located entirely within the owner's property lines extended at right angles to the centerline of the road.

No portion of a private road approach, including the radii, shall be located closer than 200 feet to the nearest right-of-way line of an intersecting road or street.

#### Roadway Surface

All private road approaches shall be surfaced from the edge to the traveled way to the right-of-way line with a material of which is equal to or better than the surface of the road of which it joins. The County Highway Engineer shall determine whether or not a material is equal to better than the surface of the roadway.

#### Clear Vision

A clear vision area, as shown in Figure 1, shall be provided at all private road intersections entering onto a roadway under the jurisdiction of the Shiawassee County Road Commission.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Permission for any tree or obstructions to be removed from adjoining property must be obtained by applicant from property owner. Sight distance, looking each way from the private road centerline, shall be measured from an eye height of 3.5 feet to an object 4.25 feet above the roadway. The eye height at the private road centerline should be positioned 15 feet from the edge of the traveled roadway.

The lower limit value (i.e., 600 feet) in Figure 1 represents the minimum allowable sight distance. The upper limit value (i.e., 820 feet) represents the minimum desirable sight distance. The Road Commission reserves the right to approve the location, which allows for the most favorable sight distance, up to the upper limit value.

## RECREATIONAL (CELEBRATIONS AND FESTIVALS) DRIVEWAYS

### General

Any celebration or festival open to the public and approved by the governing body of a city, village or township, that wishes to access private property via a roadway under the jurisdiction of the Road Commission, is required to apply for a temporary driveway permit. This requirement shall hold true whether the applicant wishes to utilize an existing driveway or construct a temporary driveway.

### Advance Notice

Application for the driveway permit must be made at least 30 days prior to the event, to provide the Road Commission ample time to review the event with the governing city, village or township.

### Location

The applicant shall provide, at the time of request, a sketch showing the property layout and location of the desired access point(s).

### Design Features

The Road Commission on an individual basis, due to the variable nature of the event will review any and all driveway design features.

## **ROAD CLOSURES FOR PARADES, CELEBRATIONS AND FESTIVALS**

### General

A permit granting permission for the temporary closure of a road for a reasonable length of time for a parade, the Road Commission only to the governing body of a city, village or township may issue celebration or festival.

### Application Provisions

The application, supplied by the Road Commission, shall state the nature of the activity, the dates and times it is proposed to close and reopen the roadway to traffic and such other information that the Road Commission may require. The Road Commission shall approve the reasonable period of time. A copy of a resolution shall accompany an application from the city, village or township requesting permission for the closure or partial closure.

A permit shall be issued subject to the following conditions:

The closure or partial closure and the use of a detour route shall not unduly interfere with the safe and free movements of traffic.

A suitable alternate location is not available for the parade, celebration or festival, which is more acceptable for traffic safety and causes less interruption of traffic.

A closure or partial closure normally shall be allowed only during daylight hours. When temporary nighttime closure is permitted, points of potential hazard, barricaded and warning signs shall be lighted at the permittee's expense. The lighting shall be in accordance with requirements and specifications of the Road Commission.

### Traffic Control Devices

Traffic control devices installed in conjunction with the closures or partial closure and the detour route shall conform to the provisions of the Michigan Manual of Uniform Traffic Control Devices.

Required traffic control devices may be furnished and installed either by the local governing body or by the Road Commission. Costs arising from the installation, maintenance and removal of such devices shall be borne by the permittee.

The local governing body shall provide necessary policies supervision and assume liability for damage claims, which arise as a result of the closure or partial closure.



## BANNER PERMITS

### General

A permit for the installation of banners to be placed within or over a road right-of-way under the jurisdiction of the Road Commission may be issued only to the governing body of a city, village or township.

### Application Provisions

An application for a permit, provided by the Road Commission, for the installation of a banner shall include the following as a minimum:

Activity proposed in connection with the banners to be placed.

Location of the proposed installation including distance to overhead traffic control devices.

Description of the banner, including any legend or symbol thereon.

Proposed height of an overhead banner at its lowest point above the pavement.

Propose date the banner will be installed and removed. The period shall not exceed a time period specified by the Road Commission.

### Local Government Duties

A copy of a resolution shall accompany an application from the city, village or township requesting permission for a banner.

A city, village or township receiving a permit shall faithfully fulfill permit requirements and shall indemnify and save harmless the Road Commission from claims or every kind arising out of the use of an issued permit.

### Design and Placement

The design, method of installation and location of banners shall not endanger persons using the roadway or unduly interfere with the free movement of traffic.

An overhead banner shall have a minimum bottom height of 18 feet above the roadway, shall not be placed closer than 10 feet on either side of traffic signals, and shall not be placed so as to obstruct a clear view of traffic signals or other traffic control devices.

### Contents of Banners

A banner shall not have displayed thereon any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or to be political in nature.

A banner shall not have displayed thereon any legend or symbol, which is or purports to be an imitation or resembles, or which may be mistaken for, a traffic control device, or which attempts to direct the movement of traffic.

Decorations shall not include flashing lights or any other type of lights that may be distracting to motorists.

### Cancellation of Permits

A permit for the Road Commission may cancel the installation of a banner if the installation becomes dangerous to motorists or unduly interferes with the free movement of traffic.

## VALIDITY

Each section, subsection, provision, requirement, regulation or restriction established by these rules for driveway permits or any amendments or additions thereto, is hereby declared to independent. In the event that any part is determined to be unconstitutional, invalid or ineffective for any cause shall not affect nor render invalid the resolution or amendments or additions thereto as a whole or any other part thereof, except as to the particular part so declared to be invalid.

Adopted by the Board this 18th day December of 2001 and effective January 1, 2002.

### SHIAWASSEE COUNTY BOARD OF ROAD COMMISSIONERS

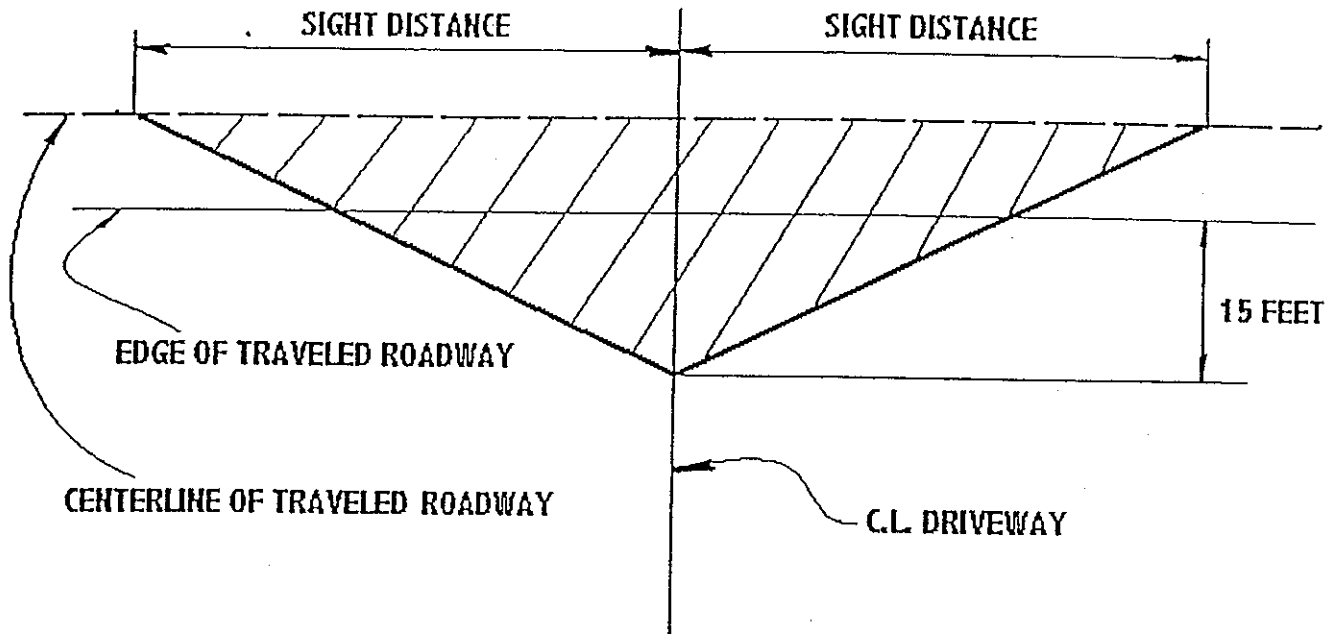
RUSSEL W. KREGGER  
STEPHEN A. ZEMCIK  
RICHARD D. MILLER

Motion by Commissioner Miller, supported by Commissioner Zemcik To adopt the Specifications and Administrative Rules regulating driveways, private roads, banners, and parades on and over roadways, effective January 1, 2002, with the revised permit fee schedule.

## **APPENDIX – TYPICAL DESIGN STANDARDS**

# CLEAR VISION REQUIREMENT

To provide for adequate vision, all obstructions must be removed within the clear vision area. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object 4.25 feet above the roadway. The eye height at the driveway centerline should be positioned 15 feet from the edge to the traveled roadway.



CLEAR VISION AREA

FIGURE 1.

## Clear Vision

A clear vision area, as shown in Figure 1, shall be provided at all residential driveways entering onto a roadway under the jurisdiction of the Shiawassee County Road Commission.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Permission for any tree or obstructions to be removed from adjoining property must be obtained by applicant from property owners. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to object 4.25 feet above the roadway. The eye height at the driveway centerline should be positioned 15 feet from the edge of the traveled roadway.

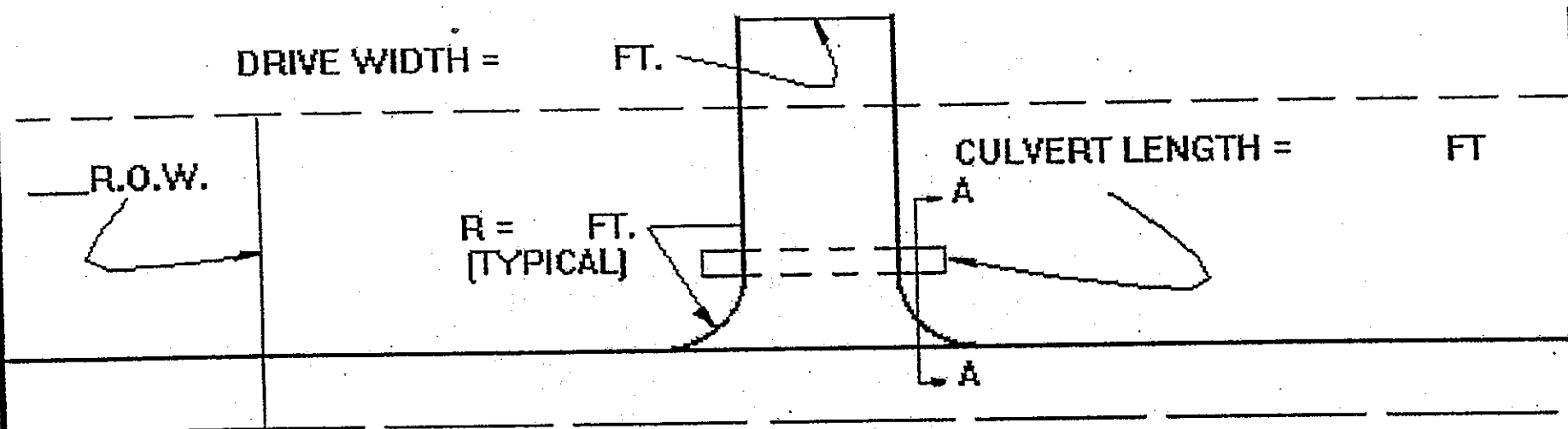
The following minimum sight distances, according to the posted regulatory speed limit, are required for the clear vision area.

25MPH – 200 ft.  
30 MPH – 220ft.  
35MPH – 260 ft.  
40MPH – 300 ft.  
45MPH – 350 ft.

50MPH – 400 ft.  
55MPH – 450 ft.

In the absence of a posted regulatory speed limit, the basic speed law i.e., and maximum 55 mph) shall prevail, thereby requiring 450 feet of sight distance.

# TYPICAL DRIVEWAY DETAIL



\* NO HEADWALLS OF ANY KIND ALLOWED!

\* NO CONCRETE CULVERTS ALLOWED!

