

## 1. GENERAL REQUIREMENTS

### A. DEFINITIONS

“Board” or “Road Commission” shall mean the Board of County Road Commissioners of the County of Dickinson and it’s duly appointed agents.

“County Road” shall mean a McNitt road, “road by use”, or a platted public road accepted by the Dickinson County Road Commission. County Roads are generally open to use by the public for the purpose of vehicular travel, notwithstanding that they may be closed or travel restricted. Usually, but not always, county roads are certified with the Michigan Department of Transportation.

“Right-of-way” or “right of way” shall mean the land area used for the construction, reconstruction, or maintenance of a County Road. Rights- of- way are usually 66’ (sixty six feet) wide, but can be more or less. The entire right-of-way is under the control of the Road Commission, not just the driven path.

“Applicant” shall mean a person or organization applying for a permit to work in the Right of ways of Dickinson County. All organizations must have an individual listed on the permit form as the contact.

“Application for permit” shall mean permit form.

“Permittee” shall mean a person or organization that has been granted an approved permit for construction. This is usually the same as applicant.

“Residential driveway” shall mean all driveways for the purpose of serving residents of a single or two-family dwelling (duplex), or a farmyard adjacent to a farm residence.

“Field driveway” shall mean any driveway, serving cultivated fields, timberland or other undeveloped land, or non occupied utility facilitates (pipe valve site, electric transformer pad, etc), that is not used for industrial, commercial or residential purposes.

“Commercial driveway” shall mean any driveway to all commercial and industrial establishments, including but not limited to, parking lots (public and private), apartment & condominium complexes, townhouses & row houses, trailer parks, schools, churches, hospitals, governmental establishments, and all public and private recreational facilities.

“Temporary driveway” shall mean any driveway that has an expected use of 60 consecutive calendar days or less and then will be removed.

“Joint Driveway” shall mean a driveway which serves 2 adjacent parcels or lots. Any driveway which serves 3 or more parcels or lots will be considered a private road. In all cases joint driveways shall be centered on the common property line. If the adjacent properties have different uses, the driveway will be built according higher classification, ranked by Commercial driveway being the highest classification, decreasing to residential driveway, then field driveway, with temporary driveway as the lowest classification.

“Private road” shall be any road, street, or alley that accesses multiple parcels, lots, roads, etc. and is not a public right of way under the control of the Dickinson County Road Commission.

Also any joint driveway accessing more than 2 single family homes or duplex homes is considered a private road. Any private road permit only requires that the portion in county right of way (the approach) be constructed to the permit standards.

“Driveway upgrade” shall mean improvement of an existing residential, field, or commercial driveway when the physical location of the driveway touching the traveled roadway does not change. This includes changing the surface, changing the run off flow, widening, changing the slope, changing the elevation, or realigning an existing driveway. Examples include paving or pavement removal, reshaping the slopes, adding driveway width, adjusting the turning flares, etc.

“Private street upgrade” shall mean improvement of an existing private street **approach**. This includes changing the surface, widening, changing the slope, or realigning an existing driveway. A private street upgrade does not make the private street a public street. See the Dickinson County Standards and Specifications for Street and Road Construction for design requirements to become a public road.

“Driveway maintenance” and “private street maintenance” shall mean regular or routine maintenance. This includes grading gravel, seal coating asphalt, concrete sealing, erosion restoration, removing snow, patching, and other items of work which do not change the alignment, width, grade, or storm water runoff of a driveway or street approach. **No permit is needed for maintenance.**

“MDOT” shall mean the Michigan Department of Transportation, its agents & representatives.

“MMUTCD” shall mean the Michigan Manual of Uniform Traffic Control Devices, most recent version.

“Resolution” shall mean resolution, motion, decree, etc. form a local public governmental unit which was voted on & recorded in the minutes of that governmental unit.

“Road Crossing” shall mean any pipe, cable, or utility which passes from one side of the traveled roadway to the other. This is not necessarily crossing over the centerline of the right of way as not all roads are centered in the right of way.

## **B. PROCEDURE**

Permits are required for utilizing any portion of Dickinson County Road Commission rights-of-way from all persons, organizations, utilities or units of government. Any work to be accomplished within the right-of-way of any road under the jurisdiction of the Board of County Road Commissioners of Dickinson County, Michigan, requires a permit before commencement of such work. The applicant or his agent shall have a copy of the permit at the site during the construction of the permitted work.

All applications are to be submitted on the form entitled “Application and Permit to Construct, Operate, Maintain, Use and/or Remove Within a County Road Right of Way”. Such permit forms are available at the office of the Dickinson County Road Commission at 1107 S. Milwaukee Ave, Iron Mountain, MI 49801. After the application is assigned a permit number and is approved by the Road Commission it becomes a Permit.

Individual permits are required for each work location (project site). Multiple work sites may not be combined into one permit without prior approval from the Dickinson County Road

Commission. However, each permit may cover multiple items of work. A permit that covers multiple items of work will have a fee equal to the combined permit fees for various items of work requested.

The Permit does not relieve the applicant from meeting any applicable requirements of law, or the rules and regulations of other public bodies or agencies.

Any rules, conditions or regulations mentioned on the Application/Permit form and not mentioned in this Manual are applicable and continue after grant of the Permit.

Requests for time extensions and Bond cancellation shall be submitted in writing to the Road Commission.

The applicant or his agent shall take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by the permit and shall use warning signs and safety devices which are in accordance with the current Michigan Manual of Uniform Traffic Control Devices.

In the event of a failure to comply with the terms and conditions of any permit issued in accordance with these rules, or in the event of a failure to comply with the rule, conditions or regulations set forth in this Manual, or in the event of a failure to obtain an appropriate permit, the Dickinson 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, including but not limited to 1) attorney fees in correcting, 2) a failure to comply with conditions and standards of a permit, 3) a failure to obtain a permit, or 4) defective workmanship or materials, shall be borne by the applicant/owner or his agent prior to resuming work.

If an owner or agent fails to obtain a permit prior to the start of an activity on the county right-of-way, the minimum fee for a permit, after construction, will be double the cost of fees shown in Appendix A

The applicant shall execute a “hold harmless” agreement where applicant will indemnify and defend the Road Commission from any claims related in any way to the activities set forth in the Permit.

The requirements contained in this manual are general in nature and it is expected that from time to time conditions will be such that some modification to these requirements may be necessary. When this condition arises, the Road Commission will review the request and determine the change based on the location, nature of business, type of work and safety.

The requirements for any item, or application of an item, not covered by these specifications will be determined by the Board of Road Commissioners.

### **C. BASIC MINIMUM REQUIREMENTS**

All applications shall meet the following basic requirements before they are accepted for processing:

- (1.) Applicants shall submit one application with original signature. Applications from public utilities shall be submitted in triplicate.

- (2.) Each application shall be completely filled out and signed by the applicant/owner and the contractor, if known.
- (3.) Plans shall accompany each copy of the application unless noted otherwise.

#### **D. BONDS**

Bonds are required to protect the Road Commission against the cost of completing or repairing faulty construction and against the outlay of attorney fees expended to enforce the terms, rules, regulations or conditions of a Permit of this Manual.

- (1.) Acceptable types of bonds are; surety bonds, certified checks, or money orders made payable to the Road Commission.
- (2.) The necessity and amount of a bond shall be determined by the Road Commission.
- (3.) Bonds may be furnished by either the applicant or the contractor. A Contractor furnishing the Bond must sign the Permit Application.
- (4.) Contractors may post blanket bonds yearly; however, the estimated cost of work going on at any one time shall not exceed ninety percent of the amount of the bond.
- (5.) Bond requirements may be waived for permits for residential and farm drives, tree trimming or removal, and other minor work within the right-of-way, when performed by the owner(s) of property abutting such right-of-way providing that all work be performed from the back side of the roadway ditch (if present) or from the applicant's property.

#### **E. CERTIFICATES OF INSURANCE**

Certificates of Insurance are required to assure that claims for damages or personal injury can be met. General liability insurance carried by an applicant or contractor will usually be acceptable. A Contractor furnishing Certificate of Insurance must sign the Permit Application.

- (1.) Certificates are to be issued to the Board of County Road Commissioners of Dickinson County Michigan, in the following amounts: \$1,000,000 personal injury and \$500,000 property damage. (These amounts are minimum coverage and may be changed without notice.)
- (2.) The insurance policy shall cover a period not less than the term of the permit and shall name the Dickinson County Road Commission as an insured and shall provide that the policy cannot be cancelled without ten (10) days advance notice by certified mail.
- (3.) Certificate of Insurance requirements may be waived for permits for residential and farm drives, tree trimming or removal, and other minor work within the right-of-way, when performed by the owner(s) of property abutting such right-of-way providing that all work be performed from the back side of the roadway ditch (if present) or from the applicant's property.

## **F. RESOLUTIONS**

Resolutions adopted by the governmental unit in cases where the applicant is a city, village, township or county, if approved by the Road Commission, may be used in lieu of a bond and insurance certificate.

The Road Commission reserves the right to require a construction performance bond from a contractor doing permit work for a governmental unit, even though a resolution has been furnished.

