



# Board of County Road Commissioners of the County of Kent

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## COMMERCIAL DRIVEWAYS AND PRIVATE STREET ENTRANCES ON STATE TRUNKLINES

1. Permit application(s) shall be in accordance with the attached **GENERAL REQUIREMENTS** and the Michigan Department of Transportation (M.D.O.T.) Construction Permit System (CPS) online requirements.
2. **OWNER**, not Contractor must be under the Applicant Name on the application for the driveway permit. (See the Application Requirements section to access the M.D.O.T. Construction Permit System online website).
3. **OWNER** or Contractor must provide a Performance Bond in the amount of \$15,000.00 for the first driveway and \$10,000.00 for each additional driveway. Where a "Left Turn or By-Pass" lane is required, an amount equal to the cost of the road improvement plus 20% contingency will be required in addition to the needed drive amount. Other Bond amounts (depending on the needed design and construction) may be required after review of the plan.
4. The Kent County Road Commission (K.C.R.C.), as the M.D.O.T. designated permit review agent, will advise the applicant in the completion of the plans, but will not prepare the plans. Two copies of the final approved plans (or sets) shall be provided to the K.C.R.C. for record purposes.
5. The Kent County Road Commission will not do any staking but will inspect the forms prior to placement of concrete.

### **PERMIT TYPE**

### **PERMIT FEE**

#### **Driveways**

Residential Driveways & Farm Field Driveways .....	\$30.00
Non-farm (Forest Products, etc.).....	90.00
Commercial Driveways	
Parking spaces < 10 (per driveway) .....	90.00
Parking spaces 10-50 .....	275.00
Parking spaces > 50 .....	410.00
Turn lane added to existing driveway .....	410.00
Multiple driveways (parking spaces > = 10).....	700.00
Combination-driveway & turn lane/passing flare.....	700.00
Public/Private Street Approaches .....	700.00

Effective: January, 2011

**GENERAL REQUIREMENTS**  
**for Commercial Driveways on State Trunklines**  
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**A. APPLICATION REQUIREMENTS**

1. All applications must meet the following basic requirements before they may be accepted for processing by the Michigan Department of Transportation (M.D.O.T.) and/or the K.C.R.C., as the M.D.O.T. designated permit review agent.
  - a. As of January 3, 2011 the Michigan Department of Transportation has implemented an online Construction Permit System (CPS). All Applications, Performance Bonds, Certificates of Insurance, Permit Fee Payment, Advanced Notice of Permitted Activity, and Plan submittal must be done online on the M.D.O.T. CPS site.
  - b. To access the site go to [www.michigan.gov/mdot](http://www.michigan.gov/mdot). On the left side of the screen, click on Doing Business. Under Service Centers, click on Permits. Under Permits, follow the instructions given on the screen.
  - c. The Applicant's Name information block:
    - (1) This must be filled out on all applications by the individual, organization, or governmental unit who **owns** the property where the drive/approach is to be placed within the right of way. If the owner chooses to appoint an agent, the M.D.O.T. Grand Rapids Transportation Service Center (TSC) District Office must be provided with a current Certificate of Agency ([Form 2209](#)), naming the agent. The signatures on this 2209 Form must be in original ink, no faxes or photo copies of signatures will be accepted.
    - (2) **A contractors name and information must be provided before a permit is issued.**

**B. PLAN REQUIREMENTS**

1. All drawings and sketches pertaining to an application are referred to as plans, and must meet the following requirements:
  - a. Plans must be provided in .pdf format and uploaded with the permit application. Plan sets cannot be larger than 10 MB. Contact the M.D.O.T. Grand Rapids TSC District Office Permits Engineer for assistance with plan sets larger than 10 MB.
  - b. A driveway approach including radii shall be located entirely within the area between the applicants property lines; extended to the centerline of the highway. A concrete curbed driveway radius may extend outside of that area only if the adjacent property owner certifies in writing that he/she will permit such an extension across their frontage.

