



INSTRUCTIONS TO APPLY FOR RESIDENTIAL DRIVEWAY APPROACH PERMIT

1. Fill in the residential driveway approach permit application as completely as possible, including **applicant/property owner** and contractor information, if known. A sketch or survey that includes the nearest major crossroads shall be provided. This application has "fill-in form" capability to then print for submittal, if you have obtained the application by email or via the website.
2. See attached sight distance guideline sheet before staking your proposed location. Make any necessary improvements to meet these sight distance guidelines prior to our inspection. Hiring a surveyor may assist in defining obstructions within the sight triangle. These improvements may include tree, brush and embankment removal. Written permission from adjoining property owners is required when the obstructions are not within your road frontage. If applicable, all tree stumps must be flush cut or removed. Failure to meet the sight distance requirements will result in delaying issuance of your permit and shall require an additional \$40.00 fee per inspection (the initial permit fee includes one sight distance inspection).
3. Place **two** stakes at your proposed driveway location 30 feet apart. The two stakes will indicate drive approach width and should be no further than 5 feet **maximum** from the edge of the road. Label the stakes "WCRC DRIVE" and tie each stake at the top with the surveyor's tape.
4. An applicant/property owner seeking approval to split a parcel of land shall propose a location and submit an application for permit. An applicant/property owner seeking approval to add an approach to an existing shared driveway shall also make an application for permit. These applications will require the same sight distance guidelines and processing time as scheduled for all other residential applications.
5. Submit the completed application along with the permit fee to:

**Washtenaw County Road Commission
Permit Engineering Section
555 N. Zeeb Road
Ann Arbor, MI 48103
(734) 327-6642 Phone
(734) 761-3737 Fax**

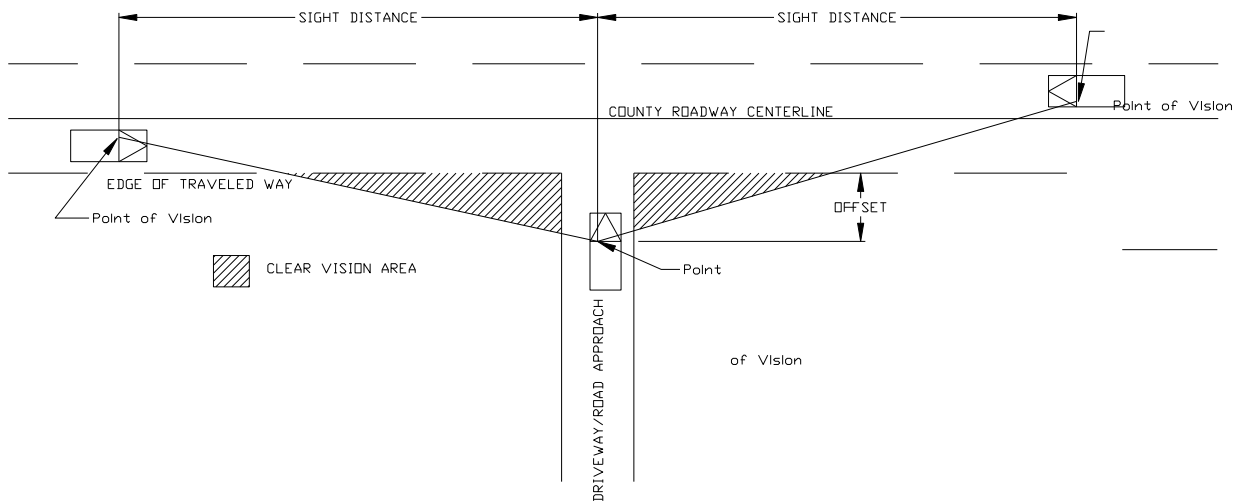
6. Pertinent Permit Fees are scheduled as follows:
 - New Residential Approach, Curb & Gutter Permit Fee- \$50.00
 - New Residential Approach, Shoulder/Ditch Permit Fee- \$100.00
 - Upgrade Existing Approach Permit Fee- \$40.00
 - Additional Sight Distance Review Fee- \$40.00
 - Shared Residential Approach Permit Fee- \$100.00
7. 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 734.327.6642 or via the website at www.wcroads.org for additional insurance requirements.
8. A residential approach permit application may take up to 10 to 12 business days to process and issue provided sight distance requirements were met upon an initial inspection. Upon issuance, Permit staff will notify you to pick the permit up at our office. An original signature from the applicant and/or contractor shall be obtained upon residential permit issuance.

If you have any questions please contact the Permit Engineering Section at the Washtenaw County Road Commission at 734.327.6642 between the hours of 7:00 a.m. – 3:30 p.m., Monday – Friday.



