

MUSKEGON COUNTY ROAD COMMISSION
7700 East Apple Avenue, Muskegon MI 49442, 231.788.2381
SINGLE HOME RESIDENTIAL DRIVEWAY LOCATION PERMIT APPLICATION AND DATA SHEET

AUTHORITY: P.A. 200 OF 1969

Use this form to file for approval of a driveway along a county road.

APPLICANT: _____ PROPERTY OWNER: YES NO

PROPERTY / PARCEL OWNER NAME: _____

MAILING ADDRESS FOR PERMIT: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE OF APPLICATION: _____

APPLICANT: See Pg. 2 for Standard Permit Conditions. Other specific permit conditions may be imposed as site and use conditions warrant.

DRIVEWAY LOCATION: TOWNSHIP NAME: _____

ROAD NAME: _____ LOT/HOUSE/PARCEL NO.: _____

APPROXIMATE DISTANCE _____ OF _____ SIDE OF ROAD
N/S/E/W NEAREST CROSSROAD N/S/E/W

DRIVEWAY LOCATION STAKED: (BY APPLICANT): DATE: _____

PURPOSE OF DRIVEWAY: SINGLE HOME FARM FIELD DRIVE

TYPE OF DRIVEWAY: GRAVEL (\$55.00) ASPHALT or CONCRETE (\$45.00 additional fee)

ADDITIONAL INFORMATION: _____

*****OFFICE USE ONLY*****

FIELD INFORMATION: _____ **PERMIT #** _____

ROAD NAME: _____ N S E W SIDE OF ROAD

_____ N S E W OF _____

MEASURED DISTANCE _____ CROSSROAD

CULVERT REQUIRED: YES NO END SECTIONS: YES NO

DIAMETER (inches): _____ LENGTH (feet): _____

INSPECTED BY: _____ DATE: _____

COMMENTS: SIGHT DISTANCE GOOD QUESTIONABLE

DISPOSITION: RECEIPT #: _____ BY: _____

COST: _____ CASH: CHECK: # _____ PAID DATE: _____

**MUSKEGON COUNTY ROAD COMMISSION
SINGLE HOME RESIDENTIAL DRIVEWAY PERMIT APPLICATION**

STANDARD PERMIT CONDITIONS:

- This Permit is issued with the understanding that the Permit Applicant is the property owner, lessee or an authorized agent of the property owner.
- This Permit is valid only for a dirt/sod or gravel surfaced driveway. **NOTE: DO NOT FILL DITCH OUTSIDE OF DRIVEWAY AREA, CONCRETE OR ASPHALT PAVING OF THIS DRIVEWAY WILL REQUIRE AN ADDITIONAL PERMIT.**
- In the event a drainage problem develops, the holder of this permit shall be responsible for correcting the problem as directed by the County Highway Engineer.
 - The Permit Applicant must provide the driveway culvert and end sections when required. It shall meet the size and strength requirements of the Road Commission and must be in reasonable condition. Concrete, galvanized steel (non-spiral) or smooth-walled (interior) corrugated plastic pipe is recommended. The use of other pipes shall require Road Commission approval. It is the responsibility of the Permit Applicant to provide the necessary fill and driveway surface over the culvert for a finished driveway. Slopes from driveway surface to culvert ends shall be at least 1 on 3, CONSTRUCTION OF HEADWALLS IS PROHIBITED. Future maintenance of the culvert, including cleaning and replacement, is the responsibility of the property owner.
- This Permit does not relieve the Permit Applicant from meeting any applicable requirements of the law or of other public bodies or agencies.

MAILBOX SPECIFICATIONS:

The information printed below is based upon U.S. Postal regulations, the American Association of State Highway and Transportation Officials (AASHTO) Roadside Safety Committee engineering guidelines and standards, as well as current policies and practices of the Muskegon County Road Commission.

- Only one support should be used per box or group of boxes;
- Wood posts should be no more than 4 ½ inches diameter if round, 4x4 inches if rectangular;
- Metal pipes should be standard steel or aluminum with no more than a 2 inch inside diameter;
- Supports should yield or collapse if struck. They should bend or fall away from a vehicle and not create a severe deceleration;
- Supports cannot be fitted with an anchor plate (metal post), embedded over 24 inches into the ground, or set in concrete;
- The mailbox must be constructed of sheet metal, plastic or similar weight materials, with weight not to exceed 11 pounds; approved sizes range from 19" to 23½" long, 6½" to 11½" wide and 8½" to 13½" high.
- The United States Postal Service asks that roadside mailboxes be 36 to 42 inches off of the ground, and 8 to 12 inches behind the shoulder or the curb;
- Heavy mailboxes and supports, such as concrete pillars or stone aggregate, decorative timbers and steel supports, can turn any mailbox installation into a lethal roadside obstacle that should be eliminated in the interest of public safety. A mailbox and its support will be considered **hazardous to motorists** when the support exceeds the described structural limitations;
- Any mailbox and its support considered to be a hazard will need to be removed from the road right-of way and replaced;
- Newspaper boxes may be mounted below the mailbox on the side of the mailbox support. This type of installation is encouraged because it eliminates a second obstacle in the road right of way at the same location.
- U. S. Postal Service regulations require that house/address numbers be clearly displayed on mailboxes or posts. If the mailbox is not on the same street as the residence, it must have the assigned number and street name of the residence or business.