

Procedures & Regulations for Permit Activities



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Preface

This document has been prepared to revise and update all the consolidated Procedures and Regulations for the issuance of permits to conduct certain activities within the right-of-way of roads under the jurisdiction of the Washtenaw County Road Commission (WCRC). These Procedures and Regulations are incorporated in any permit issued by WCRC for such activities.

The County Highway Engineer employed by WCRC is responsible for administering these Procedures and Regulations, through the permit process, for certain uses of the road right-of-ways consistent with applicable provisions of federal and state law. Specific standards, regulations, permit conditions and procedures are necessary to determine whether permit applicants' proposals or projects are consistent with the public safety and convenience and all applicable laws. To assist with the administration of this permit process, WCRC created a Permits Section within the Engineering Department to provide timely and professional service to all permit applicants.

To the extent this document pertains to design characteristics, the intent of the document is to provide guidelines to the designer by referencing a recommended range of values for critical dimensions. It is not intended to be a detailed design manual that could supersede the need for the application of sound principles by the knowledgeable design professional.

Should any part of these Procedures and Regulations be found by legislative act or judicial decision to be invalid, void or illegal, such finding shall in no way affect, impair or invalidate any other provision contained in these Procedures and Regulations and such other provisions shall remain in full force and effect. To this end, these Procedures and Regulations are declared to be severable.

Questions regarding WCRC's *Procedures and Regulations for Permit Activities* may be directed to the WCRC Permits Section by phone (734) 327-6642 or email permits@wcroads.org.

Section 1: General Provisions

1.1 Activities That Require Permitting

An individual or organization desiring to perform work in the public road right-of-way must secure a permit which authorizes the activity. The types of activities that may require a permit include:

- a. Construct, reconstruct, relocate, surface or resurface a driveway or road approach to a road under the jurisdiction of WCRC.
- b. Operate, use or maintain a new driveway or road connecting to a public road or right-of-way under the jurisdiction of WCRC.
- c. Engage in a use of the land served by the driveway or road approach which has changed or expanded from that existing at the time an earlier permit was granted.
- d. Install, maintain, remove or connect any surface-level, underground or overhead utility, pipeline, wire, conduit, sewer or associated appurtenance.
- e. Perform maintenance activities or improvements to a road under the jurisdiction of WCRC.
- f. Install, repair, or maintain within the right of way any temporary or permanent structure, object, device, planting, or any other obstruction within the right of way or affecting any WCRC operations within or use of the right of way.
- g. Conduct surveying or geophysical operations.
- h. Conduct grading, landscaping, tree trimming or tree removal.
- i. Erect or suspend a banner, decoration or similar object.
- j. Close a road or section thereof to normal traffic for the purpose of staging a parade, celebration, festival, demonstration or similar activity.
- k. Install, repair or maintain a non-motorized pathway.
- l. Transport vehicles or loads which exceed the size and weight limitations specified by law.
- m. Excavate in the right-of-way, work from the right-of-way to reach abutting property, or disrupt normal traffic operations or patterns.

1.2 Authority

- 1.2.1 **Jurisdiction:** WCRC is the jurisdictional authority over all public roads as certified to MDOT and which generally lie outside the incorporated cities and villages within Washtenaw County, exclusive of any state trunkline highways. This authority was first established by Act 283, PA of 1909, as amended, being MCL §220.1 et seq, commonly known as the County Road Law. WCRC certification maps are posted to WCRC website at wcroads.org.

1.2.2 **Safety:** MCL §691.1402 further provides: “Each governmental agency having jurisdiction over any highway shall maintain the highway in reasonable repair, so it is reasonably safe and convenient for public travel. Any person sustaining bodily injury or damage to his property by reason of failure of any governmental agency to keep any highway under its jurisdiction in reasonable repair and in condition reasonably safe and fit for travel may recover the damages suffered by him from such governmental agency.” This section provides a specific and narrowly limited exception to governmental immunity.

1.2.3 **Permitting Statutory Authority:** Operations within the county road right-of-way other than normal vehicular or pedestrian travel require a permit when conducted by anyone other than WCRC personnel, agents or contractors. The statutory authority of WCRC to require compliance with permit requirements is predicated upon its jurisdictional authority and is set forth in various statutes. These include, without limitation and in no particular order, the following:

- a. MCL §247.321 et seq, known as the Driveways, Banners, Events and Parades Act, sets forth parameters regarding the regulation of driveways, banners, events and parades upon and over highways. The term “driveways” is broadly defined to include all points of access to public roads. The statute places responsibility for the regulation of such activities upon the highway authority. With respect to county roads, the highway authority is the Board of County Road Commissioners.
- b. MCL §224.19b, states that “a person, partnership, association, corporation or governmental entity shall not construct, operate, maintain or remove a facility or perform any other work within the right-of-way of a county road except sidewalk installation and repair without first obtaining a permit from the county road commission having jurisdiction over the road...”
- c. MCL §247.171 et seq, prohibits obstructions and encroachments on public highways and provides for the removal thereof, and further prescribes the conditions under which public utility companies, cable television companies and municipalities may enter upon public roads, bridges and streets for the construction of their utility facilities.
- d. MCL §257.1 et seq, known as the Michigan Vehicle Code, governs the operation of vehicles on county roads.
- e. MCL §560.101 et seq, known as the Land Division Act, regulates the subdivision of land. It requires certain approvals by WCRC, including the development of any public roads. Details of WCRC’s role with respect to the Land Division Act are set forth in the WCRC publication *Procedures and Regulations for Developing Public Roads*.

1.3 Standards, Guidelines & Specifications for Design & Construction

The following non-exhaustive list of engineering authorities will provide guidance to applicants and WCRC staff. These authorities do not supersede the need for sound engineering judgment in conformity with accepted engineering principles. WCRC hereby adopts by reference and incorporates in these Procedures and Regulations as if fully stated herein the most current editions of the following list of publications:

- a. AASHTO
 - i. *A Guide for Accommodating Utilities Within Highway Right-Of-Way*
 - ii. *A Guide for Achieving Flexibility in Highway Design*
 - iii. *A Guide for Planning, Design and Operation of Pedestrian Facilities*
 - iv. *A Guide for the Development of Bicycle Facilities*
 - v. *A Policy on Geometric Design of Highways and Streets*
 - vi. *Roadside Design Guide*
 - vii. *A Guide for Geometric Design of Very Low-Volume Local Roads (ADT Less Than 400)*
- b. *ATSSA Quality Standards for Work Zone Traffic Control Devices*
- c. *FHWA Roundabouts: An Informational Guide*, Publication No. FHWA-RD-00-067
- d. ITE
 - i. *Trip Generation Handbook*
 - ii. *Trip Generation Manual*
- e. McKenna Associates and the WDBC Group, *Evaluating Traffic Impact Studies*, prepared for Tri-County Regional Planning, SEMCOG and MDOT, 1994
- f. MDOT
 - i. *Design Survey Manual*
 - ii. *Drainage Manual*
 - iii. *Maintaining Traffic Typical, Traffic and Safety Division*
 - iv. *Michigan Road and Bridge Design Manuals*
 - v. *Road and Bridge Standard Plans & Special Details*
 - vi. *Standard Specifications for Construction*
 - vii. *Reducing Traffic Congestion and Improving Traffic Safety in Michigan Communities: The Access Management Guidebook*, October 2001
- g. *Michigan Manual on Uniform Traffic Control Devices*
- h. *TRB Highway Capacity Manual*
- i. *WCRC Procedures and Regulations for Developing Public Roads*
- j. *WCWRC Rules and Guidelines*

1.4 Definitions & Acronyms

A

AASHTO: American Association of State Highway and Transportation Officials

ABOVE NORMAL MAINTENANCE: Within the context of a haul route, all work required that is a direct result of the additional loading placed on the road by the Applicant's hauling operations. It includes, but is not limited to, such items as additional grading, gravel/limestone application, pavement repair, seal coating, resurfacing, shoulder restoration and dust control. Unless otherwise specified on the permit, WCRC will perform all maintenance work.

ACCESS: A way or means of approach providing entrance to or exit from a public road to or from property adjoining the road.

ACCESS CONNECTION: Any driveway, lane, road or any other way of providing for the movement of vehicles to or from the public road system to or from abutting property.

ACCESS MANAGEMENT: The process of developing, providing and managing reasonable access while preserving the flow of traffic and maintaining safety, capacity and proper speed on the roadway system.

ACCELERATION LANE: A lane, including a taper, constructed for the purpose of enabling a vehicle entering the roadway to increase its speed to a rate at which it can safely merge with through traffic.

ADA: The Americans with Disabilities Act of 1990; 42 U.S.C. ch. 126 § 12101 et seq.

ADT: The average two-way daily traffic volume. It represents the total average daily traffic. Where daily data is not available, data from a shorter period may sometimes be used.

ALTERNATIVE ACCESS: The ability of any vehicle to enter a roadway through a roadway of lower functional classification.

APWA: American Public Works Association

APPLICANT (Driveway Permit): A property owner or the property owner's authorized legal agent desiring to construct, reconstruct, relocate, resurface, use and/or maintain a driveway that connects to a county road.

APPLICANT (Right-of-Way Work): A public or private entity or a person making application for a permit to construct, operate, use and/or maintain a facility within the road right-of-way for the purpose outlined within the application.

APPLICANT'S ENGINEER: The Professional Engineer registered in the State of Michigan employed by the Applicant to prepare plans and supervise construction.

APPROACH: A set of lanes accommodating all left-turn, through and right-turn movements arriving at an intersection from a given direction.

ARTERIAL: A major roadway intended primarily to serve through traffic, where access is carefully controlled; generally, roadways of regional importance, intended to serve moderate to high volumes of traffic traveling relatively long distances and at higher speeds.

ATSSA: American Traffic Safety Services Association

AUGERING: The procedure of making a hole below the ground surface by the use of an earth auger.

AUXILIARY LANE: Any lane striped for use, but not for through traffic including without limitation right-turn lanes and left-turn lanes.

AVERAGE DAY: A Tuesday, Wednesday, or Thursday for most uses. The average day may be a Saturday or Sunday for those uses which generate higher peak hour traffic volumes on Saturday or Sunday than during midweek.

B

BACKFILL: Replacement of acceptable soil or granular material in an excavation.

BANNER: Any arrangement of words, lettering, symbols or decoration including a holiday decoration, suspended over any portion of a road or adjacent to a travel lane.

BOARD: The Washtenaw County Board of County Road Commissioners.

BORING: The procedure of making a hole below the ground surface by the use of a boring bar.

BUFFER AREA: An area of the public right-of-way adjacent to a roadway which serves as a physical barrier between road traffic and activity or obstruction on the adjacent private property.

C

CARRIER PIPE: Pipe directly enclosing a transmitted liquid, gas or solid.

CASING PIPE: A larger pipe enclosing a carrier pipe.

CHANNELIZATION: The separation of conflicting traffic movements into defined paths of travel by use of traffic islands or pavement markings.

CIRCLE DRIVEWAY: A private driveway which enters and leaves private property at two separate points within the same frontage.

CLEAR VISION AREA: Land acquired and used by WCRC for the purpose of maintaining unobstructed vision.

CLEAR ZONE: An unobstructed, traversable roadside area that allows a driver to stop safely or regain control of a vehicle that has left the roadway. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired width is dependent upon traffic volumes, speeds and roadside geometry.

COLLECTOR ROAD: A road intended to move traffic between local roads and arterial roads.

COMMERCIAL DRIVEWAY: A driveway serving a commercial establishment, industry, governmental or educational institution, hospital, church, apartment building, manufactured housing community or any other facility not included within the definitions of residential, field or utility structure driveways.

CONFLICT POINT: An area where intersecting traffic either merges, diverges or crosses.

CORNER CLEARANCE: The distance from an intersection of a public or private road to the nearest access connection, measured from the closest edge of the pavement of the intersecting road to the closest edge of the pavement of the access connection along the traveled way.

COUNTY HIGHWAY ENGINEER: Per MCL §224.10, a Professional Engineer employed by a Board of County Road Commissioners, who shall make surveys ordered by the Board, prepare plans and specifications for roads, bridges and culverts and exercise general supervision over construction to ensure that the plans and specifications are strictly followed.

COVER: Depth between grade of roadway, ditch or other surface and buried utility pipe, culvert, communication cable or electrical conductor.

CROSS ACCESS: An easement or service drive providing vehicular access between two or more contiguous sites so that the driver does not need to reenter the public road system to pass from one site to the other.

D

DECELERATION LANE: A lane, including a taper, constructed for the purpose of enabling a vehicle to leave the through traffic lane at a speed equal to or slightly less than the speed of traffic in the through lane and then decelerate to a stop or execute a slow-speed turn.

DEDICATION: A conveyance of property by a private owner to the public.

DESIGN SPEED: A selected speed used to determine the various geometric design features of a roadway, based on the topography, anticipated operating speed, adjacent land use and the functional classification of the roadway.

DESIGNATED ROUTES: Paved roads designed and constructed to AASHTO and MDOT all-season road standards and/or roads that are so designated as such by the Board.

DIRECT BURIAL: Installing a utility facility underground without encasement, by plowing or trenching.

DIRECTIONAL DRILLING: A method consisting of augering or drilling a “steerable” rod with a device that also senses the location of the head. The head is then pulled out of the hole with a cone, reamer or wing cutter that provides the desired diameter.

DIRECTIONAL DRIVEWAY: A driveway system designed so that traffic leaving the road is separated from and does not conflict with traffic entering the road (with critical turning movements to and from the property restricted) at certain access points. (Also known as “one-way” drive.)

DIRECTIONAL MEDIAN OPENING: An opening in a median that provides for specific movements and physically restricts other movements.

DIVIDED DRIVEWAY: A driveway with a raised median between ingress and egress lanes.

DIVIDED ROADWAY: A roadway on which traffic traveling in opposite directions is physically separated by a median.

DRIVEWAY: Any lane, road or other way providing vehicular access to or from a public road from or to the property adjoining the road.

DRIVEWAY FLARE: A triangular pavement surface at the intersection of a driveway with a public road that facilitates turning movements and is used to replicate the turning radius areas with curb and gutter construction.

DRIVEWAY OFFSET: The distance between the centerlines of two driveways on opposite sides of an undivided roadway.

DRIVEWAY RETURN RADIUS: A circular pavement transition at the intersection of a driveway with a road that facilitates turning movements to and from the driveway.

DRIVEWAY SPACING: The distance between the centerlines of driveways on the same side of the road.

DRIVEWAY WIDTH: The narrowest width of a driveway, measured perpendicular to the centerline of the driveway.

E

EASEMENT: A right-of-way granted, but not dedicated, for specific and limited use of private land.

EGLE: Michigan Department of Environment, Great Lakes and Energy

EGRESS: The exit of vehicular traffic from abutting property to a road.

EXCEPTION: Permission to depart from established standards due to unusual circumstances.

EXISTING LEAD: An established line or conduit, including poles or appurtenances within the physical limits of that line.

F

FHWA: Federal Highway Administration

FIELD DRIVEWAY: Any driveway serving a farmyard, cultivated or uncultivated field, timberland or undeveloped land not used for industrial, commercial or residential purposes.

FRONTAGE: The private property that abuts the road right-of-way.

FRONTAGE ROAD: An access road that generally parallels a major public roadway and runs between the right-of-way of the major roadway and the front building setback line and provides access to private property while separating it from the major roadway.

G

GAP: The median time headway (in seconds) between vehicles in a major traffic stream which will permit vehicles to cross through or merge with the major traffic stream under prevailing traffic and roadway conditions.

GOVERNMENT AGENCY: Classification as a Governmental Agency requires the party to be a political subdivision of the State, (county, township, city or village) or a subagency or combination thereof. Examples include, without limitation, a drainage district, a combined water distribution or sanitary sewer district, in certain circumstances a school board, etc. An association of individuals or private entities is not recognized as a governmental agency.

GRADE (GRADIENT): The rate or percentage change in slope, measured along the centerline of a roadway or access point, either ascending or descending from or along the roadway.

H

HIGHWAY CAPACITY MANUAL (HCM): A TRB publication which provides methods for quantifying highway capacity and serves as a fundamental reference on concepts, performance measures and analysis techniques for evaluating the multimodal operation of streets, highways, freeways and off-street pathways.

HMA: Hot Mix Asphalt

I

INGRESS: The entrance of vehicular traffic to abutting property from a roadway.

INSPECTION: The close observation and examination of various construction operations and the product thereof as a means of determining compliance with standards for activities conducted in the right-of-way.

INTERPARCEL CIRCULATION: The ability of vehicular traffic to move between adjacent properties without reentering a public roadway.

INTERSECTION: The general area where two or more roadways join or cross, including the roadway and roadside facilities for traffic movements within the area.

INTERSECTION SIGHT DISTANCE: The distance available at an intersection which will allow drivers of stopped vehicles a sufficient view of the intersecting roadway to decide when to enter or cross the intersecting roadway.

ITE: Institute of Transportation Engineers

J

JACKED-IN-PLACE: A construction method that includes pushing a pipe through the soil. This method may also include pushing a pipe through the soil while a boring auger rotates within the pipe to remove the soil.

JOINT USE (UTILITY): The use of pole lines, trenches or other facilities by two or more utilities.

L

LETTER OF RETAINAGE: A letter provided by a Township to WCRC agreeing to hold an approved percentage of the contract amount owed to the Contractor until WCRC approves the work performed by the Contractor.

LEVEL OF SERVICE: A qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel delay, freedom to maneuver, traffic interruptions, comfort and convenience and safety.

LIMITED ACCESS: Road right-of-way to which no person, including owners or occupants of abutting lands, shall have legal right of access except at limited access points established by the public authority having jurisdiction over the road, street or highway.

LOCAL ROAD: A roadway with the primary function of providing access to and from adjacent properties and to and from roadways of a higher functional classification.

LOCAL TRAFFIC: Traffic, which uses a particular road or route to access residences, businesses or other abutting properties and has no alternative route to said residence, business or other abutting property.

LONG-TERM HAUL ROUTE: A haul route established when the need for such route is expected to exceed two years. These may include routes serving extraction operations, landfill sites, agricultural commodities and hauling raw materials to and finished products from manufacturing and warehousing installations.

LOW VOLUME LOCAL ROAD: A road under the jurisdiction of WCRC with an average daily traffic count of 400 vehicles or less.

M

MEDIAN: The portion of a divided roadway or divided entrance separating the traveled ways from opposing traffic.

MEDIAN CROSSING: A gap in the median provided for crossing or turning traffic.

MICHIGAN COORDINATE SYSTEM: The system of identification of land defined in MCL §§ 54.231 et seq.

MDOT: The Michigan Department of Transportation

MMUTCD: The current edition of the Michigan Manual on Uniform Traffic Control Devices.

N

NATIONAL FUNCTIONAL CLASSIFICATION SYSTEM: A federal system used to group public roadways into classes according to their purpose in moving vehicles and providing access.

NORMAL ROUTES: Gravel roads and those paved roads that are subject to normal load and dimension maximums as defined by statute.

NOTICE OF VIOLATION: A written notice prepared by WCRC that informs a responsible person(s) of a violation(s) per these Procedures and Regulations and orders the responsible person(s) to take measures to correct the violation(s).

P

PCC: Portland Cement Concrete

PEAK HOUR: The one-hour period within a day which a particular portion of the road system experiences its highest hourly volume of traffic flow. Peak hours may be identified during the morning (a.m. peak hour), the afternoon or evening (p.m. peak hour), or the hour of highest volume of traffic entering or exiting a site (peak hour generator).

PERMIT HOLDER: After a permit is issued, the Applicant or a person, partnership, corporation or entity under sufficient authority and control of the Applicant to perform the work requested by the Applicant in accordance with the requirements set forth in these rules and the terms and conditions of the permit issued by WCRC.

PERMITS SECTION: The Permits Section of the Engineering Department of the Washtenaw County Road Commission.

PLOWING: The placing of cable, conductors or flexible pipe underground by a plow designed so as to permit the cable, conductor or pipe to be fed through the plow blade to a minimum specified depth with minimum displacement of soil.

PREVENTATIVE MAINTENANCE: Maintenance activities used to extend the useful life of a roadbed. Examples include crack seal, chip seal, pavement overlay and mill/resurface.

PRIVATE ROAD: A road which is not under the jurisdiction of WCRC or any other government agency and which serves four or more businesses, homes or lots.

PROFESSIONAL ENGINEER: A civil engineer who is a professional engineer licensed under Article 20 of the Michigan Occupational Code and MCL §§339.2001 to 339.2014.

PROFESSIONAL SURVEYOR: A surveyor licensed under Article 20 of the Michigan Occupational Code and MCL §§339.2001 to 339.2014.

PROPERTY OWNER: A person, firm, association, partnership, corporation or combination of any of these or any other party having an ownership interest in land.

R

REGIONAL TRAFFIC ANALYSIS: A traffic impact study for very high traffic-generating uses typically covering a large geographic area and may include traffic condition projections for up to a twenty-year period.

RESIDENTIAL DRIVEWAY: A driveway serving one single-family dwelling.

RESIDENTIAL SHARED DRIVEWAY: A driveway serving not more than three single-family dwellings.

REVERSE FRONTAGE: Frontage on an access road constructed at the rear of a lot or lots fronting on a major roadway.

RIGHT-OF-WAY: The land over which the Board has jurisdiction and which is subject to use for highway purposes. Right-of-way may be obtained by deed, statutory or plat dedication, condemnation or a 10-year period of use pursuant to statute. It may be held either in fee or as an easement.

RIGHT-OF-WAY LINE: A boundary along the road frontage which denotes the limit of width of the right-of-way.

ROAD: A way for vehicular traffic, whether designated as a “street”, “highway”, “thoroughfare”, “freeway”, “expressway”, “parkway”, “through-way”, “avenue”, “boulevard”, “lane”, “cul-de-sac”, “drive”, “court” or other title including the entire area within the right-of-way.

ROADWAY: That portion of a road improved, designed or ordinarily used for vehicular travel exclusive of the berm or shoulder. In the event a road includes two or more separate roadways, “roadway” refers to any such roadway separately, but not to all such roadways collectively.

S

SERVICE ROAD: A public or private road auxiliary to an arterial roadway that provides access to parcels surrounding an arterial roadway and that typically serves nonresidential development.

SHARED ACCESS: A single connection serving two or more adjoining lots or parcels.

SHORT-TERM HAUL ROUTE: A haul route established for a specific project that will not exceed a period of two years.

SIGHT DISTANCE: The length of the roadway ahead that is visible to the driver. The available 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.

SIGHT TRIANGLE: An area of unobstructed sight distance along both approaches of an access connection.

STOP WORK ORDER: A written notice issued by WCRC directing immediate cessation of illegal and/or unpermitted work within WCRC right-of-way.

STOPPING SIGHT DISTANCE: The sum of two distances:

1. The distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied
2. The distance needed to stop the vehicle from the instant brake application begins

STORAGE LENGTH: Lane footage added to a deceleration lane to store the maximum number of vehicles likely to accumulate during a peak period, so as not to interfere with the through-travel lanes.

STUDY AREA: The geographic area containing site access points and critical intersections (and connecting road segments) that are expected to be affected by traffic generated by a development.

SURETY: A security for the performance of an obligation.

T

TAPER: Widening of pavement to allow the redirection and transition of vehicles around or into an auxiliary lane. There are two types:

1. Redirect tapers necessary for the redirection of vehicles along the traveled way.
2. Transition tapers for auxiliary lanes that allow the turning vehicle to transition from or to the traveled way, to or from an auxiliary lane.

TEMPORARY ACCESS CONNECTION (CONDITIONAL): An access connection permitted to be used for a particular purpose for a specified period of time not to exceed one year. After such period of time either a permanent access connection permit must be obtained and a permitted permanent connection built or the temporary access connection must be removed and the right-of-way restored to its original condition.

THROAT LENGTH: The distance running parallel to the centerline of a driveway from the access point to the first onsite location at which a driver can make a right or left turn; measured on roadways with curb and gutter from the face of the curb and on roadways without a curb and gutter from the edge of shoulder.

THROAT WIDTH: The narrowest width of a driveway, measured perpendicular to the centerline of the driveway.

THROUGH MOVEMENT: The predominant direction of traffic flow through an intersection.

TRAFFIC CONTROL PLAN: A plan identifying all required traffic control devices, including but not limited to signs, barriers, barricades, plastic drums, lights and pavement markings, in accordance with the current MMUTCD.

TRAFFIC COUNT: A tabulation of the number of vehicles or pedestrians passing a certain point during a specified period of time.

TRAFFIC IMPACT STUDY: Analysis of the potential traffic impacts generated by a proposed project on intersection level-of-service and the safety and operation of the surrounding transportation system. The type of study and level of analysis will vary depending upon the type and size of development. Typically, there are three types of traffic impact studies:

1. Traffic Impact Assessment
2. Traffic Impact Statement
3. Regional Traffic Analysis

TRAFFIC IMPACT ASSESSMENT: A traffic impact study for relatively low, traffic-generating uses which focuses on the impacts at proposed site access points.

TRAFFIC IMPACT STATEMENT: A traffic impact study which evaluates the impacts on roadways adjacent to the study site and specified nearby intersections. This is the most common type of impact study.

TRB: Transportation Research Board

TRAVELED WAY: That portion of a road improved, designed or ordinarily used for vehicular travel exclusive of the berm or shoulder. In the event a road includes two or more separate roadways, "roadway" refers to any such roadway separately, but not to all such roadways collectively.