SIGHT DISTANCE STANDARDS FOR RESIDENTIAL DRIVEWAYS ONTO A COUNTY ROAD

- Minimum sight distance for residential driveways shall be in accordance with the WCRC Procedures and Regulations For Permit Activities and the current edition of the American Association of State Highway and Transportation Officials (AASHTO) Policy On Geometric Design of Highways and Streets.
- The safety of a residential driveway is improved where the location and geometrics of the driveway are clear to approaching drivers and the driver of a stopped vehicle intending to enter or cross the intersecting road. The area on either side of a driveway should contain a triangular area free of obstructions that might block an approaching or stopped driver's view. To provide for adequate vision, all obstructions must be removed within the clear vision area, otherwise known as a sight distance triangle. A driveway shall be constructed and maintained at a location along the property frontage that meets or exceeds these requirements. Should this not be obtainable, then the driveway shall be constructed at a location that provides the distance closest to that required herein, provided stopping sight distance is met or exceeded.



- Intersection sight distance for a passenger car entering the intersection road from a driveway will be measured assuming a driver's eye height of 3.5 feet above the driveway surface and that the object to be seen is 3.5 feet above the intersecting road surface. The driver's eye location will be measured 10 feet from the edge of the traveled portion of the intersecting road for residential driveways. Intersection Sight Distance shown in the following table is for a stopped passenger car entering a two-lane roadway with no median and grades of 3 percent or less. For other conditions, adjustment factors must be applied.

SIGHT DISTANCE FOR PASSENGER CARS ENTERING INTERSECTING ROAD FROM DRIVEWAY		
Design Speed (mph)	Left Turn (ft)	Right Turn or Crossing (ft)
25	280	240
30	335	290
35	390	335
40	445	385
45	500	430
50	555	480
55	610	530

- Sight distance shall also be provided for vehicles traveling on the intersecting road approaching the driveway. This sight distance is the length of the roadway ahead that is visible to the driver. The available sight distance on a roadway should be sufficiently long to enable a vehicle traveling at or near the design speed to stop before reaching a stationary object in its path. In computing and measuring this sight distance, the height of the driver's eye is estimated to be 3.5 feet and the height of object to be seen by the driver is 2 feet.

SIGHT DISTANCE FOR PASSENGER CARS, LEFT TURN INTO DRIVEWAY FROM INTERSECTING ROAD		
Design Speed (mph)	Stopping Sight Distance (ft)	Intersection Sight Distance (ft)
25	155	205
30	200	245
35	250	285
40	305	325
45	360	365
50	425	405
55	495	445

- A permit for an access connection between a property and a public road shall be denied when minimum safe sight distance cannot be attained. When a permit is denied, access may be obtained, at the owner's expense and subject to WCRC approval by negotiating with adjacent property owners to acquire access to the subject parcel through easements which facilitate lawful permitted access, or realignment or reconstruction of the existing roadway to correct the sight distance deficiency
- At intersections or railroad crossings where the WCRC owns limited access right-of-way to provide a clear vision area, no driveway shall enter or cross any part of that clear vision area. Where the WCRC has an easement for such clear vision area, driveways shall not be permitted through the clear vision area.
- These standards shall be used unless WCRC engineering judgment determines that another value is more suitable for a particular site or a special condition is approved by the WCRC.

WASHTENAW COUNTY ROAD COMMISSION

Permit Engineering Section
555 N. Zeeb Road
Ann Arbor, MI 48103
(734) 327-6642 Phone
(734) 761-3737 Fax

APPLICATION FOR RESIDENTIAL DRIVEWAY APPROACH PERMIT

Date of Application _____

Application # _____

APPLICANT/PROPERTY OWNER

CONTRACTOR

Address _____
City _____ State _____ Zip _____
Contact _____
Phone _____ Mobile _____
Email _____

Address _____
City _____ State _____ Zip _____
Contact _____
Phone _____ Fax _____
Email _____

Location of Work _____ Between _____ And _____

Side of Road N S W E Township _____ Property Tax ID # _____ - _____ - _____

Type of Driveway New Approach-Curb & Gutter New Approach-Shoulder/Ditch
Upgrade Existing Shared Driveway
Surface Type Gravel Asphalt Concrete

Approx. lot frontage _____ Date location will be ready for sight distance inspection _____ / _____ / _____
(See attached sight distance guidelines before staking location)

Please sketch **or** attach survey of proposed location including nearest major crossroads



ROAD COMMISSION USE

Permit	\$	Receipt #	SD Review	\$	Receipt #	Inspection Date	/	4 th Inspection Date	/
SD Review	\$		Other	\$		2 nd Inspection Date	/	5 th Inspection Date	/
SD Review	\$		Other	\$		3 rd Inspection Date	/	6 th Inspection Date	/

Culvert required? Y N size - _____ T & S required? Y N Properly staked? Y N

Location: Between _____ And _____, _____ FT from _____

Comments: _____

Foreman Signature: _____ Date: _____