



INSTRUCTIONS TO APPLY FOR RESIDENTIAL DRIVEWAY APPROACH PERMIT

1. Complete 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 \$75.00 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 to permits@wcroads.org. If paying by check you can mail to the below address.

**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- \$75.00
 - New Residential Approach, Shoulder/Ditch Permit Fee- \$150.00
 - Upgrade Existing Approach Permit Fee- \$40.00
 - Additional Sight Distance Review Fee- \$75.00
 - Shared Residential Approach Permit Fee- \$150.00
7. A certificate of general liability insurance for the contractor naming the Washtenaw County Road Commission additionally insured and certificate holder may 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.

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 reflected in Tables 3.1 and 3.2 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.

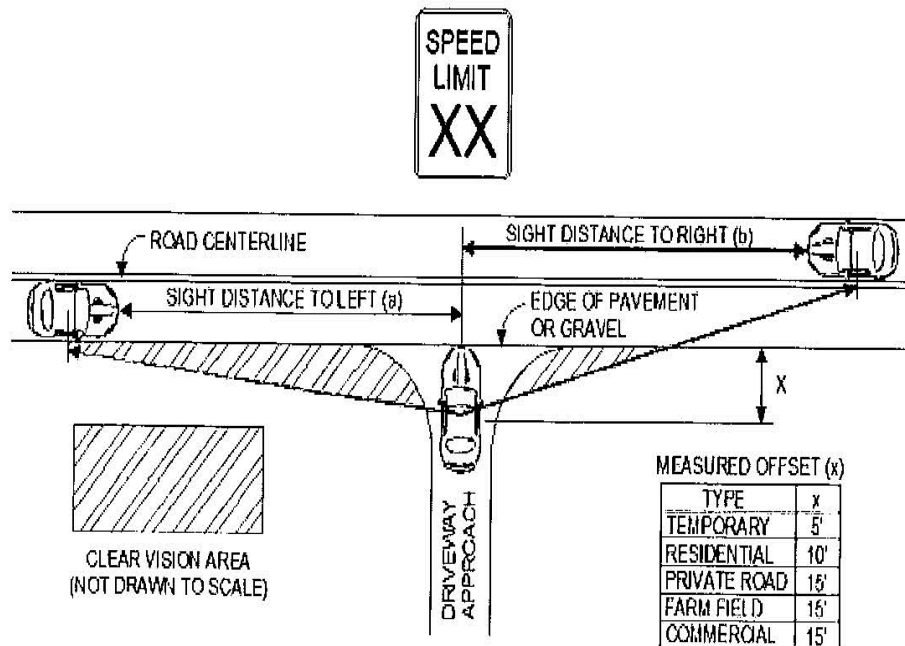


Figure 3.1 - Measuring Sight Distance for Entering the Public Road

**Table 3.1 - Sight Distance to Left
(Based on AASHTO Intersection
Control Case B2)**

Speed Limit	Distance (a)
25	240'
30	290'
35	335'
40	385'
45	430'
50	480'
55	530'

**Table 3.2 - Sight Distance to Right
(Based on AASHTO Intersection
Control Case B1)**

Speed Limit	Distance (b)
25	280'
30	335'
35	390'
40	445'
45	500'
50	555'
55	610'

- 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.

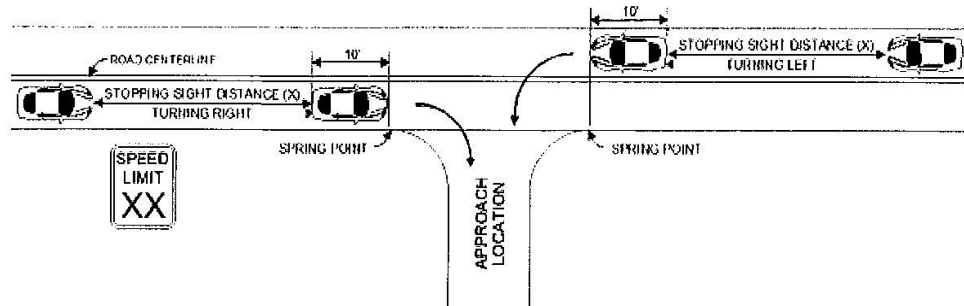


Table 1.3 Stopping Sight Distance (Based on 2018 AASHTO Table 3-1)

Speed Limit	Stopping Sight Distance (X) Feet
25	155
30	200
35	250
40	305
45	360
50	425
55	495

- 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.

Tree Removal

A separate permit will not be required if tree removal or trimming is performed in conjunction with a residential driveway application. Before removing or trimming any tree located within the right-of-way the Applicant or Permit Holder shall obtain a wood disposal agreement from the abutting property owner. A separate form shall be obtained from each individual property owner on whose frontage trees will be removed or trimmed. The Applicant or Permit Holder shall negotiate terms of the wood disposal agreement with each individual property owner. A signed copy of any necessary wood disposal agreement must be filed with the WCRC Permits Section before a permit will be issued. The Permit Holder shall notify the abutting property owner(s) prior to beginning tree removal or trimming operations. The Permit Holder shall dispose of all stumps, limbs, litter and logs outside of the road right-of-way. The abutting property owner shall be entitled to the wood. The Permit Holder shall be responsible for notifying and coordinating delivery of wood to the property owner(s). The Permit Holder must become familiar with and abide by the WCRC Tree Policy adopted by the Board.

Taxpayer Name
Street Address
Township Name
Project Parcel #, Project Name

AGREEMENT FOR TREE REMOVAL

I, (We), Taxpayer Name, being the owner(s) of the property at Street Address, Township, Michigan, also known as tax # , Sec. , Township of Washtenaw County, do hereby acknowledge that the Washtenaw County Road Commission is going to remove trees from within the road right of way along this same property.

Trees to be removed are described on attachment "A".

Please check:

☐ As property owner, I wish to keep the MARKETABLE TIMBER minus the stump and small branches, cut in minimum 8 foot lengths. The wood will be placed at a convenient location, for the contractor, outside of the right-of-way.

☐ As property owner, I wish to have the ENTIRE tree and stump disposed of as the Washtenaw County Road Commission deems appropriate.

Owner/Taxpayer Name

DATE

Owner/Taxpayer Name

DATE

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 _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Contact _____

Contact _____

Phone _____ Mobile _____

Phone _____ Fax _____

Email _____

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: _____

08/01/2018

www.wcroads.org