TRIP (DIRECTIONAL TRIP): A single or one direction vehicle movement with either the origin or the destination inside a study area. A vehicle leaving the roadway and entering a property is one trip and the vehicle leaving the property is a second trip.

TRIP DISTRIBUTION: The measure of the number of vehicles or passenger movements that are or will be made between geographic areas.

TWO-WAY LEFT-TURN LANE, CONTINUOUS (TWLTL): A continuous lane located between opposing traffic streams that provides a refuge for vehicles to complete left turns from both directions.

U

UNDIVIDED ROADWAY: A roadway that has no directional separation, natural or structural, to separate traffic moving in opposite directions.

URBAN AREA: The urban area in Washtenaw County based on the current Federal-Aid Urban Boundary as determined by MDOT and FHWA.

UTILITY SERVICE CONNECTIONS: Facilities supplying utility service to individual consumers from a main line.

UTILITY STRUCTURE DRIVEWAY: Any driveway serving a structure or utility installation such as a pump house or substation which operates automatically and requires only occasional access.

W

WAIVER: Permission to depart from a regulatory standard where required conditions are satisfied.

WARRANT: The criteria by which the need for a safety treatment or roadway improvement can be determined.

WCRC: Washtenaw County Road Commission

WCWRC: Washtenaw County Water Resources Commissioner's Office

WORK AUTHORIZATION: Instrument used by WCRC to correct conditions that, in the judgment of WCRC, are unsafe, are causing unacceptable delay and inconvenience to the public, damage to the roadway, drainage systems or appurtenances, or damage to public or private property. Work Authorization shall be issued after reasonable efforts to notify the appropriate Applicant, Permit Holder or Property Owner. The Work Authorization shall provide for necessary labor and equipment to install signs, barricades or barriers or to restore the right-of-way.

1.5 Preservation of Survey Monuments

To ensure compliance with the provisions of MCL §54.201 et seq regarding the preservation of survey monuments and witnesses, the following procedures shall apply to all Applicants, their engineers and surveyors and Permit Holders performing work within WCRC right-of-way:

- a. Public land survey corners and property controlling corners located within a construction area shall be witnessed prior to the commencement of construction and their locations and witnesses shall be noted on plans submitted as part of a permit application. A copy of the corner witness notes shall be sent to the WCRC surveyor and Permits Section. All corners shall be re-established in accordance with MCL §54.201 et seq. The Permit Holder and contractor shall coordinate the work with a Professional Surveyor licensed in the State of Michigan during construction activities for the purpose of placing survey monuments and monument boxes in new pavement, etc.
- b. If a survey corner or property-controlling monument is located in a public roadway that is hard surfaced, the monument shall be installed to a depth of 2 – 5 inches below the finished pavement elevation and enclosed within a monument box per the current MDOT *Standard Plan* series R-11. The monument box shall be flush with the finished pavement elevation on all sides.
- c. If a survey corner or a property controlling monument is located in a public roadway that is not hard surfaced the monument shall be installed to a depth of at least eight inches below the surface of the finished road.
- d. All monuments shall comply with MCL §54.210.
- e. Upon completion of the requirements of MCL §54.201 et seq. the Professional Surveyor shall submit two copies of the recorded Land Corner Record Certificate (with liber and page); one copy shall be sent to the WCRC Surveyor and the second copy shall be sent to the WCRC Permits Section.

1.6 Amendment

From time to time and as circumstances may require, the Board may amend all or any part of these Procedures and Regulations as provided by law.

Section 2: Permitting Process

2.1 Application for Permit

- 2.1.1 **Required Documents:** An application for permit(s) shall be submitted in the manner prescribed by and on the appropriate forms supplied by the WCRC Permits Section. The application shall at the direction of WCRC contain or be accompanied by a certification of either legal ownership or agency authorization as directed by WCRC. Applications shall be accompanied by plans or drawings, where applicable, and fees as established by the Board.
- 2.1.2 **Classifications:** For processing of permit applications, every Applicant requesting a permit shall be classified into one of three categories: governmental agencies, public utilities or private parties. These classifications shall determine the procedures by which the application will be reviewed to assure compliance with federal and state law and WCRC requirements as authorized by statute.
- 2.1.3 **Local Governments:** Incorporated governmental bodies such as cities, villages, townships, counties and certain other governmental and public entities are granted certain privileges by law to utilize the county road right-of-way with permission of WCRC, subject to the paramount rights of the public. An appropriate governmental agency must apply in its own name for the following types of permits. No other Applicant is acceptable for these permits:
- a. Road closures for parades, festivals, celebrations, neighborhood block parties, marathons, races, etc.
 - b. Banners
- 2.1.4 **Review Period:** A review period begins with the acceptance by WCRC of a permit application. WCRC shall be guided by these Procedures and Regulations and any other applicable federal or state statutes or regulations in evaluating and acting on the application. Generally, a response to an application will be provided within 30 calendar days from submittal. WCRC will work cooperatively with the Applicant in an attempt to resolve all issues prior to taking final action on the application. Transmittal of a completed permit, approved by WCRC, or transmittal of a denied application constitutes action on the permit application. Failure to meet the aforementioned timeframes shall not be construed as an approval of the permit requested.
- 2.1.5 **Denial or Inactivity:** If WCRC denies an application, WCRC shall provide to the applicant a written explanation of the reasons for the decision. Whether or not granted, any application shall become void after one year of inactivity. In such case an Applicant shall be required to resubmit a new application with fees in accordance with Paragraph 2.3.3 Expired Permit (page 24).

- 2.1.6 **Issuance:** If WCRC approves a permit application the permit shall be prepared for issuance to the Applicant or Permit Holder. The permit shall include any additional terms and conditions established by WCRC review. The owner noted on the Application will typically become the Permit Holder. If the Permit Holder does not agree to all terms and conditions of the permit, the permit shall be null and void.
- 2.1.7 **Engineering Plans:** On extensive projects, detailed engineering plans shall clearly define that portion of the work in WCRC right-of-way or which affects WCRC operations. Detailed engineering plans are not necessary for those areas which will not involve work within the WCRC right-of-way nor affect WCRC operations.
- 2.1.8 **Survey or Field Inspections:** Entry upon WCRC right-of-way for the purpose of conducting survey or field inspections, obtaining soils information or any other purpose associated with the design and construction of the proposed use shall be allowed only with a proper permit from WCRC.
- 2.1.9 **Approval:** The permit is fully executed and in force after the application and any attached plans are approved and by authorized representatives of WCRC.

2.2 Plan Requirements for Proposed Right-Of-Way Activities

- 2.2.1 **When Plans Are Required:** Certain permit applications, primarily those involving construction activities, shall be accompanied by detailed engineering plans or drawings clearly stating such requirements as the WCRC Permits Section may require in order to adequately review the proposed work. Typically, an application for a residential driveway permit will be exempt from these plan requirements.
- 2.2.2 **Professional Engineer Signature:** Plans which call for altering or impacting a road surface and/or drainage shall be signed and sealed by a professional engineer registered in the State of Michigan. All correspondence concerning the design of the proposed activity will be directed to the engineer whose seal appears on the plan, with a copy to the Applicant.
- 2.2.3 **Formatting:** Unless otherwise directed or approved by WCRC, plans shall be submitted in PDF 11x17 format. English units of measure shall be used exclusively.
- 2.2.4 **Cost Estimate:** A detailed, itemized cost estimate for all work in the road right-of-way shall be submitted prior to issuance of the permit. The estimate shall be signed and sealed by a professional engineer registered in the State of Michigan.

2.3 Conditions & Limitations of Permits

- 2.3.1 **Terms and Conditions:** The permit shall contain general Terms and Conditions which are cumulative and in addition to any terms, conditions and requirements set forth in these Procedures and Regulations. In the event of any conflict, the most restrictive condition shall apply.
- 2.3.2 **Duration:** The Permit Holder shall abide by the conditions and limitations contained on the permit. The application and any work undertaken under the permit shall constitute the Permit Holder's agreement to this requirement. A permit is valid for one year from the date of issue unless otherwise approved in writing by WCRC.
- 2.3.3 **Expired Permit:** After one year, if the permitted work is not completed and a renewal or written extension is not issued by WCRC, the Applicant or Permit Holder will be required to re-apply for a new permit and pay a new permit fee. The expiration of a permit may require the submittal of a new traffic study per the conditions of *Section 3: Driveway Standards* (page 35). Any Permit Holder that performs work within WCRC road right-of-way under an expired permit will be issued a stop work order and may be required to make repairs or restoration at the Permit Holder's expense.
- 2.3.4 **Advance Notice of Work:** The Permit Holder shall provide the WCRC Permits Section at least two workdays' notice prior to the commencement of any activity covered by the permit. WCRC may require more notice if necessary.
- 2.3.5 **Stop Work Order:** In the event of failure to comply with the terms and conditions of any permit issued in accordance with these Procedures and Regulations, or failure to obtain an appropriate permit, WCRC shall have the right to halt the offending activity until required corrections have been made or deficiencies corrected. Upon WCRC issuing a Stop Work Order, the person(s) in violation shall immediately cease all activity covered by the Order.
- 2.3.6 **Inspection:** WCRC reserves the right to inspect any activity within the right-of-way. The Permit Holder shall reimburse WCRC for such onsite inspections as may be required. Such inspections and testing may include, without limitation, inspection of materials, soils, construction methods, compaction, grades, drainage, signing and safety precautions, soil erosion and sedimentation control and restoration. If necessary, additional cash deposits for the expense of maintaining a WCRC inspector on-site (full-time) may be required from the Permit Holder prior to resumption of work.

- 2.3.7 **Violations of Permit:** If, upon inspection, an activity in the road right-of-way is found to be in violation of these Procedures and Regulations, the responsible party shall correct any deficiencies within a period of 30 days, as specified in a Notice of Violation. Dangerous or hazardous conditions, as determined by WCRC, shall be corrected immediately. If the responsible party fails to make the necessary corrections within the time stated in the Notice of Violation, WCRC may perform the necessary corrections at the expense of the responsible party.
- 2.3.8 **Interference with WCRC Maintenance:** Any Permit Holder who conducts operations in a manner detrimental to WCRC's ability to maintain roads reasonably safe and convenient for public travel shall be required to cease all such operations.
- 2.3.9 **Restoration:** The Permit Holder shall restore the right-of-way and roadway to a condition acceptable to WCRC. The Permit Holder will take all reasonable actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation and elimination of nuisance to abutting property owners caused by the permitted activity. The cost of any such action will be borne by the Permit Holder. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder in a timely manner, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.
- 2.3.10 **Compliance Expenses:** All expenses incurred by WCRC in obtaining or enforcing compliance with conditions and requirements of the permit, failure to obtain a permit or defective workmanship or materials shall be borne by the Permit Holder or other responsible party, as the case may be.
- 2.3.11 **Site Posting Requirements:** The Permit Holder shall keep a copy of the permit and any associated approved plans available, digitally or in paper, at the site during permitted activities. Failure to have a permit on site may result in a Stop Work Order being issued by WCRC.
- 2.3.12 **Work Zone Safety:** The Permit Holder 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 clean and legible (day and night conditions) warning signs and safety devices in accordance with the current MMUTCD. The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOSHA requirements.

- 2.3.13 **MISS DIG, 811:** The Permit Holder shall comply with all requirements of the MISS DIG Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call MISS DIG at 811 at least three full working days (excluding Saturdays and Sundays), but not more than 21 calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
- 2.3.14 **Surrender of Permit; Public Need:** The Permit Holder shall surrender the permit, cease operation and surrender all rights thereunder, whenever notified to do so by WCRC because of a public need to use the area covered by the permit or because of a default of any condition or requirement of the permit.
- 2.3.15 **Drainage:** Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by WCRC.
- 2.3.16 **Subsurface Conditions:** WCRC makes no warranty either express or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by EGLE or reported on appropriate release forms for underground storage tanks.
- 2.3.17 **Treatment of Surplus or Excavated Material:** The Permit Holder shall remove all surplus materials to an area outside the right-of-way unless the permit otherwise provides. Excavated material and raw materials or equipment shall not be stockpiled or stored so as to adversely affect the safety or convenience of the traveling public nor shall such material be disposed of in such manner that wetlands, floodplains, streams, rivers, drains or other defined watercourses are impacted. Work within wetlands or wetland fringes is not authorized by the permit unless accompanied by state or local wetland permits.
- 2.3.18 **Extension of Time:** All work authorized by the permit shall be completed to the satisfaction of the Permits Section on or before the expiration date specified in the permit. Any request for an extension of time for completion shall demonstrate good cause for granting the request. Approval of an extension of time shall be based on extenuating circumstances without neglect on the part of the Permit Holder. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods or re-establishment of fees, bonds, deposits and insurance requirements.

- 2.3.19 **Completion of Work:** The Permit Holder shall notify the WCRC Permits Section in writing of completion of the work and shall request a final inspection. All work authorized by permit shall be completed prior to final inspection and all items identified by the final inspection shall be resolved prior to release of the permit.
- 2.3.20 **Compliance with all Laws:** The Applicant and the Permit Holder are responsible for obtaining any permits and complying with federal, state and local laws, rules, regulations and ordinances. These include without limitation those pertaining to inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a WCRC permit does not authorize activities otherwise regulated by federal, state or local agencies.
- 2.3.21 **Errors:** The Permit Holder is solely responsible for the correctness and completeness of plans submitted as part of a permit application. Any errors in the plans which become evident after the issuance of a permit and which change the scope of permitted work are subject to review and may be grounds for revocation of the permit.
- 2.3.22 **Acquisition of Additional ROW:** Where roads or road drainage cannot be contained within the existing right-of-way due to the Applicant's proposed work, WCRC may require that additional right-of-way be dedicated or acquired. Prior to permit issuance, required right-of-way and easements shall be submitted and approved in a format recordable by the Washtenaw County Register of Deeds and meeting the drafting requirements of MCL 54.211 et seq.
- 2.3.23 **Maintaining Access to Abutting Properties:** The Permit Holder shall at all times possible maintain a minimum of one acceptable point of access to each abutting occupied property, driveway and side street unless otherwise allowed on the approved plans. The Permit Holder shall notify in writing any owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations and maintenance as needed so as to minimize inconvenience to abutting property owners. WCRC reserves the right to reasonably restrict the progress of work by the Permit Holder based on the needs for roadway and right-of-way restoration. WCRC may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

- 2.3.24 **Dewatering and Sediment Control:** All pumping or de-watering operations shall be conducted in compliance with National Pollution Discharge Elimination System (NPDES) permits. Outlet filters or sediment basins shall be used to prevent discharged water reaching roadside ditches, storm sewer inlets or surface waters. Placement of discharge lines on or across the surface of the traveled portion of any road will not be allowed without advance written permission from WCRC. The Permit Holder shall perform all necessary restoration of the road drainage system. If WCRC deems it necessary for the Permit Holder to either alter dewatering operations or to cease de-watering operations altogether for reasons of public safety, the Permit Holder shall immediately comply. The Permit Holder shall locate all de-watering facilities as far from the road surface as possible. If, due to extenuating circumstances, such facilities are located closer to the road than the backslope of the ditch, appropriate traffic control devices as prescribed in the MMUTCD shall be required at each location.
- 2.3.25 **Weight Restrictions:** Normal weight restrictions will always be in effect except during the period when reduced seasonal load limitations are in effect. If, due to a high volume of trucking, damage to the roads is threatened, the Permit Holder shall reduce loads carried on the roads as necessary to avoid damage, as directed by WCRC. The use of tracked or crawler mounted equipment on road pavements shall not be permitted unless specifically authorized by WCRC. Authorization for such use will usually require complete replacement or resurfacing of the entire road cross section so used, as directed by WCRC.
- 2.3.26 **Dust Control:** The Permit Holder shall maintain all work areas in the right-of-way in a safe condition until all work, including the hauling of materials, in a given area is completed. Dust control at a frequency determined by WCRC shall be provided on any unpaved road or detour route, by-pass or shoulder which is to be used by traffic. Dust control shall be provided in compliance with the MDOT *Standard Specifications for Construction*.
- 2.3.27 **Environmental Permits:** The Applicant may need to secure the following environmental permits prior to WCRC issuing a permit:
- a. National Pollutant Discharge Elimination System (NPDES) Permit, if the area disturbed by the work is one acre or greater. The Permit Holder shall notify WCRC and provide the name and address of the certified operator.
 - b. Michigan EGLE: water, wastewater or ground discharge permits.
 - c. Washtenaw County Water Resources: Drain use or soil erosion and sedimentation control (SESC) permits.
 - d. Applicable mitigation and SESC township permits, per township ordinance.

2.4 Limitations & Use of Annual Permit

- 2.4.1 **General Limits:** Use of an annual permit is typically limited to geophysical exploration, land surveys and certain operations by governmental agencies and organizations recognized as public utilities for activities defined in *Section 4.18.1, Activities (page 78)*. Any activities not within the scope of an annual permit shall require an individual permit.
- 2.4.2 **Aerial Facilities:** Under an annual permit, poles, conductors, lead guys and anchors may be added within an existing lead under an annual permit. If a conductor is extended beyond the existing lead, individual permits are required except as noted below. Generally, changing poles or location of poles within an existing lead does not necessitate an individual permit. However, a significant reconstruction, i.e., converting poles to towers or replacing several poles for a large overhead utility run, shall not be performed under an annual permit. The following routine maintenance operations may be performed under an annual permit on all existing aerial facilities:
- a. Service drops requiring a pole across the road and outside the lead. Individual permits shall be obtained if there is work parallel to and within the right-of-way which is made from a service drop.
 - b. Upgrading a two-wire to a three-wire, provided that it is used only for a single service.
- 2.4.3 **Underground Facilities:** The allowable use of an annual permit for underground utility operations is limited and very specific. An annual permit allows for underground individual services only up to 3-inch diameter, if crossing a roadway. Pavement cuts are not allowed for transverse crossing under an annual permit.
- 2.4.4 **Shared Facilities:** Where two utilities jointly occupy a pole or facility with a bona fide joint use agreement each party shall be required to obtain its own permit.

2.5 Indemnity & Certificates of Insurance

- 2.5.1 **Indemnity:** The Permit Holder shall defend and hold harmless WCRC from and against any claim for damages and related costs and expenses arising from any activities or operations covered by the permit, provided, however, that in the case of construction activities the Permit Holder shall not be obligated to indemnify WCRC against WCRC's own sole negligence.
- 2.5.2 **Proof of Insurance:** The Permit Holder or its contractor shall furnish proof of general liability insurance as follows in Table 1 and Table 2. In addition, the general liability insurance shall be endorsed to add the Board, the Washtenaw County Road Commission and their officers, agents and its employees. Such insurance shall be at all times maintained so as to cover a period not less than the term of the permit and shall provide that it cannot be cancelled without 30-days advance written notice to WCRC by certified mail, first-class, return receipt requested. Insurance will not be required for

residential driveways, select miscellaneous permits and general transportation moves not deemed a super move or special transportation move as determined by WCRC.

Table 1 – General Liability

Type	Amount
Per Occurrence	\$1 million
General Aggregate	\$2 million
Umbrella Liability	\$4 million
Umbrella Liability Aggregate	\$4 million

Table 2 – Automobile Liability (for special transportation moves)

Type	Amount
Combined Single Limit (each accident)	\$1 million

2.5.3 WCRC As An Additional Insured: All policies must name WCRC as additional insured, by name, on the policy of insurance, worded as follows: “The Washtenaw County Board of County Road Commissioners, the Washtenaw County Road Commission and its officers, agents and employees, are named as additional insured parties.”

2.5.4 Duration of Insurance Requirement: Such insurance shall remain in force until the permitted activity is completed, inspected and approved.

2.5.5 Compliance: Should insurance coverage be cancelled or reduced below acceptable limits, authorization to continue work under the permit shall be suspended or revoked. WCRC may in such case take appropriate action to restore or protect the road and appurtenances, utilizing any inspection, fees, security deposits or applicable bonds to defray expenses.

2.6 Permit Fees

- 2.6.1 **Fee Schedule:** Fees shall be paid in amounts per the current published schedule of fees, as adopted by the Board, to be charged sufficient to cover necessary and actual costs applied in a reasonable manner for the issuance of permit and review and inspection of the proposed activity and related expenses, including any fees charged by outside professional consultants. After the work authorized in the permit has been completed, itemization of all costs shall be provided upon request of the Permit Holder.
- 2.6.2 **Payment Methods:** Payments in the form of a cashier's check, credit card or cash shall be required for application fees, inspection and administration fees and sign fees in accordance with the published WCRC fee schedule. Payments may be combined into one transaction.
- 2.6.3 **Checks:** Corporate checks may be accepted subject to the approval of the WCRC Permits Section.

2.7 Surety for Performance of Obligation

- 2.7.1 **Guarantees:** Financial security is required for a permit to perform most of the activities listed in these Procedures and Regulations. Required security shall cover the cost of restoring any disturbed portion of right-of-way to an acceptable and safe condition and to protect WCRC against the cost of completing construction or correcting deficiencies. The amount of the surety shall be determined by the WCRC Permits Section in accordance with the published WCRC fee schedule. Acceptable types of sureties include cash, cashier's check, money order or irrevocable bank letter of credit from a U.S. based financial institution. A governmental agency may provide a letter of retainage in lieu of other surety. A public utility may provide a surety bond using WCRC forms. A construction performance bond on which WCRC is a joint beneficiary is generally unacceptable unless there is an agreement between the governmental agency and WCRC regarding termination of the bond.
- 2.7.2 **Partial Release:** At its sole discretion WCRC may approve a reduction of the contractor's surety prior to a permit being closed out pending an inspection and approval by WCRC.

2.8 Issuance of Permit

The Applicant shall demonstrate, as a condition of any permit, variance or waiver, that the permit will be consistent with the safety and convenience of the public taking into account traffic volumes, drainage, the nature, character/use of the land and other requirements in the public interest. Any issues and details pertaining to the following shall be discussed and resolved before the permit is issued:

- a. Scope of work.
- b. Inspection personnel. Based upon the scope of the project, traffic impacts or available work force, an inspection services contract may be required.
- c. Estimated inspection costs assessed to the Applicant; these costs may include WCRC employee wages, equipment rental, fringe expenses, overhead, any inspection related contract costs and any outside professional consultants' fees. Inspection fees may be adjusted prior to the completion of the project to reflect actual inspection costs.

2.9 Refunds

2.9.1 **Application Fees:** Application fees are non-refundable.

2.9.2 **Cancellation:** In the event that the work covered by a permit is not begun, sureties and inspection fees will be refunded to the remitter, less any outstanding charges, upon receipt of a written request to void the permit and return the surety and inspection fees.

2.9.3 **Unused Balances:** Upon completion of the work covered by the permit, any unused balances of surety or inspection fees will be refunded to the remitter. Sign fees and pavement marking fees are non-refundable. Refunds will be processed after final inspection and approval of the work by the WCRC Permits Section. Refunds will not be issued until WCRC is satisfied that all repairs have been made, vegetation has been established, storm systems affected by the project are clean and undamaged, no settlements of the road surface or side slopes will occur, all temporary soil erosion and sedimentation control measures have been removed and all excess construction materials including construction signing are removed from the project area.

2.9.4 **Reconciliation of Outstanding Accounts:** All inspection charges over and above the inspection fee and any costs associated with work authorizations shall be deducted from the surety. Any unused portion of the surety will be returned to the remitter. Any charges in excess of the surety shall be paid by the Applicant or Permit Holder. The surety and permit will not be released until such payments are received by WCRC.

2.10 Review of Permit Denial or Request for Waiver or Variance; Appeal

- 2.10.1 **Appeal to County Highway Engineer:** An Applicant wishing review of either a denial of a permit application or waiver or variance from permit requirements shall submit a written appeal, clearly specifying the facts in support of the appeal, to the County Highway Engineer. An appeal fee per the Board's published fee schedule shall apply.
- 2.10.2 **Decision and Notification:** The County Highway Engineer shall, whenever practicable, make a written determination of the appeal either granting or denying said appeal. The Applicant shall be forwarded a copy of the decision on appeal. If the appeal is denied, the response shall set forth the reasons for denial. Failure of the County Highway Engineer to act within 30 days shall not be construed as an approval of the variance requested.
- 2.10.3 **Appeal to the Board:** An Applicant wishing review of a denial of an appeal to the County Highway Engineer may within 60 days of such denial submit a written request for review by the Board. There is no fee to appeal to the Board.
- 2.10.4 **Decision and Notification:** The permit application, supporting documentation and determination and recommendation by the County Highway Engineer shall be provided by WCRC staff to the Board. The Board shall, after due consideration, either grant or deny the Applicant's appeal. The Applicant shall be forwarded a copy of the Board resolution approving or denying the appeal.

