



INSTRUCTIONS TO APPLY FOR ROAD APPROACH (PUBLIC OR PRIVATE) OR COMMERCIAL DRIVEWAY APPROACH PERMIT

1. Fill in the private/public road or commercial driveway approach permit application as completely as possible, including applicant/property owner and contractor information, if known at the time of application (contractor shall be provided prior to permit issuance). This application has “fill-in form” capability to then print for submittal, if you have obtained the application by email or via the website. A description of the type of work and location along with the nearest major crossroads is required.
2. Detailed construction drawings (three sets), signed and sealed by a licensed professional engineer along with an itemized estimate of cost for all work in the County road right-of-way shall be submitted along with the permit fee (see excerpt of permit fee schedule below). Additional information may be required based on the scope of the project involved, however, please allow thirty days for review and comment of a submittal.
3. Return the completed application, three sets of plans and permit fee to:

Washtenaw County Road Commission
Permit Engineering Section
555 N. Zeeb Road
Ann Arbor, MI 48103
(734) 761-1500 Phone
(734) 761-3737 Fax

4. Pertinent Permit Fees are scheduled as follows:
 - Commercial Approach, Permit Fee- \$200.00
 - Private Road Approach Permit Fee- \$200.00
 - Public Road Approach Permit Fee- \$200.00
 - Farm Field Approach Permit Fee- \$50.00
 - Temporary Construction Approach Permit Fee- \$150.00
 - Plan Review & Field Inspection –*Regular work hours* are 7:00 a.m.–3:30 p.m., Monday – Friday, except holidays observed by the Road Commission. Costs will be billed at the current hourly rate for the employee and equipment involved, plus fringe benefits and overhead. *Overtime* costs will be billed at 1 ½ times the current hourly rate for the employee involved, plus the regular rate for the equipment involved, plus fringe benefits and overhead.
 - An inspection fee in the amount of 3% of the approved estimate of construction (\$500.00 minimum), will be required prior to the issuance of construction permits with the exception of farm field driveways. The applicant will be liable for any and all permit review and inspection fees, unless otherwise noted on the permit application. Any unexpended fund balance will be refunded following completion of work. An invoice with an itemized statement will be generated for deficit accounts on a monthly basis. Non-payment of an invoice will result in suspension of the review process or a Stop Work Order during construction.
 - Cash advances, as determined by the Road Commission, will be paid by the applicant prior to permit issuance. Security will be provided by the applicant, as determined by the Road Commission, to ensure proper construction and restoration in the right-of-way. Security for Right-of-Way restoration will be provided in the form of an irrevocable bank letter of credit, cash or cashier’s check. Surety bonds, on forms provided by the Road Commission, are acceptable alternatives for utility permits only.
 - Private Road Sign Package Fee- \$310.00
 - Other Sign Fee- Varies
5. A certificate of general liability insurance for the contractor naming the Washtenaw County Road Commission additionally insured and certificate holder shall be placed on file with the Permit Section. Contact our office at 734.761.1500 or via the website at www.wcroads.org for additional insurance requirements.
6. An original signature from the applicant and contractor shall be obtained upon permit issuance.

If you have any questions please contact the Permit Engineering Section at the Washtenaw County Road Commission at 734.761.1500 between the hours of 7:00 a.m. and 3:30 p.m., Monday-Friday.

**Washtenaw County Road Commission
Permit Engineering Section**

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**APPLICATION FOR ROAD APPROACH (PUBLIC OR PRIVATE) OR
COMMERCIAL DRIVEWAY APPROACH PERMIT**

Date of Application _____ Application # _____

APPLICANT/ PROPERTY OWNER

CONTRACTOR

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Contact Person _____ Contact Person _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email: _____ Email: _____

Site Location _____ Between _____ And _____

Township _____ Side of Road N S W E Tax ID Number ____ - ____ - ____ - ____

Proposed Private Road Name (Limit to 14 characters) _____

Provide a description of the type of proposed work, in addition to any other pertinent information.

ROAD COMMISSION USE

Permit	\$	Receipt #	Inspection	\$	Receipt #	Other	\$	Receipt #
Pvt. Rd Sign	\$		Advanced Account #			Other	\$	
Other Signs	\$		Cash Deposit OR	\$	Receipt #	Other	\$	
Advanced Sign Account #			LOC	\$	LOC #	Other	\$	

Comments: _____

Inspector Signature _____ Date _____