## **G. INSPECTION and ADMINISTRATION FEE**

The Permit Applicant shall submit a fee to cover the costs of reviews and periodic inspections for permit activities to the Road Commission. The fee amount for specific permits is shown in Appendix "A". The Road Commission reserves the right to waive the permit fees if it deems the work being done under permit has a positive benefit to the roadway or Road Commission itself.

## **2. DRIVEWAY PERMITS**

Landowners of property fronting public roads have certain rights of access consistent with their needs, applicable law and regulation, and road users have certain rights to freedom of movement, safety and efficient expenditure of their public highway funds. Therefore, it is within the public interest to regulate and control the location, design and operation of access driveways, and, to the extent feasible, satisfy the needs of both.

The construction of private driveways are not considered to be an efficient expenditure of public road funds; therefore, the total cost of constructing and maintaining a driveway connecting to primary, local or unimproved county road shall be borne by the property owner. This will include, but shall not be limited to, excavation, embankment, gravel, asphalt or concrete surfacing, culverts with end sections, and the required signing.

All driveway construction requires a permit. The application for permit for drives on state highways must be filed with MDOT, and MDOT will make recommendations, and issue these permits according to MDOT standards. This is outside of the scope of this manual.

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.

**IN ACCORDANCE WITH ACT NO. 200 OF 1969, IT IS UNLAWFUL TO CONSTRUCT A DRIVEWAY ON ROADS UNDER THE JURISDICTION OF THE DICKINSON COUNTY ROAD COMMISSION UNLESS A PERMIT IS OBTAINED FROM THE DICKINSON COUNTY ROAD COMMISSION.**

When the type or volume of traffic using an existing driveway changes, because of a change in land use or roadside development which requires a higher design standard for that driveway, the owner, organization, or person responsible for operation of the driveway shall be required to obtain a DRIVEWAY UPGRADE PERMIT. Upon such change in use or improvement, any non-conforming characteristics of a driveway shall be remedied to the standards contained in these rules.

When driveways are to serve a development that may have a significant impact on the serviceability of adjacent highways, the Engineering Department of the Dickinson County Road Commission will review the proposed driveway scheme and, if needed, will make recommendations consistent with public safety and convenience based on, in part, sight distance, traffic volumes and traffic patterns.

It will be the permittee's responsibility to design and construct his/her drives and parking areas so as not to be in conflict with the road commission drainage policy or in conflict with the policies of the Dickinson County Drain Commissioner.

The contractor/owner shall provide and properly maintain all signs and barricades necessary to complete construction in a safe manner. Construction zone signing and placement of barricades shall be done in accordance with the current edition of the MMUTCD.

The permit applicant shall provide and properly maintain permanent traffic signs and pavement markings that the Road Commission determines necessary for proper operation of the driveway. Only those traffic signs and pavement markings approved by the Road Commission may be used within the Road right-of-way. Signs and pavement markings shall conform to the current edition of the MMUTCD, unless otherwise approved by the Road Commission

Any requests for variance from these requirements should be forwarded to the Road Commission Permit Section, stating the reason for the requested change. Requests for variance will be considered only after an on-site inspection of the location.

#### **A. RESIDENTIAL DRIVEWAYS**

All applications for residential driveway permits on county roads must include all items required in section 1 above. In addition to these, the permit applicant must also clearly list on the permit form the proposed driveway width, angle to the road, and finished surface. In lieu of listing this information on the permit application, a separate drawing showing this information may be attached to the permit application. This description or sketch becomes the driveway plan when the permit is approved. Failure to construct the driveway according to the approved driveway plan may result in revocation of permit and removal of the driveway.

(1.) **NUMBER OF DRIVEWAYS:**

One driveway is allowed for a residential property, held in one piece, with frontage less than or equal to 100 ft. One additional residential driveway may be permitted where frontage exceeds 100 ft.

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 ft or more. Multiple driveways serving the same property shall be spaced no closer than 50 ft, measured from center of drive to center of drive at the edge of the road.

(2.) **JOINT DRIVEWAY:**

When both property owners abutting a common property line agree, they may construct a joint residential driveway that shall have a minimum width of 20 ft and a maximum width of 30ft.

(3.) **LOCATION:**

All portions of a residential driveway, including the radii, shall be located entirely within the applicant's property lines extended at right angles to the centerline of the road. (This requirement does not apply to joint driveways.) No portion of a residential driveway, including the radii, shall be located closer than 50 ft to the nearest right-of-way line of a roadway intersecting the roadway the driveway accesses.

For access of properties & parcels with narrow frontage, (less than 40 ft), the main throat of the driveway must be in the applicant's property lines extended. Driveway turning flares must be kept to minimum when beyond the applicant's property lines extended.

(4.) DESIGN FEATURES:

The applicant shall follow these standards unless approval to do otherwise is given by the Dickinson County Road Commission.

- A. All residential driveways shall have a maximum width of 24 ft, measured at right angles to the centerline of the driveway at the right-of-way line. Joint residential driveways shall have a maximum width of 30 ft.
- B. All hard surfaced residential driveways shall meet the traveled way with curved radii or flared sections as shown in Appendix B.
- C. No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 10% (1 ft. vertical in 10 ft. horizontal). To allow shoulder maintenance, the existing shoulder slope will be followed in the area crossing to the road shoulder.
- D. All drives shall enter perpendicular to the existing roadway. Typical driveway design feature, including geometrics, can be found in Appendix B.

(5.) DRAINAGE REQUIREMENTS:

- A. All driveways shall be constructed to minimize the amount of run-off flowing from the property being accessed to the roadway.
- B. The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required at the proposed driveway location. If a culvert is required, the Road Commission shall specify the type of culvert required and the minimum diameter and length of the culvert. The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it.
  - a. Culverts shall be installed in line with and on the same grade as the road ditch unless otherwise determined by the Road Commission.
  - b. No culvert of less than 12 in diameter may be installed. All culverts over 18 inches shall have end sections or mitered pipe ends.
  - c. All residential drive culverts shall meet the requirements of Class F Culverts as listed in Table 401-1 of MDOT Standard Specifications. (Copied to appendix C of this manual). If the applicant wishes to install a culvert of material other than as specified, approval must be obtained from the Road Commission prior to installation.
  - d. CONSTRUCTION OF VERTICAL HEADWALLS AT CULVERT ENDS IS PROHIBITED.
  - e. The driveway side slopes shall be no steeper than 1 vertical to 2 horizontal in the right of way. Immediately after construction, the side slopes shall be seeded and

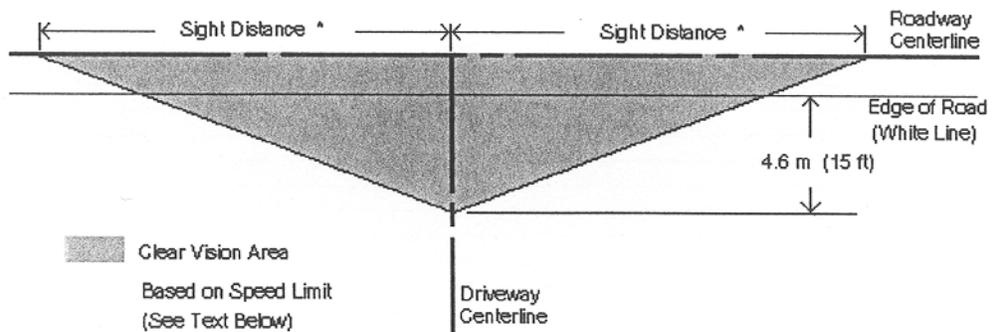
covered with mulch or mulch blanket to prevent soil erosion and sedimentation deposits in the existing roadside ditch.

(6.) DRIVEWAY SURFACE:

Driveways shall be surfaced to the Right-of-Way line with at least four inches of processed compacted road gravel. Concrete or asphalt pavement may be required in locations where the slope of the driveway directs water down the driveway toward the road. Asphalt surfaced driveways must be placed over at least 6 inches of 22A road gravel or better in the right of way. Concrete driveways must be a minimum 6 inches thick with welded wire fabric reinforcement in the right of way.

(7.) 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 Dickinson County Road Commission.



**Figure 1** Clear vision requirement for residential driveway

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 ft. to an object 4.25 ft. above the roadway centerline. The eye height at the driveway centerline should be positioned 15 ft. 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.

- 25 MPH-225 Ft.
- 30 MPH-260 Ft.
- 35 MPH-300 Ft.
- 40 MPH-335 Ft.
- 45 MPH-375 Ft.
- 50 MPH-410 Ft.
- 55 MPH-450 Ft.

In the absence of a posted regulatory speed limit on a paved road, 450 ft. of sight distance is required. For gravel Roads, use an estimated speed of 40 MPH unless the road is otherwise posted or directed by the Road Commission.

**B. FIELD/LOW USAGE/UTILITY DRIVEWAYS**

All applications for field driveway permits must include all items required in section 1 above. In addition to these, the permit applicant must also clearly list on the permit form the proposed driveway width, angle to the road, and finished surface. In lieu of listing this information on the permit application, a separate drawing showing this information may be attached to the permit application. This description or sketch becomes the driveway plan when the permit is approved. Failure to construct the driveway according to the approved driveway plan may result in revocation of permit.

