

Permit Guidelines for Driveways, Parades, and Banners



Board Of County Road Commissioners
County Of Alcona

Adopted: October 9, 2024
Effective: January 1, 2025

Driveway Permits

General

- A. No driveway shall be constructed or have any work performed in the right of way of any Michigan Department of Transportation (MDOT) certified road in Alcona County without obtaining a written permit (form CRA 100) from the Alcona County Road Commission
- B. The applicant shall have a paper copy of the approved permit available at the site during construction.
- C. The property owner or his agent shall maintain all driveways and culverts set forth in the permit.
- D. The property owner or his agent is responsible for submitting all MISS DIG requests related to the necessary work.
- E. No portion of a residential driveway, including the curve which meets the traveled way, shall extend beyond the property line of an adjoining parcel of property. It is the property owner or his agent's responsibility to acquire all surveys if needed.
- F. Culverts shall be installed in line with and on the same grade as the road ditch.
- G. Altered natural drainage shall not be permitted to flow onto highway right-of-way. The driveway shall be constructed so that the highway drainage is not adversely affected by the driveway. The drainage and the stability of the highway subgrade shall not be altered by driveway construction or roadside development.
- H. Change of Use - In the case a driveway permit is issued for one type of use and the owner changes the driveway to another type of use (residential or farm field drive to commercial) the owner will be required to apply for a driveway permit for the new use and meet all the requirements for the new driveway type.
- I. The permitting agent for the Alcona County Road Commission reserves the right to make special conditions in cases where the above regulations may cause undue hardships to the property owner if such special conditions do not interfere with public health or safety, and may specify particular dimensions so a particular driveway system will accommodate the vehicles normally expected without creating undue congestion or hazard on the through highway.

Residential - New, Upgraded, or Shared and Farm Field Entrance

- A. Definition: All access points for the purpose of serving the owners or residents of vacant property, single- or two-family dwellings or a farm field shall be deemed a residential driveway. Any driveway providing access to two parcels of land or more shall be considered a commercial driveway entrance.

- B. Residential driveway culverts shall not be less than 15” in diameter. The culvert shall be a minimum of 24’ but no more than 48’ and will be determined by the permitting agent for the road commission.
- C. Culverts shall be constructed of new materials meeting current Michigan Department of Transportation specifications for culvert materials.
- D. Gravel Driveway
 - 1. The surface shall consist of a minimum six (6) inches of compacted processed road gravel and come out level with the shoulder point of the road.
- E. Bituminous Asphalt Driveway
 - 1. If installing bituminous asphalt, all specifications shall be followed as outlined on Figure #P-A, Typical Hard Surface Driveway Detail.
- F. Concrete Driveway
 - 1. If installing concrete, it shall terminate at the road right of way, with bituminous pavement or gravel continuing from the concrete at the road right of way to the edge of the traveled way.
 - 2. Concrete installation on the road right of way will only be allowed with prior written approval from the Alcona County Road Commission. The Road Commission will evaluate each specific case and will determine the thickness of concrete and all other standards that will be required for each separate location if approved.

Commercial – New or Upgraded

- A. Definition: Any driveway entrance that provides access to a business, more than two parcels, or will provide substantial vehicular traffic to the existing roadway shall be considered a commercial driveway entrance. Any driveway providing access to land which is used for industrial or commercial purposes shall also be deemed to be a commercial driveway. The intent of designating a use as industrial and commercial is to define those uses which induce heavier traffic flow than residential use and to provide for wider access and a more durable surface to handle heavier traffic. In the event of a dispute over whether or not a specific use shall be designated commercial or not, the permitting agent shall make the final determination and shall base their decision on this intent.
- B. Commercial Driveway Plan Requirements
 - 1. In order that commercial driveways may be prepared in conformity with the general highway and street plans of the Alcona County Road Commission, the Applicant shall have prepared a detailed set of plans depicting the construction that is to take place.
 - 2. The plans shall be drawn to a convenient scale not smaller than 1” = 200’ on paper 18” x 24” in size.
 - 3. The plans should give the location of the proposed driveway with

reference to the section and part of section in which the driveway is situated along with the name and coordinates of the township.

4. Adequate provisions for traffic safety must be considered in laying out curb, gutter, acceleration lanes, deceleration lanes, and relief lanes for connecting with the existing county highway.
5. (3) copies of the preliminary plans prepared as noted above shall be submitted for study to the Alcona County Road Commission, together with a completed driveway permit application.
6. One (1) copy of the plans shall be returned within thirty (30) days to the Applicant with notations or approval from the Alcona County Road Commission permitting agent or engineer.