2.11 Enforcement

- 2.11.1 **Failure to Obtain Permit:** Failure to obtain a permit for activities listed in these Procedures and Regulations will result in a Stop Work Order being issued by WCRC. Correspondence will be sent to the violator, to correct the issue. The violator will have 30 days from the date of receipt to correct the violation. Safety hazards shall be addressed immediately.
- 2.11.2 **Board and/or Legal Action:** Failure of the violator to correct the unauthorized work per WCRC written directive will result in Board and/or legal action against the violator. The violator will have no more than 30 days to correct Board directives before action is taken by WCRC to correct the situation. All costs associated with enforcement shall be borne by the violator.
- 2.11.3 **Stop Work Order:** In the event a Permit Holder fails to comply with the terms and conditions of any permit issued in accordance with these Procedures and Regulations, WCRC shall have the right to issue a Stop Work Order and to halt ingress and egress activity to and from the site until adequate corrections and compliance have been made by the Permit Holder. A notice of violation will be issued to the Permit Holder specifying which terms and conditions have been violated, the correction required and the time for said correction (not less than 30 days).
- 2.11.4 **Corrections:** If the violation is not corrected in the time required by the notice, WCRC may perform any necessary corrections at the owner's expense. This procedure is in addition to and does not negate the rights of the WCRC Permits Section to issue a Stop Work Order or of WCRC to immediately correct conditions within the right-of-way which create hazards to public travel.

Section 3: Driveway Standards

3.1 Access Management

- 3.1.1. **Purpose:** The purpose of access management is to provide vehicular access to property in a manner that preserves the safety and efficiency of the transportation system. Access management can extend the operational life of roadways, increase public safety, reduce traffic congestion and improve the appearance along a roadway corridor. This in turn benefits property owners abutting county roads by preserving property values and enhancing development potential.
- 3.1.2. **Goals:** The goal of WCRC is to grant landowners access connections for their needs consistent with WCRC access management and access control requirements in the interests of public health, safety and welfare. The WCRC driveway permit process determines the location and design of driveways to provide freedom of traffic movement, safety for roadway users and preservation of roadway capacity. A successful access management program reduces crash potential and preserves capacity by regulating parameters such as driveway location, driveway spacing, driveway design, traffic signal progression, use of channelization and use of alternate access systems.
- 3.1.3. **Permit Requirements:** Construction of a new or temporary driveway, shared driveway, public or private road, farm field access connecting to a county road, or reconstruction of a driveway or private road connecting to a county road shall be allowed only after a permit has been issued by WCRC.
- 3.1.4. **Conditions:** Permits for access connections to public roads shall be issued only when consistent with public safety and based upon traffic volumes, drainage requirements, maintenance needs, the character of the use of the land adjoining the roadway and any other requirements in the public interest. Construction or reconstruction of any driveway or road approach shall be as described in the permit issued by WCRC and plans or drawings accompanying the permit. Approaches for private roads shall be constructed or reconstructed to the same geometrics and specifications as a new public road unless otherwise approved by WCRC.
- 3.1.5. **Specifications:** Construction of any approach, tapers, auxiliary lanes or new road shall be in accordance with plans and specifications approved by the WCRC. Geometrics and construction standards may be found in the current *Procedures and Regulations for Developing Public Roads* which may be downloaded in .pdf format from WCRC's website wcroads.org.

- 3.1.6. **When a Permit is Required for an Existing Driveway:** When the use of the land served by the driveway is changed, expanded or becomes inconsistent with the criteria described herein, the driveway will be considered a new driveway in accordance with MCL §247.327.
- 3.1.7. **Revocation:** WCRC may revoke any driveway or road access permit if at any time the permitted object, use or activity fails to meet the requirements of these Procedures and Regulations, MCL §247.321 et seq, or the terms and conditions of the permit itself. Factors that may indicate a new or increased safety hazard include, but are not limited to, the following:
- a. Elevated crash rate
 - b. Increased traffic volume on the main road
 - c. Increased turning movements using the driveway or road approach
 - d. Improper drainage
 - e. Inadequate sight distance
 - f. Excessive grades of driveway
 - g. Improper driveway design for new use
 - h. Change in functional classification of the public road

3.2 Authorized Applicant

- 3.2.1. **Permit Holder:** A permit granting permission to construct, reconstruct, relocate, resurface, use or maintain a driveway or road that connects to an existing county road may be issued by WCRC only to the property owner or the property owner's authorized representative. WCRC reserves the right to require submission of a copy of the recorded deed to the property along with the application to verify ownership. An authorized representative must submit a recorded affidavit from the property owner stating that the individual is acting as the owner's agent to apply for an access permit. The permit may be issued to the owner or another designated second qualified Permit Holder. That person or entity shall be bound to all conditions of the permit.
- 3.2.2. **Landlocked Parcels:** When an Applicant is seeking an access permit for use to a landlocked parcel the Applicant shall submit proof of legal access to the public road. This is often accomplished by submitting a recorded easement providing ingress/egress to the landlocked property. Applications will not be reviewed by WCRC until such documentation is provided.

3.3 Application Forms

An application for a driveway or other access permit (electronic forms available at wcroads.org), shall identify in detail all points of access, the location, number and types of driveways being proposed (i.e., two-way, one-way, divided, dual service or directional). WCRC may approve the proposal as requested or may condition approval on such changes as may be necessary to maintain safe conditions and proper spacing between driveways. Application review will be based on anticipated traffic volumes on the driveways and on the roadway, type of traffic to use the driveways, type of roadside development, drainage, safety and other operational considerations in the public interest.

3.4 Traffic Impact Studies

3.4.1. **Requirements:** WCRC recognizes the direct correlation between land use decisions and traffic operations. The Applicant's proposed project or development and its needs for access will create traffic impacts on the public roads. The intent of these Procedures and Regulations is to provide a framework for proper evaluation and remediation of those impacts. In order that WCRC may continue to meet its statutory duties to maintain roads under its jurisdiction in reasonable repair, so as to be reasonably safe and convenient for public travel and to regulate access as required by law, WCRC may require as a permit condition the completion by the Applicant's engineer of a Traffic Impact Study. This requirement will promote the following objectives:

- a. Provide a standard set of analytic tools and format for traffic impact analysis.
- b. Provide a consistent and comprehensive approach to the overall impact of development on the public roads.
- c. Allow the community to assess the effects that a proposed project may have on the transportation network by outlining information needed and evaluation procedures to be used.
- d. Promote reasonably safe and convenient traffic operating conditions on roads and intersections after development of a proposed site.
- e. Reduce the negative traffic impacts created by individual developments, in the interests of the public and of the development, by helping to ensure that the transportation system can accommodate the expected traffic safely and efficiently.
- f. Apply a comprehensive approach to the overall impacts of various developments along a corridor or within part of a community rather than a piecemeal approach.
- g. Provide direction to governmental agencies and developers of expected impacts of a project.
- h. Alert the community, governmental agencies and developers to the need for improvements or modifications to the roadway, access or site design.
- i. Protect the substantial public investment in the existing road system by facilitating WCRC's ability to maintain roads under its jurisdiction as required by law.

- j. Determine what, if any, mitigation measures are needed. If mitigation measures are needed, the study should present mitigation alternatives and recommendations. Mitigation measures are not limited to physical improvements. Mitigation can include changes to traffic signal timing or reducing the number of trips generated in the peak hour. Examples of mitigation measures might include, but are not limited to, the following:
 - i. Roadway Improvements
 - 1. Construct an auxiliary turning lane
 - 2. Pave the roadway
 - 3. Re-align the road
 - 4. Improve sight distance
 - 5. Widen the roadway
 - 6. Construct intersection improvements
 - 7. Add deceleration/acceleration lanes
 - 8. Add a median crossover
 - ii. Access Management Techniques
 - 1. Increase driveway spacing from intersections
 - 2. Relocate driveway or intersection
 - 3. Reduce the number of driveways
 - 4. Install a median
 - 5. Develop a service road system
 - 6. Share access with adjacent land
 - iii. Operational Improvements
 - 1. Change signal timing or phasing
 - 2. Improve signal progression
 - 3. Reduce peak hour trips through transit
 - 4. Make off-peak shift changes
 - iv. Site Plan/Land Use Techniques
 - 1. Reduce project size
 - 2. Modify project phasing
 - 3. Install traffic control devices
 - 4. Separately address pedestrian and/or bicycle safety and circulation
 - 5. Modify internal circulation
 - 6. Modify service vehicle/truck access or circulation

3.4.2. **Professional Engineer Signature:** When a Traffic Impact Study is required, it shall be prepared under the direction of an experienced traffic/transportation engineer, licensed as a professional engineer by the State of Michigan.

3.4.3. **Requirements:** A Traffic Impact Study is required for any proposed development expected to generate over 100 peak hour directional trips, 750 daily trips or otherwise in the discretion of the WCRC Permits Section. The study shall be completed and sealed by a professional engineer. If the study includes a review of potential signal operations, it must be performed by a pre-qualified MDOT signal operations consultant. Table 3 provides examples of land uses that may be expected to meet or exceed 100 peak hour directional trips or 750 daily trips.

Table 3 – Examples of Typical Land Use Size Thresholds Based on Trip Generation

Land Use	100 Peak Hour Trips (Directional)	750 Trips Daily
Residential		
Single Family	150 units	70 units
Multifamily Housing (low-rise)	275 units	100 units
Multifamily Housing (mid-rise)	350 units	135 units
Mobile Home Park	350 units	150 units
Shopping Center (GLA) ⁽³⁾	22,500 sq. feet	4,700 sq. feet
Fast Food Restaurant with drive thru (GFA) ⁽³⁾	5,500 sq. feet	1,600 sq. feet
Convenience Store w/gas (GFA) ^(3, 5)	8 fueling stations	1,200 sq. feet
Hotel/Motel	310 rooms	104 rooms
General Office	60,000 sq. feet	67,500 sq. feet
Medical/Dental Office	42,000 sq. ft.	22,000 sq. ft.
Research & Development	100,000 sq. ft.	55,000 sq. ft.
Light Industrial	150,000 sq. ft.	150,000 sq. ft.
Manufacturing	215,000 sq. ft.	185,000 sq. ft.
Notes: <ol style="list-style-type: none"> 1. Rates/equations used to calculate thresholds are from <i>Trip Generation Manual, 10th Edition</i>, published by the Institute of Transportation Engineers (ITE). 2. For example, a full traffic impact study should be completed if 70 or more single family units are proposed for a site. 3. GLA = Gross Leasable Area; GFA = Gross Floor Area. 4. Using AM peak-hour rates/equations would provide a lower threshold. However, adjacent roadway volumes are usually higher during the PM peak hour. 5. Based on both “Gasoline/Service Station with Convenience Market” and “Convenience Market with Gasoline Pumps” data. 6. For further trip generation characteristics of the above land uses, or of other uses not illustrated above, refer to the latest version of <i>Trip Generation Manual</i>. 		

- 3.4.4. **Elements of a Traffic Impact Study:** A Traffic Impact Study shall include:
- a. A narrative summary at the beginning of the report, including but not limited to:
 - i. The Applicant and project name
 - ii. A location map
 - iii. The size and type of the proposed development and any adjacent development
 - iv. Traffic volumes generated based on type and size of land use which are consistent with those listed in the ITE *Trip Generation Manual*, or which are developed according to the methodology described in the ITE *Trip Generation Handbook*.
 - b. Project phasing identifying the year of development activities per phase and proposed access plan for each phase.
 - c. A transportation system inventory which describes the physical, functional and operational characteristics of the study area highway system and, where appropriate, locates transit services. The description shall provide, where pertinent, data regarding:
 - i. Jurisdiction
 - ii. Functional classifications
 - iii. Number of lanes
 - iv. Auxiliary lane lengths
 - v. Cross sections
 - vi. Grades
 - vii. Adjacent and opposing access point locations
 - viii. ADT
 - ix. Peak hour volumes (existing, background and future)
 - x. Percentage of heavy trucks
 - xi. Intersection traffic signals and configuration
 - xii. Traffic signal progression
 - xiii. Non-motorized facilities
 - d. Site plan including proposed roadway per phase for each point of access. Driveway design and roadway improvements shall meet standards set forth in the Procedures and Regulations published by WCRC.
 - e. Capacity analysis shall be performed at each access point. Default values shall not be used when actual values are reasonably available or obtainable. The interaction of conflicting traffic movements shall be addressed in the Traffic Impact Study.
 - f. Analysis of the existing conditions, background conditions (build-out year without the proposed development) and future conditions (build-out year plus the total development).
 - g. Traffic volumes for the proposed development shall assume a total build-out and, in the case of multi-phase development, evaluate the cumulative effects of each phase.

- h. The completed analysis shall be summarized in a table showing all the Measures of Effectiveness (MOE) for all of the above conditions, as determined necessary by WCRC.
- i. Required operational changes shall be incorporated in any permit approval.

3.4.5. **Analysis of Level of Service:** The Level of Service (LOS) and capacity shall be evaluated for critical movements at site access points. Also, the traffic study should show the projected level of service for all movements at signalized intersections and for all critical movements at unsignalized intersections. If the LOS at the existing intersection is "C" or better, and the proposed project will produce a LOS of "E" or worse at one or more movements at a nearby intersection or site access point, mitigation shall be evaluated. If the intersection LOS is currently "D" or worse, the current LOS and vehicular delay must be maintained or improved. The study shall include a resume of the preparer and/or relevant experience of the firm responsible for the report and shall be signed by the preparer, who shall be solely responsible for the results and recommendations outlined in the report.

- a. The study shall include a description of the site, surroundings and study area. Illustrations and a narrative should be included to help describe the characteristics of the site and adjacent road system including functional classification, number and types of lanes, speed limits and traffic control. The description should include surrounding land uses, expected development in the vicinity which could influence future traffic conditions, special site features and a description of any programmed road improvements. The study should define and justify the study area selected for analysis.
- b. The study shall include a description of the proposed use including details such as land use, the number and types of dwelling units, the gross and usable floor area of buildings, number of employees, shift changes, intended development phasing, potential future expansion, etc.
- c. The study shall include a description of existing traffic conditions as follows:
 - i. Traffic Counts: Existing conditions including peak hour traffic volumes (and daily volumes if applicable) on roads adjacent to the site. Existing counts and levels of service for intersections in the vicinity which are expected to be impacted, as identified by the community at a pre-application conference or discussion, should be provided for projects requiring a Traffic Impact Statement or Regional Traffic Analysis. Traffic count data shall be not more than two years old, to be increased by a factor provided by the Washtenaw Area Transportation Study (WATS), or another factor if supported by appropriate documentation.

- ii. Traffic counts shall be taken on a Tuesday, Wednesday or Thursday of a non-holiday week and preferably when public schools are in session. Additional counts, e.g., on a Saturday for a proposed commercial development or a Sunday for a proposed church, may also be required in some cases. The individual or firm performing the impact study shall obtain the traffic counts during average or higher than average volume conditions, so as to minimize weather or seasonal variations, the effects of any construction or special events, etc.
 - iii. Roadway characteristics shall be described and illustrated as appropriate. Features to be addressed include lane configurations, geometrics, signal timing, traffic control devices, posted speed limits, average running speeds and any sight distance limitations. Existing levels of service shall be calculated for intersections included within the study area.
 - iv. Existing driveways and potential turning movement conflicts in the vicinity of the site shall be illustrated and described.
 - v. The existing right-of-way shall be identified along with any planned or desired expansion of the right-of-way requested by WCRC.
- d. Traffic crash data and analysis covering the most recent three years for the study area or proximity to site access points shall be provided. Detailed analysis may be required for sites along roadways identified as critical or congested corridors.
- e. A Traffic Impact Statement with a development completion date beyond one year of the study shall also include analysis of forecast traffic at date of completion along the adjacent road network. The forecast shall be based on a network traffic assignment model (if available), historic annual percentage increases and future approved development in the area. Long range projections shall be used when a Regional Traffic Analysis is required.
- f. Forecasted trip generation of the proposed use shall be provided for the a.m. and p.m. peak hours and the average day. The forecasts shall be based on the data and procedures outlined in the most recent edition of the ITE *Trip Generation Manual* and per the methodology as described in the ITE *Trip Generation Handbook*. The Applicant may use other commonly accepted sources of data or supplement the standard data with data from at least three similar developments located in southeast Michigan. Any reduction for pass-by trips, transit, ridesharing, other modes of travel or internal capture rates shall be based on both ITE findings and documented survey results acceptable to WCRC. For projects intended to be developed in phases, trip generation by phase shall be described.

- g. The generated traffic volumes shall be distributed (inbound v. outbound, left turn v. right turn) onto the existing road network to project turning movements at site access points and nearby intersections. Projected turning movements shall be illustrated in the report. A description of the application of standard engineering procedures for determining the distribution should also be attached (trip distribution model, market studies, counts at existing driveways, etc.). For projects requiring a Regional Traffic Analysis, use of a network traffic assignment model projection may be required to help evaluate impacts.
- h. The following impact analyses shall be included in the report:
 - i. Level of service and capacity analysis at the proposed access points shall utilize procedures outlined in the most recent edition of the TRB *Highway Capacity Manual*. For projects requiring a Traffic Impact Statement or Regional Traffic Analysis, before and after-capacity analyses shall also be performed for all intersections where the expected traffic generated at the site will comprise at least 5% of the existing intersection capacity, or for roadway sections and intersections experiencing congestion or a relatively high crash rate, as determined by WCRC.
 - ii. Gap studies for unsignalized intersections where applicable.
 - iii. WCRC may require a Regional Traffic Analysis which evaluates the impact on the road network over a wide area for up to 20 years for a project of regional significance if a network model is available.
- i. The report shall include a map and description of the location and design of proposed access points (driveways or road approaches) including: any sight distance limitations, dimensions from adjacent driveways and intersections within 250 feet on either side of the main roadway, data to demonstrate that the number of driveways proposed is the fewest necessary and evidence that the proposed access points will provide safe and efficient traffic operation and will comply with all WCRC regulations.
- j. The Traffic Impact Study shall include the following:
 - i. Description of any additional right-of-way where planned or desired by WCRC.
 - ii. Changes that should be considered to the plat or site plan layout.
 - iii. Description of any needed non-motorized facilities.
 - iv. If the use involves a drive-through facility, the adequacy of the queuing/stacking area should be evaluated.
 - v. If a median crossover is desired, separate analysis should be provided.
 - vi. If applicable, traffic signal warrant analysis per the most recent edition of the MMUTCD. Analysis should also be provided of the impacts to traffic progression along the roadway through coordinated timing.
 - vii. Description of site circulation and available sight distances at site driveways.

- k. The study shall outline mitigation measures and demonstrate any changes to the level of service to be achieved by these measures. Any alternatives or suggested phasing of improvements should be described. The mitigation measures may include items such as roadway widening, addition of turn lanes or deceleration and acceleration tapers, changes to signalization, use of access management techniques or a reduction in the proposed intensity of use. Proposed mitigation measures should be discussed with WCRC. Responsibility for and timing of roadway improvements shall be described.
- 3.4.6. **Expiration of Traffic Impact Study:** If a permit is not issued three years after a traffic impact study is formally approved, WCRC retains the right to require the applicant to update the study as directed prior to issuing a permit to access the road right of way.

3.5 Road Improvement Agreement

- 3.5.1. **Applicability and Terms:** When the application and its supporting data demonstrate that traffic, safety and/or road maintenance impacts of the proposed project or modified use will require road improvements as a condition of permit approval, the Applicant may decide, as a business decision, to agree to fund the road improvements. In such case, WCRC may require that the agreement of the parties be expressed in a written Road Improvement Agreement subject to the approval of the Board. The Road Improvement Agreement shall set forth all of the material terms of the parties' agreement. At the discretion of WCRC, Road Improvement Agreements may require a Declaratory Judgment from the Washtenaw County Circuit Court, finding and declaring that the Agreement is a valid, lawful, binding and enforceable agreement pursuant to all provisions of the Michigan Constitution, statutes and common law.
- 3.5.2. **Basis:** The need for road improvements shall be determined in accordance with the findings of a Traffic Impact Study.
- 3.5.3. **Before a Permit Can Be Issued:** When road improvements are required as a condition of permit approval, WCRC shall not issue the permit until a Road Improvement Agreement is executed by all involved parties and if determined necessary by WCRC, a Declaratory Judgement is established in circuit court.
- 3.5.4. **Denial of Application:** WCRC lacks funds to expend on mitigation of impacts on the public roads caused by new development or intensified use. Therefore, should the Applicant decline to fund road improvements necessitated by the impact of the Applicant's project, the application will be denied.

3.6 Sight Distance

- 3.6.1. **Minimum Sight Distance:** Minimum sight distance for all driveways and road approaches shall be in accordance with the current edition of the AASHTO *Policy on Geometric Design of Highways and Streets*.
- 3.6.2. **Intersection Sight Distance Triangle:** The safety of an access connection is improved where clear sight distance is provided. The area on either side of an access connection 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 or road approach shall be constructed and maintained at a location along the property frontage that meets or exceeds the requirements of Table 4 and Table 5. Should this not be attainable, the driveway may, in the discretion of WCRC, be permitted at a location that provides the distance closest to the required distances listed in Table 4 and Table 5 provided the sight distance identified in Table 7 is met or exceeded. The heights of the driver's eye and the object shall both be set at 3.5 feet.

Figure 1 – Measuring Sight Distance for Entering the Public Road

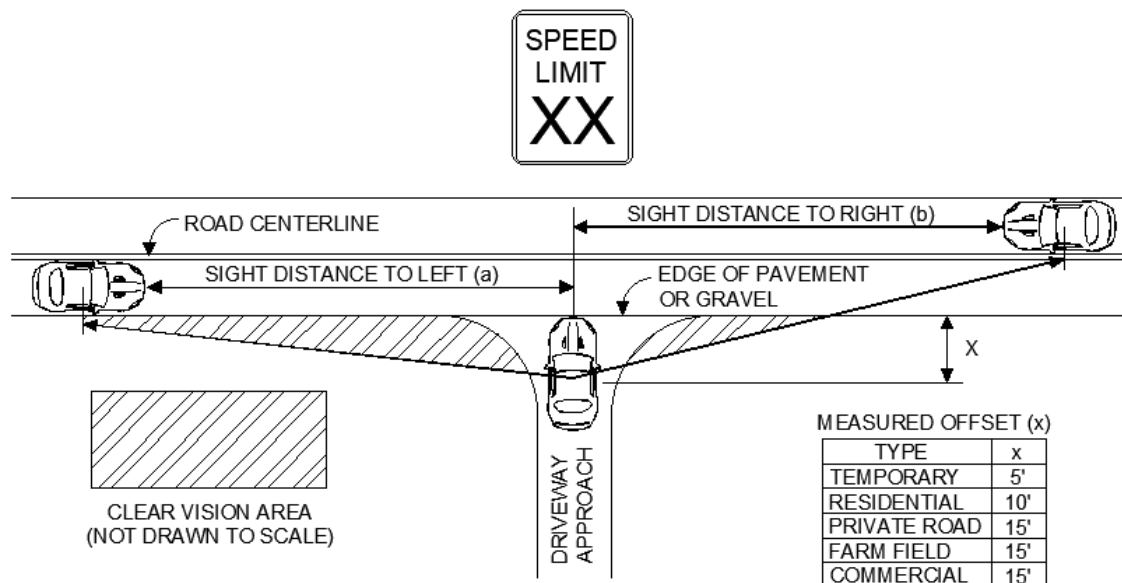


Table 4 – Sight Distance to Left (Based on AASHTO Intersection Control Case B2)

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

Table 5 – Sight Distance to Right (Based on AASHTO Intersection Control Case B2)

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

- 3.6.3. **Offset Measurements:** Sight distance will be measured as follows from the edge of pavement or gravel shoulder for a proposed driveway approach location: Five (5) feet for temporary driveways; 10 feet for residential / shared driveways; 15 feet for commercial driveways, private roads and farm fields. Refer to Figure 1 for details.
- 3.6.4. **Typical Parameters:** The sight distances presented in Table 4 and Table 5 pertain to passenger cars on two-lane undivided intersecting roads where roadway grades are between -3% and +3%. Per AASHTO, adjustment factors shall be applied for situations outside these parameters.

- 3.6.5. **Very Low-Volume Roads:** When, in the judgement of WCRC, a roadway meets the criteria defined in *AASHTO Guidelines for Geometric Design for Very Low-Volume Roads*, the sight distance measurements in Table 6 may substitute for the values identified in Table 4 and Table 5.

Table 6 – Sight Distance Values for Very Low-Volume Roads

Speed Limit	Distance (a or b) Feet
25	115
30	140
35	165
40	195
45	220
50	245
55	285

- 3.6.6. **Stopping Sight Distance:** The following general discussion on stopping sight distance is adopted as excerpted from *AASHTO A Policy on Geometric Design of Highways and Streets*, 2018 edition:
- 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. Although greater lengths of visible roadway are desirable, the sight distance at every point along a roadway should be at least that needed for a below-average driver or vehicle to stop.
 - Stopping sight distance is the sum of two distances:
 - Brake Reaction Distance: The distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied.
 - Braking Distance: The distance needed to stop the vehicle from the instant brake application begins.
 - In computing and measuring stopping sight distance, the height of the driver's eye is estimated to be 3.5 feet and the height of the object to be seen by the driver is two feet (equivalent to the taillight height of a typical passenger car).
- 3.6.7. **Stopping Sight Distance for Commercial Approaches:** The stopping sight distance for a vehicle stopped on the roadway to turn left or right into a commercial driveway shall meet the minimum requirements set forth in the current edition of *AASHTO A Policy on Geometric Design of Highways and Streets* as shown in Table 6 and Table 7.