(2.) LOCATION:

All portions of a field driveway, including the radii, shall be located entirely within the applicants property lines extended at right angles to the centerline of the road unless recorded permission is received from the adjoining land owner involved.

No portion of a field driveway, including the radii, shall be located closer than 50 ft to the nearest right-of-way line of a roadway intersecting the roadway the driveway accesses.

(3.) DESIGN FEATURES:

No portion of the driveway entrance within the right-of-way shall have a grade greater than 10% (1 ft. vertical in 10 ft. horizontal). To allow shoulder maintenance, the existing shoulder slope will be followed in the area crossing to the road shoulder.

All drives shall enter perpendicular to the existing roadway.

**Driveways serving utility facilities shall be designed to allow two (2) utility vehicles to stand completely off the roadway.**

Typical driveway design features, including geometrics, can be found in Appendix B. The applicant shall follow these standards unless approval to do otherwise is given by the Road Commission.

(4.) DRAINAGE REQUIREMENTS:

The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the minimum diameter and minimum length of the culvert. The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it.

- a. Culverts shall be installed in line with and on the same grade as the road ditch unless otherwise determined by the Road Commission.
- b. No culvert of less than 12 in diameter may be installed. All culverts over 18 inches shall have end sections or mitered pipe ends.
- c. All drive culverts shall meet the requirements of Class F Culverts as listed in Table 401-1 of MDOT Standard Specifications.  
(See appendix C of this manual) If the applicant wishes to install a culvert of material other than that specified above, approval must be obtained from the Road Commission prior to installation.
- d. CONSTRUCTION OF VERTICAL HEADWALLS AT CULVERT ENDS IS PROHIBITED.

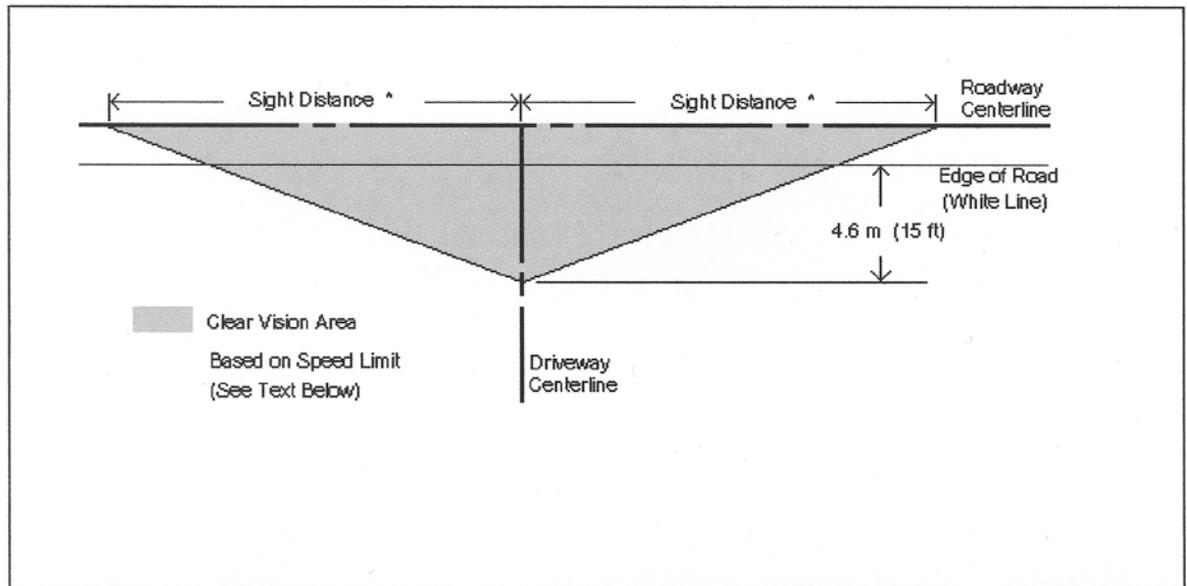
e. The driveway side slopes shall be no steeper than 1 vertical to 2 horizontal in the right of way. Immediately after construction, the side slopes shall be seeded and covered with mulch or mulch blanket to prevent soil erosion and sedimentation deposits in the existing roadside ditch.

(5.) DRIVEWAY SURFACE:

For field driveways, a minimum of 4" compacted gravel is recommended. The shoulder of the road shall be surfaced with minimum 6" compacted gravel. Concrete or asphalt pavement may be required in locations where the slope of the driveway is greater than 5%. 2" asphalt pavement over 6" gravel may be used. Unused field driveways may be seeded or sodded to provide plant growth, which will stabilize the driveway and minimize erosion.

(6.) CLEAR VISION:

A clear vision area, as shown in Figure 2, shall be provided at all farm-field driveways entering onto a roadway under the jurisdiction of the Dickinson County Road Commission. 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 ft. to an object 4.25 ft above the roadway centerline. The eye height at the driveway centerline should be positioned 15 ft. from the edge of the traveled roadway.



**Figure 2** Clear vision requirement for field driveway.

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

- 25 MPH-225 Ft.
- 30 MPH-260 Ft.
- 35 MPH-300 Ft.
- 40 MPH-335 Ft.
- 45 MPH-375 Ft.
- 50 MPH-410 Ft.
- 55 MPH-450 Ft.

In the absence of a posted regulatory speed limit on a paved road, 450 ft. of sight distance is required. For gravel Roads, use an estimated speed of 40 MPH unless the road is otherwise posted or directed by the Road Commission.

### **C. COMMERCIAL DRIVEWAYS and PRIVATE ROADS**

For the purpose of this section, all provisions for commercial driveways will also apply to private road approaches.

If a conflict arises over the commercial driveway classification, a determination will be made by the Board of Dickinson County Road Commissioners, as to whether or not a specific use shall be designated commercial. This determination shall be final and binding.

All applications for commercial driveway permits must be accompanied by two (2) copies of a site plan. The site plan shall indicate the location of temporary contractors' entrances (driveways). Contractors' driveways shall be constructed prior to commencing on-site work. Failure to construct contractors' driveways prior to commencing on-site work may result in revocation of permit.

Typical driveway design features, including geometrics, can be found in appendix B. The applicant shall follow these standards unless approval to do otherwise is given by the Road Commission. Design dimensions shown in Appendix B may be increased by the Road Commission depending on roadway or site characteristics, such as volumes, speeds and vehicle types.

#### **(2.) LOCATION:**

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

A commercial driveway may be located directly opposite an existing road intersection such that left turns oppose each other and are perpendicular to the major road. However, if offset, the centerline of a commercial driveway shall be located a minimum of 250 ft. from the centerline of the nearest intersecting roadway. In the event that special circumstances make this requirement unfeasible, in no case shall any portion of a commercial driveway, including the radii, shall be located closer than 50 ft to the nearest right-of-way line of a roadway intersecting the roadway the driveway accesses.

The Road Commission reserves the right to approve the location that is considered to be in the best interest of public safety and convenience.

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

#### **(3.) TYPE:**

A two-way commercial driveway shall be the standard driveway approach. Two-way commercial driveways shall be undivided unless special permission is granted by the Road Commission. Divided commercial driveways shall be delineated by a curbed traffic island. (See Appendix B)

A one-way commercial driveway is a special case and may be required depending on the site-specific characteristics. A one-way driveway includes separate entering and exiting drives and shall be designed to facilitate the desired turning movements and to discourage prohibited movements. The installation and maintenance of directional signs shall be the responsibility of the owner.

(4.) ANGLED DRIVEWAYS (SPECIAL CASE):

When the property owner is approved to construct one-way commercial driveways at an angle other than 90° to the centerline of the roadway, the acute angle of the centerline of the entrance driveway with the centerline of the roadway shall be greater than 60°, and the acute angle of exit driveway with the centerline of the roadway shall have also be greater than a 60°. Two-way commercial driveways shall not have less than a 60° angle with the centerline of the roadway.

(5.) JOINT DRIVEWAYS:

When both property owners abutting a common property line agree, they may construct a joint commercial driveway, which shall meet the rules and regulations as if their individual frontage were under a single ownership. If any part of a joint drive crosses the common property line, the involved property owners shall submit a copy of a written agreement to such construction with the Road Commission. A joint commercial driveway shall have the same design features as a two-way commercial driveway (see Appendix B for typical design features).

(6.) WIDTH:

All commercial driveways shall have a width sufficient to serve anticipated traffic conditions. Standard width on a two-way drive shall be 30 ft. with minimum width allowed being 25 ft. Standard width on a one-way drive shall be 18 ft with minimum width allowed being 16 ft. (width to be measured at right angles to the centerline of the driveway at the right-of-way line.)

(7.) EXTRA LANES AND TAPERS:

Where two commercial driveways are less than 150 ft. apart at the right-of-way line, and the commercial drives are along a two-lane hard surfaced road, the shoulder between the drives shall be paved. Paved shoulder tapers shall be required on all commercial driveways not in curb and gutter areas. Standard taper length shall be on a 10 feet per foot offset, not less than feet 50 ft total length. When a commercial establishment will generate high traffic volumes, such as a restaurant, a 100 Ft. minimum taper may be required. Larger commercial establishments, such as shopping centers, may require right-turn lanes and passing lanes opposite the driveway to facilitate the anticipated turning movements. Factors associated with this determination may include volumes, speeds, vehicle type, and roadway alignment.

