



Kent County Road Commission

Work on Residential Driveway – Subdivision or roads with curb and gutter

For those wishing to conduct work on a residential driveway in a subdivision or on a road with a curb and gutter, please complete the General Highway ROW Permit Application and submit it to KCRC's Permit Department by email permits@kentcountyroads.net; or fax 616-336-4397. The Permit Dept. will determine the permit fee and contact you with required payment information. Fees may be paid at the Permit Office (1500 Scribner Ave) in cash, credit card (Visa/MasterCard), check or money order; or by phone with a credit card (Visa/MasterCard).

Work on Residential Driveway – Non-Subdivision and without curb and gutter

For those wishing to conduct work on a residential driveway on a road that is not in a subdivision and does not have a curb and gutter, please complete the General Highway ROW Permit Application and submit it to KCRC's Permit Department by email permits@kentcountyroads.net; A KCRC Supervisor will review the site and determine the size and length of the driveway culvert required.

KCRC will sell the necessary pipe at KCRC's cost and install the pipe at no cost to the property owner. The property owner is responsible for the fill over the pipe and the construction of the driveway.

Fees may be paid at the Permit Office (1500 Scribner Ave) in cash, credit card (Visa/MasterCard), check or money order; or by phone with a credit card (Visa/MasterCard).

SPECIFICATIONS

RESIDENTIAL DRIVEWAYS

A. Definition

For purposes of these rules, a residential driveway is any driveway serving a single residential or two family dwelling (duplex).

B. Geometric and Construction Standards

1. **Width:** All residential driveways shall have a minimum width of 10 feet and a maximum width of 24 feet (32 feet may be allowed for a 3 stall garage), measured at right angles to the centerline of the driveway at the public right-of-way line.
2. **Flares:** To facilitate vehicle movements, each side of the driveway approach shall be offset with 4 foot flares, measured at the pavement edge not to exceed 32 feet unless otherwise approved by the Kent County Road Commission (KCRC).
3. **Location:** Driveways shall be located so that no undue interference with the free movement of public highway traffic will result, and to provide the best vision and grade conditions. A 10 foot separation from the edge of driveway to property lines and public utilities (i.e. power/phone poles, fire hydrants, cable/phone boxes, etc.) is preferred unless sight distance warrants less. No portion of a residential driveway shall be located closer than 50 feet from the edge of the driveway to the nearest public right-of-way line or vision corner of an intersecting public road. No portion of two residential driveways serving the same property shall be located closer than 40 feet to each other measured edge to edge. All measurements are along the public right-of-way line. Unless written permission is obtained from adjacent property owners, no portion of a residential driveway shall extend beyond the adjacent property lines extended to the edge of the road.
4. **Number of Driveways:** One residential driveway will be permitted for each platted lot or for the first 100 feet or less of residential property in unplatted areas. Circle drives may be permitted if the frontage exceeds 100 feet.
5. **Profile:** Unless otherwise determined by the KCRC, all residential driveways shall be built to a sidewalk elevation at the right-of-way line in accordance with the Kent County Road Commission's Table for Determining Sidewalk Grades. It is recommended beyond the right-of-way line the grade should not exceed 8 percent, or meet local government agency requirements.
6. **Drainage:** If deemed necessary by the KCRC, site drainage plans must be provided. The residential driveway shall be so constructed that the drainage to or along the public roadway is not at a greater rate than what historically drained from the lot/land area. In special drainage instances, other alternative drainage systems will be reviewed by the KCRC. When required, culverts of a size determined by the KCRC will be placed in accordance with the Kent County Road Commission's Driveway Culvert Policy. Any future culvert replacement and driveway surface replacement (bituminous/concrete) is done at cost of property/home owner.

7. **Surface:** On a gravel public roadway, all residential driveways shall be surfaced within the public right-of-way with a minimum of 8” gravel. On a paved public roadway drive approaches may be surfaced with either bituminous or concrete. Bituminous must be a minimum of 3.5” bituminous mixture over a minimum of 6” compacted aggregate (21-AA) over 12” Class II sand subbase on local roads, or 18 inches of Class II sand subbase on primary roads. A concrete approach must be a minimum of 6” concrete (MDOT S-2 spec.) over 12” of Class II sand subbase (local roads) or over 18” of Class II sand subbase (primary roads). Concrete approaches in plats or on public roads with a 2 foot bituminous valley gutter along the driveway location frontage may meet up to the back of the bituminous valley gutter. Concrete approaches in non-valley gutter areas must have at least a 4 foot wide hot mix asphalt shoulder beyond the existing edge of pavement before a concrete approach can begin (see example below).
8. **Construction Staking:** Stakes for location and elevation necessary for construction may be placed by the KCRC upon request, after issuance of the residential driveway permit.

C. **Joint Driveways**

1. A joint residential drive for a duplex must have a written/recorded easement agreement verified to the KCRC and local government agency.

KENT COUNTY ROAD COMMISSION
APPLICATION FOR PERMIT

Date _____ 20__

Road Name _____ Width of R.O.W. _____ ft.

Location of the Work _____

Telephone # _____ Fax # _____ E-mail _____

Contractor _____ Address _____

Applicant/Owner _____ Address _____

This application, if approved, shall authorize only the work described herein. No other work shall be performed within the highway right-of-way by the applicant or any other party (including, without limitation, the installation of additional wires or lines along or within any facilities or structures described with this application) without a separate written application approved by the Kent County Road Commission. The Kent County Road Commission shall not be responsible for any damage to wires, poles, conduits or any other facilities or structures constructed or installed within the highway right-of-way. Applicant is responsible to contact Miss Dig at 1-800-482-7171 or 811, 3 days before the start of construction, excluding Saturdays, Sundays and Holidays.

Permission is requested to do the following work within the limits of the highway right-of-way and it is hereby agreed to do this work in accordance with the "Specifications and Conditions" of the Kent County Road Commission.

**DETAILED PLANS OF THE WORK MUST ACCOMPANY THIS APPLICATION
IN THE AREA BELOW DESCRIBE THE WORK REQUESTED TO BE DONE IN THE HIGHWAY RIGHT-OF-WAY**

Work to commence _____, 20____, and to be completed _____, 20____

The undersigned further agrees that if this application is approved, they will meet all legal requirements; and that they will be responsible to the Kent County Road Commission for any damages to the highway or to the highway structures or the structures of any private company within the highway right-of-way, and that they shall, well and truly, pay all damages, fines and penalties which they shall become liable to pay, and shall save the Kent County Road Commission harmless from all suits, claims, damages and proceedings of any kind due to these permitted activities and operations within the highway right-of-way.

Signature of Applicant/Owner _____ for _____

Approved by _____ of Engineering Department Date _____

Approved by _____ of Maintenance Department Date _____

Approved by _____ of Traffic Department Date _____