Figure 2 – Measuring Sight Distance for Leaving the Public Road

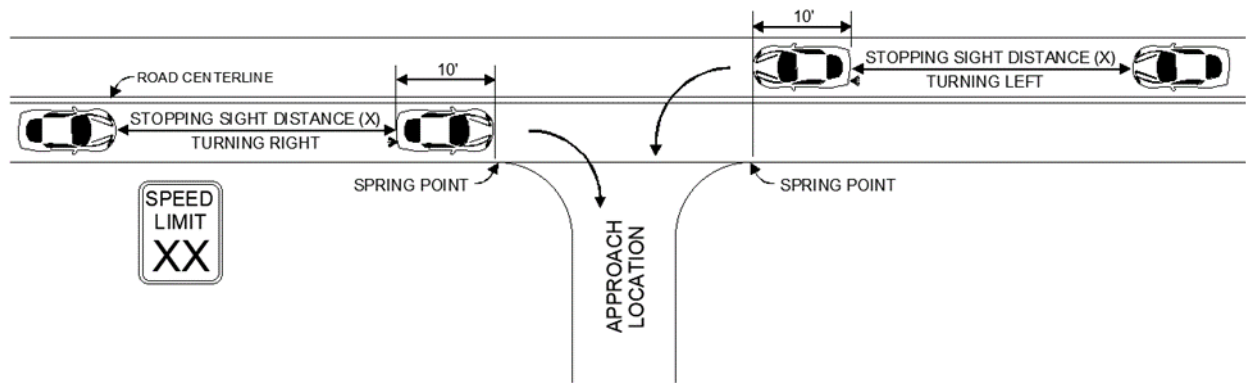


Table 7 – Stopping Sight Distance (Based on 2018 AASHTO Table 3-1)

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

- 3.6.8. **Continued Maintenance of Sight Distance:** If a driveway permit application is approved by WCRC, the Permit Holder shall be responsible for maintaining the approved sight distances at all times thereafter in the interest of public safety.
- 3.6.9. **Wood Disposal Agreement:** When trees need to be removed or trimmed in the right-of-way to achieve sight distance, refer to Section 10.2, Tree Removal, Trimming and Tunneling (page 104).
- 3.6.10. **Denial of Application:** When minimum safe sight distance cannot be attained, a permit application for an access connection between a property and a public road shall be denied. When an application permit is denied based on a lack of sight distance, access may be obtained, at the owner's expense and subject to WCRC approval, in one of the following ways:
- Negotiating with adjacent property owners to acquire access to the subject parcel through easements which facilitate lawful permitted access.
 - Constructing an approved frontage road serving the subject property and connecting with the roadway at a location where a safe driveway can be permitted.

- f. Realignment or reconstruction of the existing roadway to correct the sight distance deficiency. This would require execution of a Road Improvement Agreement as described in Section 3.5 Road Improvement Agreement (page 44).
- 3.6.11. **Easement Areas:** At intersections or railroad crossings where 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 WCRC has an easement for such clear vision area, driveways shall not be permitted through the clear vision easement.
- 3.6.12. **Special Conditions:** These standards shall be applied unless WCRC engineering judgment determines that another value is more suitable for a particular site or a special condition is approved by WCRC.

3.7 Driveway Spacing (All Types)

- 3.7.1. **Background:** The location and spacing of access are important elements in the planning, design and operation of roadways. Access points can cause crashes and contribute to congestion when built in problematic locations. Driveway approach location and spacing directly affect the safety and functional integrity of the roadway.
- 3.7.2. **Access Spacing Criteria:** Proper access spacing is a function of the posted or statutory speed limit of the roadway. Distances are based on average acceleration and deceleration considered adequate to maintain good traffic operations. Desirable driveway access spacings for adjacent and opposite sides of the roadway are shown in Table 8 and Table 9. Driveway spacing is measured from centerline to centerline between the existing and proposed access points.

Table 8 – Unsignalized Access Spacing for Adjacent or Same Side of Roadway

Design Speed (mph)	Center-to-Center of Access (Feet)
25	130
30	185
35	245
40	300
45	350
50 and above	455

Table 9 – Driveway Offsets on Undivided Roadways – Opposite Side of Road

Design Speed (mph)	Center-to-Center of Access (Feet)
25	255
30	325
35	425
40	525
45	630
50 and above	750

- 3.7.3. **Intersections:** In accordance with AASHTO guidelines, driveways should not be situated within the functional boundary of at-grade intersections. This boundary includes the longitudinal limits of auxiliary lanes. An access point may be allowed within this boundary if the entire property frontage is located within the boundary.
- 3.7.4. **Spacing to Existing Intersections:** Spacing between an existing road intersection and a proposed access connection shall be sufficient to avoid creating conflicts between driveway traffic movements and road movements at the intersection. The corner clearance required is a function of the types of roads which intersect. In all quadrants of an intersection, access points should be located according to the dimensions shown in Figure 3 and Table 10 that provides the minimum corner clearance. The spacing requirements in Table 10 are measured from the centerline of the proposed driveway to the near right-of-way line of the intersecting road.

Figure 3 – Corner Clearance Diagram

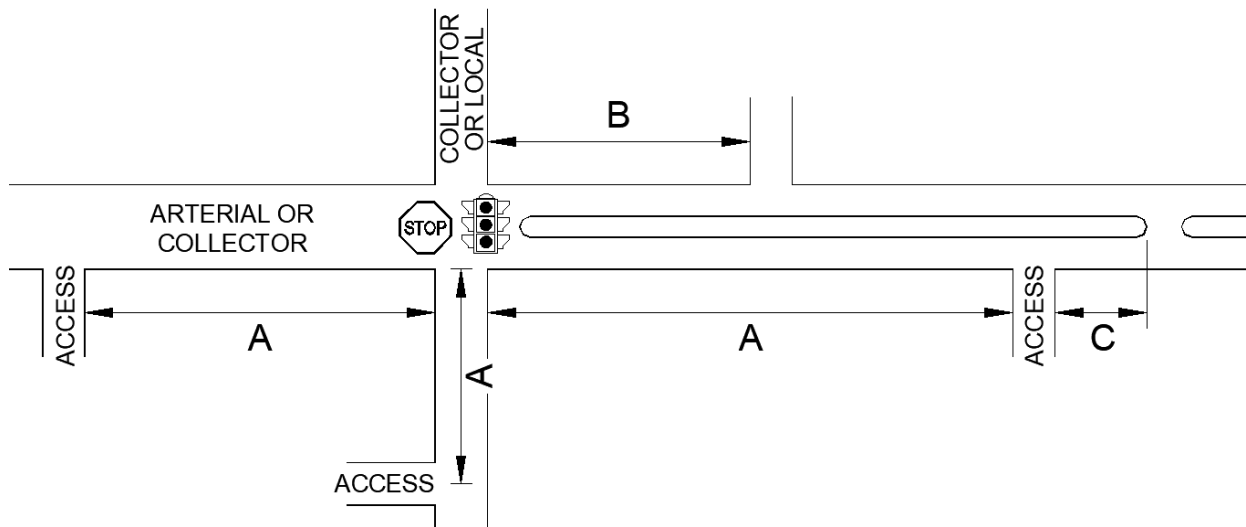


Table 10 – Access Corner Clearance Distances from Stopped Controlled & Signalized Intersections

Design Speed (mph)	Dimension	Signalized Intersection Control (Feet)	Stop Sign Intersection Control (Feet)
25 – 35	A	230	115
	B	115	85
	C	75	75
40 – 55	A	460	230
	B	230	170
	C	150	150

3.8 Profile/Grade (All Types)

- 3.8.1. **Design Criteria:** The following design criteria shall apply to driveways abutting curbed and uncurbed roadways:
- The profile grade of two-way, one-way and divided commercial driveways shall not exceed a maximum of 6%.
 - The profile grade of residential, utility and field driveways shall not exceed a maximum of 10%.
 - Vertical curves (50-foot minimum) shall be provided at all changes of grade of 4% or more.
 - If a sidewalk must be adjusted for driveway work, the grades of the sidewalk shall be ADA compliant. Refer to MDOT Standard Plan and/or Special *Details series R-28, R-29 and R-30* for more information.
- 3.8.2. **Uncurbed Roadway Grade:** The grade of the driveway approach abutting an uncurbed roadway shall be 2 – 4% sloping away from the road. This grade is measured between the existing edge of the pavement and the outside edge of the shoulder. Where the existing shoulder is less than six feet wide the grade of the existing roadbed or shoulder shall be carried to a point four feet off the edge of the existing roadway surface.
- 3.8.3. **ADA Compliance:** If the abutting roadway is curbed and a sidewalk is present the grades of the driveway at the crosswalk shall be ADA compliant.

3.9 Drainage (All Types)

- 3.9.1. **Protect Existing Drainage:** A driveway or road approach, including any new lanes or tapers, shall be constructed so that the existing drainage is not adversely affected. The drainage and the stability of the road subgrade shall not be altered by driveway construction or roadside development. Roadway drainage shall be carried to the outside edge of the pavement.
- 3.9.2. **Adjacent Private Property Drainage:** Drainage from adjacent private property in excess of assumed agricultural runoff from natural ground contours shall not be discharged directly into the road drainage system. Drainage from paved areas of the driveway within the right-of-way shall be directed outside the right-of-way unless adequate enclosed drainage facilities are available or are provided by the Applicant or Permit Holder as part of the driveway construction.
- 3.9.3. **Culvert Requirements:** All culvert pipes shall be corrugated metal, concrete or other material as approved by WCRC. The size of the pipe shall be adequate to carry the anticipated natural flow of the ditch. The culvert size shall be approved by WCRC and shall be not less than 12 inches inside diameter and a minimum of 30 feet in length. All culverts, catch basins, drainage channels and other drainage structures required within the road right-of-way shall be manufactured or constructed and installed in accordance with the current MDOT *Standard Specifications for Construction*. For locations susceptible to high-speed impacts, the minimum length of the culvert shall be the sum of the width of the driveway and the distance needed to provide slopes to adjacent foreslope and backslope with a maximum transverse slope of 1-on-6. On low-volume or low-speed roads, where crash history does not show a high number of run-off-the-road occurrences, a steeper transverse slope up to 1-on-4 may be considered. Headwalls on culvert ends will not be permitted. Sloped end sections or mitered ends are required on all culverts 24 inches in diameter and greater. Sod, riprap or other suitable material shall be placed at all culvert ends and slopes to prevent erosion.

3.10 Residential & Shared Driveways

3.10.1. **Number of Residential Driveways:** The number of residential driveways that may be permitted shall be determined as follows:

- a. One residential driveway for each platted lot or for each unplatted residential parcel.
- b. A second driveway may be permitted for a residential property when more than 300 feet of road frontage exists and, in the judgement of WCRC, the additional driveway does not create a safety hazard.
- c. Alternately, a second residential driveway may be permitted to serve a circle driveway if the road frontage of the property is 100 feet or more at the right-of-way line and if, in the judgment of WCRC, the additional driveway does not create a safety hazard.
- d. Residential driveways on the same property shall be at least 50 feet apart, center to center.
- e. At intersections, the driveway location will access the lower classification roadway based on traffic volumes. Refer to for offset distances from the intersecting roadway.

3.10.2. **Need for Detailed Plans:** Most applications for residential and shared driveway applications will not require submission of detailed engineering plans. However, WCRC may require detailed engineering plans if specific drainage features need to be incorporated into the new design or geometric changes to the roadway are necessary to achieve sight distance.

3.11 Dimensions for Residential & Shared Driveway Approaches

3.11.1. **Driveway Layout:** The dimensions to be used for various residential and shared driveway design features, shown as a standard with a working range of dimensions, are stated in Table 11. These standard dimensions shall be used unless conditions warrant an exception. WCRC may specify particular dimensions so that a particular driveway system will accommodate anticipated vehicle movements without creating undue congestion or hazard on the roadway, or to provide reasonable access.

Table 11 – Standard Dimensions for Residential and Shared Driveways

Design Features		MDOT 'L' Opening		No Curb & Gutter	
		Standard	Range	Standard	Range
Angle	A	90°	80° – 100°	90°	80° – 100°
Driveway Width	B	12 feet	10 – 20 feet	12 feet	10 – 20 feet
Radius	R	15 feet	5 – 15 feet	15 feet	5 – 20 feet
Curb Cut	C	26 feet	20 – 40 feet`	Not applicable	

Notes:

Intersecting angle ('A'): The clockwise angle from a roadway centerline to a driveway centerline or the edge of the driveway shall deviate no more than 10° from an angle perpendicular to the road centerline.

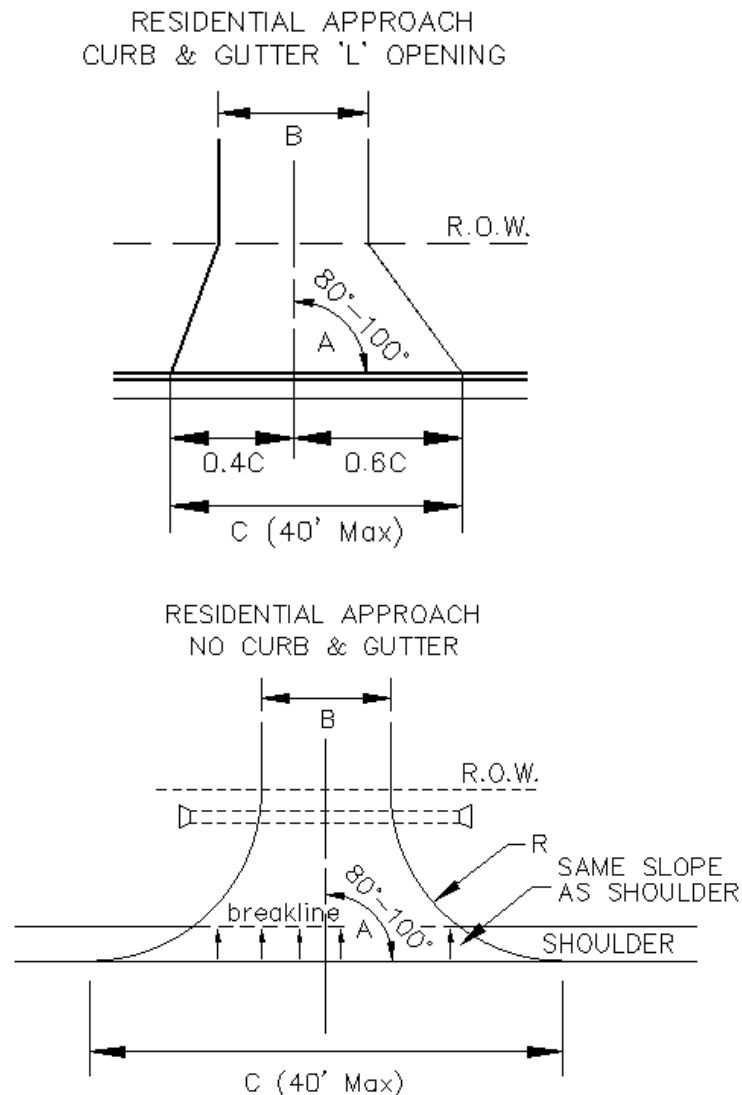
Driveway width ('B'): The distance between driveway edges of pavement or gravel surface, measured at the point where the edges of the driveway become parallel shall be no greater than 20 feet.

Radius ('R'): The radius of a driveway edge curve, shall be governed by the design vehicle.

Curb cut ('C'): The length of the opening along a roadway curb for a straight-sided residential driveway.

The standard measurements shall be used unless WCRC, based on engineering judgment, determines that another dimension within the range is more suitable for a particular site or a special condition.

Figure 4 – Residential Driveway Approach Details



3.11.2. **Paved Residential Driveways:** A residential driveway approach shall be paved when, in the judgement of WCRC, it will advance the safety and convenience of users of the roadway. Cross sections for paved residential driveways required by WCRC shall meet the following requirements:

- HMA: A minimum depth of three inches (330 pounds per square yard), placed per Section 501 of the current MDOT *Standard Specifications for Construction*, over a minimum of six inches of aggregate base.
- Concrete: A minimum depth of six inches placed per Section 601 of the current MDOT *Standard Specifications for Construction*, over a six-inch aggregate base.

3.11.3. **Soft Surface Approaches:** Soft surface residential approaches shall use a minimum of six inches of aggregate material as directed by WCRC. Crushed concrete shall not be used.

3.11.4. **Distance from Property Line:** The centerline of any proposed residential driveway for non-curb and gutter roadways shall be no less than 15 feet from the property line. Driveway approaches shall not be constructed where a drainage structure is located in the curblane.

3.12 Commercial & Private Road Approaches

3.12.1. **Plans:** All commercial and private road approach applications shall be submitted with detailed engineering plans. The plans shall be signed and sealed by a Professional Engineer and shall clearly depict the following details:

- a. Existing road edges (pavement or gravel), shoulders, drainage features such as ditches, enclosed drainage systems, spillways, etc., right-of-way and property lines, property owner information including address, road appurtenances, medians (if existing) and dimensions thereof, driveways on adjacent property and on property opposite the frontage and names of existing and proposed roads.
- b. All buildings and appurtenances, both proposed and existing, with dimensions and a notation as to present or proposed use of the buildings.
- c. Design standards of all driveways, tapers, through lanes, right-turn lanes and left-turn lanes to be constructed, reconstructed, relocated, surfaced, resurfaced, operated, used or maintained and which shall include the following dimensions and features:
 - i. Widths of all driveways and lanes
 - ii. Radii of driveway returns and other points of curvature
 - iii. Driveway grades or profile view of driveway
 - iv. Road centerline and edge of pavement grades
 - v. Angle of the driveway(s) relative to the roadway centerline
 - vi. Dimensions of roadside control island and other traffic islands adjacent to the road
 - vii. Driveway surface material and traffic island surface material
 - viii. Sight distance for the approach
 - ix. Typical cross sections
- d. Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street and distance from driveways to property lines.
- e. North directional arrow and scale of drawing.
- f. All roadside features to be constructed within the road right-of-way, including without limitation roadside control island, curb, sidewalks, traffic control devices, manholes, poles, etc.

- g. Existing and proposed drainage structures and controls to include:
 - i. Size of drive culvert
 - ii. Type of culvert and type of culvert end treatment
 - iii. Grade of culvert with sufficient elevations upstream and downstream to show the extent of flow across the proposed development and to the proposed outlet
 - iv. Direction of surface water flow on and from adjacent property
 - v. Drainage structures
 - vi. Drainage plan and outlet for all storm drainage on the site
- 3.12.2. **Acceleration or Deceleration Lanes:** A commercial driveway or private road approach shall not be constructed within existing acceleration or deceleration lanes and tapers unless no other reasonable access point is available. WCRC may require the Applicant to extend such lanes by the Applicant as a condition of approval.
- 3.12.3. **Approach Dimensions:** The MDOT *Geometric Design Guide*, GEO-680 shall be used by the Applicant in dimensioning a proposed commercial driveway or driveway system and shall be shown on plans accompanying the driveway permit application. WCRC may specify certain dimensions so that a particular driveway system will accommodate vehicle movements normally expected without creating undue congestion or hazard on the roadway.
- 3.12.4. **One-way Traffic:** If the roadway carries one-way traffic, dimensions may be altered so that prohibited movements are discouraged. If the driveway system is on the left-hand side of a one-way roadway, the dimensions used shall be based on the same principles as used on right-hand side driveways.
- 3.12.5. **Divided Driveway:** A divided commercial driveway shall have a curbed island separating the entrance and the exit drive. The radii forming the edges on the island shall be designed to accommodate the largest vehicle that will normally be expected to use the driveway. WCRC may deny divided commercial driveways in areas where left-turn interlock problems may develop or where otherwise deemed necessary by WCRC for safe and efficient traffic operations.
- 3.12.6. **Service Driveways:** WCRC may permit service driveways in certain situations, including to facilitate vehicle movements between a roadway and private property when the major vehicle movement at a commercial establishment is approximately parallel to the roadway, such as at a service station or drive-in bank.
- 3.12.7. **Directional Driveway:** A directional commercial driveway shall be designed specifically to facilitate the desired turning movements and to discourage prohibited movements. Radii must be approved by WCRC, based on the driveway intersecting angle and on the turning path of the largest vehicle that will normally use the driveway.

- 3.12.8. **ADA Compliance:** If the sidewalk must be adjusted for driveway work, the sidewalk slope shall meet MDOT *Standard Plan* series R-29 and shall adhere to the *Americans with Disabilities Act* (ADA).
- 3.12.9. **Axillary Lanes and Tapers:** Driveways serving large developments frequently generate large numbers of turning movements. This can disrupt traffic operations and often makes shoulder maintenance difficult on two-lane, two-way roadways. MDOT Geometric Design Guidance Sections 1.1.4 and 1.1.5 shall be utilized to promote a uniform system to determine where right and left-turn lanes shall be required.
- 3.12.10. **Location of Axillary Lanes and Tapers:** The Applicant shall provide center left turn lanes, right-turn lanes or tapers as part of a commercial driveway system if WCRC determines per MDOT standards or an approved Traffic Impact Study that such right-turn lanes or tapers are required to minimize congestion or hazard on the roadway caused by vehicles entering the Applicant's driveways. A right-turn lane shall be preceded by a taper. The current MDOT *Design Guide for Flares and Intersection Details*, GEO-650 series, shall be utilized for the design of turning lanes, flares and tapers.
- 3.12.11. **Cross Slope:** The cross slope of a right-turn lane and tapers shall be 2% or match existing as approved by WCRC.
- 3.12.12. **Turn Lanes for Ingress:** Left and right turn lanes are required as identified by a Traffic Impact Study as a mitigation requirement. When a proposed lane taper from a required left or right turn lane overlaps or lies within 250 feet of an existing lane taper the two lanes shall be connected as part of the road improvement.
- 3.12.13. **Driveway Surface:** The surface of a paved commercial driveway, including tapers without right-turn lanes, shall be concrete, hot mix asphalt or equivalent material. The thickness of the surface and the base to be used shall be sufficient to provide the bearing capacity needed to carry proposed traffic loads.
- 3.12.14. **Paving Lanes and Tapers:** The pavement of all additional lanes such as turning lanes and accompanying tapers shall be the same material as the pavement of the existing road or applicable WCRC pavement cross section, whichever is greater. The cross slope of all additional lanes and all tapers shall be a continuation of the cross slope of the existing road pavement or the thickness of the pavement described in the *WCRC Procedures and Regulations for Developing Public Roads*.
- 3.12.15. **Paving to Gravel Roads:** A paved driveway connecting to a gravel road shall extend no closer than one foot behind the driveway culvert location or five feet from the edge of the road, whichever is greater.

- 3.12.16. **Curb and Gutter Design:** Commercial driveway approaches shall be curbed to the right-of-way line. When connecting with a hard surface roadway that has curb and gutter the approach shall have an MDOT Type 'M' opening. Curbing shall either match the detail of any existing curb or conform to the current MDOT *Standard Plan and/or Special Details* series R-28, R-29 and R-30.
- 3.12.17. **Curbed Approach to Uncurbed Road:** If the road is uncurbed the grade of the driveway between the road edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder.
- 3.12.18. **Curb Height:** If the driveway grade meets the grade of a sidewalk the curb height shall be tapered from full height at the edge of pavement to zero-height at the sidewalk and shall be ADA compliant. The driveway curb height shall be constant if there is no existing or proposed sidewalk.
- 3.12.19. **Driveway Curb:** The driveway curb shall either match the existing roadway curb or shall conform to current MDOT standards for curb and gutter.
- 3.12.20. **Shoulders:** The surface of a road shoulder constructed adjacent to any additional lanes and tapers shall be of the same material as the surface of the contiguous existing road shoulder and shall conform to the current MDOT *Standard Specifications for Construction*. The shoulder area between adjacent commercial driveways which are less than 200 feet apart (centerline to centerline) must be paved as directed by WCRC.
- 3.12.21. **Onsite Parking:** Adequate storage for vehicles parking or waiting to be serviced shall be provided onsite and outside the public right-of-way so as not to interfere with pedestrian movements, vision requirements or traffic operations on the public road.
- 3.12.22. **Driveway Consolidation:** Adjacent property owners may consolidate their driveways by using either a private frontage road or a joint driveway system. If WCRC approves such a system a driveway permit shall be issued to all property owners concerned which shall state that there is an agreement that all properties shall have access to the roadway via the frontage road or joint driveway system. All private frontage roads or joint driveway systems shall be placed on private property outside of the right-of-way.

3.13 Farm Field & Utility Structure Approaches

- 3.13.1. **Where Permitted:** One farm field entrance may be permitted for each 1,000 feet of frontage of cultivated land, timber land or undeveloped land. Additional driveways may be permitted when a single driveway will not provide adequate access due to topographic conditions.
- 3.13.2. **Surface Requirements:** Field entrances may be surfaced with stabilized gravel and may be uncurbed unless otherwise required by WCRC.
- 3.13.3. **Utility Structure Driveway:** A utility structure driveway may be surfaced with stabilized gravel over a stable base and may be uncurbed unless otherwise required by WCRC.
- 3.13.4. **Dimensions:** The design feature dimensions of a farm field or utility structure driveway shall conform to those shown in Table 12 and illustrated in Figure 5.
- 3.13.5. **Sight Distance:** Sight distance for farm field and utility structure driveways shall conform to *Subsection 3.6 Sight Distance* (page 45).