**GENERAL REQUIREMENTS**  
**for Commercial Driveways on State Trunklines**  
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- c. It is in the applicant's (owners) interest to review with the K.C.R.C., as permit review agent, the specific plan items required, prior to the development of the plan, which will accompany the permit application. A Civil Engineer must prepare the plan, or someone with extensive experience in civil/traffic engineering road design. Plan design setup must meet M.D.O.T. requirements (see K.C.R.C. for details). Unless waived by the K.C.R.C., as permit review agent, a plan must include the following:
- (1) A plan view of the entire area of right of way prepared at a scale of 1 inch=20 feet or 1 inch=10 feet on sheet paper 24"x 36" in size.
  - (2) The trunkline designation as on the Official M.D.O.T. Highway Map.
  - (3) All right of way lines and property lines pertinent to the proposed construction.
  - (4) The trunkline pavement width (from centerline to the white paint edge line), and shoulder widths (paved and/or gravel).
  - (5) The distance between the centerline of trunkline pavement and the right of way line.
  - (6) Buildings, both proposed and existing, and notation as to present use of the buildings. Details of internal traffic circulation, parking, and traffic signs may be required.
  - (7) Proposed details should include widths of driveways, radii of driveway returns and other points of curvature, driveway grades, angle of the driveway relative to the highway centerline, dimensions of traffic islands adjacent to the highway, driveway surface material and traffic island surface material.
  - (8) From proposed drive centerline include distance to nearest intersecting public roadway; nearest driveway(s) within 300' on adjacent properties and driveway(s) within 300' opposite the site. In addition, location of curbs, sidewalks, signs, poles, hydrants, etc. must be shown where applicable.
  - (9) Drainage information shall include site elevations, gutter elevations, drive culvert size, direction of water flow, proposed drainage outlets and all invert elevations, pipe size and material. M.D.O.T. will not accept storm water run-off that does not presently drain towards the right of way. Any additional run-off as a result of improvements to the site will be detained through the use of on-site detention with a controlled outlet. Run-off calculations and computations for detention pond volume shall be submitted as part of the application on the current Drainage Design Checklist For Accessing State Trunklines ([Form 2484](#)), and/or Storm Water Detention Design for Commercial Developments Free Access Right of Way ([Form 2298](#)).
  - (10) A north directional arrow (oriented with north pointing to the top of the plan sheet or toward the right side of the sheet), scale size, and an explanatory legend of any engineering symbols used.

**GENERAL REQUIREMENTS**  
**for Commercial Driveways on State Trunklines**  
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**C. FEES**

1. A permit fee is required in accordance with the current fee schedule, and must be submitted online with the Application.
2. Payment is to be made by credit card or electronic bank transfer of funds (electronic check) to the State of Michigan via M.D.O.T.
3. If the applicant wishes to pay with cash. They can visit the M.D.O.T. Grand Rapids TSC District Office (2660 Leonard Street NE – Phone 616-464-1800) during the normal business hours for assistance.

**D. BONDS**

1. General Requirements (To be performed by the applicants Bonding Agent)
  - a. Surety bond is required (see Notice To Surety/Insurance Companies page). The form must be filled out with the owner/applicant as the Principal or with the current Certificate of Agency (Form 2209) the agent of the applicant as the Principal.
  - b. The amount of the bond will be set by the M.D.O.T. Grand Rapids TSC District Office Permits Engineer and/or the K.C.R.C., as permit review agent, upon completion of the online application and plan submittal/review.
  - c. Bonds will be filed as follows:
    - (1) With Individual Bonds: A hard copy of the completed, online bond will be required at the M.D.O.T. Grand Rapids TSC District Office where the permit plan will be reviewed. Signatures of the Principle and Surety on this copy sent to the Grand Rapids TSC District Office must be original ink signatures.
    - (2) With Blanket Bonds: At the M.D.O.T. Lansing office of Utilities-Permits Division.

**E. INSURANCE**

1. Owner/applicant, or agent of applicant (with the current Certificate of Agency Form 2209), must register a Certificate of Insurance (see Notice To Surety/Insurance Companies page).

**GENERAL REQUIREMENTS**  
**for Commercial Driveways on State Trunklines**  
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**F. CAUTION**

1. **SUBMIT APPLICATIONS WELL BEFORE YOU PLAN TO START ON SITE CONSTRUCTION: FOUR TO SIX WEEKS MAY BE REQUIRED FOR PROCESSING.**  
Preliminary location approval of drives is advisable and generally will expedite the approval process, especially on high volume State Trunklines.
2. The Permittee will be required to:
  - a. Give Advance Notice of Permitted Activity (Form 2204) via CPS online system to the M.D.O.T. Grand Rapids TSC District Office Permits Engineer and/or the K.C.R.C. as permit review agent, at least five (5) days prior to the commencement of any operations covered by the permits (excluding weekends and holidays), or as specified.
  - b. Provide all necessary staking and supervision of operations covered by the permit. Forms for concrete curb must be checked by the K.C.R.C. as inspection agent upon proper notice, but this shall not relieve the Permittee of responsibility to insure conformance with the permit and applicable Department Standards. The applicant **is responsible** for the performance and actions of the contractor. Failure of the contractor to comply with the permit requirements may result in the suspension/cancellation of the permit.
  - c. Perform no work except emergency work, unless authorized by M.D.O.T. on Saturdays, Sundays or from 3:00 PM on the day preceding a holiday until the normal starting time on the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. There are construction restrictions on certain State Trunklines, which limit the time when work on that trunkline may be performed.
  - d. Provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by the permit.
  - e. Furnish, install, and maintain all necessary traffic and safety controls during the Permittee's operations in accordance with the Michigan Manual of Uniform Control Devices and any supplemental specifications set forth herein.
  - f. Advise the M.D.O.T. Grand Rapids TSC District Office Permits Engineer or the K.C.R.C., as permit review agent, within seven (7) days of completion of work authorized by the permit, so that final inspection may be made and when appropriate, the surety bond released.
3. Failure to comply with these requirements may result in the delay of permit approval and/or rejection of the permit application.