(8.) RADII:

Curb and gutter is required where the existing or proposed road is curbed. Curb and gutter shall be placed at each radius and shall extend back at least to the right-of-way line. The curb setback shall be determined by the Road Commission. A concrete gutter or drainage way through the driveway may be required.

- (9.) **DRIVEWAY PROFILE:**  
No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 5%. The portion of driveway entrance in the roadway shoulder area shall conform to the existing shoulder slope, generally 5%.
- (10.) **SIGNS:**  
Signs will not be permitted on, or overhanging the highway right-of-way. (With the exception of traffic guides and regulatory signs as approved by the Road Commission.)
- (11.) **DRAINAGE REQUIREMENTS:**  
Driveways shall not adversely affect the road drainage or drainage along the road. The Board of County Road Commissioners through its agents shall determine whether or not drainage structures are required for any driveway installation, and also the minimum diameter and minimum length of culverts/structure needed for the installation. Storm drainage from private property shall not be discharged on the highway right-of-way unless approved by the Road Commission. This includes road side ditches.

Drainage calculations that indicate no additional storm water runoff will enter the Dickinson County Road Commission right-of-way from the development must be included with the site plan. Existing roadway drainage shall be maintained. Design of detention basins shall be based on a 50-year frequency design storm.

The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it. No culvert of less than 12 in diameter may be installed. All culverts over 18 inches shall have end sections or tapered pipe sections.

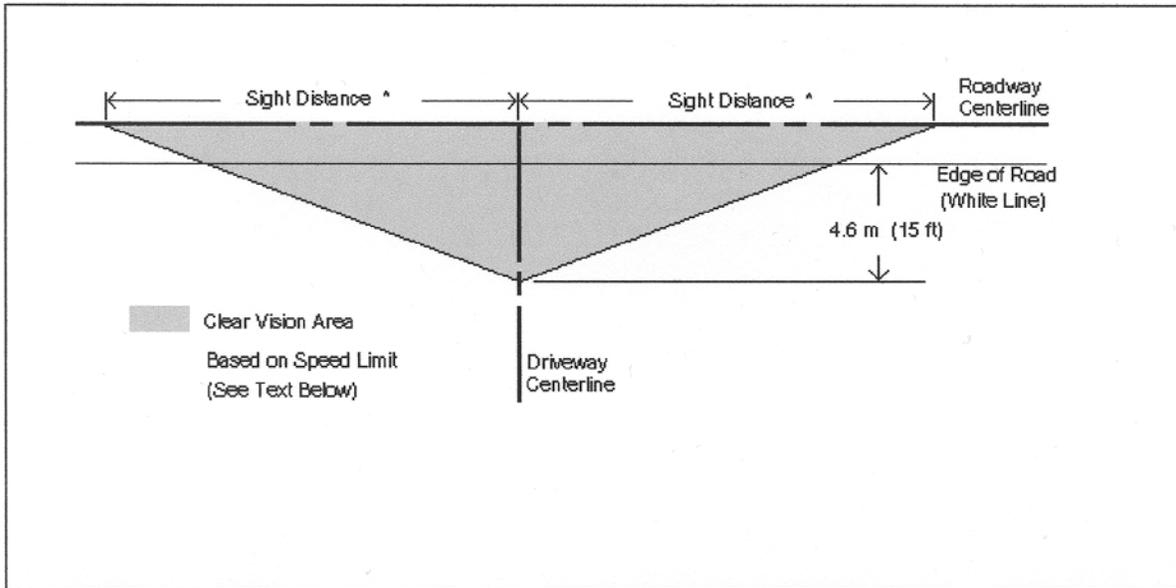
All culverts shall meet the requirements listed in Table 401-1 of MDOT Standard Specifications. (See appendix C)

**CONSTRUCTION OF VERTICAL HEADWALLS AT CULVERT ENDS IS PROHIBITED.**

- (12.) **DRIVEWAY SURFACE:**
- a. All commercial driveways shall be hard surfaced from the edge of the traveled way to the right-of-way line. Asphalt approach paving shall consist of two courses of bituminous pavement at 150 LB/SY, 8 inches of C.I.P. 22A aggregate base and 15 inches of Class II subbase. A concrete approach shall be a minimum of 7 inches reinforced with welded wire fabric.
  - b. The hard surface requirement may be waived if the driveway approach is to a gravel road.
  - c. Driveway surface must be noted on the site plan.
- (13.) **PARKING:**  
The applicant will be required to prevent parking in the highway right-of-way. 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.

(14.) **CLEAR VISION:**

A clear vision area, as shown in Figure 3, shall be provided at all commercial driveways entering onto a roadway under the jurisdiction of the Dickinson County Road Commission. 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 ft. to an object 4.25 ft. above the roadway centerline. The eye height at the driveway centerline should be positioned 15 ft. from the edge of the traveled roadway.



**Figure 3** clear vision requirements for commercial driveway.

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

- 25 MPH-300 Ft.
- 30 MPH-350 Ft.
- 35 MPH-400 Ft.
- 40 MPH-450 Ft.
- 45 MPH-500 Ft.
- 50 MPH-550 Ft.
- 55 MPH-600 Ft.

In the absence of a posted regulatory speed limit on a paved road, 600 ft. of sight distance is required. For gravel Roads, use an estimated speed of 40 MPH unless the road is otherwise posted or directed by the Road Commission.

**D. TEMPORARY DRIVEWAYS**

The application for a temporary drive must clearly state the purpose of the temporary driveway, expected traffic amount & traffic type, date in which the construction will begin, and the date when the driveway will no longer be needed. Failure to provide any of this information will delay permit approval.

- (2.) LOCATION:  
The applicant shall provide, when submitting the permit application, a sketch showing the property layout and location of the desired access point(s).
- (4.) DESIGN FEATURES:  
Due to the special nature of temporary driveways, all driveway design features will be reviewed and approved by the Road Commission on an individual basis.
- (5.) DRAINAGE REQUIREMENTS:  
The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the minimum diameter and minimum length of the culvert. The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it.
- a. Culverts shall be installed in line with and on the same grade as the road ditch unless otherwise determined by the Road Commission.
  - b. No culvert of less than 12 in diameter may be installed. All culverts over 18 inches shall have end sections or mitered pipe ends.
  - c. All drive culverts shall meet the requirements of Class F Culverts as listed in Table 401-1 of MDOT Standard Specifications.  
(See appendix C of this manual) If the applicant wishes to install a culvert of material other than that specified above, approval must be obtained from the Road Commission prior to installation.
  - d. CONSTRUCTION OF VERTICAL HEADWALLS AT CULVERT ENDS IS PROHIBITED.
  - e. The driveway side slopes shall be no steeper than 1 vertical to 2 horizontal in the right of way.
- (5.) FAILURE TO REMOVE OR ABANDON:  
All temporary drives must be removed in two (2) weeks of the date of final use as stated on the permit. If the applicant fails to remove or abandon the temporary driveway, the Road Commission will remove the driveway and all cost and associated fees will be billed to the applicant.

### 3. UTILITY PERMITS

Utility permits can be broken into 2 categories – Major Construction & Utility Blanket Permit. Major Construction permits are required for all new facilities, upgrades, and expansions, etc. which are not in the exact same location (including elevation) as the existing facility. Utility Blanket permits only cover the operation, in place maintenance & spot repair of existing utilities.

#### A. MAJOR CONSTRUCTION

These items need construction permits, one permit per project or location. However, each permit may have a fee based on the sum of the fees for individual items of proposed work. Fees charged will be according to the approved Permit Fee Summary in Appendix A.

Examples of Major Construction items include installation of the following:

- (1.) Aerial telephone, cable TV, and electrical power lines. Poles shall be placed as close to the right-of-way line as feasible. Guy wire encroachment on road right-of-way shall be minimized. No guy wires shall be placed on road shoulders, ditch fore slopes, or ditch bottoms
- (2.) Streetlights and signals.
- (3.) Gas mains. Gas mains shall be encased when crossing roadways. Gas mains shall have trench tape placed in the trench above the pipe.
- (4.) Buried telephone cable.
- (5.) Electrical conduit. Electrical conduit shall be encased when crossing roadways and have trench tape placed in the trench above the conduit.
- (6.) Fiber-Optic Cable. Fiber-optic cable shall have trench tape placed in the trench above the cable.
- (7.) Utility service lines that disturb or pass under ditch bottom, ditch fore slope, road embankment, road shoulder, curbing, or traveled lanes.
- (8.) Utility road crossings.
- (9.) Seismographic Surveys. Lines laid across roads must not interrupt winter road maintenance. The Road Commission will not be liable for damage to lines laid over roadways.
- (10.) Tree & brush clearing in the right of way.

## **B. MINOR CONSTRUCTION**

These items are covered under the annual Utility Blanket Permit.

- (1.) Routine maintenance, inspection and in place modernization of facilities involving no relocation or extension.
- (2.) Installation of individual short side service connections which are entirely located in the back slope of ditch or further from center of the road. This work will neither disturb nor pass under the roadway's ditch bottom, ditch fore slope, road embankment, road shoulder, curbing, or traveled lanes. If this condition cannot be met, the service installation is considered major construction & a road crossing permit must be obtained.
- (3.) Adding guys and anchors to existing utility poles. Guy wire encroachment on road right-of-way shall be minimized.
- (3.) Landscaping.