Figure 5 – Farm Field & Utility Structure Driveway Approach Details

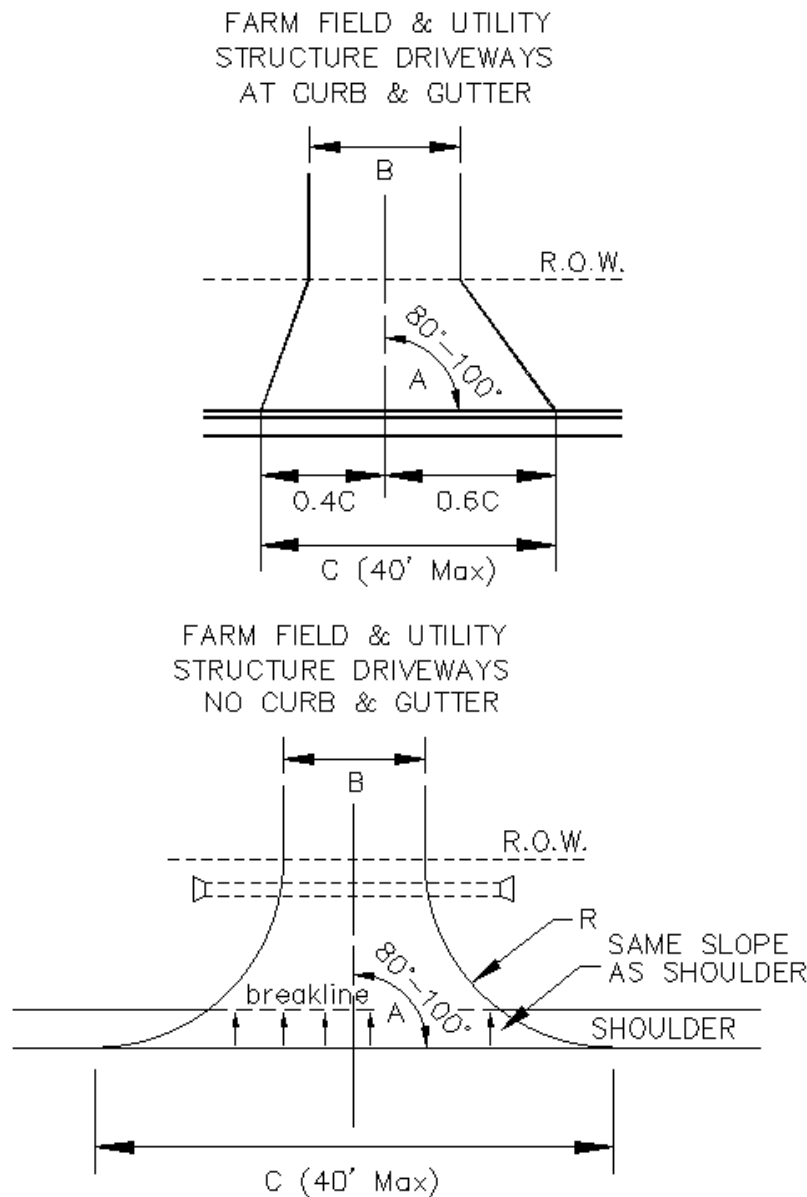


Table 12 – Farm Field & Utility Structure Driveway Dimensions

Design Features		Curbed Roadway		No Curb & Gutter	
		Standard	Range	Standard	Range (
Angle	A	90°	80° – 100°	90°	80° – 100°
Driveway Width	B	20 feet	15 – 40 feet	20 feet	15 – 40 feet
Radius	R	Not applicable		20 feet	5 – 40 feet
Curb Cut	C	26 feet	20 – 50 feet	Not applicable	

Note: The standard measurements shall be used unless WCRC, based on engineering judgment, determines that another dimension within the range is more suitable for a particular site or a special condition.

3.14 Traffic Control Devices

- 3.14.1. **Requirements:** The Applicant shall provide and/or maintain traffic control devices as required by WCRC and per the current MMUTCD. Refer to *Section 11, Maintaining Traffic & Traffic Controls* (page 108). All plans shall illustrate and specify all required traffic control devices.
- 3.14.2. **Private Road Sign Packages:** For private road approaches a private road sign package (including a stop sign and road name panel) is required per the fee schedule published by WCRC. The private sign package will be fabricated and installed by WCRC at the Permit Holder's expense upon completion of the private road approach construction. The sign shall have a 16-character limit including spaces.
- 3.14.3. **Maintenance of Devices:** The Permit Holder shall properly maintain temporary and permanent traffic control devices and pavement markings as directed. All signs and pavement markings shall conform to the current MMUTCD and MDOT typical details.

Section 4: Utilities

4.1 General Requirements

- 4.1.1. **Fundamental Purpose of Right-of-Way:** The fundamental purpose of the public road right-of-way is the reasonably safe and convenient operation and maintenance of facilities for public transportation. To that end all permitted uses, facilities and structures shall be designed and constructed so that roadway operations, facilities and maintenance will not be impeded, interrupted or endangered. Further, any permitted activity, installation, or facility shall be located so as to minimize any interference to the right-of-way and ensure that WCRC will have unrestricted use of the right-of-way for all current and future operations.
- 4.1.2. **AASHTO Guide:** Unless otherwise prescribed herein, the provisions of the most current AASHTO *A Guide for Accommodating Utilities Within Highway Right-of-Way*, shall apply to all public utilities.

4.2 Authorized Applicant

Definition: Classification as a public utility for purposes of using county road right-of-way shall be based upon the following criteria:

- a. Communication Companies
 - i. The organization shall provide direct service to the general public and such service shall be in the public interest.
 - ii. The organization shall be recognized by the Michigan Public Service Commission (MPSC) as either a regulated telecommunication company licensed in Michigan to provide basic local exchange service or a regulated telephone inter-exchange carrier and competitive access provider operating in Michigan.
 - iii. Townships shall be eligible to obtain a WCRC permit to install fiber communication facilities in the roadside ROW.
- b. Power and Other Public Utility Companies
 - i. The organization must be a power or other public utility company within the meaning of MCL §247.171 et seq and must be authorized to operate in Michigan.
 - ii. The organization must provide direct service to the general public and such service shall be in the public interest.
 - iii. Gas and petroleum distribution companies must be
 - 1. Certified by MPSC as a company distributing natural gas or as a common purchaser or common carrier OR
 - 2. Certified by the federal government as an interstate pipeline operator.
 - iv. Electric companies must be recognized by MPSC as an investor-owned or cooperative electric provider.

- v. Water suppliers must be recognized by the Michigan EGLE as a community water supply.
 - vi. Wastewater collection and discharge systems must be recognized as a Publicly Owned Treatment Works (POTW).
- c. Cable Television Companies
 - i. The organization must be a cable television company authorized to operate in Michigan.
 - ii. The organization must provide direct service to the general public and the service shall be in the public interest.
- d. The organization must be authorized by the local unit of government where the facility is located to operate within its jurisdiction. Proof of the criteria established for classification as a public utility may be provided as follows:
 - i. Proof of authorization to operate in Michigan as a telecommunication, power or other public utility company can be made by a certified document.
 - ii. Proof of direct service to the general public can be made by a certified document. The certified document shall specifically describe any conditions regarding the organization's permissible charges to the public. Service which is limited to specific organizations or individuals shall not be considered as direct service to the general public.
 - iii. When applicable, proof that an organization's facilities are not exclusively committed to a private use can be made by recognition on each permit application. The recognition shall read as follows: "This is a public utility facility."
- e. Classification by WCRC of an organization as a public utility or a cable television company is done solely for the purposes of applying MCL §247.171 et seq. Classification does not constitute, beyond that, any recognition that the organization is a public utility or has satisfied any other requirements of federal or state law. WCRC may modify, without prior notice, the criteria for evaluating public utilities as WCRC deems appropriate to meet its statutory responsibilities with respect to the county road system.
- f. Placement of privately-owned facilities such as fiber optic systems must receive approval from the County Highway Engineer in order to be permitted in the right-of-way.

4.3 Plan Requirements

4.3.1. In General: Utility installations shall be located so as to:

- a. Minimize the need for later adjustments to accommodate future roadway improvements AND
- b. Permit access to servicing the installations with minimum interference to roadway traffic.

4.3.2. **Utility Plan Requirements:** Engineering plans shall clearly depict the following details:

- a. Provide an overall map of the entire system on one sheet of the plans.
- b. Delineate the service area on the overall map.
- c. Provide horizontal and vertical locations of proposed and existing utilities, including all appurtenant structures used for access or maintenance.
- d. State the method by which the utility will be installed.
- e. Identify the permanent means of access to the building and/or structure.
- f. Identify the owner of record for the land(s) depicted in drawings by either a tax ID or address of parcels.
- g. Draw and identify the physical road location, right-of-way and all easements of record within the project limits.
- h. Show all existing underground utilities in the right of way.
- i. Provide the location, type and size of all trees 6" or larger.
- j. Show and label all landforms, water bodies, regulated wetlands and environmentally sensitive areas and identify legal drains being crossed.

4.3.3. **Additional Information:** In some cases, the following information may be required:

- a. The existing topography, in one-foot contour intervals from centerline to 10 feet beyond right-of-way or easement on the side of road impacted (aerial topography accepted).
- b. A grading plan when grade changes will exceed six inches. Provide any proposed grading easements, if required and the property owner's written consent.
- c. Site and restoration plans for areas to be used for mobilization, storage, and operations of equipment, personnel and materials to be used in the construction.
- d. Statement of whether the utility structure or system will accommodate service for future users (co-location).
- e. Traffic control plans as directed by WCRC.
- f. Cross sections and profile sheets as directed by WCRC.
- g. Restoration plans as directed by WCRC.

4.4 Alignment

4.4.1. **Storm Sewers:** Shall be located and aligned to best conform to the layout of existing facilities and in an area beneath curb and gutter (or shoulder point) and right-of-way lines, or as otherwise directed by WCRC.

4.4.2. **Sanitary Sewers:** Shall be located and aligned to best conform to the layout of existing facilities on the south or west side of the road. The sewer shall be located between the back of curb (or shoulder point) and right-of-way line at a uniform offset distance from the right of way unless otherwise approved by WCRC.

- 4.4.3. **Water Mains:** Shall be located on the north or east side of the road. The main shall be located between the back of curb (or shoulder point) and right-of-way line at a uniform offset distance from the right of way unless otherwise approved by WCRC.
- 4.4.4. **Gas Mains:** Shall be located on the west or south side of the road and offset three feet from the right-of-way line.
- 4.4.5. **Electric:** Shall be located on the east or north side of the road at a uniform offset between 3 – 5 feet from the right-of-way line.
- 4.4.6. **Telecommunications:** Shall be located on the east or north side of the road at a uniform offset of one foot from the right-of-way line.
- 4.4.7. **Joint Trench Installations:** Alternative locations to the specified locations of electric, gas and telecommunications facilities may be considered where appropriate in the engineering judgement of WCRC.
- 4.4.8. **Parallel Placement:** All utilities shall be placed parallel to the road right-of-way and perpendicular to the roadway at public road crossings.
- 4.4.9. **Crossing a Public Road:** All utility crossings of a public road shall be made perpendicular to the road being crossed.
- 4.4.10. **Conflicts:** Should an existing utility conflict with offset distances above, the location shall be placed adjacent to the existing utility at a separation not exceeding one foot, or at a location approved by WCRC.
- 4.4.11. **New Utilities:** Unless otherwise directed by WCRC, all new utilities shall be placed in existing public utility easements rather than in the road right-of-way. The Applicant shall be responsible for any and all costs associated with researching property title work or recorded easement documents on file at the Washtenaw County Register of Deeds Office.

4.5 Depth of Utility Cover

- 4.5.1. **Minimum Depth of Cover:** Unless otherwise shown on approved plans, all new or replacement utilities shall be installed to provide a minimum depth of four feet below the road surface and a minimum of three feet below the ditch bottom.
- 4.5.2. **Superelevations:** Where the roadway is superelevated the minimum depth of cover shall be measured from the lower side of the road surface.
- 4.5.3. **Maximum Depth of Cover:** The maximum depth of cover over a plastic pipe to top of pavement shall not exceed 18 feet unless otherwise approved by WCRC. Requests for depth of cover greater than 18 feet shall require site specific analysis, including a geotechnical investigation.

4.6 Directionally-Drilled Pipe

- 4.6.1. **Background:** Construction of underground utility installation by a directionally-drilled method must ensure the safety of the right-of-way facilities, provide minimal inconvenience to vehicular traffic and be approved by WCRC. These requirements apply to the directional drilling of pipe to serve as a carrier pipe or as a casing for a carrier pipe.
- 4.6.2. **Specifications:** The diameter of a cone, reamer, or wing cutter shall not exceed the diameter of the casing pipe by more than 1.5 times. An approved flowable fill shall be pumped into the void between the carrier pipe and drill hole to displace the drilling fluid when the cone, reamer, or wing cutter exceeds the pipe diameter by two inches or more.
- 4.6.3. **Plastic Pipe Requirements:** Plastic pipe for directionally drilled operations shall meet the requirements of ASTM D 2513; SDR 11. Plastic pipe may be used for medium pressure gas pipelines (pressure less than 100 psi), as a carrier pipe, or as a casing for other utility facilities. The minimum plastic pipe wall thickness, pipe joining methods and testing requirements for a gas pipeline installation shall meet the requirements of the Michigan Gas Safety Code.
- 4.6.4. **Steel Pipe Requirements:** Steel pipe for directionally drilled operations shall meet the requirements stated in the MDOT *Standard Specifications for Construction* and, when applicable, the *Michigan Gas Safety Code*.
- 4.6.5. **voids:** All voids around the outside of the directionally drilled pipe shall be filled by pressure grouting with approved material as specified in the MDOT *Standard Specifications for Construction*. Grouting shall be completed immediately upon completing the bore. Bracing shall be strengthened immediately at the first notice of any earth movement. If the access pit becomes unsafe it shall be stabilized immediately and all voids filled as approved by WCRC.

- 4.6.6. **Lubrication:** A drilling fluid of water and bentonite or a polymer may be used to lubricate and line the drilled hole.
- 4.6.7. **Partially Completed Operations:** Should any condition or occurrence prevent completion of approved directionally-drilled operations the remainder of the pipe shall be constructed by methods approved by the engineer, or the partially completed directionally-drilled pipe shall be retired in place and the carrier pipe shall be filled completely with flowable fill as stated in *Subsection 4.8 Casing Filler*, (page 70).

4.7 Jacked-In-Place Pipe

- 4.7.1. **Requirements:** Construction of an underground utility installation by a jacked-in-place method must ensure the safety of the right-of-way, provide minimal inconvenience to vehicular traffic and be approved by WCRC. These requirements shall apply to jacking of steel pipe to serve as a carrier pipe or as a casing for a carrier pipe.
- 4.7.2. **Materials:** Steel and concrete pipe for jacking-in-place shall meet the requirements of the current edition of the MDOT *Standard Specifications for Construction*.
- 4.7.3. **Approvals:** Proposed methods for installing jacked-in-place shall be evaluated on a case-by-case basis by WCRC prior to construction. Water or air-jetting, “missiles”, or hole hogs are prohibited.
- 4.7.4. **Methods:** The following methods are approved for use on 4-inch diameter or less bores, provided that a device is used to sense the location of the head:
- a. Compaction auger (“Packer” or “Expander”)
 - b. Hydraulic push rods or stem (“Pipe Puller” or “Packer”)
 - c. Other proposed methods shall be evaluated on a case-by-case basis by WCRC prior to construction. Water or air jetting, and air rams, missiles or hole hogs are prohibited.
- 4.7.5. **Voids:** All visually identified voids around the outside of the jacked pipe shall be filled by pressure grouting with approved material as specified in the current edition of the MDOT *Standard Specifications for Construction*. Grouting shall be completed immediately upon completing the bore. Bracing shall be strengthened immediately at the first notice of any earth movement. If the access pit becomes unsafe it shall be stabilized immediately and all voids filled as approved by WCRC.
- 4.7.6. **Alignment:** Alignment of the utility shall be installed as shown on the plans and the permit.

- 4.7.7. **Partially Completed Operations:** Should anything prevent or delay completion of the jacking operations, the remainder of the pipe shall be constructed by methods approved by WCRC. Otherwise, the partially completed jacked-in-place pipe shall be left in place and the casing pipe shall be filled completely with flowable fill as described in *Subsection 4.8 Casing Filler*, (page 70).
- 4.7.8. **Positive Alignment Devices:** Guide rails, sills, or other positive alignment devices shall be used to start the crossing. Drive rods, if used, shall be securely restrained against side-to-side or up-and-down movement.
- 4.7.9. **Use of Heads:** Where “heads” are used to develop the conduit opening, holes greater than two inches in size shall be developed by increasing the head size in 1-inch increments.
- 4.7.10. **Superelevations:** Where the roadway is superelevated the bore shall be started from the lower side of the road surface.
- 4.7.11. **Sheeting:** Sheeting and bracing shall be required pursuant to current MDOT *Standard Specifications for Construction* when boring or receiving pits are located within the one-on-one slope from the edge of any paved surface or back of curb.
- 4.7.12. **Advance Markings:** The path of the proposed bore must be marked in advance of the boring to check for conflicts with utilities and structures.
- 4.7.13. **Lubrication:** The contractor shall use a cutting head suitable to cut a hole large enough to accommodate the product and lubricating fluid. Plain water will not be used as a lubricating fluid on bores exceeding two inches in diameter.
- 4.7.14. **Restoration:** After boring operations and connections are completed the Contractor shall restore the bore pit areas to the same or better than original conditions.
- 4.7.15. **Damage Repairs:** In the event of damage to the pavement or roadside due to drilling operations the Contractor shall repair the pavement or roadside as required by WCRC before further boring operations may continue.

4.8 Casing Filler

- 4.8.1. **When Required:** Case filling shall be required only for casings greater than 12 inches in diameter. This work shall consist of filling the annular void between the casing and carrier pipe with an approved material and bulkheading the casing ends to prevent seepage of water and loss of material.
- 4.8.2. **Materials:** Casing filler material, including but not limited to bentonite, commercial grade pea stone, granular material Class II, or cementitious grout, shall meet the requirements of the current MDOT *Standard Specifications for Construction* or as approved by WCRC.
- 4.8.3. **Method:** Filler material shall be placed by an approved method which will provide a uniform and thorough filling of the void. The casing shall be filled to within one inch of the top plus or minus one-half inch. Upon completion of the filling operation the ends of the casing shall be sealed with a one-foot thick bulkhead of commercial grade concrete or approved alternate.

4.9 Access Pits, Equipment & Supplies

4.9.1. **Safety Zone:** In areas where the posted speed limit is 40 mph or lower, the Permit Holder or contractor shall maintain a minimum distance of 10 feet from the edge of pavement to the face of any access pit for new utilities, equipment, or supplies. Where the posted speed limit is 45 mph or higher, a minimum distance of 15 feet from the edge of pavement to the face of any access pit for new utilities, equipment and supplies shall be maintained.

4.9.2. Sheeting and Bracing

- a. Sheeting and bracing shall be required when any excavation or the face of any access pit is located within the one-on-one slope from the shoulder point or back of curb to the bottom of the excavation or pit. Steel sheet piling shall be furnished and placed as described in the current edition of the MDOT *Standard Specifications for Construction*.
- b. In bore-and-jack operations, in order to prevent loss of material during construction, support shall be required at the front face of all access pits.
- c. Sheeting and bracing shall generally not be required for small diameter bores unless otherwise directed by WCRC.

4.9.3. Barriers

- a. Barriers may be needed to protect users of the right-of-way. When WCRC determines a potential hazard exists temporary barriers (concrete or water/granular filled) or other suitable device approved by WCRC shall be utilized pursuant to MDOT *Standard Plans* and the current edition of the MDOT *Standard Specifications for Construction*.
- b. All access pits, open excavations, equipment and supplies within the right-of-way shall be protected with suitable fencing and plastic drums per MIOSHA regulations to prohibit access to the work site. Equipment shall not be used in lieu of fencing to protect access pits.

4.10 Underground Road Crossings

All underground crossings of county roads shall be accomplished by trenchless and nondestructive methods unless otherwise approved by WCRC and as described in *Subsection 4.6 Directionally-Drilled Pipe*, (page 67) and *Subsection 4.7 Jacked-In-Place Pipe*, (page 68) or as otherwise approved.

4.11 Pavement Removal/Open Excavation

- 4.11.1. **Open-Cut Crossings:** If a crossing cannot be installed by an approved trenchless installation method due to extenuating circumstances, an open-cut crossing may be approved. Provisions for traffic control will be directed by WCRC. All expenses, including but not limited to signing, pavement markings and traffic control, shall be borne by the Permit Holder.
- 4.11.2. **Allowable Timeframe:** Approved open-cut crossings shall occur during off-peak traffic hours (9 a.m. – 3 p.m.) unless authorized by WCRC. However, open cuts may not be initiated if inclement weather is threatening and/or the Contractor's ability to restore the traveled way as required and in a timely manner is impeded.
- 4.11.3. **Lane Closures:** Lane closures may not commence before 9 a.m. and must be completed and normal traffic flow restored before 3 p.m. unless otherwise approved and/or directed by WCRC. Lane closures will not be authorized on major holidays or the Friday before major holidays such as Memorial Day, Fourth of July and Labor Day. All equipment and materials necessary for restoration, including but not limited to compaction equipment and granular backfill material, shall be onsite prior to beginning excavation or pavement removal. Material which cannot be stored, such as hot mix asphalt, shall be immediately available.
- 4.11.4. **Road Closures:** No road shall be closed without prior approval of the County Highway Engineer. Approval of road closures will require that detours be established in accordance with *Section 11: Maintaining Traffic & Traffic Controls* (page 108). Requests for road closures must be made in writing and shall include the location, length of time the road will be closed, approximate starting and completion dates, reasons for the request and a signing diagram showing all detour signing.
- 4.11.5. **Maintenance of Traffic:** If a road closure is not approved, through-traffic must be maintained at all times. Metal sheeting of the excavation shall be required to protect the road, if conditions so warrant. The road surface may not be used for storage of materials or any other construction purpose without prior approval of WCRC. Depending on traffic volumes and other conditions WCRC may require the Permit Holder or Contractor to provide bypass lanes (either paved or unpaved), may allow one-lane traffic properly controlled, or may require some combination of the two. Traffic control shall be in accordance with *Section 11: Maintaining Traffic & Traffic Controls* (page 108).
- 4.11.6. **Pavement Removals:** Any crossing of a paved road by the open-cut method shall include removal of the pavement to dimensions approved by WCRC, which may include removing pavement one foot beyond the limits of any damaged pavement, before commencing work.

- 4.11.7. **Concrete:** If the pavement removed is concrete the entire slab(s) shall be removed and replaced. This condition applies to roadways and driveways. The pavement cut shall be to the full depth of the cross section.
- 4.11.8. **Asphalt:** If the pavement is asphalt, the pavement cut shall be made by sawing prior to excavation unless otherwise indicated on the approved plans. Cuts in driveways or road approaches may require a resurfacing of the entire driveway or road approach as determined by WCRC.
- 4.11.9. **Saw Cuts:** All saw cuts shall be made in a straight line and shall be parallel to existing transverse and longitudinal joints unless otherwise approved.
- 4.11.10. **Repairs & Reconstruction:** If, in the judgement of WCRC, contractor operations remove or damage a significant amount of road surface, or if it is determined that any open cut will result in substantial surface deterioration or pavement integrity loss, the entire roadway shall be resurfaced, rehabilitated or reconstructed as required by WCRC.

4.12 Backfilling & Compaction of Backfill

- 4.12.1. **Requirements:** Backfill materials shall conform to current edition of the MDOT *Standard Specifications for Construction* and MDOT *Standard Plan* series R-82. Compaction shall be accomplished by suitable mechanical compaction equipment and methods pursuant to current edition of the MDOT *Standard Specifications for Construction*.
- 4.12.2. **Materials Testing:** The Permit Holder or Contractor shall supply materials sampling and testing reports conducted by an approved independent testing company to assure WCRC that compaction requirements are being met. The Permit Holder or Contractor shall notify WCRC of the name, address and phone number of the testing laboratory 72 hours before beginning backfill operations.
- 4.12.3. **Geotextile Fabric or Geogrid:** Any geotextile fabric or geogrid encountered in the excavation must be restored so as to ensure the integrity of the material as originally intended. WCRC must approve the material and methods of repair prior to installation.
- 4.12.4. **Fill Mix:** Flowable fill shall be placed as shown on the plans or as directed by WCRC. All requirements for flowable fill and related work shall conform to the current edition of the MDOT *Standard Specifications for Construction* as specified herein. Flowable fill shall consist of a mixture of Portland cement, ground granulated blast furnace slag (optional), granular material (fine aggregate), fly ash, water, air entraining admixture (optional) and performance enhancing admixture (optional). The Contractor shall submit a flowable fill mix design and trial batch documentation to WCRC for review a minimum of seven days prior to placement. The mix design shall show source and type or class of materials and batch proportions.