C. Surface Materials

1. The surface shall consist of bituminous pavement with a width of twenty-four (24) feet at a rate of 330 pounds per square yard, to be placed in two courses of 165 pounds per square yard per course and shall extend from the edge of the traveled way to the right-of-way.
2. If installing concrete, it shall terminate at the road right-of-way, with bituminous pavement continuing from the concrete at the road right-of-way to the edge of the traveled way.
3. Concrete installation on the road right-of-way will only be allowed with prior written approval from the Alcona County Road Commission permitting agent. The Road Commission will evaluate each specific case and will determine the thickness of concrete and all other standards that will be required for each separate location.
4. The Road Commission reserves the right to determine what the surface of the driveway shall consist of; however, in no case shall the required surfacing be less than 6" of crushed gravel to the right-of-way line.

Temporary Construction

- A. Definition: A temporary driveway is one constructed that will be used for six (6) months or less.
- B. The property owner or his agent agrees that all materials used in the construction of the temporary driveway will be removed and the location returned to the original condition. The Alcona County Road Commission retains the right to remove and restore to the original condition any temporary driveway that remains past the allowable time period, with the costs billed to the property owner.

Parades

- A. Authorized Applicants - A permit granting permission for the temporary closure of a county highway for a reasonable length of time for a parade,

- celebration or festival may be issued by the Road Commission only to the governing body of a city, incorporated village, or township.
- B. Minimum Requirements - Permit application (form CRA 100) shall be accompanied by a copy of a resolution from the city, village or township requesting permission for highway closure or partial closure. The application shall state the nature of the activity for which the highway closure or partial closure is being requested, the dates and times it is proposed to close and reopen the highway to traffic (a reasonable period of time as approved by the Road Commission), and such other information as the Road Commission may require.
- C. Road Closure Conditions - All permits allowing the closure or partial closure of a highway shall be issued subject to the following conditions:
1. The closure or partial closure of the highway and the use of a detour route shall not unduly interfere with the safe and free movement of traffic.
 2. A suitable alternate location is not available for the parade, celebration or festival which is more acceptable for traffic safety and offers less interruption of traffic.
 3. Closures or partial closures of highways shall be allowed during daylight hours only unless approved by the permitting agent of the Alcona County Road Commission.
 4. The applicant is responsible for all traffic control devices installed in conjunction with the highway closure or partial closure and the detour route shall conform to the provisions of the current Michigan Manual of Uniform Traffic Control Devices.
 5. The local governing body shall assume the responsibility for necessary police supervision, establishment and posting of any necessary detour and shall also assume liability for any and all damage claims which may arise as a result of the highway closure or partial closure.
 6. Closures or partial closures of highways shall not be permitted for the purpose of allowing private commercial activities, such as advertising or sale of goods, wares, or produce.

Banners

- A. Authorized Applicants - A permit granting permission for the installation of banners to be placed within or over county right of way may be issued by the Road Commission only to the governing body of a city, incorporated village, or township.
- B. Minimum Requirements - Permit application (form CRA 100) shall be accompanied by a copy of a resolution from the city, village or township requesting permission for the banner installation. The application shall state:
1. the activity in connection with which the banners are to be placed

2. location of the proposed installation including distance to overhead traffic control devices
3. description of the banner, including any legend or symbol thereon
4. the height of an overhead banner at its lowest point above the surface of the highway
5. the date(s) on which the banner will be placed and removed; this period shall not exceed a time period specified by the Road Commission.
6. Such other information as the Road Commission may require.

C. Design and Placement Requirements

1. The design, method of installation, and location of all banners shall be such that they will not be dangerous to those using the highway or unduly interfere with the free movement of traffic.
2. Overhead banners shall have a minimum bottom height of eighteen (18) feet above the surface of the traveled way and be placed not closer than ten (10) feet on either side of traffic lights or signals and shall be so placed as to not obstruct a clear view of such traffic lights or signals or other traffic control devices.
3. Banners shall not 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 a political nature.
4. Banners shall not have displayed thereon any device which is or purports to be or is an imitation of or resembles or which may be mistaken for a traffic control device, or which attempts to direct the movement of traffic.
5. Decorations authorized by a permit shall not include flashing lights.

D. Conditions of Issuance Of Banner Permits: Permits for the erection or installation of banners may be cancelled by the Road Commission if such installation shall become dangerous to those using the highway or unduly interfere with the free movement of traffic.

Severability

These regulations and the various parts, articles, sections, sub-sections, phrases and clauses thereof are hereby declared to be severable. If any part, sentence, paragraph, article, section, sub-section, phrase or clause is adjudged unconstitutional or invalid it is hereby provided that the remainder of these regulations shall not be affected thereby. The Board hereby declares that it would have passed these regulations and each section, sub-section, phrase, sentence and clause thereof irrespective of the fact that any one or more articles, sections, sub-sections, phrases sentences or clauses be declared invalid.

Variance Clause

Proprietors that desire variations from these procedures, guidelines and specifications must submit their request in writing. Written requests for variances must include sufficient technical details to support justification for the request. A proposed variance must be submitted prior to preliminary or construction plan approval. Although instances may arise that requests for a variance may be submitted after the plan approval, in such instances the plans must be resubmitted with the approved revisions.

Applicant shall also meet all terms and conditions as outlined in permit Form CRA 100”.