



Driveway Permit Application

115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Owner:

Name: _____

Address: _____

City: _____ State: _____

E-mail: _____

Builder/Applicant/Contractor:

Name: _____

Address: _____

City: _____ State: _____

E-mail: _____

Location of Proposed Driveway:

Parcel Number: _____

Lot Area: _____

Address of Property: _____

Legal Description (copy of deed or title commitment is acceptable): _____

Type of Driveway (check all that apply):

New Driveway

Driveway Improvement

Relocate Driveway

Residential Driveway

Commercial Driveway

Temporary Driveway

I, the undersigned, acknowledge that the Village of Webberville assumes no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the Village of Webberville. All work shall be done as applicable in accordance with the Michigan Department of Transportation, the Michigan Manual of Uniform Traffic Control Devices, the Village of Webberville Municipal Design Standards, and any supplemental and special provisions deemed necessary as stated in this permit. The Village of Webberville reserves the right to order the removal, reconstruction, relocated, or repair of any work performed under a permit at the Owner's expense. The Village of Webberville or its representatives may revoke or annul or call a halt to work at any time for non-compliance or non-performance of the conditions set forth in the application for permit.

I hereby agree to all terms, conditions, and restrictions so far as they apply to work to be done under the permit as issued and general provisions described herein.

Applicant's Signature and title

Date

Requirements:

1. Any person, organization, or governmental unit desiring to construct, reconstruct, relocate or resurface a driveway within the Village of Webberville right-of-way shall make application and secure a permit before beginning construction. Plans for commercial driveways shall be included and review as part of the preliminary and final site plan applications.
2. Include names, addresses, and contact information for all other persons, firms, or entities having legal interest in the property.
3. One permit application is required for each driveway.
4. Please submit a detailed sketch showing lot lines, driveway location, relation to street, lot lines, and any other information required to assure that the proposed driveway conforms to all applicable requirements.
5. The design, location, construction and operation of driveways and related construction within the street right-of-way shall meet the requirements of the Michigan Department of Transportation, the Michigan Manual of Uniform Traffic Control Devices, and the Village of Webberville Municipal Design Standards.
6. Please mark the location of the proposed driveway prior to the Village's inspection.
7. The Village of Webberville will make an inspection of the proposed driveway location to determine that the proposed location meets the appropriate requirements and determine whether or not a driveway culvert will be required.
8. Upon examination of the existing conditions, the driveway permit, along with the proposed conditions, will be mailed to the applicant.
9. After installing the driveway, please contact the Village for a final inspection.
10. The permit is good for 60 days from the date issued.

Appeals and Variance Procedures for Permit Applications:

1. Should the applicant object to a denied permit application or object to any of the terms or conditions of the permit, a written appeal must be filed within 60 days of the transmittal of notice of denial or transmittal of the approved permit. The request shall include the reasons for the appeal and may include recommendations by the applicant. The appeal, the permit application, supporting information, and a memorandum for the Village regarding the review will be submitted to the Village Council to hear and decide such appeals for final decision.
2. The Village Council will review the request and the appeal and render a decision. At this final decision point, no other Village employee or agent will be authorized to approve the permit.
3. If the applicant wishes to seek a variance from the standards of this regulation, a written request must be submitted as an attachment to the permit application form. The request for a variance should include specific and documented reasons why the variance should be allowed. The request supporting documents shall be submitted at the time of the permit application. The Village Council will consider and make a determination on requests for variances.

For Office Use Only:

Application and Fees Paid on: _____

Site Visit on: _____

Comments and Required Provisions: _____

Permit # and Issue Date: _____

Inspected on _____

Comments: _____

Final Approval: _____

Comments: _____

Part 1—General Provisions

Rule 1. Permit Required

- (1) Subsequent to the effective date of these rules, no person, organization or governmental unit shall undertake or conduct any of the following activities on or along any village street within the village right-of-way unless a permit to allow such activity has been obtained.
 - a. Construction, reconstruction, surfacing or resurfacing a driveway.
 - b. Operate, use or maintain a new driveway.
 - c. Erect or suspend a banner, decoration or similar object.
 - d. Close a section of a village road or street to normal traffic for the purpose of staging a parade, celebration, festival or similar activity.
- (2) Construction of a new driveway connecting to a village street or reconstruction of a driveway connecting to a village street or road shall be allowed only after an approved permit has been obtained. The construction or reconstruction of all driveways shall be described in an approved permit and plans or drawings accompanying the permit. The village traffic engineer or his or her appointed agent must approve significant changes in plans.
- (3) If, upon inspection, a driveway or driveway approach constructed or reconstructed after the effective date of these rules is found to be in violation of these rules, the owner shall correct any deficiencies within a period of time of not more than 30 days, specified in a notice of violation sent by certified mail to the owner. Dangerous or hazardous conditions shall be corrected immediately. If the owner fails to make the necessary corrections within the period of time stated in the notice, the Village of Webberville, or its agent, may perform the necessary correction(s). The cost incurred, and administration fees, to be reimbursed to the village by the owner.
- (4) In the event of failure to comply with the terms and conditions of any permit issued in accordance with these rules, or failure to obtain an appropriate permit, the Village of Webberville shall have the right to halt the ingress and egress activity of the site until such time as adequate corrections have been made. All costs incurred by the village in correcting any failure to comply with conditions and standards of a permit, failure to obtain a permit, or defective workmanship or materials, this cost will be borne by the applicant or the person undertaking the activity.
- (5) Permit forms are available at the Webberville Village Office, 115 S. Main St., P.O. Box 389, Webberville, 48892.

- (6) An application fee of \$50.00 shall be paid at the time application is made for any driveway to be constructed, altered or resurfaced on an existing lot. For driveway permits requested in conjunction with new home construction, the driveway permit application shall be included with the zoning application with no additional fee.

Rule 1.2 Definitions

- (1) **Applicant:** Property owner of the property owner's authorized agent who in applying for a permit to connect a driveway with a village street. The term also includes governmental agencies applying for a permit to temporarily close a village street or road for a parade, celebration, festival or similar activity.
- (2) **Banner:** Any arrangement of words, lettering, symbols or decorative device including Christmas decorations, suspended over any portion of a street or adjacent to a travel to a travel lane.
- (3) **Circle Driveway:** A private driveway that enters and leaves private property at two points within the same frontage.
- (4) **Frontage:** The private property line that abuts the street right-of-way and where the address is assigned.
- (5) **Property Owner:** A person, firm, association, partnership, corporation, or combination of any of these, or any other party having an interest in the land involved.
- (6) **Residential Driveway:** A driveway serving a private one-family or two-family dwelling.
- (7) **Right-of-Way:** The land over which the Village of Webberville has jurisdiction and which is subject to use for street purposes.
- (8) **Traffic Control Engineer:** That person designated by the Webberville Village Council to serve as the traffic engineer for the purpose of issuing traffic control orders and permits relating to the use of village streets and right-of-way.

Part 2—Driveway Permits

Rule 2.1 Authorized Applicants

Any person, organization or governmental unit desiring to construct, reconstruct, relocate or resurface a driveway within the Village of Webberville right-of-way shall make application and secure a permit before beginning construction. The acceptable applicants for driveway permits are property owners or agents, or a contractor employed by the property owner. However, the owner or his/her agent and the contractor may be required to sign the permit. Plans for commercial driveways shall be included and reviewed as part of the preliminary and final site plan applications.

The permit is fully executed and in force after the plans are approved and the permit signed by the owner, the contractor and the traffic control engineer.

Rule 2.2 Design and Placements Requirements

- (1) The design, location, construction and operation of driveways and related construction within the street right-of-way shall meet the requirements of the current **Michigan Department of Transportation Standard Specifications for Construction** and design standards set forth in Part 3 of these Rules and any other standards used by the Village of Webberville.
- (2) Altered natural drainage shall not be permitted to flow onto road or street right-of-way unless the Village of Webberville approves of any special provisions.
- (3) The applicant shall remove all surplus materials to an area outside the limits of the right-of-way unless the permit provides the manner of disposal at locations within the right-of-way. Excavated material shall not be stockpiled so as to adversely affect the safety of the traveling public.
- (4) All work authorized by the permit shall be completed to the satisfaction of the Village of Webberville on or before the completion date specified in the permit. Any request for an extension of time for completion of work, authorized by permit, shall include reasons for the request. Approval for extension of time shall be based on extenuating circumstances indicating no neglect on the part of the permit applicant. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations and other considerations.
- (5) It shall be the responsibility of the property owner or his/her agent to maintain all driveways connecting the property to the roadway, as well as those appurtenances set forth in the permit as related requirements, in a manner as not to damage, impair, interfere or obstruct a public road or street or create a foreseeable risk of harm to the traveling public.

Rule 2.3 Appeals and Variance Procedures for Permit Applications

- (1) Should the applicant object to a permit application denied by the traffic control engineer, or object to any of the terms or conditions of the permit, a written appeal must be filed within 60 days of the transmittal of notice of denial or transmittal of the approved permit. The request shall include the reasons for the appeal and may include recommendations by the applicant. The appeal, the permit application, supporting information, and a memorandum from the traffic engineer regarding the review will be submitted to the Village Council or a Board appointed by the Council to hear and decide such appeals for a final decision.
- (2) The Board will review the request and the appeal and render a decision. At this final decision point, no other Village employee will be authorized to approve the permit.
- (3) If an applicant wishes to seek a variance from the standards of this regulation, a written request must be submitted as an attachment to the permit application form. The request for a

variance should include specific and documented reasons. The request and supporting documents should be submitted at the time of permit application. The Board will decide requests for a variance.

Part 3—Driveway Design Standards

Rule 3.1 Number of Residential Driveways

- (1)** The number of residential driveways that may be permitted shall be determined as follows:
 - (a)** One residential driveway for each platted lot.
 - (b)** One residential driveway for each unplatted residential property with less than 100 feet of frontage.
 - (c)** Additional driveways may be permitted by special appeal for unplatted residential property with more than 100 feet of frontage, provided the sum of the driveway widths does not exceed 15 percent of the frontage in excess of the first 100 feet, and the driveways are at least 50 feet apart center to center.
 - (d)** Two residential driveways may be permitted by special appeal on the same property in lieu of the above to serve a circle driveway if the frontage of the property is 150 feet or more and the total lot area is one acre or more.
- (2)** The dimensions of a residential driveway shall conform to those given on Exhibit 1.

Rule 3.2 Driveway Specifications

- (1)** Driveway surfacing shall conform to the specifications set forth in the Municipal Standards of the Village of Webberville.
- (2)** Curbing shall either be the same detail as the existing curb or shall conform to the current Ingham County Road Commission standards for curb and gutter.
 - (a)** If the street is uncurbed, the grade of the driveway between the street edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder.
 - (b)** The curb height shall be tapered from full height at the edge of pavement to zero height at the sidewalk if the driveway grade meets the grade of an existing sidewalk.
- (3)** Drainage. The driveway shall be designed and constructed so that the drainage is not adversely affected. The drainage and the stability of the road subgrade shall not be altered by driveway construction or roadside development.

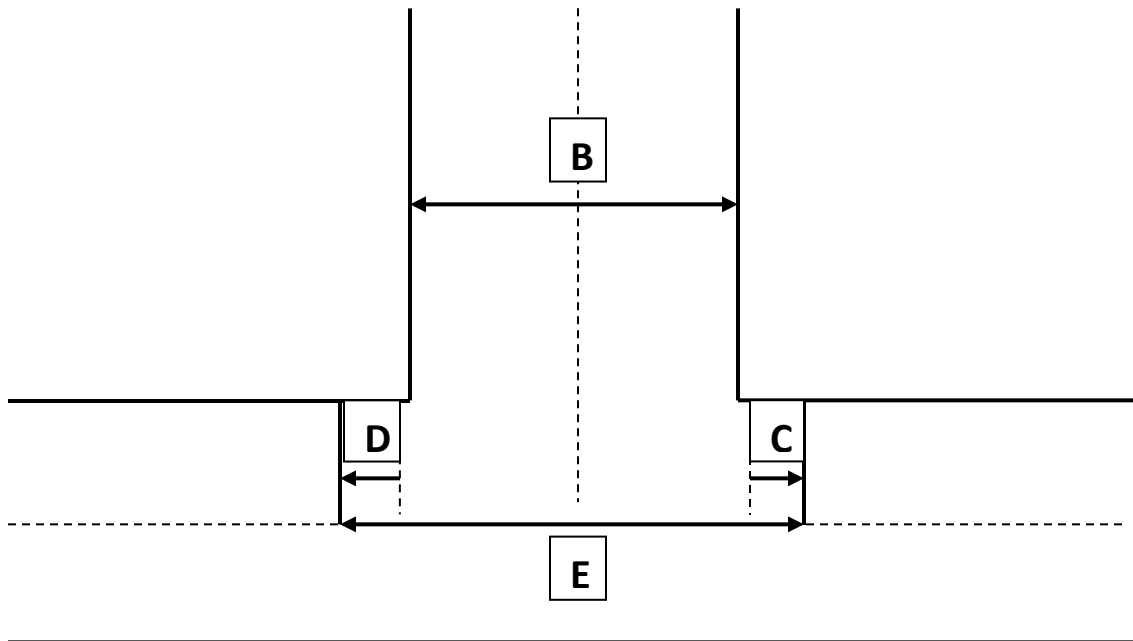
- (4) All culvert pipe used shall be of a size adequate to carry the anticipated natural flow and shall be of size and type specified in the current standards adopted by the Ingham County Road Commission.
- (5) Adjacent right-of-way shall be graded and stabilized to provide for positive drainage away from the street.
- (6) Residential driveways shall be minimum of 10 feet to a maximum of 20 feet in width.
- (7) Residential driveways must be a minimum of five feet from any side lot line and shall be set back a minimum distance of 25 feet from any street intersection, measured from the closest point of the driveway approach to the closest right-of-way line of the intersecting street.

Rule 3.3 Driveway Profile

- (1) If the street is uncurbed, the grade of the driveway between the street edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder.
- (2) The grade of driveways connecting to curbed streets will be the grade required to meet the sidewalk elevation if the sidewalk is ten (10) feet or less from the street edge of pavement.
- (3) If the sidewalk elevation must be adjusted to meet the driveway, the slope of the sidewalk shall not exceed $\frac{3}{8}$ inch per foot.

Residential Driveway

Design Features		Range
Intersecting Angle	A	70 to 110 feet
Driveway Width	B	10 to 20 feet
Entering Radius	C	5 to 15 feet
Exiting Radius	D	5 to 15 feet
Total Opening B+C+D	E	20 to 50 feet



SECTION 02529
CONCRETE DRIVES AND APPROACHES

PART 1 GENERAL

- 1.01 WORK INCLUDED: The work covered by this section of the specifications consists of furnishing all plant, labor, equipment, and materials in connection with construction CONCRETE DRIVES AND APPROACHES.
- 1.02 RELATED WORK
- A. REQUIREMENTS: All work shall be carried on in a neat and satisfactory manner and interference with flow of traffic shall be kept to a minimum.
 - B. RELATED SECTIONS: Including, but not limited to:
 - 1. SECTION 01560-SPECIAL CONTROLS
 - 2. SECTION 03001-CONCRETE
 - C. PERMITS—Driveway permit shall be applied for by the Contractor performing any work to a proposed, or existing driveway approach. The driveway approach and curb and gutter forms shall be inspected by the Village prior to placement of concrete. Please call the Village office at (517) 521-3984 to schedule the inspection. Thank you!
 - D. ORIENTATION: Refer to Construction Detail Section for the typical curb break details.

PART 2 PRODUCTS

- 2.01 CONCRETE: Shall be Class A with a 28-day compressive strength of 3,500psi. Materials, mixing, placing, and curing shall conform to SECTION 03001—CONCRETE.
- 2.02 STEEL REINFORCING: Welded wire fabric conforming to ASTM A185 or A497 shall be used where noted on the plans.
- 2.03 PREFORMED BITUMINOUS JOINT FILLERS: Shall consist of a bituminous mastic composition formed and encased between layers of felt, conforming to ASTM D2475.

PART 3 EXECUTION

- 3.01 BASE PREPARATION: The drive and/or approach base shall consist of a minimum of four inches of compacted sand or as shown on the plans. In areas of existing granular subbase, the natural base may be used. In areas of existing unstable base material, the contractor shall excavate the unstable material, as directed by the Engineer and place and compact sand or other material equal to MDOT Granular Material Class II. All tree roots 2 inches or more in diameter which are cut in conjunction with the base preparation shall be painted with

Bartlett's Tree Paint, Tanglefoot Tree Paint, or equal.

- 3.02 FORMS: Shall be clean and straight, composed of wood or metal. The forms shall be stalked to line and grade in a manner that will prevent deflection or settlement. Forms shall be clean and oiled before placing concrete. Removal shall not take place in less than 24 hours after placement of concrete.
- 3.03 JOINTS: 0.50-inch transverse expansion joint shall be placed full depth every 50 feet, at the sidewalk, and at the back of curb. Contraction joints shall be formed at the drive or approach centerline. All joints shall be constructed at right angles to the centerline of the drive or approach.
- 3.04 PLACING CONCRETE: The subgrade shall be thoroughly wetted and the concrete deposited thereon to the proper depth. Concrete shall be spaded along the forms, compressed and struck off flush with the top of the forms. The surface shall be floated with a steel float, edges and joints properly tooled, and then finished with a wood float or brush as required to provide a non-slip surface.

5. DRIVEWAY APPROACHES—All driveway approaches between the curb and gutter and sidewalk shall be paved with either concrete or bituminous material. Bituminous pavement shall consist of minimum of **275 pounds per square yard (2-1/2 inches)**. Concrete driveway approaches for residential sections shall be **6 inches** thick and **10 inches** for commercial approaches. The maximum grade on driveway approaches shall be 10 percent. The width of the driveway curb cut shall conform to the standard detail.
6. **RIGHT-OF-WAY Width—The minimum width of street rights-of-way shall be sixty-six feet for local streets and eighty feet for arterial or section line streets.**
7. UTILITY LOCATION WITHIN STREET RIGHT-OF-WAY—The utilities listed below shall be constructed in the designed location within all street rights-of-way as follows:
- | | | |
|-----------------|---|--|
| Sanitary Sewers | - | South or west side, 5 feet from the centerline of the right-of-way. |
| Storm Sewers | - | North or east side, 5 feet from the centerline of the right-of-way. |
| Water Main | - | North or east side, 23 feet from the centerline of the right-of-way. |
| Gas Main | - | South or west side, 23 feet from the centerline of the right-of-way. |
| Other Utilities | - | As approved by the Village Engineer. |
8. STREET SURFACE MATERIALS AND PAVEMENT THICKNESS—The following pavement designs are minimum requirements for local streets with restricted wheel loads. Pavement design for major streets shall reflect the increased traffic volume and higher axle loads and shall be subject to approval by the Village. **Minimum pavement sections for local and major streets indicated on the following pages.**