- a. Portland cement shall be either Type I or IA and shall conform to the current edition of the MDOT *Standard Specifications for Construction*. Portland cement used for flowable fill shall be selected from the MDOT qualified product list and certified as meeting MDOT requirements.
- b. Ground granulated blast furnace slag shall conform to the current edition of the MDOT *Standard Specifications for Construction*.
- c. Fly ash shall be Class F or Class C and shall conform to ASTM C 618, except that the limit for loss on ignition will be deleted.
- d. Granular material shall meet the requirements of Class II material as specified in the current edition of the MDOT *Standard Specifications for Construction*. Fine aggregate shall meet the requirements of 2NS material as specified in the current edition of the MDOT *Standard Specifications for Construction*.
- e. Performance enhancing admixtures may be used to improve flowability, lower densities, eliminate segregation and settlement and control strength development. If used, the performance-enhancing admixture must be included in the mix design and trial batch and must be used according to the Manufacturer's recommendations.
- f. The compressive strength of the flowable fill mixture shall be not less than 50 psi at three days, nor less than 75 psi nor greater than 150 psi at 28 days.
- g. If an air entraining admixture or performance enhancing admixture is used the air content of the flowable fill shall not exceed 35% of the flowable fill volume.
- h. The temperature of the flowable fill mixture as manufactured and delivered shall be at least 50°F. 24 hours shall elapse from start-to-start of each subsequent placement. No placement of flowable fill will be allowed if the expected air temperature is 35°F or less within the 24-hour period following proposed placement.
- i. The batching equipment shall have devices designed to measure the specified quantities of each component material and mixing shall be of sufficient duration to insure uniform consistency of the mixture. No water may be added to the flowable fill mixture after batching. Water content shall be maintained so that compressive strengths are achieved and a uniform, flowable mixture is developed which will self-level when placed.
- j. During trench flowable fill placement operations care shall be used to avoid dislocating any pipes due to fluid pressure from the flowable fill. All pipes within the backfill area shall be secured to avoid buoyant effect of flowable fill. Pipelines, manholes and other areas not intended to receive flowable fill shall be sealed tightly to prevent infiltration of fill material.
- k. Upon completion of filling operations, the casing ends shall be sealed with a minimum one-foot thick bulkhead of commercial grade concrete or approved alternate.

4.13 Structures

Permissible Height: The permissible height of the top of any utility structure constructed or reconstructed within the right-of-way shall be determined as follows:

- a. If the structure is within a paved road or other paved surface such as a driveway, side road, sidewalk non-motorized path, etc., the cover shall be .25 inch below the finished pavement elevation at all points.
- b. If the structure is within the roadbed of a gravel road or the unpaved shoulder of a paved road the cover shall be eight inches below the finished gravel surface.
- c. If the structure falls within a ditch the cover elevation shall be set at the top of the ditch slope elevation and the ditch shall be relocated around the structure and away from the road with a stable earth berm around the structure. Where called for on the approved plans, or as directed by WCRC, a culvert of adequate length and size shall be installed in order to carry storm water around the structure.
- d. Any structure on the backslope of a ditch shall not protrude more than 6 inches above the slope.
- e. If a utility cover is within a travel lane, turn lane or taper, and final pavement restoration will take place more than 30 days after the temporary pavement repair, the utility cover shall be set flush with the temporary surface or the first course of asphalt and then adjusted at the time of final surface restoration.

4.14 Disposal of Water

4.14.1. **Prohibition:** The Permit Holder shall not directly or indirectly discharge any water, in excess of normal runoff rates from natural precipitation, into a WCRC road drainage system or into the right-of-way in such manner as to cause a hazardous condition to either pedestrian or vehicular traffic or to cause erosion, sedimentation or ponding which adversely affects the stability of the roadway or damages adjacent property.

4.14.2. **Method:** All pumping or de-watering operations shall be conducted in compliance with NPDES permits. Outlet filters or sediment basins shall be utilized before discharged water would reach roadside ditches, storm sewer inlets or surface waters. Placement of discharge lines on or across the surface of the traveled portion of any road shall not be allowed. The Permit Holder shall perform all necessary restoration of the road drainage system. If WCRC deems it necessary for the Permit Holder to either alter de-watering operations or to cease de-watering operations altogether for reasons of for public safety the Permit Holder shall immediately comply. The Permit Holder shall locate all de-watering facilities as far from the road surface as possible. If, due to extenuating circumstances, such facilities are located closer to the road than the backslope of a ditch the work areas shall be closed to traffic using traffic control devices approved by WCRC and the current edition of the MMUTCD.

4.14.3. **Seepage:** Minor water seepage or pockets of saturated soil can be effectively controlled through bailing or pumping. Control shall be accomplished without removing adjacent soil, which could weaken or undermine any access pit, supports, or nearby structure.

4.14.4. **Well Points:** One or more well points or staged deep wells may be used to control large volumes of groundwater from entering the area of the access pit.

- a. Well points and staged deep well pumping systems must be installed without damaging property or structures and without interfering with the rights of the public, owners of private property, pedestrians, vehicular traffic, WCRC maintenance activities, or the work of other contractors. Any pumping methods used for dewatering and control of groundwater and seepage shall have properly designed filters to ensure that the adjacent soil will not be pumped along with the water. Well diameter, well spacing and pumping rate shall provide adequate draw-down of the water level. Wells shall be properly located to intercept groundwater that otherwise would enter the excavation and interfere with the work. Upon removal of a well the hole shall be filled and grouted with flowable fill per the requirements of *Subsection 4.8 Casing Filler*, (page 70).
- b. Existing storm sewers may be used for discharge of the water from a dewatering system in accordance with a permit obtained from the appropriate owner. Filters or sedimentation control devices shall be required to ensure that the existing system is not adversely affected by construction debris or increased sediment.

4.14.5. **Grouting:** Any grouting used to control groundwater from entering the area of the access pit shall be applied without damaging property or structures and without interfering with the rights of the public, owners of private property, pedestrians, vehicular traffic, WCRC maintenance activities, or the work of other contractors. Grout shall meet the requirements of flowable fill per the requirements of *Paragraph 4.12.4 Fill Mix*, (page 73).

4.15 Removal, Relocation & Adjustments

The Permit Holder may, as a permit condition, be required at no expense to WCRC, to repair, remove, and/or relocate any existing facility within the right-of-way, except where the facility is dedicated solely to providing public services such as lighting, traffic signals, etc.

4.16 Utility Retirement

- 4.16.1. **Conditions:** Utility owners may retire existing underground facilities or structures, excepting asbestos pipe, that do not pose a hazard or impediment to the use and maintenance of the right-of-way. In any such case, the utility owner shall maintain ownership and responsibility for the facility or structure. Retirement may require that the utility owner remove its facility or structure, at the discretion of WCRC, and restore all areas to conditions satisfactory to WCRC.
- 4.16.2. **Asbestos Removal:** A utility owner proposing to cease operation of an asbestos pipe system shall remove the system from the right-of-way and shall properly dispose of the materials pursuant to applicable statutes and regulations.
- 4.16.3. **Pressure Grouting:** All retired pipe six inches and greater shall be pressure grout filled per the requirements set forth in *Paragraph 4.12.4 Fill Mix*, (page 73).

4.17 Overhead Utilities

- 4.17.1. **Single Pole Construction:** Single pole construction and joint use of the pole by utility owners is desirable and should be utilized whenever practicable.
- 4.17.2. **Transfers:** In the event of pole relocation, replacement, or removal, all utilities using the original pole shall transfer all usages to the new pole within three months of its installation. The owner of the pole shall be responsible for coordinating transfers.
- 4.17.3. **New Facilities:** New or replacement guys and/or anchors to new poles shall run parallel to or away from the road centerline. Where varying width of right-of-way is encountered, a uniform alignment of facilities may be allowed subject to WCRC approval.
- 4.17.4. **Vertical Clearance:** Vertical clearance of overhead power and telecommunications lines above the road shall conform to the minimum distances provided in Table 13. The minimum vertical clearance of a line crossing the road shall be measured from the lowest portion of the line crossing the highest elevation of the road, i.e., centerline (crown), high point of super-elevated curve, etc.

Table 13 – Overhead Utilities Vertical Clearance

Utility Type	Minimum Vertical Clearance (Feet)
Telecommunications	18
Electrical 0 – 750 volts	18
Electrical 751 – 22,000 volts	20
Electrical 22,000 – 50,000 volts	21

4.18 Annual Blanket Permit Activities

4.18.1. **Activities:** WCRC may issue to a utility owner a blanket utility permit to perform the following activities in WCRC right-of-way:

- a. Maintenance tree trimming. Refer to wood disposal permit for adjacent properties, *Paragraph 10.2.2 Notification*, (page 104)
- b. Remove, replace or adjust a gate valve or fire hydrant.
- c. Repair of existing underground conduit, buried cable, buried wire, or pipe (except under pavement) for lengths not exceeding 150 feet.
- d. Replacement of defective or degraded buried cable sections with like size up to 150 feet in length. Replacement cable may not be placed more than two feet away from existing location centerline of the existing utility without approval from WCRC.
- e. Insertion of plastic pipe inserts or lining through existing mains (gas, water or sewer), in connection with maintenance and renewal programs not requiring pavement cuts.
- f. Installation of buried cable for residential use only, to or from an existing pole traveling perpendicular to the road. This installation may only be performed by directional drill method for conduit sized two inches in diameter or less.
- g. Installation, removal or replacement of load coil case on existing buried cable or wire, including loop from main trench, at one location only.
- h. Replacement of open wires, single pair rural wire and/or drop wire with multiple line wire or small cable on the same pole line and not extending beyond the length of the existing wire.
- i. Repair and maintenance of open wire, multiple type wire, drop wire and/or aerial cable.
- j. Replacement or addition of up to two poles within or beyond an existing pole line, provided that the poles are not relocated laterally.
- k. Repair and/or replacement of leaking, distressed, or otherwise damaged sections of up to 150 feet of existing gas main (except under pavement). In such cases the Permit Holder shall backfill and restore the right-of-way in accordance with these Procedures and Regulations.
- l. Addition or replacement of guys and anchors to poles. New or replacement equipment shall run parallel to or away from the road centerline.
- m. Installation of aerial drops which do not require a new pole within road right-of-way outside of the existing pole line or installation of aerial drop and intermediate pole to facilitate installing an aerial drop in an existing pole line.
- n. Except under pavement, system tie-ins from streets under municipal jurisdiction to near side of gas mains installed per permit within WCRC right-of-way.
- o. Inspection and maintenance of systems, valves and meters and associated manholes.
- p. Performing soil borings and survey work outside of the traveled portion of the road.

- q. Near-side installation of gas service lines not more than two inches in diameter to residential customers. All such crossings shall be perpendicular to the roadway.

4.18.2. **Conditions:** Annual Blanket permit activities shall be subject to the following conditions:

- a. Emergency repairs may be made provided notification is given to the WCRC Permits Section as soon as possible, and no later than the next WCRC business day. However, immediate notification must be given for public safety, health and welfare emergencies which require cutting pavement, in which case an individual permit shall be obtained by the Permit Holder as soon as possible.
- b. The WCRC Permits Section shall be notified of normal repairs in advance and in writing. The Permit Holder shall provide the approximate location and date of all work to be performed. Failure to notify WCRC may result in the annual permit being revoked by WCRC.
- c. Traffic shall be maintained in accordance with the current edition of the MMUTCD and WCRC specified in these Procedures and Regulations.
- d. Utility companies shall submit reports monthly to the WCRC Permits Section listing location, date and type of activity for each activity performed under the blanket permit for that month.
- e. MISS DIG shall be notified prior to any work.

4.18.3. **Expiration:** A Blanket Utility Permit shall remain in force until written notice has been received of its cancellation by either party, subject to the payment of all annual fees and monthly billings in accordance with the conditions specified upon invoices submitted by WCRC.

4.19 Small Cell Wireless Communication Facilities

Placement of small cell devices shall follow the requirements and specifications set forth in MCL 460.1301 et seq, as amended.

4.20 Special Considerations for Telecommunications & Video Service Providers

Permits for telecommunication providers are subject to and governed by Section 102 of the *Michigan Telecommunications Act*, 1991 PA 179, MCL 484.2102. Permits for video service providers are subject to and governed by Section 1 of the *Uniform Video Services Local Franchise Act*, 2006 PA 480, MCL 484.3301.

Section 5: Restoration

5.1 General Obligation

The Permit Holder shall restore, at its expense, all public and private property damaged in performance of any activities authorized by WCRC to a condition similar and equal to that existing before the damage was done. If the Permit Holder neglects to make restoration WCRC may, after 48 hours of written notice to the Permit Holder, proceed to make the restoration. The cost of restoration shall be paid by the Permit Holder.

5.2 Pavement

- 5.2.1. **Planning:** Before disturbing or removing any pavement the Applicant or Permit Holder shall survey or measure existing roadway conditions in sufficient detail to allow description of any road restoration which may become necessary due to the project.
- a. Details shown shall include:
 - i. Depiction of lane widths
 - ii. Shoulder widths
 - iii. Cross-slope
 - iv. Superelevations
 - v. Vertical or horizontal curves
 - vi. Ditch cross-sections and grades
 - vii. Pavement thickness
 - viii. Subgrade type
 - b. Where vertical curves or horizontal curves with superelevations exist, cross-sections shall be provided at maximum intervals of 50 feet.
 - c. Should the Applicant or Permit Holder fail to provide this information on approved plans or other documentation before disruption or removal, then-current design guidelines shall apply to any restoration.
- 5.2.2. **Open-Cuts:** Open-cutting pavement will generally not be allowed if in the judgement of WCRC:
- a. Asphalt availability or weather conditions will preclude paving OR
 - b. Reasonable alternative means exist to accomplish the work
- 5.2.3. **Replacement of HMA Pavement:** Any HMA pavement removed or damaged as a result of the activities of the Permit Holder or its contractor shall be replaced by the Permit Holder. The cross section of any HMA replacement pavement placed between May 1 and November 15 (approximately) shall, at a minimum, meet existing material depths of HMA and any underlying aggregate base. WCRC may in its discretion require greater depths of HMA and/or 21AA dense graded aggregate as circumstances may require.

- 5.2.4. **Off-Season Temporary Pavements:** Pavement placed for HMA repairs between approximately November 15 and April 30 of the following year shall be considered temporary. A minimum of 6 inches of concrete over 10 inches of compacted 21AA modified, dense graded aggregate shall be installed for temporary purposes as directed by WCRC. Cold patch as a temporary measure will only be considered for two-lane roadways where traffic cannot be maintained for concrete to cure. WCRC reserves the right to require the permit holder to submit a financial deposit in these circumstances. The temporary pavement shall be maintained in good condition by the Permit Holder. Costs incurred by WCRC for emergency repairs will be charged to the Permit Holder.
- 5.2.5. **Replacement of Concrete Pavement:** Any concrete pavement removed or damaged as a result of the activities of the Permit Holder or its contractor shall be replaced by the Permit Holder. The cross section of any concrete pavement shall consist of a minimum of six inches of PCC as approved by WCRC placed over 10 inches of 21AA modified, dense graded aggregate. All cross-section depths shall at a minimum meet existing material depths.
- 5.2.6. **Timing:** Unless otherwise preauthorized by WCRC, all permanent and temporary pavement replacements must be placed within 24 hours after utility installation on non-subdivision roads and within three days after installation on subdivision roads. Failure to comply may result in temporary or permanent suspension of the Permit.
- 5.2.7. **Lane Restoration:** If any portion of a lane is removed or damaged by the activities of the Permit Holder or its contractor a complete pavement restoration of the lane(s) may be required. All repairs shall be in the shape of a square or rectangle. In some instances, as determined by WCRC, the entire cross section shall be restored. All pavement restoration work, including density of underlying materials, shall comply with applicable sections of the current MDOT *Standard Specifications for Construction*.
- 5.2.8. **Standards:** The final area of any pavement to be restored shall be determined by WCRC. The final paving shall be done by an approved paving contractor in accordance with the current MDOT *Standard Specifications for Construction* and WCRC standards. WCRC shall be given two working days advance notice before paving commences. WCRC reserves the right, at the Permit Holder's expense, to test and inspect at the point of origin all materials to be used. WCRC will notify the Permit Holder of the testing results. All pavement restoration shall be performed to the satisfaction and approval of WCRC. This includes all travel lanes, turn lanes, tapers, paved shoulders, driveways and road approaches which must be restored due to damage caused directly by the work performed or indirectly due to material handling, trucking, equipment, or use of temporary roads.
- 5.2.9. **Deviations:** Any deviation from pre-existing pavement design or materials must be approved by WCRC.

5.3 Gravel Roads

- 5.3.1. **Excavations:** All excavations within the limits of the roadbed shall be backfilled with material as shown on approved plans subject to the approval of WCRC.
- 5.3.2. **After Excavation:** Immediately after the excavation is backfilled and compacted the affected portion of the road and ditches shall be rough graded to the gravel road cross-section prescribed in these specifications. The affected portion of the road surface shall be stabilized with a minimum of 10 inches of compacted dense-graded aggregate as directed by WCRC. Cementitious materials, such as crushed concrete, are not considered equivalent and will not be permitted. If road surface areas outside the trench excavation are used for storage of construction materials or excavated materials or are otherwise damaged or contaminated due to construction operations, a minimum of three inches of compacted road gravel as specified by WCRC shall be placed over such contaminated areas immediately following construction.
- 5.3.3. **Excess Materials:** All excess construction materials, excavated materials and contaminated materials shall be removed prior to placement of gravel unless otherwise approved. The road surface shall be maintained in good, smooth, dust-free condition at all times, and gravel material as noted above shall be added if settlements occur. Before requesting final inspection the Permit Holder shall place over the entire road surface within the affected portion of the roadway three inches of compacted road gravel as specified by WCRC and suitably stabilize the material with liquid calcium chloride for dust control measures.

5.4 Shoulders

- 5.4.1. **Requirements:** Road shoulders at a minimum shall be restored to such condition, width, slope and thickness as required based on traffic volumes and road classification. Paved or gravel shoulders shall be restored to the same type.
- 5.4.2. **Materials:** Gravel shoulders which are removed or substantially altered during construction shall be replaced or restored with shoulder material consisting of compacted gravel as specified by WCRC to a depth approved by WCRC. If all or a portion of the shoulder is paved the Permit Holder shall replace the paved shoulder to a depth approved by WCRC. HMA shall be placed using an MDOT approved mixture over eight inches of approved base course. If necessary the edge of the roadway shall be trimmed to present a smooth edge for attachment to the paved shoulder and treated with a bond coat. The width of the paved shoulder shall match the pre-existing width.

- 5.4.3. **Contaminated Shoulders:** Gravel shoulders which are not removed but become contaminated, rutted, or otherwise damaged by the Permit Holder's activities shall be restored by removing the contaminated material and replacing it with equivalent gravel as approved by WCRC to their original thickness, width and slope and brought flush with the road surface. If the road is resurfaced sufficient gravel shall be added to raise the shoulder up to the new surface elevation.

5.5 Roadside

- 5.5.1. **Restoration:** All areas within the right-of-way and beyond the road's shoulders, curbs, or edge of gravel which are disturbed as the result of the Permit Holder's activities shall be restored no later than 5 days after work is completed. Temporary measures may be required prior to the growing season where necessary to minimize erosion. Restoration shall not be delayed until project completion. Failure to comply with this requirement shall be just cause for WCRC to stop the remaining construction work until the required restoration is completed. The ground cover specified on approved plans shall be maintained until final settlement of excavated or disturbed areas has occurred and growth is established.
- 5.5.2. **Sod:** Sod may be required in areas where topsoil, seeding, and mulching cannot provide effective ground cover because of steep slopes or grades, velocity or volume of water, or other conditions. Sod may be required in areas of established, maintained lawns. All sod shall be placed on three inches of topsoil following preparation of the surface per the MDOT *Standard Specifications for Construction*. The Permit Holder is responsible for the establishment and growth of vegetation, including the use of water. The permit and surety will not be released until WCRC is satisfied that vegetation has been re-established.
- 5.5.3. **Seed Mixture and Process:** Areas that are not to be sodded shall be topsoiled, fertilized, seeded and mulched. Permanent seed shall be an MDOT roadside seed mixture unless otherwise specified on approved plans. Topsoil, seed, fertilizer and mulch/mulch blanket shall be applied pursuant to the MDOT *Standard Specifications for Construction*.
- 5.5.4. **Environmental Protections:** All erosion and sedimentation control measures shall meet the requirements of MCL 324.9101 et seq, also known as the *Natural Resources and Environmental Protection Act*.

5.6 Drainage System

- 5.6.1. **Restoration:** All road drainage shall be restored no later than 5 days following completion of construction. Ditches, ditch slopes and other areas within the right-of-way shall be restored to meet then current WCRC, MDOT and Washtenaw County Water Resources Commission standards unless otherwise shown on approved plans.
- 5.6.2. **Culverts and Ditch Enclosures:** All culverts and ditch enclosures or sections thereof shall be replaced with pipe meeting the current MDOT *Standard Specifications for Construction*. Culverts and other drainage facilities which are damaged but not removed during the Permit Holder's operations must be fully repaired to the satisfaction of WCRC or be replaced in accordance with current MDOT *Standard Specifications for Construction*. Grading or ditching may be required near the inlet or outlet to re-establish drainage beyond that shown on approved plans.
- 5.6.3. **Drainage Patterns:** The Permit Holder shall restore or re-establish any drainage patterns or systems disturbed by the Permit Holder's activities. The Permit Holder shall perform any topographic survey necessary to establish elevations of culverts, ditches, inlets, outlets, or any other structure required in order to restore function to the drainage system. If necessary, WCRC may establish such elevations and grades at the expense of the Permit Holder. The Permit Holder shall re-ditch or establish new ditch elevations based on changes to culverts or other structures so as to ensure that a stable, maintainable ditch is established. If the velocity of water is great enough that erosion of the ditch bottom may be reasonably anticipated, riprap or other structural elements may be required to stabilize the roadside ditches or their outlets. WCRC will notify the Permit Holder if additional soil erosion and sedimentation control measures are required.
- 5.6.4. **Easements:** Road drainage shall not be diverted onto private property where no historical outlet exists without obtaining from the affected property owner(s) a drainage easement dedicated to a governmental agency.
- 5.6.5. **Unplanned Structures:** If culverts or other drainage structures that are not shown on approved plans are encountered during the work the Permit Holder shall replace and/or restore the culvert and/or structures as required by WCRC.

5.7 Americans with Disabilities Act

- 5.7.1. **Sidewalks, Driveways, Crosswalks:** When installing or altering sidewalks, driveways or street crosswalks, the Permit Holder or Contractor shall follow all applicable federal laws pertaining to accessibility by pedestrian travel in the right-of-way.
- 5.7.2. **Traffic Control Devices:** Whenever pedestrian travel is restricted or closed, applicable traffic control devices meeting the standards of the latest edition of the MMUTCD, FHWA and ADA, shall be used.
- 5.7.3. **Sidewalk Replacement:** The replacement of sidewalk ramps and sidewalks shall be done in accordance with the latest MDOT *Standard Plans* series R-28 and R-29.
- 5.7.4. **Damaged Facilities:** Any portions of pathways, sidewalks or driveway approaches that are damaged or altered by the Permit Holder or Contractor shall be replaced at their cost.

Section 6: Banners

6.1 Authorized Applicants

Pursuant to MCL §247.323, a permit for installation of any banner to be placed within or over WCRC right-of-way may be issued only to the governing body of a city, incorporated village, or township. Commercial signs shall not be permitted within the right-of-way of any road under the jurisdiction of WCRC.

6.2 Application Forms

Applications for permits for the erection of banners shall be in the manner prescribed by or on appropriate forms supplied by the WCRC Permits Section.

6.3 Minimum Requirements

- 6.3.1. **Accompanying Resolution:** Any permit application shall be accompanied by a copy of a resolution of the governing body of the city, village, or township which designates an authorized official to make the application. The resolution shall indemnify and hold harmless WCRC from all claims and expenses of any kind or nature arising as a result of the installation or continued presence of the permitted banner installation. The application shall be submitted no later than one month before the proposed installation.
- 6.3.2. **Application Requirements:** The application shall include the following information:
- a. The activity in connection with which the banner is to be placed.
 - b. The location of the proposed installation, including distance to overhead traffic control devices.
 - c. A description of the banner, including any legend or symbol thereon.
 - d. The height of any overhead banner from the road surface to its lowest point
 - e. The dates on which the banner will be erected and removed. This period shall not exceed a time specified by WCRC. A generally acceptable period of time for banners to be in place is three weeks, except for holiday decorations, which may be in place for eight weeks.
 - f. Such other information as WCRC may require.

6.4 Design & Placement Requirements

- 6.4.1. **Danger Avoidance:** A permitted banner shall be designed, installed and located so as to avoid danger to those using the road or undue interference with the free movement of traffic or maintenance operations.
- 6.4.2. **Location:** A permitted banner shall be securely fastened, shall have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed no closer than 300 feet ahead of flashing beacons or traffic control signals, and shall be placed so as not to obstruct a clear view of traffic lights or signals or other traffic control devices. Banners shall not be attached to trees.
- 6.4.3. **Prohibited Messages:** No banner shall have displayed thereon any legend or symbol which may in any way be construed to advertise or otherwise promote the sale of or publicize any merchandise or commodity, or which may be construed to be political in nature.
- 6.4.4. **Misleading or Distracting Banners:** No banner shall have displayed thereon any device that is or purports to be, is an imitation of, resembles, or may be mistaken for a traffic control device, or which attempts to direct the movement of traffic. Decorations shall not include flashing lights, reflective materials, or other devices that may distract motorists.