# NOTICE TO APPLICANTS AND SURETY COMPANIES

Effective on February 11, 2010 the Michigan Department of Transportation Individual Permit Performance Bonds (Form 2202) and Certificate of Insurance for Permitted Activities (Form 2020) was required to be submitted electronically via the M.D.O.T. Permit Performance Bond/Certificate of Insurance application system.

**Note: The applicant does not register for access to this application, only Surety and/or Insurance Agents.**

The Surety and/or Insurance Agent is required to register, if they have not previously registered with the M.D.O.T. office, in order to obtain access to the M.D.O.T. Permit Performance Bond/Certificate of Insurance application system. Surety and/or Insurance Agents may call 517-241-3028 to register or if you have any questions.

M.D.O.T. is still currently requiring that a paper copy of the Performance Bond be sent to the appropriate local Michigan Department of Transportation TSC District Office. The Surety and/or Insurance Agent will be prompted to print out, sign (Principals signature must also be on the Performance Bond) and mail the Performance Bond to the local M.D.O.T. TSC District Office address, which will appear on the screen. Printing the Performance Bond will also print-out the second page which includes the mailing address.

## K.C.R.C. GENERAL NOTES FOR M.D.O.T. PERMITS

1. All workmanship and materials shall be according to the current Michigan Department of Transportation (M.D.O.T.) Standard Specifications for Construction.
2. Driveway approach to be bituminous or concrete. Concrete shall be used when the distance between the new curb and the highway right of way, or street edge of sidewalk, is 15 feet or less.
3. Concrete curb and gutter to be M.D.O.T. B-2 or as approved by the M.D.O.T. Engineer.
4. Where poor soil conditions exist, the depth of the gravel and sand subbase between the new curb and existing pavement, shall be determined by the Engineer.
5. No advertising sign or device shall be placed in, or overhang into the existing highway right of way.
6. M.D.O.T. and the K.C.R.C. are to be notified 5 days prior to the start of construction; excluding Saturdays, Sundays, and Holidays. The K.C.R.C. will inspect all work within the highway right of way.
7. Prior to the start of construction, it will be mandatory for the applicant or contractor to have in place the necessary safety traffic signs, cones, barricades and any other safety device to insure safety to the public.
8. All disturbed areas are to be leveled and restored with topsoil, seeded with an approved turf seed mix, and allowed to grow to a mowable condition so as to prevent future erosion or maintenance problems. Slopes that are 1 on 2 or steeper shall be sodded.
9. The highway right of way shall not be used for private business purposes.
10. No parking of vehicles, equipment, or material storage permitted within the highway right of way.
11. The owner must provide for adequate drainage from parking areas, and clear same with the M.D.O.T. Issuance of a permit does not alleviate owner of this responsibility.
12. Culverts, storm sewers, or other drainage structures shall be inspected by the Kent County Road Commission Inspector before backfill is placed.
13. Water from this property shall not drain into County or State Highway Right of Way without approval.
14. Resurface existing public roadway as necessary to fit drive approach, correct crown, correct drainage, or repair damage by construction. Sawcut remove all curb, concrete, and bituminous as required by the M.D.O.T.
15. Property owner is responsible for obtaining a Soil Erosion & Sedimentation Control Permit for any earth change greater than one acre, or within 500 feet of a regulated water of the State.
16. A utility permit must be obtained for placement and hookup of utilities (i.e. water, gas, oil, sewer, telephone, electric, cable TV, etc.) in the highway right of way.
17. Contact "Miss Dig" toll free at 1-800-482-7171 or 811 three (3) days prior to the start of construction, excluding Saturdays, Sundays, and Holidays.
18. Additional work (bituminous paving, grading, etc.) may be required by the K.C.R.C. or M.D.O.T. to correct poor workmanship and/or alleviate drainage problems.
19. All work in the highway right of way approved by a commercial drive/private street approach permit must be completed within one year of permit issuance date.
20. Performance Bonds must remain in effect through one winter season to spring season after the completion of work allowed under the permit.
21. Michigan Department of Transportation reserves the right to terminate or revoke any permit if any terms, construction, or safety requirements as deemed necessary by the M.D.O.T. or as shown on the approved permit plan are not met, or resolved in a timely manner.
22. Any paving performed in the highway right of way between November 1<sup>st</sup> to May 1<sup>st</sup> requires prior approval from the M.D.O.T. Engineer.