#### **4. ROAD CROSSING**

Whenever possible, utilities should be design to minimize the number of road crossings. Areal cables crossing the road will not have a fee assessed separately, but considered part of the length of areal cable. The permit fee for underground road crossings includes the carrier, casing (as needed), and location markers.

Projects with multiple underground crossings will have a permit fee equal to the sum of fee for each crossing plus the fee(s) for any other project work.

##### **A. GENERAL CONSTRUCTION SPECIFICATIONS**

- (1.) Casing shall be used for all utilities when the carrier contains hazardous, flammable, sensitive, or otherwise dangerous items, and all items that may require future inspection, maintenance, or possible upgrades, that are placed under the roadway unless otherwise directed by the Road Commission. This requirement applies to, but is not limited to water mains, gas mains, high voltage electric, fiber optic communications, sewerage force mains, etc.
- (2.) The traveling public must be protected from all open cuts. The permit application must clearly specify the temporary traffic control proposed. Partial lane construction, temporary bypass routing, or a signed detour shall be used when open cutting a road. If a detour is used, a map showing all signs & sign locations must be attached to the permit application. The temporary traffic control is subject to review & approval of the Dickinson County Road Commission, and when approved becomes part of the permit.
- (3.) All access pits and open excavations within the right-of-way shall be protected with suitable fencing and Type III Barricades to prohibit public access to the work site. Equipment shall not be used in lieu of fencing to protect access pits.
- (4.) Sheeting, shoring and / or other supports shall be required in all trenches & boring pits to prevent loss of slope or wall material during construction.

##### **B. SPECIAL PROVISION FOR BORING AND JACKING**

This work shall consist of constructing underground crossings of a roadway using the bore and jack method of pushing pipe through the ground using jacks or rams, and excavating the earthen materials back through the pipe being placed, often accomplished by internal augers.

- (1.) A sketch or drawing showing the size and location of the jacking pit must accompany the permit application. The jacking pit shall be large enough to accommodate all jacks and blocking, the tracks, and at least one section of pipe.
- (2.) Prior to commencing bore and jack operations, the jacking pit layout, elevation, slope and grade shall be checked and verified to that pipe will be installed on proper line and grade.
- (3.) Face of boring or drilling pits shall be located no closer than 15 feet from the edge of pavement or at the outside edge of the shoulder, whichever distance is greater. Face of boring pits shall be located no closer than 10 feet from the back of curb in curb and gutter areas.

- (4.) The leading edge of the pipe must always precede the auger. Upon initial placement, the leading edge of the pipe shall precede the auger by a length equal to or greater than one-half the diameter of the pipe. Adjustment in the position of the auger head shall not be made unless authorized by the Road Commission
- (5.) Should soil conditions, equipment failure, material failure, or obstructions prevent completion of the jacking operations, the partially completed jacked in place pipe shall be abandoned in place and backfilled as directed by the Road Commission.
- (6.) The requirements and provisions outlined in Section 401.03 of the MDOT Standard Specifications shall apply to all bore and jack operations within the rights-of-way under the jurisdiction of the Dickinson County Road Commission.
- (7.) Minimum cover of 4 feet from top of roadway to top of pipe shall be maintained. Minimum cover of 18 inches shall be maintained where it crosses ditch bottom. Where pipe will run along ditch bottom parallel to road the minimum cover shall be 30 inches.

**C. SPECIAL PROVISION FOR DIRECTIONALLY BORED OR DRILLED PIPE**

This work shall consist of constructing underground crossings of a roadway using the directional bore or drilling method of placing pipe to serve as carrier pipe or casing for other utility facilities. A directional bore is a bore and jack like method with a controllable head attachment and locating device that can sense the location of the bore stem. No drilling fluids are used with a directional bore. A directional drill is an identical method, but uses a drilling fluid to lubricate and line the borehole. Both methods require pushing or drilling a pilot hole under the roadway, and pulling back through the pilot hole a reamer or wing cutter in front of the pipe.

(1.) DEPTH OF BORE

The depth of bore using this method shall be the minimum depth of cover below the pavement or shoulder specified by pipe diameter as follows:

- a. Pipe diameter of four-inch and less shall have a minimum of four feet of cover.
- b. Pipe diameter greater than four-inch but less than six-inch shall have a minimum of five feet of cover.
- c. Pipe diameter greater than six-inch shall have a minimum of six feet of cover.

(2.) MATERIALS

Pipe installed by directional boring shall meet the requirements of:

- a. Plastic Pipe - ASTM D2513 SDR 11 or less, up to and including twelve inches in diameter.

[1.] Plastic pipe may be used for medium pressure gas pipelines (pressure less than 100 psi) or as carrier pipe or casing for other utility facilities. The minimum wall thickness and pipe joining methods for gas pipeline shall be as specified in the Michigan Gas Safety Code.

[2.] The maximum depth of cover over a plastic pipe to pavement grade shall not exceed eighteen feet unless approved by the Road Commission.

Requests for depth of cover over eighteen feet will require site-specific analysis, including soil borings. Sectional plastic pipe shall be jointed and tested in accordance with the Michigan Gas Safety Code.

- b. Steel Pipe - Either ASTM A53, Type E or S, Grade B; ASTM A 139 Grade B; ASTM A 106 Grade B or C; API-5L, Grade B; or API-5L, Grades X42 through X56.

- [1.] The ends of the steel pipe to be directional bored shall be cleaned to white metal for field welding at the joints.

- [2.] The nominal outside diameter and wall thickness, in inches, for steel pipe shall be as shown below:

<u>Nominal Size</u>	<u>Nominal Outside Diameter</u>	<u>Wall Thickness</u>
2	2.375	0.154
4	4.500	0.188
6	6.626	0.188
8	8.625	0.188
10	10.750	0.188
12	12.750	0.188
14	14.000	0.250
16	16.000	0.250
18	18.000	0.250
20	20.000	0.250
24	24.000	0.250
30	30.000	0.312
36	36.000	0.312

(3.) **CONSTRUCTION METHOD**

This method consists of auguring or jacking a steerable rod under the highway, then pulling back a cone that expands the soil, or a wing cutter that cuts a hole big enough to obtain the desired diameter. The diameter of the reamer or wing cutter is not to exceed the diameter of the pipe plus two inches for pipe diameters 6” or less or one and one-half (1-1/2) times the diameter of the pipe being placed for pipe diameters greater than 6”.

- a. A drilling fluid of water and bentonite may be used in all operations of a directional drill. The use of a polymer for lubrication in the drilling fluid is acceptable. A directional bore does not require the use of a drilling fluid.
- b. When the reamer or wingcutter exceeds the diameter plus two inches (2”), a flowable fill or suitable grout shall be pumped into the void between the pipe and drill hole displacing the drilling fluid. The flowable fill or suitable grout material and method of placement shall be approved prior to the issuance of the permit.
- c. The placement of directional bore or drill equipment or supplies shall be a location that will not interfere with traffic on the roadway or with the use of adjacent property. All equipment and supplies shall be a minimum fifteen feet from the edge of the road shoulder.

- c. Maintaining traffic shall be in accordance with Part VI of the Michigan Manual of Uniform Traffic Control Devices, MDOT Standard Specification 812, and the permit conditions. The Road Commission may require the use of temporary concrete barriers MDOT Standard Plan 11-52.

#### **D. OPEN CUTTING**

Open cutting for the purpose of crossing the roadbed in lieu of boring and jacking may be approved if the existing surface is gravel or the current paved surface has been in use ten years or more. In cases of needed repairs of water mains, sewers, or other existing utilities, this 10 year rule shall not apply.

- (1.) The pavement shall be cut back so that the opening is at least 1 foot wider on each side than the width of the trench. In all concrete surfaces the edges of trenches shall be formed by the use of a concrete saw. The pavement shall be broken in such manner as to allow the reinforcing steel to protrude a sufficient distance for lapping or tying with similar reinforcement in the pavement patch.
- (2.) Material used for backfill shall be of a type approved by the Road Commission's on-site inspector, if other than granular sand. The backfill shall be compacted in 1 foot lifts to 95% of maximum density.
- (3.) After the backfill has been placed, the pavement and the base, in the case of bituminous concrete patches, shall be replaced with new pavement of the original type and quality, unless otherwise directed by the Road Commission. If at a season of the year when it is not feasible to replace pavement of that particular kind, the temporary surface of bituminous material shall be placed and later replaced with pavement of original type at the applicant's expense.
- (4.) These rules shall also apply to open cutting gravel and unimproved roads, with the exception of the surfacing rules.
- (5.) These rules are in addition to the rules for restoration in Section 107.07 of the MDOT Standard Specifications and Section 4 -H of this Manual.
- (6.) Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of the centerline of roadway and top of pipe. When crossing ditches, a minimum of 18 inches shall be maintained and when paralleling a roadway a minimum of 30 inches of cover shall be maintained.

#### **E. ENVIRONMENTAL CONTAMINATION**

In the event the permit applicant causes or encounters environmental contamination in the right-of-way, the State Police, DEQ, the local fire chief and the Dickinson County Road Commission shall be notified immediately.

#### **F. EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL**

Trenches or excavations under or adjacent to the road surface shall meet MIOSHA Safety requirements and in addition, the Road Commission may require additional sheeting, shoring, and/or bracing to prevent caving, or settlement of foundation material supporting the pavement.

Excavated material to be salvaged shall be stockpiled at such locations that it does not obstruct vision on the traveled portion of the highway, and in such a manner that it will not interfere with the flow of traffic. (In extreme cases the applicant may be allowed to stockpile dirt on the roadway, or to close a section of the road.) Sod and topsoil shall be stockpiled separately from the other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the highway unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and graded in an approved manner.

**G. UTILITY, WATER AND SEWER LOCATIONS**

No standards have been established in relation to specific locations for utilities, water mains or sewers. It is a general policy to keep all excavation outside of a 1-on-1 slope extended down from the edge of pavement of the traveled way.

**H. RESTORATION REQUIREMENTS:**

The provisions as stated in this section shall apply to all work within the road rights-of-way. The areas restored shall include all elements of the road cross-section, intersections and driveways.

The permit, including surety requirements, will remain in effect for a minimum of one year after completion of the work to monitor for settlements of the pavement and/or slope.

Upon completion of work, the permit holder shall remove all excess materials and equipment from the road right-of-way.

Restoration of all roads and driveways will match or exceed the immediate area surrounding the area being restored. When existing conditions show a section that is less than the minimum requirements as listed below, the minimum section below shall be constructed.

All materials used must be MDOT approved and/or meet the appropriate MDOT Specifications and have the approval of the Road Commission.

(1.) TRENCH BACKFILL

All materials shall meet MDOT Class II requirements unless otherwise approved by the Road Commission.

(2.) EMBANKMENT

All materials shall meet MDOT Class III requirements unless otherwise approved by the Road Commission.

(3.) MINIMUM DENSITY REQUIREMENTS

All items in this section are intended as a guide to architects, engineers and contractors. Any variations to the Manual shall be approved by the Road Commission prior to construction of the project.

a. Structure Backfill - Compacted in place to 98% maximum unit weight.

b. Sand Backfill - Compacted in place to 95% maximum unit weight.

c. Aggregate Base and Surfaces (roadways and shoulders) - Compacted in place to 98% maximum unit weight.

e. The methods used to determine the maximum unit weight of approved materials used for restoration shall be performed in accordance with the Density Control Handbook, Michigan Department of Transportation, current edition as follows:

1. Sand Backfill and Aggregate Base (natural aggregate) - MICHIGAN CONE TEST.
2. Recycled Mixtures (Aggregate Base)- MICHIGAN MODIFIED T-180 TEST.
3. Bituminous Mixtures - MICHIGAN MODIFIED MARSHALL TEST.

(4.) RESTORATION OUTSIDE OF THE IMPROVED SHOULDERS

- a. Access pits and excavations shall be backfilled with suitable material approved by the Road Commission in accordance with the section 4J below.
- b. The disturbed surface area outside of traveled road and shoulder portion shall be top-soiled, seeded, fertilized and mulched per MDOT Standard Specifications for Construction Section 816. Ditches/slopes shall be restored to original cross-sections or as approved by the Road Commission.
- c. All slopes steeper than 1 on 3 shall be mulched with straw matting. If final restoration is not completed within 15 days after completion of any excavation, temporary erosion control measures must be taken.
- d. In locations where ditches are not present but are essential, as determined by the Road Commission, a 1 ft (minimum) valley ditch shall be constructed.

(2.) PRIMARY PAVED ROADS (NOT ALL SEASON)

- a. Paved Traveled Portion – Provide a section equal to or greater than the existing road gravel & pavement thickness. At a minimum provide 8” of 22-A Road Gravel compacted in place and 165 Lbs/Syd (2”) Bituminous Mixture leveling course and 165 Lbs/Syd (1.5”) Bituminous Mixture top course. For A trench patch which is less than 10 feet wide and the existing pavement is 2” or less, a single lift 220 Lbs/Syd (2”) may be used.
- b. Paved Shoulder Areas - Provide 8” of 22-A Road Gravel compacted in place and 220 Lbs/Syd (2”) Bituminous Mixture to existing width. The exception to this would be existing full-depth shoulders in which case, should restoration would be identical to the restoration of the traveled lanes as immediately stated above.
- c. Unpaved Areas (Lanes or Shoulders) - Provide 8” of 23-A Road Gravel compacted in place to existing width.

(3.) ALL SEASON ROUTES

- a. Traveled Portion - Provide a section equal to or greater than the existing road gravel & pavement thickness. All pavements 3” or thicker must be laid in 2 lifts. In no instance shall the finished gravel be less than 10” of 22-A Road Gravel compacted in place, or the finished pavement be less than 220 Lbs/Syd (2”)

Bituminous Mixture leveling course and 165 Lbs/Syd (1.5") Bituminous Mixture top course.

- b. Paved Shoulder Areas - Provide 8" of 22-A Road Gravel compacted in place and 220 Lbs/Syd Bituminous Mixture to existing width. The exception to this would be existing full-depth shoulders in which case, should restoration would be identical to the restoration of the traveled lanes as immediately stated above.
- c. Unpaved Shoulder Areas - Provide 8" of 23-A Road Gravel compacted in place to existing width.

(4.) LOCAL ROADS, (PAVED)

- a. Traveled Portion - Provide a section equal to or greater than the existing road gravel & pavement thickness. In no instance shall the gravel be less than 6" of 22-A Road Gravel compacted in place or shall the pavement be less than 220 Lbs/Syd (2") Bituminous Mixture.
- b. Shoulder Areas - Provide 6" of 22-A Road Gravel compacted in place to existing shoulder width. If paved shoulders exist on Local Roads, they shall be constructed the same as the traveled portion immediately adjacent to the shoulder.

(5.) LOCAL ROADS (GRAVEL)

Provide 6" of 23-A Road Gravel compacted in place to full width of existing grade.

(6.) LOCAL ROADS (UNIMPROVED & DIRT SURFACED)

Restore as directed by the Road Commission. Some areas may require an application of Road Gravel to provide a stable base in areas utilized by the motoring public. Restoration will be described as part of the permit requirements.

(7.) RESIDENTIAL DRIVEWAY RESTORATION

- a. Unpaved Driveways shall be restored with 4 inches of 22-A or 23-A Road Gravel compacted in place.
- b. Asphalt driveways shall be restored with 6 inches of 22-A Road Gravel compacted in place and 220 Lbs/Syd Bituminous Mixture
- c. Concrete Driveways shall be restored with 6 inches wire reinforced MDOT Concrete Mixture P-1 or equivalent, or match existing thickness if greater than 6 in.

(8.) COMMERCIAL DRIVEWAY RESTORATION

- a. Asphalt Driveways shall be restored with 8 inches of 22-A Road Gravel, compacted in place and two lifts of 180 Lbs/Syd each of Bituminous Mixture. Or match existing thicknesses if existing is greater.
- b. Concrete Driveways shall be restored with 8 inches of wire reinforced MDOT Concrete Mixture P-1 or equivalent.

- (9.) CURB & GUTTER RESTORATION  
Curb and gutter shall be restored to original detail and grade using MDOT Concrete Mixture P-1 or equivalent.
- (10.) CULVERT HEADWALLS  
If removed, culvert headwalls **shall not be replaced**. Install end sections, adding embankment materials to create a stable slope, seed and mulch.

**I. LAND MONUMENTS AND PROPERTY CORNERS**

Land monuments and property corners shall not be moved or otherwise disturbed except when witnessed and re-set by a professional surveyor.

**5. OTHER PERMITS**

**A. TREE TRIMMING AND/OR TREE REMOVAL**

The State of Michigan has provided various statutory provisions concerning highways trees. MCLA 247.241 governs the protection of trees and shrubs. MCLA 230.6 describes the civil penalties for injury or destruction of trees and shrubs. MCL 247.241 provides the Board of County Road Commission the authority to maintain trees in the right of way.

If the trees are to be cut from right of way other than directly in front of the applicant's property, the permit applicant must furnish documentation that;

- 1. All the abutting property owner(s) have been notified of the proposed activity.
- 2. All the abutting property owner(s) agree with the applicant doing the work.
- 3. All the abutting property owner(s) have been offered all wood in their frontage.
- 4. A signed statement saying the applicant will indemnify & hold harmless the Dickinson County Road Commission, its agents & employees from any actions that may result from tree trimming or clearing operations by the applicant.

No permits will be issued without the above documentation on file at the Road Commission. Disposal of all limbs, logs, stumps and litter shall be done in a manner acceptable to the Road Commission. The **abutting property owner has first right to wood in their frontage.**

The applicant shall comply with any additional supplemental provisions deemed necessary to protect the interests of the Road Commission.

**B. PERMITS FOR MONITORING WELL INSTALLATION**

Submit one copy of the Permit Application as follows:

- (1.) Permit Applicant must be the owner (or the designated representative of the owner) of the site being monitored.
- (2.) Permit requires original signature of Applicant or designated representative.
- (3.) Location(s) should be given as the distance in feet to the nearest intersection.

- (4.) Starting and completion dates may be approximate but should be reasonably accurate. Permit is valid for one year after date of issuance and may be extended upon written request.
- (5.) Submit \$1,000.00 Permit Performance Bond.
  - a. If the Bond Principal is a party other than the Permit Applicant, a letter of agreement between the Permit Applicant and the Bond Principal must be provided, stating that the Bond Principal has authority to act as an agent for the Applicant.
  - b. The Bond must be accompanied by a valid "Power of Attorney."
- (6.) Submit 3 copies of a site plan showing as a minimum:
  - a. An outline of the specific area of work. Include the number, size and location of the wells (distance from edge of roadway, or distance from centerline of roadway, and distance from nearest intersection centerline).
  - b. Property boundaries including road right-of-way lines.
  - c. Roadway configuration. Indicate roadway width, including paved and/or gravel shoulders; curb and gutter; ditches and culverts; storm sewers and drainage structures; and locations of existing utility lines and related structures.
- (7.) Submit a traffic control plan.
  - a. Show proposed route of access for both the drilling operations and for the routine operations to be undertaken once the well is placed.
  - b. Indicate if any lane closures are necessary.
  - c. Indicate if it appears that police assistance may be necessary to access the site.

**C. TEMPORARY ROAD CLOSURES FOR PARADES, CELEBRATIONS AND FESTIVALS**

A permit granting permission for the temporary closure of a road for a parade, celebration, festival or similar activity shall be issued by the Road Commission **only** to the governing body of a city, village or township.

- (1.) **ADVANCE NOTICE:**  
Application for the permit should be made not less than 30 days prior to the event, to provide the Road Commission ample time to review the event with the governing city, village or township.
- (2.) **APPLICATION PROVISIONS:**  
The application, supplied by the Road Commission, shall state the nature of the activity, the proposed dates and times to close and open the roadway to traffic and such other information that the Road Commission may require. The application shall also be accompanied by a copy of a resolution from the city, village, or township requesting permission for the closure or partial closure.

A permit shall be issued subject to the following conditions:

- a. Re-routing of traffic, adequate police protection for traffic control and notification of Emergency Services (911), sheriff, state police, schools, post office, MDNR, of closure(s) shall be the responsibility of the permit applicant. The local governing body shall provide necessary police and fire supervision.
- b. The closure or partial closure and the use of a detour route shall not unduly interfere with the safe and convenient movement of traffic.
- c. 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.
- d. A closure or partial closure normally shall be allowed only during daylight hours. When temporary nighttime closure is permitted, barricades and warning signs shall be placed at points of potential hazard, and shall be lighted at the applicant's expense. The lighting shall be in accordance with requirements and specifications of the MMUTCD.

(3.) **TRAFFIC CONTROL DEVICES:**

Traffic control devices installed in conjunction with the closure 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. If it is the intent of the applicant to have the Road Commission furnish some or all of the traffic control devices this request should be included in the application. The Road Commission shall be reimbursed by the applicant for all costs incurred.

**D. BANNER PERMITS**

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

(1.) **ADVANCE NOTICE:**

Application for the permit should be made at least 30 days prior to the anticipated placement of the banner, to provide the Road Commission ample time to review the requirements with the governing city, village or township.

(2.) **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:

- a. Activity in connection with which the banners are to be placed.
- b. Location of the proposed installation including distance to overhead traffic control devices.
- c. Description of the banner, including any legend or symbol thereon.

- d. Height of an overhead banner at its lowest point above the pavement.
- e. Date on which the banner will be installed and removed. The period shall not exceed a time period specified by the Road Commission.
- f. The application shall be accompanied by a copy of a resolution from the city, village or township requesting permission for a banner.
- g. If it is the intent of the applicant to have the Road Commission to install and remove the banner, this request should be included in the application. The Road Commission shall be reimbursed by the applicant, for all costs incurred.

(3.) **DESIGN AND PLACEMENT:**

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

An overhead banner shall have a minimum bottom height of 18 ft. above the roadway, shall not be placed closer than 100 ft from traffic signals, and shall be placed so as to maintain a clear view of traffic signals and/or other traffic control devices.

(4.) **CONTENTS OF BANNERS:**

- a. All banners must be in good taste, decent for viewing of all persons. No vulgarity or profanity will be permitted.
- b. A banner shall not have displayed thereon any legend or symbol, which may be construed to advertise, promote or publicize any merchandise or commodity, or be political in nature.
- c. A banner shall not have displayed thereon any legend or symbol that is or purports to be an imitation of 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.

(5.) **CANCELLATION OF PERMITS:**

A permit for the installation of a banner may be cancelled, and the banner removed immediately, at the sole discretion of the Road Commission.

**E. PARCEL SPLIT CERTIFICATION**

For Parcel Split Certifications, applicants must provide either a survey certificate or a drawing to indicate that the parcel has access to an existing public road. No permit application form needs to be filed. Further, the Road Commission reserves the right to decline to issue such certification to protect the health, welfare and safety of the traveling public. See Appendix A for the fee for this certification.

**6. ROAD UPGRADING PERMITS (Local Road System)**

The Dickinson County Road Commission has the responsibility and jurisdiction over a public road system and rights-of-way of some 533 miles. This public road system is composed of two general types of roads: (1) Primary and (2) Local. Primary roads are generally considered to be the major road

system, and the Road Commission may provide up to 100 percent of the construction and upgrading costs of these roads. Local roads represent the secondary road system and the Road Commission has a shared responsibility with the Townships for reconstruction and upgrading.

- (1.) The Road Commission's policy in regard to this "shared responsibility" for upgrading local roads is summarized as follows:
  - a. Under present State Statutes and Road Commission policy, all Local Road Improvement Projects are implemented through the joint efforts of the Township and Road Commission.
  - b. For gravel lifts & culvert projects, the Township provides materials, and the Road Commission contributes the labor & equipment.
  - c. All other projects are covered by the Township in which the road is located and/or others.

The full policy is on record at the Road Commission offices, 1107 S. Milwaukee Avenue, Iron Mountain, Michigan.

- (2.) Under certain conditions, the Road Commission has allowed property owners to conduct upgrading operations on portions of existing county unimproved roads. Permits for road upgrading are issued on a case-by-case basis as determined by the Road Commission. All costs for such activities are borne by the Permit Applicant(s). The road right-of-way must be currently in the County Local Road System. It should also be noted that Road Upgrading Permits are typically issued where, for various reasons, local road improvement through normal procedures is not feasible, and property owners are desirous of some improvement in access; primarily to residential dwellings. The conditions/requirements are generally based on three factors:
  - a. That of safety to the motoring public
  - b. The ability of the road to support Road Commission maintenance equipment
  - c. The ability of the road to support emergency vehicles, e.g., fire trucks, ambulance, etc.
- (3.) Where the upgrading operation undertaken by the property owner(s) is determined to provide a substantial benefit to Dickinson County Road Commission the permit fee may be waived.
- (4.) Road Upgrading Permits fall into one of two categories. The first category consists of upgrading what is referred to as "Certified" local roads. Certified local roads are those roads for which the Road Commission receives funding from the State of Michigan for maintenance services. Upgrading a certified right-of-way may result in minimal maintenance services such as grading and snow plowing. The second category includes what is referred to as "Non-Certified" local roads. The Road Commission receives no funding for these roads and generally other Road Commission funds cannot be legally expended on a non-certified road. Upgrading Permits issued for this category of road will result in no future maintenance services.

Following are conditions/requirements that are typical of upgrading permits. This is not intended to represent an all-inclusive list of conditions and requirements; and, portions may be subject to change based on individual circumstances.

**A. UPGRADING WITH MAINTENANCE SERVICES EXPECTATIONS (CERTIFIED RIGHT-OF-WAY)**

(1.) GENERAL:

- a. The Permit Applicant and or his/her Contractor shall furnish proof of liability insurance in the amounts shown on front of the Permit Application. Such insurance shall be in force for the duration of activities covered under this Permit.
- b. A Permit Bond or cash deposit may be required to ensure satisfactory completion of the Permit requirements. The amount of the bond or cash deposit shall be as determined by the Road Commission.
- c. Abutting property owners in the project area shall, *in writing*, be offered first refusal of usable wood.
- d. Work site conditions shall conform to the Michigan Manual of Uniform Traffic Control Devices, Current Edition.
- e. It shall be the responsibility of the Permit Applicant to follow the proper alignment of the road right-of-way, i.e., section lines, plat lines, etc. The Applicant will, at his expense, contract with a registered land surveyor to place alignment stakes.
- f. Centerline Profile Grades must be approved by the Road Commission for portions of road right-of-way containing vertical curves (hills).
- g. A 100 Ft. x 100 Ft. Turnaround Easement shall be provided if upgrading results in a “Dead End Road” condition. This is needed to provide sufficient room for emergency vehicles.
- h. The Permit will not result in restricting use of the road right-of-way to the motoring public.
- i. In addition to the requirements of this Manual, the Permit Applicant must also meet all appropriate requirements of the Dickinson County Road Commission Standards and Specifications for Street and Road Construction, MDOT, DEQ, USFS and other appropriate agencies.

(2.) ROAD CONSTRUCTION: (APPLICANT RESPONSIBILITY)

See Dickinson County Road Commission Standards & Specifications for Street and Road Construction Manual for construction requirement details.

- a. Flat/Level Ground Areas
  1. A 66 Ft. Clearing Width centered on the right-of-way will be required. Larger areas will be required for dead end turn a-rounds.
  2. A 32 Ft. Graded Surface Width (2 X 11 ft lanes with 5 ft shoulders) between the shoulder points and centered on the clearing width, will be required if pavement is desired. If the surface is to be gravel, the graded surface width may be reduced to 28 feet.

3. Finished Elevations of all traveled portions of roadway (graded surface) shall be at or above surrounding ground elevation.
- b. Cut Areas: Construct 32 Ft. wide graded surface with 1 on 3 slopes centered on the right-of-way. All trees, stumps and brush removed from slopes. There is no reduction in width for a gravel road.
- c. Fill Areas: Construct the graded surface with 1 on 3 slopes, centered on the right-of-way. All trees, stumps and brush removed from slopes.
- d. The Permit Applicant shall provide easement(s) for areas in which Cut or Fill Slopes may require additional right-of-way width.
- e. Areas requiring Drainage Ditches: Construct from the shoulder beak point (edge of the road surface) ditches with 1 on 3 front slopes and 1 on 3 back slopes. In undeveloped areas, these ditch slopes may be steepened to 1 on 2 with special permission from the Road Commission. The depth of ditches shall be determined by Road Commission.
- f. A turnaround shall be constructed if upgrading results in a “Dead End Road” condition. A 6 in. deep Gravel Base shall be provided for the turnaround and placed as shown in Dickinson County Road Commission Standards & Specifications for Street and Road Construction Manual.
- g. Gravel Base material shall be approved by the Road Commission.
- h. The Permit Applicant shall be responsible for the cost of highway signs along and for the road(s) to be upgraded as determined by the Road Commission.
- i. No trees, stumps, or brush, excavation spoils, or other materials shall be stored in the right of way without the approval of the Road Commission.

**B. UPGRADING WITH NO MAINTENANCE SERVICES EXPECTATIONS (NON-CERTIFIED RIGHT-OF-WAY AND SOME CERTIFIED RIGHTS-OF-WAY).**

(1.) GENERAL:

- a. The Permit Applicant or his/her Contractor shall furnish proof of liability insurance in the amounts shown on front of the Permit Application. Such insurance shall be in force for the duration of activities covered under this Permit.
- b. A Permit Bond or cash deposit shall be required to ensure satisfactory completion of the Permit requirements. The amount of the bond or cash deposit shall be as determined by the Road Commission.
- c. Abutting property owners in project area shall be offered, *in writing*, first refusal of usable wood.
- d. Work site conditions shall conform to the Michigan Manual of Uniform Traffic Control Devices, Current Edition.

- e. It shall be the responsibility of the Permit Applicant to follow the proper alignment of the road right-of-way, i.e., section lines, plat lines, etc. The Applicant will, at his expense, contract with a registered land surveyor to place alignment stakes.
- f. Road Centerline Profile Grades must be approved by the Road Commission for portions of road right-of-way containing vertical curves (hills or valleys).
- g. A 100 Ft. x 100 FT. Turn-around Easement shall be provided if upgrading results in a Dead End Road condition. This is needed to provide sufficient room for emergency vehicles.
- h. The Permit will not result in restricting use of the road right-of-way to the motoring public.
- i. The Permit Applicant shall be responsible for the cost of highway signs along and for the portion of road(s) to be upgraded as determined by the Road Commission. This will include future maintenance of said signs.
- j. The road(s) included in the Permit will receive no maintenance services from the Road Commission.
- k. In addition to the requirements of Section 6 of this Manual, the Permit Applicant must also meet all appropriate requirements of the Dickinson County Road Commission Standards & Specifications for Street and Road Construction Manual.

(2.) **ROAD CONSTRUCTION: (APPLICANT RESPONSIBILITY)**  
 See Dickinson County Road Commission Standards & Specifications for Street and Road Construction Manual for construction requirement details.

- a. The permit must describe the proposed upgrade to the road and reason for the upgrade.
- b. Road geometrics, surface, gravel, topsoil, etc., shall meet local requirements for emergency vehicle access.
- c. Cut Areas & Fill areas: all side slopes beyond the graded surface shall be 1 on 3 slopes centered on the right-of-way. All trees, stumps and brush removed from slopes.
- d. In areas in which Cut or Fill Slopes may require additional right-of-way width, easement(s) shall be provided by the Permit Applicant.
- e. If upgrading results in a Dead End Road condition, a Turnaround shall be constructed as directed by the Road Commission.
- f. The Permit Applicant shall be responsible for the cost of highway signs for the road(s) to be upgraded as determined by the Road Commission.
- g. No trees, stumps, or brush, excavation spoils, or other materials shall be stored in the right of way without the approval of the Road Commission.

## **11. MISCELLANEOUS ACTIVITIES**

### **A. MAILBOXES**

Mailboxes are allowed in the road right-of-way as a public service. Often their locations interfere with road maintenance procedures. Mailboxes may at any time, at the discretion of the Road Commission, be removed or relocated to accommodate road improvements.

The face of the mailbox shall be placed from 1ft. to 8 ft. off the traveled portion of the roadway as determined by the Road Commission in its sole discretion. This is due to the fact road shoulders vary in width throughout the county. The height of mailboxes shall be determined by the local post office.

Single mailboxes should be installed on 4" x 4" or 4.5" diameter round wood posts or metal posts 2" or less in diameter. Adjacent mailbox supports should be at least 3ft. apart. More than two mailboxes on a single post are not allowed. All mailbox systems must have "break-away" capability and not be a hazard if struck by a vehicle.

**No permit is necessary to install a mailbox.**

### **B. LAWN WATERING SPRINKLER SYSTEMS**

The Road Commission will not issue a permit for the placement of an underground sprinkler system within the road right-of-way. If they are placed within the road right-of-way, the following shall apply:

- (1.) The property owner is responsible for any damage or accidental removal caused by Road Commission activities or activities permitted by the Road Commission. These activities may consist of, but is not limited to, ditch line reconstruction, roadside mowing, sign installation, shoulder grading or utility installation.
- (2.) Sprinkler operation shall not discharge water onto the traveled portion of the road, including the shoulder area.
- (3.) Any contractor or individual installing a sprinkler system in a county road right-of-way will assume all liability for any incident arising from the installation or the operation of the system.

## **12. ACTIVITIES NOT PERMITTED IN THE ROAD RIGHT-OF-WAY**

- (1.) Filling of roadside shoulders or ditches with dirt, leaves, or debris.
- (2.) Blocking the openings of culverts, catch basins, or storm sewers, with dirt, leaves, rock, or other debris.
- (3.) Planting of trees, shrubs, seedlings or bushes of any kind.
- (4.) Construction of a retaining wall or culvert headwall along the side of a driveway.
- (5.) Placement of any type of fence.

- (6.) Placement of rocks, boulders or earthen berms.
- (7.) Placement of political, commercial, garage sale or other unauthorized signs particularly at intersections, bike paths, driveways or any location where visibility may be obstructed or a driver's attention distracted. Contact your township for setback from right-of way and other requirements for signs.
- (8.) Any other encroachment considered potentially hazardous by the Road Commission.

**13. COUNTY INSPECTION**

Inspections may include application review, concrete forms & rebar placement, bituminous paving inspection, backfill & compaction inspection for trenching, restoration inspection after the work is complete, and any other inspection deemed necessary by the Road Commission. The number & frequency of inspections are at the discretion of the Road Commission.

No inspection shall be provided by the Road Commission on Saturdays, Sundays or holidays, unless prior approval is granted. During the summer months, no Friday inspections will be provided. Three days notice shall be given the Road Commission prior to starting any permit work. Thereafter, one-day notice shall be given before any inspection is done on the work.

**14. VARIANCE IN STANDARDS:**

If an applicant feels the requirements of the requested permit cause practical difficulties or unnecessary hardship, the applicant can request a variance from the Board of Road Commissioners. The variance will be discussed at a regular meeting of the Board of Road Commissioners. The applicant requesting a variance will be notified the time & date of the meeting.

A variance may be allowed by the Board when the evidence to the Board supports the following affirmative findings:

- A. That the alleged hardship or practical difficulties, or both, are exceptional and peculiar to the property.
- B. That the alleged hardship or practical difficulties, or both, which would result from a failure to grant the variance, include substantially more than inconvenience or inability to attain a higher financial return, or both.
- C. That allowing the variance will result in substantial justice being done, considering the public benefits and the individual hardships that will be suffered by a failure of the Board to grant a variance.
- D. That the conditions and circumstances, which are the basis of the variance request, are not self-imposed.

If a variance has been granted, and the construction authorized with the variance has not been commenced within one year from the date of its approval, the grant of the variance shall be automatically withdrawn.

**15. LEGAL NOTICE**

Each section, subsection, provision, requirement, regulation or restriction established by these rules any permits or any amendment or additions thereto, is hereby declared to be independent, and the holding of any part 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.