6.5 Permit Conditions

Revocation of Permit: Any permit for the erection or installation of a banner may be revoked by WCRC at any time if the installation becomes dangerous to those using the road or unduly interferes with the free movement of traffic or maintenance operations, or if the Permit Holder fails to comply with any permit conditions.

Section 7: Parades, Events, Celebrations & Festivals

7.1 Authorized Applicants & Forms

A permit granting permission to temporarily close a county road for a reasonable length of time for a parade, event, celebration, festival or similar activity, or to use a county road as a detour for traffic around such activity taking place on a non-county road, may be issued only to the governing body of a city, incorporated village or township. All road closure requests shall be approved by the County Highway Engineer.

7.2 Minimum Requirements

- 7.2.1. **Application:** Pursuant to MCL §247.323, an applicant for such permit shall be made on a form supplied by the WCRC Permits Section. The permit application shall be accompanied by a copy of a resolution of the governing body of the city, village or township requesting the permit which designates and authorizes an appropriate official to sign the permit documents on its behalf.
- 7.2.2. **Required Information:** The application shall include without limitation the following information:
- The nature of the activity for which the permit is requested.
 - The proposed detour route or routes.
 - The roads and/or portions of county roads to be closed.
 - The dates and times the roads are proposed to close and reopen to traffic.
 - Such other information as WCRC may require.

7.3 Road Closure Permit Conditions

- 7.3.1. **Conditions:** Any permit allowing the closure or partial closure of a road shall be issued subject to the following conditions:
- No suitable alternate location is available for the parade, event, celebration or festival which would be safer and/or impose less interruption of traffic.
 - The closure or partial closure of the road and any detour route selected shall allow alternative routes for the reasonably safe and convenient movement of traffic.
 - Where a temporary nighttime closure is permitted for a parade, event, celebration, festival or similar activity, all points of potential hazard and all barricades and warning signs shall be provided with high intensity reflective sheeting at the Permit Holder's expense. The sheeting material must be in compliance with the current edition of MMUTCD.
 - All traffic control devices installed in conjunction with the road closure or partial closure and any detour route shall conform to the provisions of the current edition of MMUTCD.
 - The Permit Holder shall, at its sole expense, furnish, install, maintain and remove all traffic control devices when they are no longer necessary.

- f. The city, village or township making the application shall indemnify and hold harmless WCRC from all claims and expenses of any kind or nature arising from or in any way related to the permitted activity.
 - g. The Permit Holder shall, at its sole expense, immediately following conclusion of the permitted activity, clean-up and remove any litter, debris, refuse, etc., placed or left in the right-of-way as a result of the permitted activity. If the Permit Holder fails to clean-up as required, causing WCRC to do the clean-up work, the Applicant shall reimburse WCRC for the cost thereof.
- 7.3.2. **Revocation:** Any permit for a road closure may be revoked by WCRC at any time if the closure becomes dangerous to those using the road or unduly interferes with the free movement of traffic or maintenance operations, or if the Permit Holder fails to comply with any permit conditions.

7.4 Short-term Road Closures

- 7.4.1. **Road Closures:** All road closures shall be approved by the County Highway Engineer. If the closure will last not more than 24 hours and the Applicant is coordinating with law enforcement a free permit will be issued.
- 7.4.2. **Law Enforcement Assistance:** All short-term road closures shall require proof of law enforcement assistance to close the road and direct traffic as required by WCRC.
- 7.4.3. **Detour Routes:** Road closures not exceeding 15 minutes will not require a signed detour route and utilization of traffic control devices. Road closures greater than 15 minutes shall require a detour plan as approved by WCRC. All traffic control devices shall comply with the current edition of MMUTCD.

Section 8: Special Transportation Permits

8.1 Statement of Intent

- 8.1.1. **Statutes:** The statutes of the State of Michigan authorize WCRC to issue special permits for the movement over county roads of vehicles or loads which exceed the size or weight limitations specified by law. Where prudent, WCRC will permit the movement of overweight and oversize vehicles or loads consistent with the overriding needs to protect the motoring public from potential traffic hazards and protect road surfaces, structures and private property.
- 8.1.2. **Use:** WCRC will impose such requirements or conditions as it may in its sole discretion deem necessary to prevent injury to persons or damage to property. WCRC may require security against any loss or damages.

8.2 Authorized Applicants

- 8.2.1. **Permittees:** Permits shall be issued only to business entities or individuals actually performing the authorized activity. Any vehicles to be used must be owned by the applicant or operated under a bona fide lease or rental agreement. A copy of the lease or rental agreement must be provided to WCRC.
- 8.2.2. **Vehicle Requirements:** Vehicles shall be registered as required by Michigan statute and shall not violate any statute, ordinance, rule or regulation of any state agency or subdivision of the state. Vehicles shall comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation. Overweight permits are valid only if the transporting equipment is licensed for maximum legal axle loadings.

8.3 Procedure for Applications

- 8.3.1. **Submittals:** Applications shall be submitted to WCRC online via Oxcart Permit Systems, oxcartpermits.com
- 8.3.2. **Loads Exceeding Limits:** Permits will not be issued for transportation of loads exceeding limitations specified herein. Efforts should first be made to move vehicles or loads exceeding those limitations by some means other than by roadway or by dismantling the load being moved to comply with the limitations. However, issuance of permits may be considered for limited movement of special loads if all efforts to utilize other means of transportation have been exhausted and if the load cannot feasibly be reduced to comply with specific limitations. The Applicant shall submit with the application a complete written explanation for further consideration.

8.4 Conditions & Limitations

- 8.4.1. **Time Limits:** A single round trip permit may be issued for one move in and one move out; this permit may be valid for five business days. A multiple trip permit may be issued for an unlimited number of trips in a five-business day period.
- 8.4.2. **Axle Weight:** The maximum allowable axle weight for an Extended Transportation Permit is 25% of the legal axle weights. In no case may the Extended Permit be issued for loads in excess of 25% of the legal axle weights.
- 8.4.3. **Minimum Dimensions:** Loads shall be arranged to meet specified minimum dimensions for height, length or width. Staggered loading is not permitted. If a loaded commodity creates a single over-dimension, two or more commodities may be transported as one load provided the permit application so indicates, legal axle loadings are not exceeded, and no additional nonconforming dimensions of width, height or length are created or made greater by the additional commodities.
- 8.4.4. **Restrictions:** A request for an overweight permit will not be approved for a load consisting of more than one object and in no event shall any wheel load exceed 700 pounds per inch of tire width. No overweight permits will be issued during the established period of springtime weight restrictions, except in case of public emergency or seasonal permits granted.
- 8.4.5. **Vertical Clearance:** All applications for loads in excess of 13 feet, 6 inches shall certify that the proposed route has been traveled to assure vertical clearance.
- 8.4.6. **Escort Vehicle:** Any escort vehicle shall be equipped with at least one flashing or rotating amber light on top of the vehicle. Amber lights shall be visible for 360 degrees for a distance of 500 ft.
- 8.4.7. **Hydraulics:** All hydraulic attachments or mechanisms must be securely immobilized with adequate chains and binders. Vehicles must have air or lift axles on the ground.
- 8.4.8. **Maximum Dimensions:** Maximum overall dimensions (loaded or unloaded) for construction equipment, prefabricated items and boats shall not exceed the following:
 - a. Single Move Permit
 - i. 16 feet in width
 - ii. 15 feet in height
 - iii. 150 feet in overall combination length
 - b. Extended Transportation Permit
 - i. 12 feet 6 inches in width
 - ii. 13 feet 6 inches in height
 - iii. 75 feet in overall combination length
 - iv. 45 feet in length of one truck or power unit

- 8.4.9. **Mobile Homes:** Maximum overall dimensions for mobile homes shall not exceed the following:
- a. Single Move Permit
 - i. 16 feet in actual body width; fixtures not to exceed 6 inches on each side.
 - ii. When height is over 13 feet, 6 inches, applicant shall pre-check for vertical clearance and overhead obstructions along route.
 - iii. 80 feet in body length of the mobile home or module; 105 feet overall length with towing vehicle.
 - b. Extended Transportation Permit
 - i. 12 feet in actual body width; fixtures not to exceed three inches on each side.
 - ii. When height is over 13 feet, six inches, applicant shall pre-check for vertical clearance and overhead obstructions along route.
 - iii. 80 feet in body length of the mobile home or module; 105 feet overall length with towing vehicle.
- 8.4.10. **Poles and Pipes:** Maximum overall dimensions (loaded or unloaded) for poles, pipe and similar loads shall not exceed the following:
- a. Single Move Permit
 - i. 16 feet in width
 - ii. 15 feet in height
 - iii. 150 feet in overall combination length
 - b. Extended Transportation Permits
 - i. 9 feet in width
 - ii. 13 feet, six inches in loaded height
 - iii. 75 feet in overall combination length
 - c. Consideration will be given to issuance of an extended permit for public utility companies and their contractors for loads of utility poles in excess of 75 feet. Any such permit, if issued, shall be limited to the service area of the utility company. Firms under contract to utility companies who wish to obtain extended permits for loads of utility poles in excess of 75 feet in length shall submit written confirmation from the utility company.
- 8.4.11. **Holidays:** Under no conditions will an Oversize Permit be issued for a movement to take place between noon on the day preceding and continuing until daylight of the first day after the following holidays: Memorial Day, Fourth of July or Labor Day. When a holiday occurs on a Friday or a Monday, permits will not be valid for the period beginning at noon before the 3-day weekend and ending at daylight of the first day after the 3-day weekend. Mobile Home permits are not valid until noon of the day following the 3-day weekend.

- 8.4.12. **Damages:** Applicants shall accept responsibility for any damage caused to wires, mailboxes, trees, buildings or the road, including their structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of the vehicle or load. Applicant shall hold harmless, indemnify and defend WCRC against any and all claims for bodily injury or property damage or any other claim arising out of or related in any way to the movement of said vehicle or load or its presence on or use of the highway.
- 8.4.13. **Liability:** No approval, review, or inspection of any nature by WCRC, its officers, agents, or employees, shall be construed as a warranty or assumption of liability on the part of WCRC. It is expressly understood and agreed that any such approvals are for the sole and exclusive purposes of WCRC while acting in a governmental capacity. No such approval, review, or inspection by WCRC shall relieve the Applicant of its obligations hereunder, nor may any such approvals, reviews, or inspections by WCRC be construed as a warranty of the proper performance of the Applicant or Permit Holder's activities.
- 8.4.14. **Voiding of Permit:** Any of the following actions shall immediately void the permit and subject the Applicant to appropriate further legal action:
- a. Misrepresentation of information set forth in an application for permit.
 - b. Any operation on highways beyond the size or weight limitations shown on the permit.
 - c. A change or erasure on the permit.

8.5 Designated Haul Routes

- 8.5.1. **Authorization:** WCRC is authorized by MCL §257.725 to designate routes for the operation of vehicles of a weight exceeding the maximum otherwise specified by statute. A designated haul route may be considered for a road or series of roads where normal load and dimension limits may be exceeded up to designated load and dimension maximums. A permit may be issued on a seasonal or shorter-term basis, depending on the route to be followed and the physical condition(s) of the road or series of roads along the route.

- 8.5.2. **Application:** Before commencing hauling operations a permit for a designated haul route must be obtained from WCRC. An application for permit will be reviewed for safety, traffic and other transportation impacts.
- a. These factors may include, but are not limited to:
 - i. Locations of driveways
 - ii. Sight distance
 - iii. Interference with other driveways and road intersections
 - iv. Width of haul route roadways and shoulders
 - v. Dust control on unpaved roads
 - vi. Horizontal and vertical curves
 - vii. Traffic volumes
 - viii. Adjacent land uses
 - ix. The composition of the roads and drainage systems and their ability to withstand the proposed use.
 - b. Any permit shall be subject to all conditions and specifications appearing on the permit. Haul route permits will not be issued if, in the judgement of WCRC, the requested usage will adversely impact the public health, safety and welfare.
 - c. Haul route permits may be issued for periods up to but not exceeding one year. All permits shall expire no later than December 31 of each year unless otherwise specified.
- 8.5.3. **Bridges and Culverts:** WCRC intends that no designated haul route permit will be issued which would allow vehicles to cross bridges and/or culverts while carrying loads which exceed posted limitations. No permit issued will in any way supersede posted load limitations on any bridge or other roadway structure.
- 8.5.4. **Haul Routes:** Haul route permits will not be valid during the time of weight restrictions set forth in MCL §257.722 (commonly referred to as Seasonal Weight Restrictions) or at such other times during the year as may be determined by WCRC.

8.5.5. Applications

- a. An application for a haul route permit shall be submitted in the manner prescribed on forms supplied by WCRC. An applicant shall be required to supply route descriptions, estimates of traffic volumes and tonnage to be hauled, hauling duration, township agreements and land use approvals and any other pertinent information requested by WCRC. An application fee shall be submitted with the original permit application form.
- b. A haul route application will be considered separately from any application for a related driveway access permit. Because the determination of the access driveway location may involve consideration of many factors, WCRC should be contacted during the site planning process.
- c. The Applicant must allow sufficient time for processing of the application in order that a proper inspection can be made of the requested route. Review of the application will therefore require a minimum of 30 calendar days and a maximum of 60 calendar days for processing.
- d. An application for a designated haul route permit will be accepted from the property owner, facility operator, or truck operator. A designated haul route shall apply only to the Applicant under the permit and its designated for-hire hauler, and only for the duration of the permit. All designated for-hire haulers shall retain possession a copy of the haul route permit at all times of operations. There may be more than one haul route permit in effect simultaneously on any section of road.
- e. If the application appears to be in compliance with these Procedures and Regulations WCRC staff will determine the amounts of necessary security, sign fee, and any extraordinary inspection/analysis fees as well as any road upgrading requirements. WCRC will notify the applicant of the financial and any necessary road improvement requirements. If the application is unacceptable as presented, the Applicant shall be so notified.
- f. Upon receipt and satisfactory review of any required road improvement agreement the application will be referred to the Board for approval or denial. Annual renewal of existing permits will be referred to the County Highway Engineer and Managing Director for approval or denial.
- g. Upon approval of a permit application the Applicant shall submit a security guarantee, permit fee, applicable sign fees and a certificate of insurance. The amounts of the guarantee, fees and insurance shall be shown on the approved application. These financial materials shall be submitted after approval of the application and prior to issuance of the permit.
- h. The Applicant shall be responsible for all costs of “above normal” maintenance work necessary on the haul route. Unless otherwise specified on the permit, WCRC shall perform all maintenance work. The cost of the “above normal” maintenance is based on current labor rates, equipment rental rates and material costs, plus indirect costs and overhead. The Applicant shall reimburse WCRC within 30 days following issuance of invoices for costs incurred by WCRC.

- 8.5.6. **Road Improvements:** Road improvements may be required as a condition of issuance of a haul route permit in order to protect the public health, safety and welfare. Such improvements will depend on the nature and duration of the requested usage and shall be made at the Applicant's expense. If the Applicant's operations can reasonably be expected to be continuous over a number of years and to generate high traffic volumes WCRC may require that the haul route be upgraded at the Applicant's expense to such extent that a haul route permit is no longer required. Any required improvements may be performed prior to issuance of the permit or at some future time as agreed between the Applicant and WCRC and set forth on the permit.
- 8.5.7. **Scope of Improvements:** The scope of any required improvements for hauling generally depends on the type of road (gravel v. paved), the projected tonnage and the number of projected round trips.
- 8.5.8. **Gravel Road Criteria:** The following criteria will be used to determine what road improvements are necessary for hauling on a gravel road:
- a. When the annual loading does not exceed 75,000 tons, or when round trips do not exceed 10 round trip truck movements per day on average, the applicant shall be required to provide adequate sight distance at the access driveway.
 - b. When the annual loading is between 75,000 and 250,000 tons, or round trips do not exceed 25 round trip truck movements per day on average, the applicant shall provide adequate sight distance and reconstruct the road to current standards suitable as a base for a future hot mix asphalt surface, establish drainage, widen narrow segments of the existing roadway to allow for safe, two-way traffic and provide other improvements as directed by WCRC.
 - c. When the annual loading exceeds 250,000 tons, or when round trips exceed 25 round trip truck movements per day on average, the road shall be reconstructed to WCRC designated haul route road standards.
- 8.5.9. **Paved Road Criteria:** The following criteria will be used to determine what road improvements are necessary for hauling on a paved road:
- a. When the annual loading does not exceed 75,000 tons, or when round trips do not exceed 10 round trip truck movements per day on average, the applicant shall be required to provide adequate sight distance at the access driveway.
 - b. When the annual loading is between 75,000 and 250,000 tons, or round trips do not exceed 25 round trip truck movements per day on average the applicant shall provide adequate sight distance and pave all access driveways approaches for at least 60 feet from the edge of the pavement of the public road with a minimum of 3 – 4 inches of surfacing. Resurfacing of the haul route and drainage improvements will be as determined by WCRC.
 - c. When the annual loading exceeds 250,000 tons, or when round trips exceed 25 round trip truck movements per day on average, the road shall be reconstructed to WCRC designated haul route road standards.

- 8.5.10. **Agreements:** The Applicant shall enter into written agreement with WCRC for any required road improvements, which agreement shall provide for the applicable fees, payments and improvement schedules, before issuance of the permit.
- 8.5.11. **Performance of Work:** Road improvements may be performed by the Permit Holder, by WCRC or by a designee, as agreed by the parties in the agreement. In any case, the work shall be conducted under WCRC supervision and funded by the Permit Holder.
- 8.5.12. **WCRC Costs:** The Permit Holder shall pay all costs and expenses other than fees directly to material suppliers and contractors, if any. If the Applicant requests that WCRC carry out the road improvements then the Applicant shall pay in advance to WCRC an amount equal to the approved cost estimate, plus right-of-way acquisition, preliminary engineering and construction engineering and a 10% contingency of which any unused portion at the end of construction will be refunded to the Permit Holder.
- 8.5.13. **Engineering Plans:** Per the terms of the agreement the Applicant shall submit an engineering plan for the construction, cost estimates and a construction schedule to WCRC for review and approval.
- 8.5.14. **Permit Renewal**
- a. Short-term haul route permits generally will not be renewed or reissued more than once. Conversely, it is expected that long-term haul route permits may be renewed or reissued annually, provided that the applicant has abided by all rules and regulations, paid all fees and charges, performed all required road improvements and the physical condition of the road warrants such continued use.
 - b. Upon the completion of any required road improvements for a long-term haul route the Applicant may expect to be able to continue to use the haul route for a number of years by renewing the permit annually, provided the conditions of the permit do not change. In order to renew a haul route permit annually the Applicant shall submit a permit renewal application each year. The application shall include a statement of any proposed changes in conditions along with a documented declaration of estimated tonnage for the coming year. However, WCRC retains the right to reduce load limits at any time if necessary, to protect the public health, safety and welfare and road integrity.

8.5.15. Conditions and Limitations

- a. WCRC reserves the right to have its weighmaster stop and weigh vehicles and confirm compliance with conditions of the permit. If it is specifically determined that weights exceed those allowed by the permit, the Truck Operator will be ticketed based on the load and dimension restrictions in effect prior to permit issuance.
- b. Copies of the permit shall be available at the originating facility in a conspicuous location and shall also be carried in all vehicles operating under the permit and shall be available for verification when requested by a WCRC Weighmaster or other law enforcement officer.
- c. All trucks shall carry a certified load ticket.
- d. The Permit Holder is responsible for all loaded hauling operations to and from their source and shall use the designated haul route.
- e. Renewal is required annually.
- f. The permit does not relieve the Permit Holder from compliance with all applicable requirements of federal, state and local laws and ordinances.
- g. Road improvements required in connection with the permit shall be completed and inspected to the satisfaction of WCRC on or before the agreed completion date.
- h. The Applicant shall maintain all facility driveways to the satisfaction of WCRC and shall be responsible for prevention and removal of material tracking onto public roads. The provisions stated in *Paragraph 8.5.5 h, (page 95)* shall apply to address shoulder berming caused by road sweeping operations.
- i. If the Permit Holder fails to comply with any provision of the permit WCRC may revoke the permit. Costs incurred by WCRC to correct non-compliance with the terms and conditions of the permit shall be paid by the Permit Holder.

8.5.16. Fees

- a. A non-refundable application fee for a haul route permit shall be paid at the time of application in accordance with the current fee schedule of the Board. The fee shall cover review of the application by WCRC. If more extensive inspection and analysis, such as non-destructive testing, bridge or culvert analysis, etc., of the proposed haul route is determined necessary, all special or extraordinary costs shall be at the Applicant's expense.
- b. A non-refundable combined permit, administrative and inspection fee shall be paid in accordance with the current fee schedule of the Board. The fee shall be paid prior to the initial permit issuance and prior to any annual renewal of the permit, if applicable.
- c. The Applicant shall post a surety bond using forms provided by WCRC or submit an irrevocable bank letter of credit to serve as surety for repairs in the event the roads are adversely impacted by the hauling operations. If a surety bond is posted, a cash deposit in the form of a certified check will also be required to guarantee payment of bills for above-normal maintenance necessitated by the Permit Holder's operations. The amount of the deposit will be 10% of the approved bond amount. The deposit, minus any unpaid charges, will be refunded at the expiration of the permit.
- d. An appeal fee shall be paid whenever an appeal is submitted.

8.5.17. **Truck Operator's Map:** Designated haul routes and normal routes are shown on the current edition of the Truck Operator's Map published by WCRC, which may be downloaded in .pdf format from WCRC website at wcroads.org.

Section 9: Adopt-A-County Road Program

9.1 Introduction

- 9.1.1. **Purpose:** Adopt-A-County Road is a program coordinated by WCRC and designed to keep the county's roadsides clean and attractive. Participants "adopt" a section of county road of their choice. The participant's name will be publicized on one or more Adopt-A-County Road signs at appropriate locations within the portion of roadway adopted. No permit fee will be charged to adopt a county road.
- 9.1.2. **Authorized Applicants:** Permits will be issued only to groups consisting of at least seven participants. All participants must be at least 12 years of age. There shall be at least one adult accompanying the group for each three minors per group.

9.2 General Procedures

- 9.2.1. **Assignments:** Permits will be issued to a group for a two-year period. The WCRC Permits Section will assign sections of roadways to adopting groups. Assignments will be made on a first come/first served basis. Groups must agree to pick up litter three times per year between designated dates. Groups are required to adopt, at a minimum, a two-mile section of road (both sides). Shorter than two-mile sections may be adopted with WCRC's approval, but in such case identification signs may not be provided. Upon request of WCRC made at any time the Permit Holder shall immediately cease operations and surrender the permit.
- 9.2.2. **Safety Training:** Prior to participation all participants must sign a form acknowledging that they have reviewed a safety video. Forms shall be sent to WCRC annually and kept on file by the WCRC Permits Section.
- 9.2.3. **Program Signs:** WCRC will provide, install and maintain signs identifying the program and the adopting group. Only two identification signs per adopted section are allowed, which signs will be located near the beginning point from each direction. Missing or vandalized signs will be replaced one time only. Signs shall not be posted for subdivision communities.
- 9.2.4. **Revocation:** If a Permit Holder fails to follow the terms, conditions and specifications of the permit or to participate in litter pickups for two periods of the year the permit will be revoked. A warning will follow the first pickup date missed and the second failure will result in permit revocation. The WCRC Permits Section shall retain the right to revoke any permit at any time.

- 9.2.5. **Withdrawal:** The Applicant or Permit Holder may voluntarily withdraw from the program without jeopardizing a future application upon notification to the WCRC Permits Section. The Applicant or Permit Holder shall notify WCRC immediately of intent to withdraw from the program. In such case, or in the case of permit revocation, all safety vests and unused garbage bags and gloves must be returned to WCRC.

9.3 Indemnity, Hold Harmless/Release & Assumption of Risk

As a condition of permit the Applicant, the Permit Holder and each participant assumes the risk of any injury and shall release, defend and indemnify WCRC from any and all damages, claims, suits and judgments of any kind or nature, and for all costs, expenses and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of WCRC, whether due in whole or in part to the negligence of the indemnitor, WCRC and/or others, and arising out of or in any way related to the indemnitor's participation in the Adopt-A-County Road Program.

9.4 Conditions

- 9.4.1. **Transferability:** This permit is not assignable or transferable unless specifically authorized by WCRC.
- 9.4.2. **Legal Requirements:** Issuance of permit does not relieve the Applicant, Permit Holder or any participant from meeting any and all requirements of the law or of other public bodies or agencies.
- 9.4.3. **Disposal Instructions:** All litter must be placed in bags provided by the WCRC Permits Section. Trash that is too large or heavy for bags shall be placed next to the bags. All bags and larger objects shall be placed at the outer edge of the shoulder or 5 feet behind the curb for pickup.

9.5 Safety Requirements

- 9.5.1. **Safety Gear:** All participants shall wear safety vests provided by WCRC while working in the right-of-way. WCRC will supply safety vests, gloves and orange trash bags prior to the first pick-up day. Thereafter, the adopting group shall replace any vests at its own expense. Additional vests may be supplied by WCRC for a nominal fee.
- 9.5.2. **Seasonal Requirements:** Participants shall not pick-up litter during electrical or windstorms or during periods of fog or low visibility. Litter pick-up shall be performed during daylight hours and shall commence not sooner than one hour after sunrise and end not later than one hour before sunset.
- 9.5.3. **Staging:** All participants shall together work on one side of the roadway at a time. Participants shall obey all state laws and applicable ordinances regarding vehicular and pedestrian travel, traffic and parking while engaged in permitted activities. All vehicles shall be parked well off the right-hand shoulder so as not to obstruct sight distance for driveways and road approaches or interfere with traffic operations, including pedestrian travel.

Section 10: Miscellaneous Permits

10.1 Landscaping

- 10.1.1. **Limitations:** No plantings or installation of walls, barriers, berms, signs, paths, lighting elements, entrance markers, deciduous trees, or structural elements associated with landscaping may be installed within the right-of-way except by authority of a permit issued by WCRC.
- 10.1.2. **Application Materials:** The application for permit shall include drawings or plans showing all proposed landscaping work, existing conditions, size, location and dimensions of proposed landscaping elements, sight distance triangles at approaches and a location map. The application for permit shall further include an agreement to maintain the permitted landscaping and landscaping elements located within the right-of-way.
- 10.1.3. **Placement:** No landscaping element shall interfere with drainage facilities, easements, or access to such maintenance facilities. Irrigation systems are not allowed in the right-of-way. Control panels, electrical systems, sprinkler heads or water supplies and distribution lines to sprinkler systems shall be located outside the right-of-way.
- 10.1.4. **Sight Distance:** Plantings, walls, signs, entrance markers, or other structural elements will not be permitted within clear vision areas or sight distance triangles at driveways, road approaches, or roundabouts.
- 10.1.5. **Boulevards:** Signs, decorative lighting, or other structural elements will be considered in a boulevard median within the road right-of-way when they do not pose a hazard to the public as deemed by WCRC.
- 10.1.6. **Central Islands:** Landscaping may be permitted within an island of a subdivision, residential road, or central island of a roundabout subject to the following.
- All fixed objects shall be located beyond the clear zone as defined by the current AASHTO Roadside Design Guide.
 - All trees planted within the island shall be ornamental type with a maximum expected diameter at chest height of four inches.
 - Roadside trees will be permitted adjacent to roads with prima facia or posted 25 mph speed limits as allowed by the appropriate governing body, subject to the aforementioned clear zone and clear vision/sight distance requirements. Conifer trees shall not be permitted. All objects proposed for placement within the roadside clear zone shall be frangible when struck by a vehicle.

10.2 Tree Removal, Trimming & Tunneling

- 10.2.1. **Requirements:** A WCRC permit is required for any tree removal or trimming within the right-of-way. A separate permit will not be required if the tree removal or trimming is performed in conjunction with other permitted activities. Such other permitted activities may include the construction of driveway approaches, road improvements, or utilities.
- 10.2.2. **Notification:** 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. Wood disposal agreement forms may be obtained from the WCRC Permits Section. 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.
- 10.2.3. **Disposal of Wood:** 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).
- 10.2.4. **Tree Policy:** The Permit Holder must become familiar with and abide by the WCRC Tree Policy adopted by the Board.

10.3 Drainage

- 10.3.1. **Permitting Requirements:** Any water diversion or discharge into WCRC road drainage system shall require a permit from WCRC and shall not exceed normal agricultural runoff rates of flow unless otherwise specifically approved by WCRC. If the existing road drainage system lacks the capacity to handle a new discharge or diversion WCRC reserves the right to deny access to the drainage system. If agricultural rates of discharge cannot be accomplished naturally, the Applicant must obtain WCRC approval of a detention system with an effective outlet control as approved by WCRC before the Applicant will be granted access to the existing road drainage system.
- 10.3.2. **Design Requirements:** All drainage improvements shall conform to the design requirements of the current edition of the MDOT Drainage Manual, Washtenaw County Water Resources Commissioner's Rules and Guidelines and these WCRC Procedures and Regulations, where applicable.

- 10.3.3. **Diversion or Discharge:** Any permitted water diversion or discharge shall be performed so as not to cause a hazardous condition to either pedestrians or vehicular traffic, nor to cause erosion, siltation, or ponding which adversely affects the stability of the roadway or damages adjacent property.

10.4 Soil Borings & Monitoring Wells

- 10.4.1. **Short Duration:** A permit granting approval of locations for test borings within the right-of-way assumes that generally the testing method is a short-term operation (less than 6 months) followed by immediate restoration of the disturbed area. If borings are later to be converted into monitoring wells, the Applicant shall indicate this intent on the initial permit application. Monitoring wells will not be permitted in the traveled portion of the roadway (paved or unpaved) nor the shoulder. A well casing shall be placed outside the roadside shoulder and any mowed area if possible.
- 10.4.2. **Dimensions:** The Applicant shall specify the proposed dimensions of any boring in its drilling and/or well completion program. The boring and/or completion designs shall be drilled and installed in accordance with industry standards.
- 10.4.3. **Caps:** All operating monitoring wells shall be completed with a cap that is mounted flush with the ground to minimize interference with landscaping, mowing, road maintenance, pedestrian, and/or automotive traffic using the right-of-way.
- 10.4.4. **Removals:** WCRC reserves the right to require the Permit Holder to remove any monitoring well(s) if necessitated by road and drainage construction activities and purposes without replacement or reimbursement of any costs incurred by the Permit Holder or any other party.
- 10.4.5. **Data Sharing:** The Permit Holder shall provide a copy of the data collected from the monitoring well operation to the WCRC Permits Section upon request.
- 10.4.6. **Disposal of Materials:** All soil and water (drilling muds included) produced during the boring/drilling, testing, and/or sampling operations shall be disposed of outside of the right-of-way in a manner acceptable to EGLE.
- 10.4.7. **Restoration:** Within 5 days following completion of intrusive test borings and/or retirement of monitoring wells, the Permit Holder shall restore the right-of-way to its previous condition. All borings or monitoring wells (whether successful or not) shall be removed as prescribed by EGLE regulations and industry standards. Any costs of cleanup shall be considered as restoration and shall be the sole responsibility of the Permit Holder.

10.5 Non-Motorized Pathways

10.5.1. **Plan Requirements:** All non-motorized pathway applications shall be submitted with detailed engineering plans. The plans shall be signed and sealed by a Professional Engineer and shall clearly depict the following details:

- a. Existing road edges (pavement or gravel), shoulders, drainage features such as ditches, enclosed drainage systems, spillways, etc., right-of-way and property lines, property owner information including address, road appurtenances, medians (if existing) and dimensions thereof, driveways on adjacent property and on property opposite the frontage and names of existing and proposed roads.
- b. All buildings and appurtenances, both proposed and existing, with dimensions and a notation as to present or proposed use of the buildings.
- c. Design standards of all reconstructed intersecting driveways used or maintained, including the following dimensions and features:
 - i. Widths of all driveways and lanes
 - ii. Radii of driveway returns and other points of curvature
 - iii. Driveway grades or profile view of driveway
 - iv. Road centerline and edge of pavement grades
 - v. Angle of the driveway(s) relative to the roadway centerline
 - vi. Dimensions of roadside control island and other traffic islands adjacent to the road
 - vii. Driveway surface material and traffic island surface material
 - viii. Sight distance for the approach
 - ix. Typical cross sections
- d. North directional arrow, scale of drawing and stationing for the pathway
- e. All roadside features to be constructed within the road right-of-way
- f. Existing utilities in the right of way
- g. Existing and proposed drainage structures and controls, including:
 - i. Size of drive culvert
 - ii. Type of culvert
 - iii. Type of culvert end treatment
 - iv. Grade of culvert with sufficient elevations upstream and downstream to show the extent of flow across the proposed development and to the proposed outlet
 - v. Direction of surface water flow on and from adjacent property
 - vi. Drainage structures
 - vii. Drainage plan and outlet for all storm drainage in the right-of-way

10.5.2. **Drainage:** All existing roadside drainage capacity shall be maintained. Under the direction of WCRC an applicant may be required to establish a new drainage feature to protect the safety of the motoring public and the condition of the asset. This includes open and closed channel systems.

10.5.3. **ADA:** All non-motorized pathways shall be ADA compliant and shall meet the current standards of the MDOT Standard Plan R-28 series.

10.5.4. **Right-of-Way:** All costs required to secure easements or land purchased in fee shall be borne by the applicant.

10.5.5. **Maintenance Agreement:** WCRC will not maintain the non-motorized pathway. The Permit Holder may be required to enter into an agreement with WCRC to maintain the pathway in perpetuity. The Permit Holder assumes all risks and liabilities associated with the pathway. The Permit Holder shall defend, indemnify and hold WCRC and its members, employees and agents harmless from any and all claims, demands, damages, judgments, liabilities and related costs and expenses arising from or in any way related to the presence, use, maintenance or any other activity arising from construction or continued existence of the pathway. WCRC may require that the Permit Holder insure WCRC against such matters, claims, liabilities, etc.

10.6 Pedestrian Signals

A permit to install a crosswalk and/or a rapid rectangular flashing beacon (RRFB) in the road right-of-way may be granted under the following minimum conditions:

- a. The Applicant and Permit Holder shall be a governmental agency. Any permitted activity shall be accompanied by an agreement with that agency to pay for all construction and future maintenance costs associated with the signalized crossing.
- b. A traffic study is submitted to WCRC which focus on particularly on pedestrian volumes (existing and proposed), 24-hour vehicular volumes and three-year crash history. The study shall also include NCHRP 562 worksheets to determine if a crosswalk and/or signals are warranted. The study's findings and conditions must be accepted and approved by WCRC before a permit may be issued.

10.7 Obstructions in Right-of-Way

No temporary or permanent structure, object, device, planting, or any other obstruction shall be placed, erected, repaired, or maintained within WCRC right-of-way except pursuant to a valid permit to be issued by WCRC and subject to such terms as deemed appropriate by the WCRC Permits Section in its sole discretion.

Section 11: Maintaining Traffic & Traffic Controls

11.1 General Requirements

- 11.1.1. **Maintenance of Traffic:** The Permit Holder or its Contractor shall maintain vehicular and pedestrian traffic flows and access to all properties while working in the road right of way.
- 11.1.2. **Temporary Traffic Control:** All temporary traffic control devices shall meet the requirements of the current MMUTCD, Part VI, as well as the current edition of the MDOT Standard Specifications for Construction. All such devices shall be furnished, installed and maintained by the Permit Holder at its expense.

11.2 Signs & Signing

- 11.2.1. **Staking:** The Contractor shall stake all construction sign locations and notify WCRC when the staking is complete. The Contractor shall allow two working days for WCRC to review, adjust and approve the construction sign staking. The construction sign stakes shall indicate the type (code) and size of the sign to be placed at each location. Each stake shall be marked with white flagging ribbon. All M4-9 signs shall be supplemented with D3-1 (road name) panels.
- 11.2.2. **Maintenance:** Traffic control devices shall be removed, temporarily reset and maintained as necessary by the Permit Holder. Traffic control devices shall be reset in conforming locations so as to continue serving their intended purposes. Devices shall be mounted so as to be easily visible and legible to traffic. WCRC may furnish and erect temporary speed limit signs along the project. The Permit Holder shall relocate and maintain such temporary speed limit signs as directed by WCRC. The Permit Holder shall pay all costs and expenses associated with any signs erected or relocated by WCRC. Any existing signs which are damaged during construction will be replaced at the expense of the Permit Holder. All temporary traffic control orders shall be approved by the Board.
- 11.2.3. **Informational Signage:** Advisory or information signs may be required in order to direct traffic to commercial or public facilities located within the work area. The Permit Holder shall be responsible for fabrication, installation, maintenance and removal of such signs at its expense.
- 11.2.4. **Specifications:** All traffic control devices shall be provided with high intensity reflective sheeting. Any sign required with a Type III barricade shall be mounted above the barricade on separate supports. All persons working in the road right-of-way shall wear high visibility safety apparel as specified in the current edition of the MMUTCD. Costs incurred to comply with these requirements shall be the responsibility of the Permit Holder or Contractor.

- 11.2.5. **Traffic Regulation:** Any signs associated with a traffic regulation (flagging) operation shall be completely covered or taken down when the flagging operation is not being conducted.
- 11.2.6. **Monitoring:** Required traffic control devices shall be maintained by the Contractor for the duration of the project. The Contractor shall conduct night patrols of the construction area and any detour route. Any failure of the Permit Holder or Contractor to comply with this section will result in a stop-work order being issued by WCRC until the situation has been corrected.
- 11.2.7. **Upon Completion:** Upon completion of the project, WCRC will reset traffic control signs and road name signs in their proper positions at the expense of the Permit Holder.

11.3 Lane Closures

Where a lane closure is approved by WCRC for purposes of open-cut crossings or construction within, immediately adjacent to, or parallel to the traveled portion of the roadway the following requirements shall apply:

- a. Lane closures will be restricted to the hours of 9:00 a.m. to 3:00 p.m. unless specifically authorized by WCRC.
- b. All required temporary traffic control devices and temporary improvements shall be in place before work begins.

11.4 Road Closures & Detours

- 11.4.1. **Approvals:** The County Highway Engineer must approve any road closure and detour routes before a road is closed.
- 11.4.2. **Road Closure Requirements:** Any work which will require a road closure requires a permit from WCRC. The Applicant must:
- a. Submit a written request to close the road in question and establish a detour. Submit a proposed detour route, showing all signing requirements in accordance with the current MMUTCD.
 - b. State the dates and times of the beginning and ending of the proposed road closure.
 - c. If the proposed detour route involves roads not under the jurisdiction of WCRC obtain a permit from the jurisdictional road authority.
 - d. Submit all of the above information not less than 15 workdays prior to the anticipated road closure date.
- 11.4.3. **Set-up Prior to Closure:** The WCRC Permits Section will notify the Applicant of Permit approval (or denial) and will authorize installation of signs for the approved closure by issuance of the permit. Detour routing signs must be covered until the road is closed and covered or removed immediately after the road is re-opened.

- 11.4.4. **Installation:** The Permit Holder shall install and maintain all required signing for approved detours unless otherwise approved in advance by WCRC. The Permit Holder shall give WCRC at least five working days advance notice of erection of any detour signing. Special information signs, including closure dates, shall be posted at least one week prior to closure.
- 11.4.5. **Progress Schedule:** The Permit Holder shall provide a progress schedule to WCRC and notify WCRC of any schedule changes. When the detour is no longer needed, the Permit Holder shall notify WCRC that the road has been reopened and that the detour is no longer in effect.
- 11.4.6. **Adjustments Due to Traffic Volumes:** If, at any time in the judgment of WCRC, the road or roads over which the detour is routed cannot reasonably handle the resulting increased traffic, the Permit Holder shall make necessary improvements to handle the increased traffic and shall maintain the detour in the improved condition as directed by WCRC for the duration of the detour.
- 11.4.7. **Restoration:** Upon reopening of the closed road and discontinuance of the detour WCRC will make a final inspection of the detour route. The Permit Holder shall repair any damage resulting from use of the detour before the terms and conditions of the permit will be released.

11.5 Steel Plates

- 11.5.1. **Appropriate Use:** Whenever possible all excavations shall be backfilled and repaired before the road is opened for traffic. If small openings such as “window cuts” are made in a section of pavement and must remain open to traffic during time when there is no work activity the openings shall be covered with steel plates. The use of steel plates will only be allowed when no other option is available and must be approved in advance by WCRC. Steel plates shall not be used between November 15 and April 15.
- 11.5.2. **Dimensions:** Any approved steel plates shall be of adequate size and thickness to support all legal axle loads and shall overlap existing pavement by at least one foot on all sides of the excavation for trenches six feet deep or less and two feet on all sides of the excavation for trenches deeper than six feet. Table 14 provides the minimum sizes and thicknesses required for a range of excavation sizes.

Table 14 – Plate Dimensions

Hole Area (Feet)	Minimum Plate Size (Feet)	Minimum Plate Thickness (Inches)
Up to 3 x 4	5 x 6	$\frac{3}{4}$
Up to 4 x 6	6 x 8	$\frac{3}{4}$
Up to 4 x 10	6 x 12	1

- 11.5.3. **Placement:** Side-by-side plating may be used to cover cuts longer than 10 feet provided the abutting edges are supported by a steel beam of adequate strength, firmly supported on sound earth for at least one foot on each end. Steel plates shall be embedded in cold patch and held in position by bolts or pins at least three inches long. Cold patch ramps shall be used along all edges of the plates. Upon removal of the steel plates all cold patch shall be hauled away for disposal. Cold patch material shall not be discarded along the roadside. All necessary steel plates must be on the jobsite before the pavement is removed.

11.6 WCRC Traffic Control Devices & Equipment

The Permit Holder shall protect from damage or interference all WCRC traffic control devices and related equipment, including but not limited to hand holes, conduit, wiring, detectors, cabling, supports, cameras, beacons, signals, control boxes and any other equipment associated with the control of traffic signals, signs, and warning devices. The Permit Holder may not remove, adjust, relocate, tamper with or interfere with the operation of such devices without the express permission of WCRC unless explicitly authorized on the permit and on the approved plans. The Permit Holder shall pay the costs and expenses of any and all necessary repairs, restorations or adjustment to these systems as determined by WCRC.

11.7 Guardrail

No guardrail may be erected, adjusted, or removed without prior permission of WCRC. If guardrail is removed with permission, plastic drums with high intensity reflective sheeting shall be placed and the guardrail shall be restored as soon as the condition requiring removal is rectified. The Permit Holder may elect, at its sole expense and with the permission of WCRC, to eliminate guardrail by flattening slopes, removing obstacles, or other measures which result in the guardrail no longer being warranted by then current AASHTO standards. If any guardrail or posts are removed or damaged the Permit Holder shall restore them to current MDOT standards for height, type, construction and end treatment. If the height of the guardrail is changed in relation to the roadway or shoulder as a result of the work performed by the Permit Holder the discrepancy must be corrected as directed by WCRC and at the expense of the Permit Holder.

11.8 Pavement Markings

- 11.8.1. **Temporary Lane Markings:** Shall be placed immediately after paving where needed to control traffic.
- 11.8.2. **Restoration:** Unless otherwise stated on the approved plans or on the permit, the Permit Holder shall protect, restore, or replace as necessary any pre-existing pavement markings, including without limitation lane lines, pedestrian crossings, legends, symbols and stop bars, which are disturbed or damaged by the work or the Contractor's operations. Any temporary markings that are applied during seasonal suspensions shall be replaced with permanent markings once industry operations resume in the spring.
- 11.8.3. **Timeline:** Permanent pavement markings should be placed immediately after any installation of pavement, but no later than 14 days after paving. The material of the pavement marking shall be at the direction of WCRC. Should markings not be provided immediately after paving, temporary pavement markings, type R shall be used per the current edition of the MDOT Standard Specifications for Construction and as directed by WCRC.

11.9 Dust Control & Grading

In cases where the Permit Holder's activities result in increased traffic on existing soft surface roads, WCRC may require the application of a dust palliative per the current edition of the MDOT Standard Specifications for Construction.

11.10 Portable Changeable Message Signs (PCMS)

A permit holder may be required to furnish and operate PCMS as required by WCRC to communicate road improvement projects to the motoring public.

Appendix

As is required by law, WCRC staff had a comprehensive public engagement process planned to solicit public comment on the updated policy and fee schedule, including:

- Posted draft policy and fee schedule to wcroads.org
- Held a virtual public hearing on March 24, 2021, via Zoom
- Accepted written public comments from March 1 – April 2, 2021. Comments could be submitted online, by mail, during the public hearing or via email
- Sent draft documents to stakeholders, including townships and major utilities
- Shared draft documents and public hearing information on WCRC's social media channels.
- Posted official notice for the public hearing in the Ann Arbor News/Mlive and Sun Times News.

STATE OF MICHIGAN)
County of Washtenaw

ss Shawn Suttrop

Being duly sworn deposes and say he/she is Principal Clerk of



ANN ARBOR NEWS DAILY EDITION

a newspaper published and circulated in the County of Washtenaw and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) _____

March 7 A.D. 20 21

Sworn to and subscribed before me this 8th day of March 20 21

Teasha R. Payne
TEASHA R. PAYNE
NOTARY PUBLIC, STATE OF MI
COUNTY OF MECOSTA
COMMISSION EXP FEB 24 2026
ACTING IN COUNTY OF Kent

**Proposed Changes to:
Procedures and Regulations
for Permit Activities
And
Permit Fee Schedule
Washtenaw County, Michigan**

Notice is hereby given that a virtual public hearing will be held Wednesday, March 24 at 10 a.m. The hearing will be held virtually via Zoom and can be accessed online: <https://us02web.zoom.us/j/184341317> or by dialing (929) 205 6099, Meeting ID: 184 341 317.

The purpose of the hearing is to record comments and concerns of any interested parties regarding the proposed changes to the Washtenaw County Board of County Road Commissioner's Procedures and Regulations for Permit Activities and Permit Fee Schedule.

The Board may not adopt the proposed Procedures and Regulations for Permit Activities or Permit Fee Schedule until after the Public Hearing. A copy of the proposed Procedures and Regulations for Permit Activities and Permit Fee Schedule is available for public inspection at wccroads.org or by appointment at the Washtenaw County Road Commission, 555 N. Zeeb Rd, Ann Arbor, MI 48103. To schedule an appointment call (734) 327-6642.

Individuals with disabilities requiring auxiliary aids or services should contact Emily Kizer, communications manager, by phone (734) 327-6646, by email kizere@wccroads.org, by fax (734) 761-3737 or by mail at WCRC, 555 N. Zeeb Road, Ann Arbor, MI 48103 with at least 7-business days' notice.

This public notice is given by the order of the Washtenaw County Board of County Road Commissioners.

AFFIDAVIT OF PUBLICATION

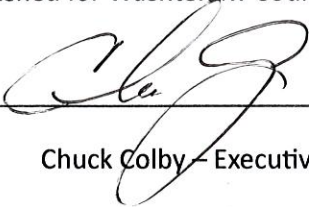
THE SUN TIMES NEWS

CHELSEA MICHIGAN

The Sun Times, operating in the State of Michigan, County of Washtenaw states:

The following notice(s) was published in The Sun Times News, a public newspaper established, published, and circulated in Washtenaw County.

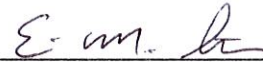
Procedures and Regulations for Permit Activities and Permit Fee Schedule
Published for Washtenaw County Road Commission - March 10, 2021



Chuck Colby - Executive Director

SUBSCRIBED AND SWORN TO before me on

03/24/2021



ERIN M. DOTSON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF LIVINGSTON
My Commission Expires Aug. 23, 2023
Acting in the County of Washtenaw

Notary public in and for Washtenaw County, Michigan

The following notice(s) was published in The Sun Times News, a public newspaper established, published, and circulated in Washtenaw County.

Procedures and Regulations for Permit Activities and Permit Fee Schedule

PROPOSED CHANGES TO: PROCEDURES AND REGULATIONS FOR PERMIT ACTIVITIES AND PERMIT FEE SCHEDULE WASHTENAW COUNTY, MICHIGAN

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STATE OF MICHIGAN)
County of Washtenaw

ss Shawn Suttrop

Being duly sworn deposes and say he/she is Principal Clerk of



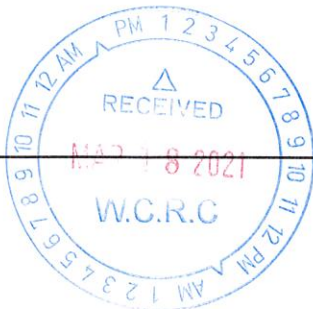
ANN ARBOR NEWS DAILY EDITION

a newspaper published and circulated in the County of Washtenaw and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(day(s)) _____

March 14 A.D. 20 21

Sworn to and subscribed before me this 15th day of March 2021

Teasha R. Payne
TEASHA R. PAYNE
NOTARY PUBLIC, STATE OF MI
COUNTY OF MECOSTA
COMMISSION EXP FEB 24 2026
ACTING IN COUNTY OF Kent



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Procedures and Regulations
for Permit Activities
And
Permit Fee Schedule
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This public notice is given by the order of the Washtenaw County Board of County Road Commissioners.

WASHTENAW COUNTY ROAD COMMISSION
MEMORANDUM

TO: M. McCulloch

FROM: T. Lobbestael

SUBJECT: Board Action – May 18, 2021
Procedures and Regulations for Permit Activities
RC21-260

Moved ...

WHEREAS, MCLA §247.325 and §224.19b provide that the Board of County Road Commissioners of the County of Washtenaw may adopt its own rules and permit requirements necessary for the administration of permits after a public hearing, and

WHEREAS, the Board of County Road Commissioners of the County of Washtenaw promulgated rules entitled “Procedures and Regulations for Permit Activities” for administration of aforesaid act, and

WHEREAS, after the required public notice was published, a public hearing was held virtually over the internet via Zoom on March 23, 2021, and

WHEREAS, this Board hereby determines that the procedures and regulations as promulgated prescribe reasonable standards for the regulation of permit activities in the public right-of-way under the jurisdiction of this Board, and

WHEREAS, from the findings of the Board it is deemed appropriate to adopt the aforementioned procedures and regulations so as to regulate permit activities with public safety and with management of public right-of-way;
NOW, THEREFORE, BE IT RESOLVED that:

The revised “Procedures and Regulations for Permit Activities” are hereby adopted.

All prior procedures and regulations conflicting with this resolution are hereby repealed.

The effective date of aforesaid “Procedures and Regulations for Permit Activities” shall be June 1, 2021.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller
NAYS: None
ABSENT: R. Green
ABSTAIN: None

Motion Carried.