(Revised February – 2010)

## STORM WATER DETENTION DESIGN FOR COMMERCIAL DEVELOPMENTS FREE ACCESS RIGHT OF WAY

TRUNKLINE	PERMIT NO.	LOCATION DESCRIPTION
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CALCULATIONS DONE BY (Signature):	DATE
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### 1. DETERMINATION OF EXISTING RUNOFF INTO RIGHT OF WAY (RATIONAL METHOD)

GROSS AREA OF DEVELOPMENT _____ S.F.		TOTAL EXISTING AREA DRAINING INTO ROW _____ S.F.	
GRASS	CA	OTHER	CA
S.F. x 0.20 =		S.F. x _____ =	
PAVEMENT	CA	TOTAL A	TOTAL CA
S.F. x 0.80 =			
BUILDING	CA	(Wt. C) = $\frac{CA}{TOTAL\ AREA}$	=
S.F. x 0.80 =			

$Q_{allow} = CAI$  USE 10 YEAR STORM TO DETERMINE I FROM CHARTS FOR  $T_c = \left( \frac{2Ln}{3\sqrt{S}} \right)^{0.467}$  L = \_\_\_\_\_ FT. (LENGTH OF FLOW)  
S = \_\_\_\_\_ FT./FT. (SLOPE OF PARCEL)

DETERMINE I FROM CHARTS FOR TEN YR. STORM FOR: $T_c =$ _____ I = _____	NOTE: IF ENG. JUDGMENT INDICATES OTHERWISE, PLEASE INDICATE
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$Q_{allow} = \frac{CAI_{10}}{43,560\ S.F./ACRE} =$  \_\_\_\_\_ CFS

### 2. DETERMINATION OF PROPOSED RUNOFF AREA INTO RIGHT OF WAY

TOTAL PROPOSED AREA DRAINING INTO RIGHT OF WAY _____ S.F.			
GRASS	CA	OTHER	CA
S.F. x 0.20 =		S.F. x _____ =	
PAVEMENT	CA	TOTAL A	TOTAL CA
S.F. x 0.80 =			
BUILDING	CA	(Wt. C) = $\frac{CA}{TOTAL\ AREA}$	=
S.F. x 0.80 =			

### 3. DETERMINATION OF METERING LINE

OVERFLOW ELEVATION IN PARKING LOT MINUS 1/3 DEPTH OF RETENTION = _____	DISCHARGE PIPE TOP ELEVATION AT OUTLET (OPEN DITCH) = _____
STORM SEWER MAIN TOP ELEVATION AT RETENTION OUTLET (CLOSED SYSTEM) = _____	LENGTH OF METERING LINE = _____ FT.

MANNING'S FORMULA FOR PIPE DISCHARGE  $Q = (CF) S^{1/2}$

HYDRAULIC GRADIENT = S =  $\frac{OVERFLOW\ ELEV. - OUTLET\ ELEV.}{LENGTH\ OF\ METER\ LINE}$  = \_\_\_\_\_

CONVEYANCE FACTORS (CF) =  $\frac{1.486}{n} AR^{2/3}$

DIAMETER (Inches)	PIPE MATERIAL	SMOOTH PVC	CONCRETE	CAST IRON	CORRUGATED STEEL
	COEFF. (MANNING "n")	0.008	0.013	0.015	0.021
4		3.10	1.90	1.65	1.18
5		5.52	3.40	2.99	2.10
6		9.11	5.61	4.86	3.47
8		19.65	12.09	9.82	7.48
10		35.56	21.88	16.75	13.55
12		57.92	35.64	25.73	22.06
15		105.10	64.70	46.65	40.05

METERING PIPE SIZE AND TYPE: \_\_\_\_\_ CF = \_\_\_\_\_

$Q_{DISCHARGE} = (CF) \times S^{1/2} =$  \_\_\_\_\_ CFS      ( $Q_{allow} =$  \_\_\_\_\_ CFS)

4. DETERMINATION OF RETENTION VOLUME

TC (MIN)	$i_{10}$ (IN/HR)	$C_wA$ (A IN ACRES)	$Q_{in}$	$Q_{out}$ = $Q_{allow}$	$Q_{in} - Q_{out}$	$(Q_{in} - Q_{out})$ x TC x 60 (FT. <sup>3</sup> )
20						
30						
40						
50						
60						
70						
80						
90						
100						
110						
120						

DESIGN RETENTION VOLUME \_\_\_\_\_ Cu. Ft. VOLUME OF PROPOSED RETENTION BASIN \_\_\_\_\_ Cu.Ft.  
 CALCULATIONS: