

**ROAD COMMISSION
FOR
MONTCALM COUNTY**

**STANDARDS, GUIDELINES & POLICIES
FOR
ROADS AND DRIVEWAYS**

January 2006

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MONTCALM COUNTY

ORDINANCE NO. 2005-02

AN ORDINANCE TO REGULATE THE
CONSTRUCTION OF PRIVATE ROADS AND DRIVES
WITHIN THE COUNTY TO PROVIDE FOR SAFE,
CONVENIENT AND ADEQUATE ACCESS TO LOTS.

THE COUNTY OF MONTCALM, MICHIGAN ORDAINS:

Section 1. Name.

This Ordinance shall be known and cited as the Montcalm County "Private Road Ordinance."

Section 2. Purpose.

The County of Montcalm has determined that it is in the best interest of the public health, safety and welfare to establish an Ordinance to regulate the minimum standards for Private Roads and Private Drives to provide a safe, convenient and adequate access for servicing, fire protection, and emergency vehicles. The Ordinance shall establish minimum guidelines for the construction of roads, bridges, tunnels, culverts, signage, etc. for Private Roads and Private Drives to provide for adequate access, maneuverability and load bearing capacity. The Ordinance shall ensure that the private access ways to a parcel of land or group of parcels shall be constructed and maintained to provide minimum required protection for wetlands, drainage ditches, waterways, etc. The Ordinance shall provide minimum maintenance standards to ensure safe access to each principal building on any parcel of land that is accessed by the Private Road or Private Drive, including snow removal, for the protection of the public, emergency personnel and emergency vehicles.

Section 3. Definitions.

- A. Private Road - A non-public road servicing four (4) or more lots, parcels or principal buildings which provides access to a public road.
- B. Private Drive - A privately-controlled and maintained driveway servicing three (3) or less parcels of land, three (3) or less dwellings, duplexes or single principal buildings which provide access to a Public or Private Road.
- C. Principal Building - A structure on a parcel of property that is designed for a specific use such as a dwelling, a commercial structure or both. Accessory structures shall not be considered Principal Buildings. A single parcel of land may have more than one principal building and/or use.
- D. Building Official - The government official responsible for approving and issuing of Private Road permits. The Building Official shall be responsible to cooperate with Central Dispatch, the Drain Commissioner, the Road Commission and the DEQ to review and ensure compliance with all departments prior to issuing a Private Road permit.

Section 4. Private Road Application.

All private roads and private drives shall comply with the rules and regulations of the Montcalm County Drain Commission, the Road Commission of Montcalm County, all local zoning regulations, all other state and local laws and ordinances. To obtain a permit, the applicant shall complete a Private Road Application and shall provide the following:

A. Owners/Interested Parties: The name(s) and address(es) of the owner(s) and all other persons having any interest in the Private Road and the land across which it is to be constructed.

B. Plans: Applicants shall submit a site plan or drawing drawn to scale and prepared by a registered professional engineer or surveyor. The plans shall be submitted and approved by the Drain Commissioner prior to application to the Building Official. The plan or drawing shall be signed and sealed and shall be submitted and retained by the Building Official. A plan or drawing shall contain the following information:

1. The proposed layout of the Private Road, including the location, grade, route, elevation, dimensions and design of the Private Road, and the location of and distance to any public roads which the Private Road is to intersect.
2. The location of all lots, parcels, and principal buildings that will be serviced or within 100 feet of the Private Road if the lots, parcels and principal buildings will not be serviced by the Private Road.
3. The location of all existing and proposed utilities located within the Private Road right of way and/or within 20 feet of either side thereof.
4. The location of any streams, wetlands, trees, vegetation, drains and all other significant natural features affected by or within 100 feet of the proposed Private Road.
5. The location of any bridges, culverts, tunnels, or other types of construction pertaining to the Private Road. For any proposed bridges, culverts, other than the typical residential driveway culvert, or tunnels, the applicant shall submit sealed blue prints designed by a registered professional engineer or architect licensed by the State of Michigan and they shall be submitted to the Building Official prior to issuing a permit.

C. Maintenance: All Private Roads shall be maintained, repaired, improved and snowplowed in such a manner and to such extent that the Private Road shall be safe and convenient for travel in all weather conditions and in particular, such maintenance, repair and improvement shall be sufficient to assure that the Private Road shall be safe and convenient for travel of emergency vehicles in all weather conditions

D. Maintenance Agreements: A Maintenance Agreement shall be signed by all owners of the Private Road easement or right of way, and by all other parties having an interest therein. The Maintenance Agreement shall contain a provision binding the owners, and binding all other interested persons, of all affected lots and parcels whose primary access is provided by the Private Road, including their successors and assigns. Such agreement shall provide for and assure that the Private Road shall be regularly maintained, repaired and snowplowed so as to assure that the street shall be

safe for travel at all times. It shall be recorded with the Montcalm County Register of Deeds, and a copy of the recorded Maintenance Agreement shall be submitted to the Building Official prior to issuance of a Private Road permit. The Maintenance Agreement shall include the following minimum information:

1. **Restrictive Covenant:** A restrictive covenant shall be included in the Maintenance Agreement establishing the responsibility for maintaining the Private Road on all lots and parcels to be serviced by the Private Road.
2. **Financing:** A feasible and practical method for the payment of all costs and expenses for the repair and maintenance of the Private Road.

E. **Fees:** A Private Road application shall be accompanied by payment of a fee as shall be from time to time established by resolution of the Board of Commissioners. The purpose of the application fee is to provide funding for the management and enforcement of the Ordinance. The fee shall be collected by the Building Official at the time the application is submitted and is non-refundable

Section 5. Minimum Road Standards.

All Private Roads shall comply with the following construction standards and applicants for Private Road approval shall obtain all required permits prior to construction. All private roads shall be constructed to the minimum standards as established by the Road Commission of Montcalm County's current Plat Standards. *When variances are requested, the Road Commission shall review and make written recommendation(s) to the Building Department for the County's final approval. At the time of plan approval, it is understood that the plans are approved in accordance with the minimum standards then in existence as of the date of approval. The approval of the plans shall not in any way be considered or provide a guarantee that the Road Commission will accept responsibility for the private road to become a "public" road at any future date. Upon completion of the road the designing engineer or surveyor shall submit a signed and sealed Certificate of Approval to the Building Department stating the road has been constructed in accordance with the submitted plans including any approved variance conditions.*

- A. **Structures:** All structures shall be located on lots so as to provide safe and convenient access for servicing, fire protection, and emergency vehicles.
- B. **Access:** All Private Road access to public roads shall comply with the Road Commission of Montcalm County, MDOT, and/or any other state and local regulations.
- C. **Ingress and Egress:** The ingress and egress of all Private Roads shall comply with the minimum standards as established in the Road Commission of Montcalm County's current Plat Standards. *(Amended June 27 2005)*
- D. **Accessory Construction:** All excavation, bridges, tunnels, culverts, etc. shall be approved by the Building Official prior to issuing a Private Road permit.
- E. **Road Name:** Road name shall be approved by the Montcalm County Central Dispatch and the approval shall be submitted with the application.

F. Signage: The following signage shall be provided prior to performing any construction on a Private Road. A Private Road sign complying with the Montcalm County Addressing Ordinance shall be installed at the intersections of the Private Road and public or Private Roads prior to commencement of the road construction. The sign shall state that it is a Private Road and shall be installed a minimum of six (6) feet above the adjacent road surface. Stop signs shall be installed at all intersections with a public road or another Private Road.

Section 6. Private Drives.

All private drives shall comply with Sections 4.B.1. through B.5. All private drives shall comply with all regulations as required by the Montcalm County Drain Commissioner, DEQ, and any other state and local laws, ordinances, and regulations.

Section 7. Review and Approval.

Upon receiving the Private Road Application and all necessary documentation the Building Official shall review the application to confirm compliance with all of the other required government entities. Upon approval the Building Official shall issue a Private Road Permit. No building permits shall be issued for any dwelling, or other building, structure or use, the primary access to which is to be provided by a private road, until the private road has been approved in accordance with this section and other applicable provisions of this Ordinance, and until a Private Road construction permit has been issued.

Section 8. Duration of Permit.

Any permit granted under this Ordinance shall expire one (1) year after it is granted, unless road construction is completed within that time. Prior to its expiration, a permit may be renewed for additional terms of one (1) year by application to the Building Official.

Section 9. Amendments.

Any additions, deletions, or alterations from the original recorded maintenance agreement or plans shall be recorded as amendments to the original at the Register of Deeds office and submitted to the Building Official to determine compliance with this Ordinance.

Section 10. Prohibited.

Neither the respective Township nor Montcalm County units of government shall be obligated to perform regular inspections of the easement area or provide necessary repairs or maintenance to the Private Road. Montcalm County is not responsible for the legality or enforcement of the Maintenance agreement.

Section 11. Pre-existing Private Roads.

This ordinance shall not affect any existing Private Roads constructed prior to the effective date of this Ordinance. If, after the effective date of this Ordinance, a Private Road is extended, other Private Roads are constructed to access it, or there is new development or subdivision of the existing adjoining lots, then

the provisions of this Ordinance shall apply to the entire Private Road, including both the existing portion and the extended portion of the Private Road. The owners of any private road that is extended or altered shall notify the appropriate County mapping function of any such changes to maintain accurate mapping for the County.

Section 12. Board of Appeals.

A. **Application for Appeal.** Any person requesting a variance from the required standards of the ordinance and/or directly affected by a denial of a building permit request shall have the right to appeal to the Economic Development and Physical Resources Committee of the Board of Commissioners (hereafter "Board"), provided that a written application for appeal is filed within twenty (20) days after the day of the building permit denial. An application for appeal shall be based on a claim that the Ordinance has been incorrectly interpreted, the provisions of this Ordinance do not fully apply, the requirements of this Ordinance are adequately satisfied by other means, or that the strict application of any requirement of this Ordinance would cause an undue hardship. All appeals shall be accompanied by payment of such fees as shall from time to time be established by resolution of the County Board of Commissioners.

B. **Notice of Meeting.** The Board shall meet upon notice from the chairman, within twenty (20) days of the filing of an appeal, or at stated periodic meetings.

C. **Open Hearing.** All hearings before the Board shall be open to the public and all meetings and notices of meetings of the Board and its committees shall comply with the Open Meetings Act (MCL 15.261 *et seq.*). The appellant, the appellant's representative, the Building Official and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of not less than two-thirds of the Board membership.

1. **Procedure.** The Board shall adopt and make available to the public, through the secretary, procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

D. **Postponed Hearing.** When the full Board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

F. **Board Decision.** The Board shall modify or reverse the decision of the Building Official only by a concurring vote of a majority of the total number of appointed Board members.

1. **Records and Copies.** The decision of the Board shall be recorded. Copies shall be furnished to appellant and to the building official.

2. **Administration.** The building official shall take immediate action in accordance with the decision of the Board.

Section 13. Violation, Penalties, Civil Infraction.

(a) Any person, firm or corporation who violates any provision of this Ordinance, or the terms or conditions of a permit, is responsible for a municipal civil infraction, and shall be subject to payment of a civil fine of not less than \$50, plus costs and other sanctions, for each infraction (as authorized by Section 10b of Act No. 156 of the Public Acts of 1851, as amended). Repeat offenses under this Ordinance shall be subject to increased fines as provided by this Section. As used in this Section, "repeat offense" means a second (or any subsequent) violation of the same requirement or provision of this Ordinance (i) committed by a person within any 90-day period and (ii) for which the person admits responsibility or is determined to be responsible. The increase fine for a repeat offense under this Ordinance shall be as follows:

(1) The fine for any offense that is a first repeat offense shall be not less than \$250, plus costs.

(2) The fine for any offense which is a second repeat offense, or any subsequent repeat offense, shall be not less than \$500 each, plus costs.

(b) Each day on which any violation of this Ordinance occurs or continues constitutes a separate offense subject to separate sanctions. Failure to answer a citation or notice to appear in court for a municipal civil infraction is a misdemeanor violation punishable by a fine of not more than \$500, plus other costs, or by imprisonment for a term not to exceed 90 days, or both fine and imprisonment.

(c) Failure to comply with an order, judgment or default in payment of a civil fine, costs, damage, or expenses so ordered may result in enforcement actions, including but not limited to imprisonment, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of the Public Acts of 1961, as amended.

(d) A municipal infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.

(e) Nothing in this Section 8 shall be construed to limit the remedies available to the County in the event of a violation by a person of this Ordinance or a permit, including seeking injunctive relief to compel compliance.

(f) The County Building Official or his or her designee is hereby designated as the authorized County official to issue municipal civil infraction citations directing alleged violators to appear in court.

Section 14. Severability.

Should any section, clause or provision of the Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the Ordinance as a whole or any part thereof, other than the parts so declared to be invalid.

Section 15. Non-Repeal.

This Ordinance shall not be construed to repeal by implication any other ordinance of Montcalm County pertaining to the same subject matter.

Section 16. Effective Date.

Moved by Commissioner Johansen, seconded by Commissioner
Baker, the foregoing Ordinance be adopted.

YEAS:

NAYS:

ABSENT:

ORDINANCE DECLARED ADOPTED.



Patrick Q. Carr, Chairperson
Montcalm County Board of County Commissioners

CERTIFICATION

I hereby certify the foregoing Resolution as adopted by the County Board of County Commissioners of Montcalm County at a regular meeting held on March 28, 2005. I hereby further certify the said regular meeting was conducted and public notice of said regular meeting was given pursuant to and in full compliance with the Open Meetings Act, being Public Act 267, of the Public Acts of Michigan of 1976, and that minutes were kept and will be or have been made available as required by said Act.



Kristen Millard, County Clerk

APPLICATION TO DEVELOP / CONSTRUCT / ALTER A PRIVATE ROAD

Apply at Montcalm County Building Department
211 W. Main St. / P O Box 368, Stanton, MI 48888 989-831-7394

Property Owner(s) / Applicant(s) list name and address of all property owners of the private road.	
NAME	ADDRESS

Attach a separate sheet or list other owners on back of this page if necessary.

Applicant

Name			
Address	City	State	Zip Code
Phone #	Cell Phone #		

Developer/Contractor contact information			
Company name		Contact person	
Address			
City		State	Zip code
Telephone	Cell phone	Fax number	

Township	Section
Nearest cross road in each direction	
County / State Road that the private road will access	

Name of new private road – need approval from Central Dispatch Addressing

approved by _____ date _____

Road Commission of Montcalm County	X	
Montcalm County Drain Commission	X	
Michigan Department of Transportation *	X	
Michigan Department of Environmental Quality *	X	

*WHEN APPLICABLE

Zoning # _____
 Soil and Erosion # _____
 Driveway # _____
 Maintenance Agreement

Engineer or Surveyor Information			
Name of Company		Contact Person	
Address	City	State	Zip
Phone number	Fax number		

Applicant Signature x _____ Date _____

Approved by _____ Date _____

Instructions for Private Road Application

A copy of the Montcalm County Private Road Ordinance is included with the application, **please read and understand it thoroughly before submitting the application.**

List names and addresses of all property owners that will adjoin or access the private road. Attach a separate sheet if necessary.

Complete all Applicant and Developer/Contractor information.

Apply for Name of Road at Central Dispatch and have issuing agent sign and date the application.

Submit plans to Road Commission of Montcalm County for all private roads that will access a County or Township road for approval and obtain a driveway permit, signature of approval is required on application,

OR WHEN APPLICABLE

Submit plans to Michigan Department of Transportation for all private roads that will access a State Highway for approval and obtain a driveway permit. Signature of approval is required on application.

Submit plans to Montcalm County Drain Commissioner for approval and obtain a Soil and Erosion permit when applicable. Signature of approval is required on application.

When applicable submit plans to the Michigan Department of Environmental Quality for approval. Signature of approval is required on application.

When applicable attach copies of Zoning Permit, Soil and Erosion Permit, Driveway Permit, and the Maintenance Agreement as established in the Ordinance.

Complete all Engineer/Surveyor information

Sign and date the application when submitting it.

Signed and sealed drawings prepared by a registered professional engineer or surveyor shall be submitted and retained by the Building Official with the application.

A Maintenance Agreement as described in the Ordinance shall be submitted and retained by the Building Official.

The Private Road Application Fee of \$125.00 shall be submitted with the application and is non-refundable.

Allow a minimum of two (2) working days for approval of the application.

ROAD STANDARDS AND GUIDELINES

INTRODUCTION

This publication has been adopted to establish proper procedures, regulations, preliminary requirements, and standards of construction for use in the preparation of proposed plats, site condominium projects and other development of lands located outside the corporate limits of any city or village within the County of Montcalm and for all public roads and streets under the jurisdiction of the Board of County Road Commissioners of the County of Montcalm, State of Michigan.

It is required by the Board of County Road Commissioners that the proprietors of land to be developed engage the services of a Registered Professional Engineer or Registered Land Surveyor, who is qualified to prepare plans and specifications to which drainage systems, roads and streets are to be constructed.

Inspection of plats, site condominium projects and other developments, both field and office, and approval of these various developments will be based on the requirements as outlined in the attached pages. Other governmental units may have additional requirements.

The contents of the following pages supersede any previously adopted or conflicting policies or standards adopted by the Board of County Road Commissioners of Montcalm County. The contents of the following pages do *not* supersede any state regulations regarding plats, site condominium projects or other developments.

BOARD OF COUNTY ROAD COMMISSIONERS MONTCALM COUNTY, MICHIGAN

Dale Linton, Chairman

Robert Brundage, Vice-Chairman

Donald McCracken, Member

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SECTION I - DEFINITIONS

A.A.S.H.T.O. – The American Association of State Highway and Transportation Officials

A.S.T.M. – The American Society for Testing Materials

Board – The Board of County Road Commissioners of the County of Montcalm, State of Michigan.

Engineering Department – The Engineering Department of the County Road Commission or other representative designated by the Board to carry out the duties entailed by the Plat Act and these Procedures for Plat Street Development.

Final Plat – A map of all or part of the subdivision prepared and certified by the proprietor's engineer or the proprietor's land surveyor in accordance with the requirements of the Subdivision Control Act of 1967, Act 288, of the Public Acts of 1967, as amended.

Governing Body – Township Board, City Council, or Village Council having jurisdiction of the land in which the plat is to be located.

Laboratory – Any materials testing laboratory, which is approved by the County Engineer.

M.D.O.T. – Michigan Department of Transportation

M.D.O.T. Specifications – The Michigan Department of Transportation current Standard Specifications for Construction.

Pre-Preliminary Plat – A sketch plan or informal plan drawn to scale, which may be in pencil, if desired, showing the existing features of a site and its surroundings and the general layout of the proposed subdivision.

Preliminary Plat – A map showing the preliminary layout of a subdivision in sufficient detail to allow review by the Board and other interested agencies.

Proprietor – A natural person, firm, association, partnership, corporation, or combination of any of these which may hold ownership interest in land, whether recorded or not.

M. **Proprietor's Engineer or Proprietor's Land Surveyor**

With reference to the Preliminary Plat, and/or the Final Plat means a Civil Engineer who is licensed in the State of Michigan as a licensed professional engineer or a Land Surveyor who is licensed in the State of Michigan as a licensed land surveyor and who is representing the proprietor.

With reference to design and construction plans means a Civil Engineer who is licensed in the State of Michigan as a licensed professional engineer and who is representing the proprietor.

N. **Subdivision Control Act of 1967** – Act 288 of the Michigan Public Acts of 1967 and all amendments thereto.

O. **Utilities** – All persons, firms, corporations, co-partnerships, or municipal or other public authority providing gas, electricity, water, steam, telephone, sanitary sewer, or other services of a similar nature. Also included is the service that these utilities would provide.

SECTION II – GENERAL REQUIREMENTS

- A. The contents of this publication do not supersede any part of the Subdivision Control Act of 1967, as amended.
- B. A Pre-Preliminary Plat may be made by a proprietor or a proprietor's engineer to submit to the Road Commission Engineering Department. This Pre-Preliminary Plat should contain basic information concerning the proposed development for discussion prior to commencing with the proprietor's land plans and preliminary designs. It is hoped that these discussions will avoid needless delays and wasted effort by acquainting the proprietor and the proprietor's engineer with many long-range plans of the Board which may have bearing on the development; any coordination which may be required between the Board and the affected township; and to discuss any points of the Procedures for Plat Street Development that many not be clear to the proprietor or the proprietor's engineer.
- C. Private roads within platted or non-platted areas shall conform to the requirements as specified in Montcalm County Ordinance No. 2005-02, "An Ordinance To Regulate the Construction of Private Roads and Drives Within the County to Provide for Safe, Convenient and Adequate Access to Lots." (See Section I)
- D. New streets that are to be public streets in non-platted areas shall conform to the Road Commission's current Road Standards - Policies & Guidelines. The standard fees covering engineering review costs and construction inspection costs will be required for these streets.
- E. Proprietors desiring variations from these requirements may submit their requests in writing to the Board. The Board, in cases, which it considers acceptable, may waive individual requirements in specific instances.
- F. When a proposed plat incorporates an existing county road which is not constructed to the current standards, the proprietor as necessary to improve the road to conform with standards acceptable to the Board shall reconstruct said road. The Board may require service roads to be constructed by the proprietor where commercial development is proposed. When an interior subdivision street, an existing local road or a primary road, borders a proposed lot access will be allowed only from an interior subdivision street in the proposed plat.
- G. Permits must be obtained from the Board by the proprietor for any construction within the right-of-way of existing county roads (Appendix J-1 & J-2).
- H. All work, including plans for such work, within any proposed road right-of-way must be reviewed and approved by the Road Commission Engineering Department.
- I. It is desired that all initially proposed public and private underground utilities in the street right-of-way should be installed prior to the construction of the sub-base and base of the street.
- J. It is desirable that the street sub-base and base construction and underground utility work be accomplished in one construction season, and that the street surfacing be done after construction traffic and one freeze/thaw season has compacted the roadway and trenches to the specified densities of current M.D.O.T. Specifications or to the satisfaction of the Road Commission Engineering Department.
- K. It is also desirable that the proprietor, developer, or engineer who is handling the development or construction of the plat keeps an open line of communication (utilizing some type of progress report) with the Road Commission and all agencies involved.
- L. All new roads shall have a bituminous surface in accordance with these standards.

M. The Board reserves the right, in its discretion, to add requirements and to delete or modify existing requirements in the exercise of its statutory authority to maintain streets reasonably safe and convenient for public travel.

SECTION III – PRELIMINARY REQUIREMENTS

The proprietor is reminded that approvals of the preliminary plat by the governing body and the Montcalm County Drain Commissioner are also required under the Subdivision Control Act. If a preliminary plat approved by the Board is revised because of requirements of such approving agencies or the proprietor otherwise makes revisions, the Board shall incorporate such revision in a revised preliminary plat for approval or disapproval. The proprietor is further reminded that under certain conditions, the Michigan Department of Transportation, the Michigan Department of Natural Resources, Michigan Water Resources Commission, Montcalm County Health Department, and the Montcalm County Building Department are also required to give its approvals to the preliminary plat.

When received, the final approval of the preliminary plat by the Board confers upon the proprietor for a period of two years from date of approval, the conditional right that the general terms and conditions under which preliminary plat approval was granted, will not be changed.

The proprietor must resubmit the preliminary plat to the Board for approval or disapproval if the governing body has not given its final approval within one year after the date of the Board's approval.

SECTION IV – PLAT POLICIES

A. Preliminary Phase – Preliminary Plat

Locations and extent of property – This shall include a locations sketch showing the plat in relation to the Montcalm County Road System. The plat should show the part of Section and Township in which the parcel is situated. The drawings should also show the following:

1. Show plat dimensions on the portion of layout for which approval is requested.
2. Each initial preliminary plat layout shall be accompanied by a topographic map showing relief with not more than two-foot (2') contour intervals (refer to USGS elevation datum) provided the dimension scale allows it without sacrificing clarity and other details, the plan layout complete with contours can be submitted as a single unit.
3. Show locations and names of proposed streets and alleys together with drainage arrows. For 911 purposes, road names must be approved by Montcalm County's Central Dispatch Authority.
4. Plainly show all governing conditions:
 - a. Adjoining subdivisions and adjoining streets
 - b. State trunkline highways shall be identified by name and route number
 - c. Rivers, natural water courses, existing county or private drains, sewers and cross culverts on existing roads
 - d. Railroads, cemeteries, and parks
 - e. All other features that the location or existence of might influence the layout of the plat
5. Show typical cross-section of street to be constructed, including right-of-way width, which shall comply with the requirements as established in the procedures for Plat Street Development (Appendix F and G).
6. Show the name of the proprietor and proprietor's engineer or land surveyor, with mailing address and telephone number for each.
7. In the case where the proprietor purposes to subdivide a given area but wishes to begin with only a portion of the total area, the original plat shall include the proposed general layout for the entire area (master plan). The part that is proposed to be subdivided first shall be clearly superimposed upon the master plan in order to illustrate clearly the method of development that the proprietor intends to follow. Each subsequent plat shall follow the same procedure until the entire area controlled by the proprietor is subdivided.

If an individual phase is part of a preliminary master plan approved by the Board within the last two years (24 months) and is in accordance with the current standards, the individual phase will not require separate preliminary approval. However, the individual phase shall require a site plan approved by the Road Commission Engineering Department.

The minimum street length to be constructed in each subdivision or phase of a subdivision should not be less than 500 feet.

8. The layout of roads, streets, and alleys in the proposed plat shall provide a continuous circuit for travel except when, in the opinion of the Board, the lands are limited in area or are subject to a natural barrier. In such cases a dedication that provides access to a public highway of one end only will be acceptable, if a dedication or easement is given on additional land at its terminus so as to permit turning in a continuous circuit or by some other means approved by the Board. The street layout shall fit the pattern established by the adjacent roads and streets. All existing public roads, streets, or alleys that terminate at the boundaries must be connected with the road and street system of the proposed plat. When the proposed plat abuts non-platted land, provisions shall be made for future street extensions to the title line of the non-platted area.
9. The edge of pavement, both left and right of the centerline, must maintain a parallel alignment. "Elbows" and other non-uniform sections of roadway will not be allowed.
10. All streets and highways, which are extensions of, or in line with, existing streets must carry the names of those in existence. Other streets and highways shall be given such names as the owner may choose, subject to the approval of the Board.
11. Half-width streets or alleys will be acceptable only when the boundary of the proposed plat coincides with the boundary of the recorded plat on which a half-width street or alley has previously been dedicated.
12. Strip-type subdivisions along existing roads where access to each lot is from the existing roadway shall be discouraged. The concept of fronting lots on an internal road system is encouraged for reasons of safety.
13. The preliminary plat shall be filed with the Road Commission's Engineering Department for the Board's consideration. The Board will give approval or disapproval of the preliminary plat in writing within 30 days. If the preliminary plat is rejected, the reasons for the rejection will be provided to the proprietor.

Preliminary plat approval by the Board shall be void after two years from the date of approval unless otherwise extended in writing.

When approval of the preliminary plat is granted, the proprietor's engineer may proceed with the road and drainage plans.

B. Preliminary Construction Plans

1. General

After approval of the preliminary plat, three (3) copies of a preliminary road and utility construction plan as prepared by the proprietor's engineer covering all the roads within the plat must be submitted to the Road Commission Engineering Department for approval (Appendix D and Appendix E, 1-2). These plans shall consist of plan and profile drawings and cross-sections, which shall comply with the current specifications required by the Board.

The preliminary plans shall show all pertinent data necessary to develop construction plans and shall be drawn on standard size (24" x 36") sheets to a scale of not less than one inch to 50 feet.

All dead-end streets shall be provided with a turnaround. This treatment shall be designed in accordance with the Board's specifications (Appendix H-1). Cul-de-sac length shall not exceed 1,320 feet measured from the centerline intersection of the streets to the center point of the cul-de-sac circle. Special consideration may be given by the Board for longer cul-de-sacs, topographic conditions, or other unusual situations. Galvanized steel beam guard rails, erected by the proprietor, will normally be required at the stub end of streets which are temporarily dead-ended at the subdivision limits. At such dead-end streets, the proprietor will be required to place such signs as the Road Commission Engineering Department specifies, informing the public that the street is not a through street.

A boulevard section may be permitted at the main entrance to a platted development. The boulevard type of section shall not exceed 300 feet in length and should not have any drives entering in the 300-foot length. The minimum cross-section is shown in the illustration in Appendix H-2.

Intersections shall not be permitted less than 250 feet apart. Intersections of platted streets entering primary county roads shall not be permitted less than 660 feet apart unless the Board approves an exception.

The maximum length of blocks shall be 1,320 feet. The maximum distance between access points (public streets) to abutting property shall be 1,320 feet.

All streets and alleys shall be provided with facilities for adequate surface drainage. This may be accomplished by the use of ditches; county drains, natural watercourses, or constructed tributaries thereto. It is strongly recommended that this be done with underground storm drains. In the urban area of Montcalm County, the storm drainage system shall be of the underground type.

Where ditches, other than standard roadside ditches, or underground drainage are provided, they shall be made a part of the county drain system, by proper legal procedures through the Montcalm County Drain Commissioner, and meet all necessary requirements as to right-of-way, easements, and permits for use of land.

No construction of roads or utilities shall be started until the preliminary road and utility construction plans have been approved.

When the plans are approved or disapproved, such action will be marked on the plans and one copy will be returned to the proprietor's engineer. Revised plans will be approved when they show compliance with all requirements. If sidewalk and/or curb and gutter are to be provided in the subdivision, they must be detailed in the preliminary road and drainage plans.

2. Preliminary Road and Utility Plans

All work within proposed right-of-way must have plans reviewed and approved by the Road Commission Engineering Department. The plans must show plainly all of the following information:

- a. Plan view with the centerline profile or top of curb profile directly below the plan view.
- b. Typical cross-section of the road to be constructed.
- c. Traffic control shall be maintained in an orderly manner. All construction signing and permanent signing shall be in accordance with the Michigan Manual of Uniform Traffic Control Devices. If there is a need for a detour route, it shall be clearly shown on the construction plans (title sheet). The proprietor's engineer or contractor shall notify all proper authorities, and the detour route must be approved by the Road Commission Engineering Department.
- d. The proposed grades shall coincide with datum determined by the United States Geological Survey (USGS) or U.S. Coast and Geodetic Survey (USC&GS), if practicable. A permanent benchmark shall be established in the plat and shown on the plans.
- e. The location, size, and depth of all underground utilities used for road drainage within the plat.
 - (1) Show clearly sizes, length, and locations of all crossroad culverts.
 - (2) Show location and type of inlets and clean-out points for underground drainage systems.
 - (3) Show standard plan for all catch basins, inlets, manholes, etc. Recommend this be done by reference to M.D.O.T. Standard Plans.
- f. Show locations and profile of all drains outside of the roadway area that are going to be utilized for roadside drainage.
- g. Soil borings will be required and shown on the plans at a maximum spacing of 300 feet or more often if apparent existing soil changes.
- h. The preliminary utility plan may be superimposed on the preliminary road plan if this can be done without sacrificing clarity.

Locations for underground utilities:

- (1) "Storm" and "sanitary" sewers:
Near centerline of roadway with 10-foot horizontal buffer.
- (2) Water mains:
 - (a) North side of road, near eight feet from property line.
 - (b) East side of road, near eight feet from property line.
- (3) Gas mains and electric:
 - (a) South side of road, near eight feet from property line.
 - (b) West side of road, near eight feet from property line.
 - (c) Depth of cover in roadway: 48-inch minimum.
 - (d) Depth of cover outside of roadway: 36-inch minimum.
- (4) Other:By approval of the Road Commission Engineering Department

3. Right-of-Way Requirements

- a. These road right-of-way requirements are the minimum widths. All street construction shall be centered on the street right-of-way. Section line and quarter line roads shall be centered on these lines unless the Board approves an exception.
- b. State of U.S. highways shall be of the width required by the Michigan Department of Transportation.
- c. All primary roads and local roads (excluding subdivision streets) shall be a minimum width of 100 feet.
- d. Residential subdivision street right-of-way shall be a minimum of 66 feet.
- e. Alleys shall have a right-of-way width of not less than 33 feet.
- f. The right-of-way on all curvilinear streets shall be the same width as the right-of-way on the tangents.
- g. Widths of right-of-way in excess of the widths required above may be required by the Board when considered necessary due to situations including, but not limited to, commercial areas, multilane roadway, non-motorized travel ways, utilities, cut or fill sections of roadway, or for reasons of safety.

SECTION V
FINAL PLANS AND SPECIFICATIONS FOR STREET CONSTRUCTION

A. Construction Plans

The construction plans shall be of the same dimension and clarity as the preliminary construction plans. The approved preliminary construction plans may be used as final construction plans if approved by the Road Commission Engineering Department. Current A.A.S.H.T.O. and M.D.O.T. Standards and engineering judgment will be used as a guideline for the design of streets. If a change in the road design affects a utility, the proprietor's engineer shall inform the appropriate owner of the utility. The drawings shall include drawings of all construction details, paving layout, sanitary sewer layout, water main layout and drainage layout, together with profiles of the above. The plan and profile drawings of each sheet shall be on standard size (24" x 36") plan and profile sheet. Minimum scale horizontal 1" = 50', vertical 1" = 5'. The construction plans shall include the following drawings:

1. Typical cross-section
2. Paving and drainage layout
3. Sanitary sewer and water main layout
4. Construction details referred to

The construction plans must bear the seal of a licensed professional engineer.

B. Recommended Typical Pavement Sections

Pavement Section/ Design Feature	Light Residen- tial Section	Medium Residen- tial Section	Heavy Residen- tial Section	Industrial or Heavy Commercial Section
No. of Lots Served	0-25	26-50	51+	---

BITUMINOUS PAVEMENT WITH GRANULAR BASE:

Curb/Gutter, Face To Face (Feet)	30'	30'	30'	To be determined
Bit. Surface (Inches) (two courses)	3"	3"	3.5"	---
22A Aggregate Base CIP* (Inches)	7"	7"	7"	---
Class II, Modified CIP* Sub-base (Inches)	12"	12"	12"	---

FULL-DEPTH ASPHALT PAVEMENT:

Curb/Gutter, Face To Face (Feet)	30'	30'	36'	36' – 60'
Bit. Top (Inches)	1.5"	1.5"	1.5"	---
Bit. Base (Inches)	5.5"	6"	7.5"	---
Sub-base Under Curb/Gutter CIP* (Inches)	12"	12"	15"	

CONCRETE PAVEMENT:

Curb/Gutter, Face To Face (Feet)	30'	30'	36'	36' – 60'
Portland Cement Concrete (Inches)	6"	6"	7"	9"
Class II Sub-base CIP* (Inches)	6"	8"	8"	12"

*Compacted in place

C. Alignment

1. Minimum sight distance onto existing county roads from subdivision streets shall be as follows:
 - a. Stopping sight distance shall meet or exceed the desirable stopping sight distance in accordance with Table 1 – Minimum Stopping Sight Distance.
 - b. Corner sight distance at internal subdivision intersections shall meet or exceed Table 2 – Corner Sight Distance at Rural Intersections.
 - c. Corner sight distance at an intersection of a subdivision street with a local road or primary road shall meet or exceed the distance in Table 3.
 - d. In the Road Commission Engineering Department's judgment, special conditions may warrant adjustments to the above standards. See Design Tables on next pages.
2. Vertical curves shall be designed with a minimum length of 200 feet and a minimum sight distance as required in 1.a. above.
3. Horizontal curves shall be designed with a minimum centerline radius as shown in Table 4.
4. The minimum grade on any street shall be 0.5 percent.
5. The maximum grade on any street shall be 5.0 percent.
6. The crown on any street shall be 2.0 percent (.02 ft/ft) minimum.
7. A minimum edge radius of 20 feet should be provided at 90-degree intersections within the subdivision streets and 25 to 35 feet shall be provided where intersecting streets meet the existing county roads.
8. Intersection streets should meet at approximately a 90-degree angle. Skewed intersections are discouraged.
9. Approach streets at intersections should have a 1 percent to 0 percent approach grade for a minimum distance of 50 feet.

**TABLE 1
MINIMUM STOPPING SIGHT DISTANCE**

Design Speed (MPH)	Assumed Speed for Condition (MPH)	Stopping Sight Distance (Rounded for Design)(Feet)	K Value¹ for Crest Vertical Curves (Rounded)	K Value¹ for Sag Vertical Curves (Rounded)
25	24-25	150-150	20-20	30-30
30	28-30	200-200	30-30	40-40
35	32-35	225-250	40-50	50-50
40	36-40	275-325	60-80	60-70
45	40-45	325-400	80-120	70-90
50	44-50	400-475	110-160	90-110
55	48-55	450-550	150-220	100-130

¹K value is a co-efficient by which the algebraic difference in grade may be multiplied to determine the length in feet of the vertical curve which will provide minimum sight distance.

For stopping sight distance, the height of eye is 3.5 feet and the height of object is 2.0 feet.

**TABLE 2
CORNER SIGHT DISTANCES AT INTERNAL SUBDIVISION INTERSECTIONS**

Design Speed (MPH)	Corner Intersection² Sight Distance (Feet)
35	365
25	265

²Corner sight distance measured from a point on the minor road at least 15 feet from the edge of the major road pavement and measured from a height of eye at 3.5 feet on the minor road to a height of object at 3.5 feet on the major road.

NOTE: Height of eye and height of object in accordance with A.A.S.H.T.O. 2001 “A Policy on Geometric Design of Highways and Streets”.

**TABLE 3
SUBDIVISION CORNER SIGHT DISTANCES AT A
LOCAL ROAD OR PRIMART ROAD INTERSECTION**

Design Speed (MPH)	Corner Intersection ¹ Sight Distance (Feet)
55	565-810
45	465-660
35	365-510
25	330

¹Corner sight distance measured from a point on the subdivision street at least 18 feet from the edge of the crossing roadway pavement and measured from a height of eye at 3.50 feet on the subdivision street to a height of object at 4.25 feet on the crossing roadway.

**TABLE 4
MINIMUM HORIZONTAL CURVES (CENTERLINE RADIUS)**

Type of Street	Design Speed 25 MPH	Design Speed 35 MPH
Light Residential	150 feet	----
Medium Residential	175 feet	350 feet
Heavy Residential	175 feet	350 feet
Industrial or Heavy Commercial	175 feet	450 feet

D. Storm Sewer

1. Design

- a. Size shall be in accordance with the Montcalm County Drain Commissioner's design standards and approved by the Montcalm County Drain Commissioner and the Road Commission Engineering Department.
- b. Material shall be specified by the current M.D.O.T. Specifications or current Montcalm County Drain Commissioner's specifications.

2. Structures and Covers

- a. All structure design shall be in accordance with the current M.D.O.T. Standard Plans for Manholes, Catch Basins and Inlets.
- b. Covers: All structure covers shall be in accordance with current M.D.O.T. Standard Plans or approved equivalent.

3. Spacing of Structures

- a. Catch basins, inlets, and culverts shall be placed such that all intersections, low points, and necessary intermediate points are properly drained or as indicated and approved by the Road Commission Engineering Department.
- b. The drainage structures should, if practical, be placed in alignment with the side lot lines and/or the intersection to avoid conflict with driveway openings.
- c. Manholes shall be located at all changes in alignment, size, or grade and be spaced approximately 300 feet apart.

4. Construction

To be inspected by the proprietor's engineer and be true to line and grade and properly bedded and backfilled, in accordance with current M.D.O.T. Standards and Specifications.

E. Roadside Ditches and Crossroad Culverts

1. The minimum ditch grade shall be 0.5 percent. Grades from one percent to four percent shall be sodded. Grades over four percent shall be rip-rapped or paved. Grades of ditches less than one percent shall have an established growth of vegetation provided by top soiling, seeding, and mulching in accordance with the current M.D.O.T. Standards and Specifications.
2. Where culverts cross the roadway, the crossing shall be made with a culvert with a minimum diameter of 18 inches. There shall be a minimum of 12 inches of cover over such culverts. All materials and installation shall be in accordance with current M.D.O.T. Standards and Specifications.
3. Roadside ditches shall be stabilized and free of sedimentation and erosion prior to acceptance of the streets for maintenance by the Board.
4. The maximum distance that surface water may be carried in an open roadside ditch should be 600 feet.
5. The proprietor shall provide an acceptable system of drainage to enable lot owners to drain sump pump outlets, roof drains, and similar private drainage, if determined necessary by the Montcalm County Drain Commissioner. In all cases, dumping of any water or drainage on the roadway is prohibited.

F. Clearing and Grubbing

All trees and brush including the roots thereof shall be removed from the right-of-way of the streets within the limits of the subdivision, unless otherwise permitted by the Road Commission Engineering Department.

G. Existing Road Cleanup

Ditches along existing county roads shown on the plat shall be cleaned out to such a depth as to provide positive drainage. All brush, fences, obstructions, etc. shall be removed from the right-of-way. Trees shall be removed as directed by the Road Commission Engineering Department.

H. Utilities and Backfill

All utilities should be located in accordance with Section IV.2 and all lot or house services stubbed to the right-of-way line prior to curb and gutter construction. In this connection, it is strongly recommended that all public and private underground utilities be installed after the rough grading has been completed.

I. Finished Earth Grade

The finished sub-grade shall be free of all topsoil; stones, stumps, organic matter, muck, peat, and frost have material and shall be prepared in accordance with the current M.D.O.T. Standard Specifications. The Backfill of all trenches (i.e. trenches for sewer, water, utility, or culverts) that are within the grade of the proposed streets shall be thoroughly compacted. The tolerance for trimming and finishing earth grade shall conform to current M.D.O.T. Specifications. The Road Commission Engineering Department may vary this requirement if conditions warrant it.

J. Sub-base, Base Material, and Construction Methods

1. Sub-base and base materials and construction methods for this placement shall be in accordance with the current M.D.O.T. Specifications.

a. The proprietor's engineer shall present to the Road Commission Engineering Department a certified analysis, made by a laboratory, of the granular material and aggregate that is intended to be used on the streets. This analysis must be presented and approved before any surfacing is placed on the streets.

b. The use of bituminous base course mixture is permissible. The method of construction must be according to current M.D.O.T. Specifications. A tolerance of one-quarter inch (1/4"), plus or minus will be allowed in the compacted bituminous aggregate base course. The bituminous mixture shall be in accordance with current M.D.O.T. and Road Commission Specifications.

2. The complete aggregate or bituminous base course shall conform to the required line, grade, and cross-section. The use of water or chemical admixtures to aid in consolidation of the aggregate base course shall be approved by the Road Commission Engineering Department.

3. Road construction specifications for industrial streets and/or collector streets will be as outlined in general requirements as shown on the typical section for industrial streets (page 11).

K. Surfacing Materials and Construction Methods

1. Bituminous surface courses shall be constructed in accordance with the current M.D.O.T. Standards and Specifications. The bituminous mixture shall be in accordance with the current M.D.O.T. and Road Commission Specifications.

2. Concrete pavements shall be constructed in accordance with the current M.D.O.T. Specifications. Pavement integral with the curb will be permitted at the option of the proprietor.

L. Sidewalks and Curb Gutter

1. Sidewalks

Sidewalks, when called for on the plans, shall meet the current M.D.O.T. Specifications. The depth of walk shall be not less than four inches (4") except at driveways where it shall be not less than six inches (6"). Sidewalk grades shall be shown on the plans when the walks are to be constructed.

2. Curb and Gutter

- a. The roadway, curb elevation, and Road Commission for Montcalm County curb and gutter cross-section shall be shown on the plans. Materials and methods for construction of concrete curb and gutter shall meet the requirements of the current M.D.O.T. Standards and Specifications and shall include two half-inch (1/2") reinforcing bars (No. 4 rebar).
- b. Expansion joint material shall be placed at all spring points and at 100-foot intervals. Contraction joints shall be located on 10-foot spacings.
- c. Either straight-faced curb and gutter or rolled curb and gutter may be used at the option of the proprietor (Appendix I).
- d. All standard curb cuts shall be done by saw-cutting a minimum depth of two inches (2").

M. Topsoil, Seed, Fertilizer, and Mulch

All graded areas within the right-of-way shall be seeded, fertilized, and mulched. The methods and time of seeding and mulching shall meet the requirements of the current M.D.O.T. Standards and Specifications. All disturbed areas shall be covered with three inches (3"), minimum, of topsoil. No road will be accepted by the Road Commission Engineering Department where ditch or bank erosion sedimentation is evident. All disturbed areas within the road right-of-way, excluding the roadbed, must have vegetative ground cover established to such a length and density that washing will not occur.

N. Non-specified Materials and Construction

All items that are not specified within these specifications but that are essential to the proper construction in accordance with the current M.D.O.T. Specifications.

O. Seasonal Requirements

All construction materials, placement of materials, and methods or practices shall conform to the current M.D.O.T. Specifications on seasonal limitations unless otherwise approved in writing by the road Commission Engineering Department.

SECTION VI – CONSTRUCTION OF STREETS

A. Coordination

1. It is recommended that a pre-construction meeting be conducted by the proprietor's engineer, including the Road Commission Engineering Department, before street construction commences and that a systematic procedure of construction be followed in order to eliminate any possible disagreements between the Road Commission Engineering Department and the proprietor and its agents.
2. At the start of construction, the Road Commission for Montcalm County may, or contract to, furnish and install a sign(s) stating, "STREET NOT OPEN FOR PUBLIC TRAVEL", at each access point to a public road or extension of a public road until the Road Commission Engineering Department determines that the roadway is reasonably safe for the public to travel. The estimated cost shall be included in the street sign installation fee paid by the proprietor.

B. Inspection and Testing

1. Inspections may be made by the Road Commission Engineering Department prior to and during the placing of the sub-base and the aggregate base. Any road cuts made after the placing of the aggregate base shall be properly backfilled and compacted.
2. Inspection by the Road Commission Engineering Department shall not relieve the proprietor's engineer of any of his obligations. The proprietor's engineer shall inform the Road Commission Engineering Department of the start of the various stages of any construction within the street right-of-way, if at all possible, and as the work progresses.
3. The proprietor's engineer shall set and check grade and alignment, inspect all materials incorporated in the street and drain construction, and supervise and inspect all construction within the street right-of-way and drainage easements in accordance with current M.D.O.T. Specifications.
4. Construction on, or use of, frozen material will not be allowed unless otherwise approved, in writing, by the Road Commission Engineering Department.
5. Minimum testing that requires documentation by the proprietor's engineer are as follow:
 - a. Sub-grade: Visual inspection that all unstable material is removed. Uncertain situations may warrant additional soil borings and/or testing of questionable soils. A minimum two percent slope in the sub-grade surface should be constructed from the centerline to the edge of the sub-grade.
 - b. Sub-base: One sieve analysis per 3,000 cubic yards of material. Density test shall be taken every 1,000 feet of roadway. Frequency of density test may be increased if compaction is a problem and decreased if consistently acceptable.
 - c. Aggregate Base: One sieve analysis per 1,200 cubic yards of 22A aggregate. Density tests are the same as for the sub-base.

- d. Concrete Curb and Gutter: Proper base construction, air, slump, and strength tests of concrete. The concrete shall be tested at least once in the a.m. and once in the p.m.; air content at least every two hours.
- e. Bituminous Mixture: One extraction per 1,000 tons of mixture; minimum of one extraction per day.

C. Acceptance and Maintenance

1. After construction of the roads, streets, alleys and drains is completed, the proprietor shall furnish the Board with a letter requesting an inspection by the Road Commission Engineering Department, a Certificate of Completion (Appendix B) from the proprietor's engineer, a set of as-built plans reflecting field changes, and a letter from the Montcalm County Drain Commissioner stating that the storm drainage system within the plat is a part of the county drain system.
2. If the work is not complete and acceptable, the proprietor and the proprietor's engineer will be notified, in writing, by the Road Commission Engineering Department as to the deficiency. The Road Commission Engineering Department will make a re-inspection of the work after being notified by the proprietor that the deficiencies have been corrected.
3. Approval of any construction phase by the Road Commission Engineering Department does not guarantee acceptance by the Board or relieve the proprietor of responsibilities or liabilities incurred by the development of the plat.
4. When all plat procedures have been completed satisfactorily, the Final Plat will be recommended by the Road Commission Engineering Department for signature by the Board.
5. The Road Commission for Montcalm County shall assume maintenance of the street(s) if the construction has been accepted by the Road Commission Engineering Department and the plat has been recorded at the Montcalm County Register of Deeds. However, before assuming maintenance, if any material or reconstruction is required, it shall be accomplished at the expense of and by the proprietor.
6. The Road Commission for Montcalm County will not perform any maintenance, including snow removal, until all items, including the placing of wearing coarse 100T, until these procedures are completed. The maintenance mentioned shall be the responsibility of the proprietor.
7. In no case will a partial acceptance of a street in the plat be given for maintenance.

**SECTION VII
PROCEDURES WHEN STREET IMPROVEMENTS ARE
MADE AFTER APPROVAL OF THE FINAL PLAT**

A. Performance Agreements

If the proprietor has entered into a street construction agreement with bond funds deposited to guarantee the completion of all street improvements in accordance with the Board's specifications, the Board may approve the Final Plat upon execution of the agreements and the deposit of the funds.

1. The Board furnishes performance agreements covering street construction. The agreements are to be for approximately a one-year period or longer (Appendix A, 1-5).
2. Deposits shall be in the form of cash, certified checks, certificates of deposit, or an irrevocable bank letter of credit (Appendix A, 1-5).
3. The deposit required shall be equal to at least 50 percent of the proprietor's engineer's estimate, as approved by the Road Commission Engineering Department, of the cost of the street improvements.
4. If the streets are not completed and in acceptable condition within the terms of the performance agreement or one year after the approval of the Final Plat by the Board, the proprietor will be held in default and procedures will be taken to have the streets completed.
5. Release of the deposit will be made upon receipt of the final certificate from the proprietor's engineer and copies of acceptable test results for construction materials and approval of the construction of the streets by the Road Commission Engineering Department.
6. The Board will rebate to the proprietor, as work progresses, amounts of any deposits equal to the ratio of work completed to the entire project. However, a minimum balance of \$5,000 shall be retained until all items of work in the agreement are complete and acceptable to the Road Commission Engineering Department.

B. Insurance Requirements

The proprietor, prior to performing any work within any existing or proposed county road right-of-way and continuing through completion of the project, shall furnish to the Road Commission for Montcalm County, and maintain the following:

1. Copy of Commercial General Liability Certificate, naming the Road Commission for Montcalm County and the Board of County Road Commissioners of the County of Montcalm, Michigan as an Additional Named Insured under the contractor's Commercial General Liability Certificate, with minimum policy limits of \$1,000,000 per occurrence. The Road Commission Engineering Department and the Clerk of the Board are authorized to perform a review process to determine whether higher limits of insurance coverage will be required according to risk exposure, size of plat, or ultimate size of the plat, location, any unique characteristics, current stage of construction of the road right-of-way, and including any other criteria pertinent to the individual plat.

The policy should protect against all risks of liability typically associated with the work performed.

In addition, the proprietor shall furnish, or cause to be furnished, Certificate of Insurance covering Workers' Compensation Insurance, as required under the Michigan Workers' Compensation Act. A sample Certificate of Insurance identifying the minimum protective insurance requirements is included herein. (Appendix C).

2. In the alternative, rather than comply with Section B.1., the proprietor shall provide an Owner's Protective Policy, naming the proprietor and Road Commission for Montcalm County and the Board of County Road Commissioners of the County of Montcalm, Michigan, as a named insured covering the project as described in the proposal. Limits of coverage under the Owners Protective Policy shall be the amount of limits indicated in Section B.1.

SECTION VIII – FEES

A. Plat, Site Condo, Metes and Bounds Development Plan Review

A fee in the amount of \$300 shall be paid to the Road Commission prior to the Engineering Department beginning the preliminary plan review process. An additional fee of \$75 shall be paid to the Road Commission for the review of each additional revision.

B. Street Construction Fee (for plat approvals prior to road construction)

A fee in the amount of one percent of the proprietor's engineer's estimate of the total cost of the road/street construction of the street improvements shall be paid to the Board prior to construction and plat approval. This fee is to cover administrative costs and inspections made by the Road Commission Engineering Department in relation to the plat and/or Street Construction and Performance Agreement and shall be paid in cash or check.

C. Sign Fee

The proprietor shall pay to the Board the amount necessary to furnish and erect street name signs and traffic control signs and devices as determined necessary at locations specified by the Road Commission Engineering Department. The payment shall be made to the Board prior to final plat approval or approval of streets for certification outside platted areas.

D. Permits

1. All work scheduled within existing and proposed right-of-way of roads and streets must have plans reviewed and approved by the Road Commission Engineering Department.
2. If the scheduled work is within the proposed right-of-way of streets or within right-of-way of roads dedicated in the plat and is included in the construction plans approved by the Road Commission Engineering Department and the Street has not been accepted by the Road Commission for Montcalm County for maintenance, a permit will not be required.
3. If the work is within the right-of-way of an existing road or street, a permit is required from the Road Commission for Montcalm County.
4. If the work is not included in the construction plans approved by the Road Commission Engineering Department or the Road Commission for Montcalm County has accepted the street for maintenance, a permit, including applicable fee, is required from the Road Commission for Montcalm County.
5. Where public utilities are installed under a permit issued by the Road Commission for Montcalm County to a township, city, or public utility, no fees will be charged for a permit.
6. All driveways installed prior to acceptance of the street for maintenance will be inspected during final inspection. If not included on the construction plans, a driveway shall require a completed driveway permit, including applicable fee processed through the Road Commission for Montcalm County.

SECTION IX – SEVERABILITY CLAUSE

If any part of these procedures or requirements is found to be invalid, any invalidity shall not affect the remaining portion of the procedures or requirements, which can be given effect without the invalid portion, and to this end the procedures or requirements are declared to be severable.

APPENDIXES

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Plat Name _____

**STREET CONSTRUCTION AND PERFORMANCE AGREEMENT
(for plat approvals prior to road construction)**

This agreement made and entered into this _____ day of _____, A.D. 20_____, by and between _____, party of the first part: and the Board of County Road Commissioners of the County of Montcalm, Michigan, a public body corporate, part of the second part.

WITNESSETH

WHEREAS, the party of the first part is the proprietor of the proposed plat of _____, a subdivision lying in the _____ of Section _____, in _____ Township, Montcalm County, Michigan.

WHEREAS, it is a prerequisite to the recording of said plat that _____
_____ be improved in accordance with the Rules for Plat Street Development of the Road Commission for Montcalm County, party of the second part, and in a manner hereinafter more particularly set forth; and

WHEREAS, said streets have not been improved as herein specified and the party of the first part is desirous of recording said plat prior to making such improvements;

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The party of the first part agrees to improve _____

Before _____, 20_____, in accordance with the Procedures for Plat Street Development of the party of the second part and more particularly as follows.

2. Grading and Storm Drainage

The streets shall be graded to provide roadway widths as shown on the street construction plans filed by the party of the first part with, and approved by, the party of the second part. Storm drainage shall be accomplished in accordance with said plans.

3. Surfacing and surfacing Materials

The surfacing materials specified shall be placed in the manner set forth in the Rules for Plat Street Development of the Road Commission for Montcalm County, which becomes a part of this agreement.

4. Inspection and Approval

The work shall be subject to inspection by the party of the second part during the period of construction and the complete project shall meet with the approval of the party of the second part.

2. The party of the first part further agrees to procure and deliver to the party of the second part an irrevocable letter of credit acceptable to the party of the second part in the amount of __, (\$ ____.

_____), which shall ensure the completion of the street improvements as per approved plans and conditional upon the satisfactory performance by the party of the first part to this agreement.

3. The party of the first part further agrees that at any time during the term of this agreement the second party shall determine that there is a public necessity for making all or any of the improvements hereinbefore mentioned, the party of the first part shall immediately, upon receiving notice of such necessity from the party of the second part, proceed to make such necessary improvements, the same to be completed within a period of time to be specified in such notice. The party of the first part agrees that upon its failure to immediately proceed with the improvements so determined to be a public necessity or to complete the same within a period of time specified in such notice and/or upon its failure to complete all of the improvements hereinbefore specified before _____, the party of the second part may immediately terminate this agreement and proceed to make such improvement or improvements and shall immediately draw on or retain as liquidated damages the total amount of the _____ given by the party of the first part to insure completion of said improvements.

4. The party of the first part shall hold harmless and defend the party of the second part against any and all claims, lawsuits, and demands of any kind whatsoever for damage to public or private property and/or for injuries or death to persons arising out of and during the progress of the work under this agreement.

5. The party of the second part agrees that upon the completion of all street grading, drainage, and surfacing by the party of the first part to the satisfaction of the party of the second part under the terms of this agreement, the performance guarantee deposit shall be returned to the party of the first part.

6. The party of the second part further agrees, upon receipt of this agreement properly executed by the party of the first part, together with the performance guarantee deposit as hereinbefore specified, to approve said plat and endorse such approval thereon.

7. IT IS FURTHER AGREED that during the term of this agreement and at all times prior to completion of road construction, the party of the first part shall, at his expense, maintain the gravel-surfaced roads and streets within said subdivision in a safe condition. This shall include adequate shaping, grading, and the placement of needed additional gravel, and the removal of snow and foreign materials such as stones, mud, and building materials from the road and street surfaces.

8. The party of the first part further agrees that if at any time during the term of this agreement the second party shall determine that any of said roads are not maintained in a safe condition, the party of the first part shall immediately, upon receiving written notice of such necessity from the party of the second part, proceed to correct conditions in a manner acceptable to the party of the second part, which shall be completed within the period of time specified in the notice. The party of the first part agrees that upon his failure to immediately proceed with correcting the conditions(s) or to complete the same within the period of time specified in the notice, the party of the second part shall proceed to make such correction(s) and shall charge the costs of said correction(s) to the party of the first part and retain an amount equivalent to said costs from the performance guarantee deposit.

9. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

IN THE PRESENCE OF:

Proprietor:
Address:
City, State:

Witness

Name/Title

Witness

Name/Title

Witness

Chair, Road Commission for Montcalm Co.

Witness

Vice-Chair, Road Commission for Montcalm Co.

Member, Road Commission for Montcalm Co.

**FINANCIAL REQUIREMENTS
PROPRIETOR'S ENGINEER'S ESTIMATE**

SUBDIVISION NAME _____
SECTION _____ TOWNSHIP _____

- 1. Cost of Construction
 - A. Roads _____
 - B. Drainage _____
 - C. Total Estimate _____
- 2. Cash Guarantee
 - A. Type _____
 - B. Total Estimate _____
 - C. Completion to Date _____
 - D. Balance Due _____
- 3. Contingency Fund
 - A. 10% of Construction Cost (Item 1, Line C) _____
- 4. Sign Fee determined by Road Commission for Montcalm County
 - A. Stop Signs _____
 - B. Street Signs _____
 - C. Miscellaneous Signs _____
 - D. Total _____
- 5. Total Surety Required (Sum of Items 2, 3, & 4) _____
- 6. Inspection & Administrative Fee
(1% of Construction Cost, Item 1, Line C)
(Cash deposit required) _____

Engineer's Seal _____
Registered Professional Engineer
Date _____

CERTIFICATE OF COMPLETION

TO: ENGINEERING DEPARTMENT
ROAD COMMISSION FOR MONTCALM COUNTY

Please be advised that the finished grades on the streets in the plat of

Township, Montcalm County Michigan, are as shown and approved on the street and utility plans reviewed by the Road Commission for Montcalm County on _____, or are as subsequently changed and approved on construction and shown on the enclosed "as constructed" street and utility plans.

I certify that the construction of all the streets is complete and that:

1. Water, storm sewers, and sanitary sewers have been installed in accordance with the approved plans;
2. All streets are built in accordance with the approved plans and standard specifications;
3. The surfacing materials and other specified materials meet the requirements of the Michigan Department of Transportation Specifications and that reports of laboratory tests of these materials are filed with the Road Commission for Montcalm County.

(Consulting Firm)

By _____
(Licensed Professional Engineer)

SEAL

Date: _____

ACORDTM CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

PRODUCER INCURED	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 75%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 25%;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A:													
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETARY/INTELEKTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">INC STALL- TORY LIMITS</td> <td style="width: 50%; text-align: center;">OT- HER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	INC STALL- TORY LIMITS	OT- HER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
INC STALL- TORY LIMITS	OT- HER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 ADDITIONAL INSURED: The Board of County Road Commissioners for Montcalm County, the Road Commission for Montcalm County and its officers, agents and employees.

CERTIFICATE HOLDER Road Commission for Montcalm County 619 W. Main Street Stanton, MI 48888	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND, UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---	---

PRELIMINARY PLAN APPROVAL

Date Received _____ By _____
Subdivision Name _____
Township _____ Section _____ Plan Dated _____
Proprietor _____ Address _____ Phone () _____
Prop's Eng _____ Address _____ Phone () _____
Michigan Dept. of Transportation Permit Required? Yes _____ No _____

General

1. Drawing on proper sheet size (24" x 36") _____
2. Location map (1" = 2,000') _____
3. Title block showing name and location _____
4. Topography (trees, et al) _____
5. Contours (5' intervals maximum) _____
6. Soil borings (high and low points minimum 500' spacing, 10' deep below proposed grade) _____
7. Permanent B.M. elevation (U.S.G.S. datum) _____
8. North arrow and scale _____
9. Street names _____
10. Adjacent street and properties (plat or owner names with Liber and Page numbers) _____
11. Statement describing nature of planned improvements (i.e. sanitary sewer, water main, etc.) _____
12. Lot layout _____
13. Area of plat (in acres) _____
14. Plan marked as preliminary plan _____
15. Developer's address _____
16. Engineer's seal _____

Drainage

17. Location map shows watershed area _____
18. Drainage courses and structures _____
19. Mean surface elevation of lakes and streams _____
20. Drainage areas (boundaries and acreage) _____
21. Offsite drainage easements contemplated _____
22. Soil borings show water table _____

Roads

23. Specify type of paving _____
24. Proposed right-of-way _____
25. Road alignment data _____
26. Specify minimum road elevation _____
27. Sight distance _____
28. Method of platting dead-end streets _____
29. Specify rural or urban section _____

Construction plans will not be approved until the preliminary plans have been approved. Any approval on this form is subject to construction plan approval and final approval of the plat by the Board of County Road Commissioners of Montcalm County and all interested County and Local agencies.

Preliminary Plan reviewed by _____ Field checked by _____
Preliminary Plan _____ is approved; submit final plans
_____ has been reviewed; resubmit with corrections

Date of Review or Approval _____ By _____

ROAD COMMISSION for MONTCALM COUNTY - ROAD APPROVAL RECORD

PLAT NAME _____ TOWNSHIP _____ SECTION NO _____

PROPRIETOR _____

ENGINEER/SURVEYOR _____

I. PRELIMINARY ROAD/PLANS (APPROVAL/DENIAL REQUIRED WITHIN 30 DAYS)

Date rec'd by RCMC _____ By _____

II. ENGINEERING DEPARTMENT (Initial when completed or mark N/A)

_____ Review for compliance with RCMC Road Standards

_____ Complete "Preliminary Plan Approval" form; indicate any noncompliance with Road Standards.

_____ Proprietor's engineer/surveyor notified, in writing, of noncompliance items (include marked up plans)

_____ Written variance request received for noncompliance items on _____

III. BOARD OF COUNTY ROAD COMMISSIONERS

Date presented to Board _____ By _____

Board action: _____ Approved _____ Denied

IV. ENGINEERING DEPARTMENT (Initial when completed or mark N/A)

_____ Copy of approved/denied preliminary plat placed in plat file (if applicable).

_____ Letter and copy of approved/denied preliminary plat returned to proprietor's engineer/surveyor

V. FINAL PLAT (if applicable) WITH ROAD PLANS (APPROVAL/DENIAL REQUIRED WITHIN 15 DAYS)

Date rec'd by RCMC _____ By _____

VI. ENGINEERING DEPARTMENT (Initial when completed or mark N/A)

_____ Review final plat and road plans for compliance with RCMC Plat Standards, and any previously approved variances (retain two sets—one for file and one for field)

_____ Proprietor's engineer/surveyor notified, in writing, of noncompliance items (include marked up plans)

____ Written variance request received for noncompliance items

____ "Financial Requirement" form along with cash payment to RCMC for administrative, signs, and inspection fees have been received and reviewed by Engineering Dept.

RCMC Plat Approval Record
Page 2 of 2

PLAT NAME _____
TOWNSHIP _____

____ If roads will not be completed prior to Board's signing of final plat, proprietor must provide a signed "Street Construction Agreement" along with an Irrevocable Letter of Credit and required Certificate(s) of Insurance. If applicable, this has been received and reviewed.

VII. BOARD OF COUNTY ROAD COMMISSIONERS

Final plat presented to Board on _____ By _____

Board action: _____ Approved _____ Denied

VIII. ENGINEERING DEPARTMENT (Initial when completed)

Upon completion of proposed roadways the proprietor's engineer/surveyor shall complete a "Certificate of Completion" and submit it to RCMC's Engineering Department.

Date received _____ By _____

On-site review by MCRC Engineering Dept conducted on _____

By _____

Any problems encountered? _____ Yes _____ No

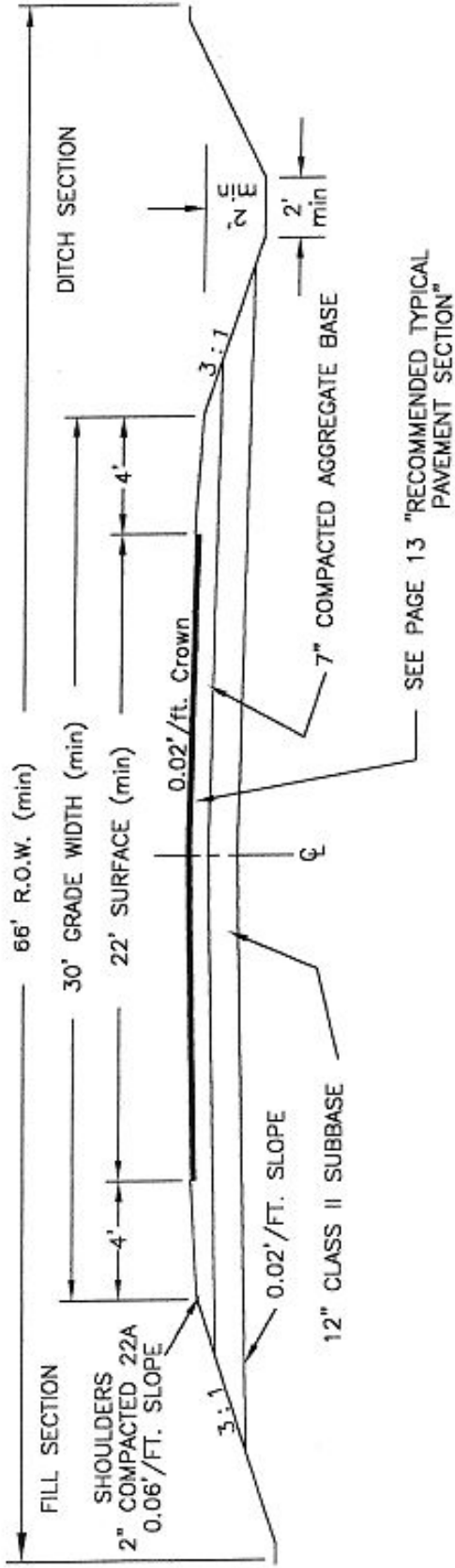
If yes, the proprietor's engineer/surveyor was notified of problems, in writing, on _____

If no, or after problems were corrected, RCMC Engineering Department notified proprietor's engineer/surveyor, in writing, on _____ that roadways in referenced plat have been approved and will be placed on certification.

IX. BOARD OF COUNTY ROAD COMMISSIONERS

Per Board resolution on _____ the roadways in referenced plat were placed on certification.

THE ORIGINAL COPY OF THIS DOCUMENT, EVEN WHILE APPROVAL IS IN PROCESS, SHALL ALWAYS BE KEPT IN THE PERMANENT PLAT FILE.



TYPICAL RURAL SECTION

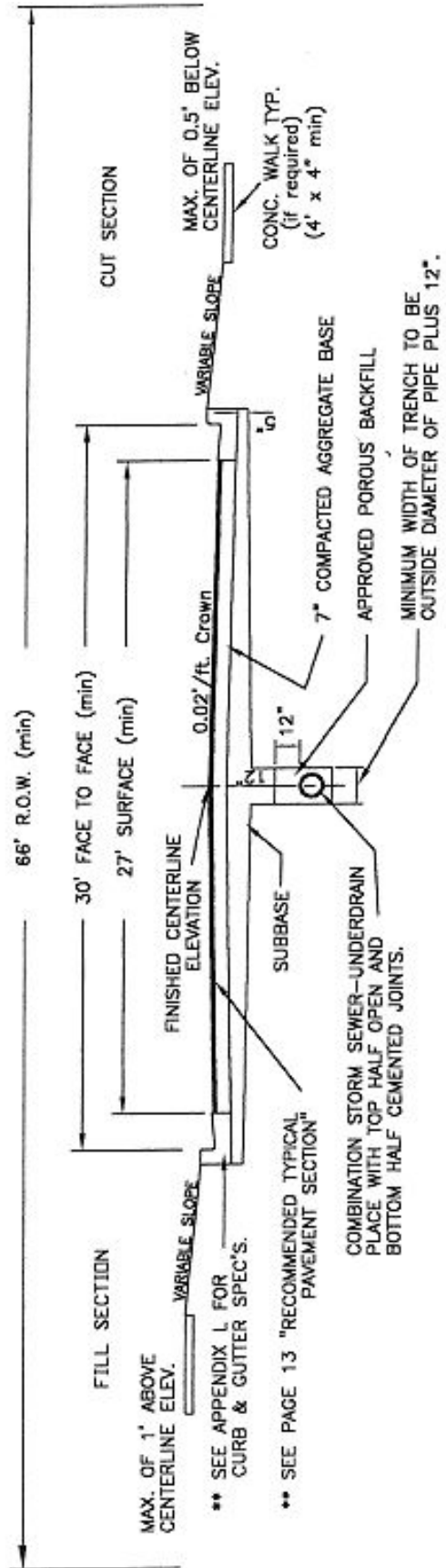
Not to scale

NOTE: ALL SLOPES AND DITCH BOTTOMS ARE TO BE TOPSOILED AND SEEDED IN ACCORDANCE WITH CURRENT MDOT SPECIFICATIONS.

NOTE: MCRC WILL MAKE THE DETERMINATION IF THIS SECTION IS REQUIRED AS OPPOSED TO THE URBAN SECTION AT THE TIME THE PRELIMINARY PLAT IS APPROVED.

MONTCALM COUNTY ROAD COMMISSION

APPENDIX F



TYPICAL URBAN SECTION

Not to scale

NOTE: ALL SLOPES ARE TO BE TOPSOILED AND SEEDED IN ACCORDANCE WITH CURRENT MDOT SPECIFICATIONS.

NOTE: MCRC WILL MAKE THE DETERMINATION IF THIS SECTION IS REQUIRED AS OPPOSED TO THE RURAL SECTION AT THE TIME THE PRELIMINARY PLAT IS APPROVED.

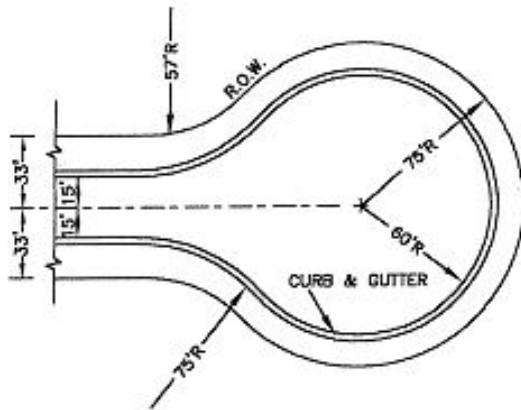
MONTCALM COUNTY ROAD COMMISSION

APPENDIX G

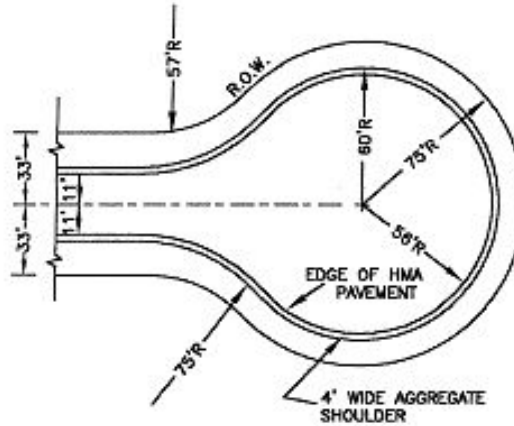
CUL-DE-SAC

20

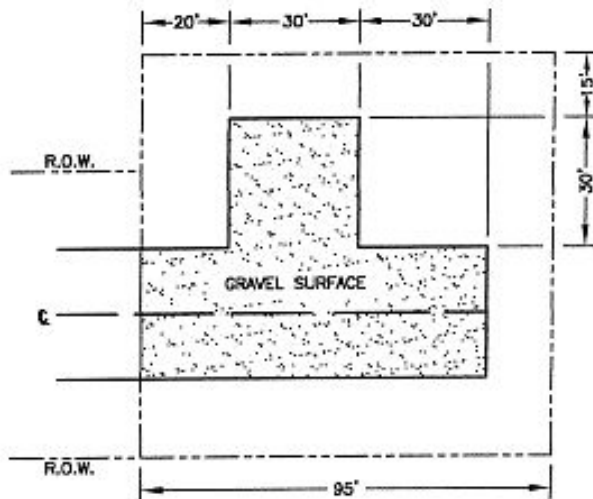
CURB & GUTTER



SHOULDER

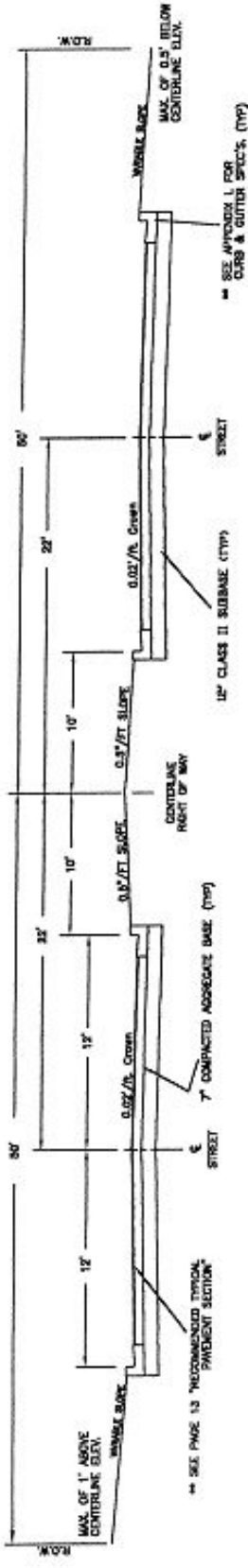


TEMPORARY TURNAROUND



Temporary turnaround shall not be allowed within the proposed platted area. Temporary turnaround allowed for up to five years. A separate irrevocable letter of credit is required to guarantee the completion of the turnaround. The letter of credit shall be valid for five years.

NOTE: Bituminous surface may be required.



MINIMUM STANDARDS
 TYPICAL BOULEVARD SECTION
 (MAX. LENGTH = 300')
 Not to scale

NOTE: ALL SLOPES ARE TO BE TOPSOILED AND SEEDED IN ACCORDANCE WITH CURRENT MDOT SPECIFICATIONS.

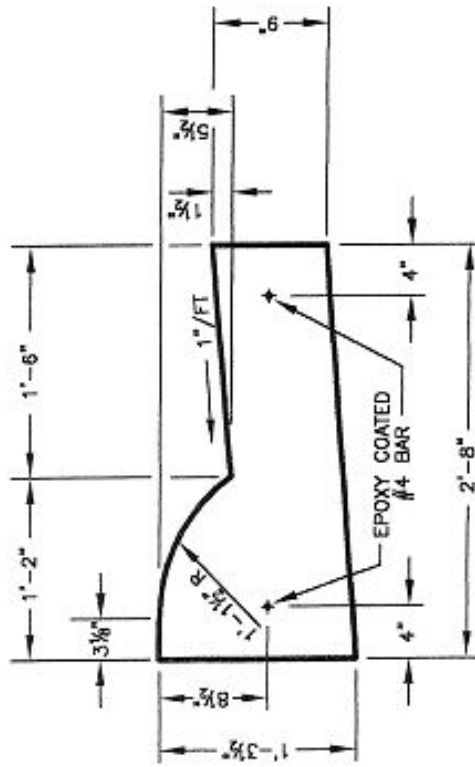
NOTE: SUBBASE MAY BE OMITTED WHEN SOIL CONDITIONS WARRANT AND APPROVED BY THE COUNTY ENGINEER.

MONTCALM COUNTY ROAD COMMISSION

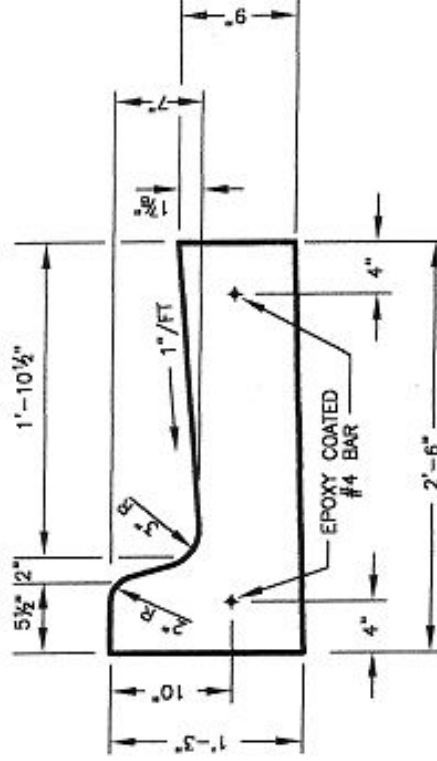
APPENDIX H-2

CONCRETE CURB & GUTTER

ROLLED
*DETAIL B2



STANDARD
*DETAIL C6



*MDOT STANDARD PLANS
NOT TO SCALE

MONTCALM COUNTY ROAD COMMISSION

APPENDIX I

APPLICATION AND PERMIT

CRA100 Rev 5 86
Permit Number _____

*to construct, operate, maintain
use and/or remove within a county
road right-of-way*

Issuance Date _____

BOARD OF COUNTY ROAD COMMISSIONERS of _____ MONTCALM _____ County, Michigan
ADDRESS: 619 W. MAIN STREET, P.O. BOX 337, STANTON, MICHIGAN 48888
PHONE: (989) 831-5285

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: _____	NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
TELEPHONE NO. _____	TELEPHONE NO. _____

Applicant's Signature _____ Title _____ Date: _____	Contractor's Signature _____ Title _____ Date: _____
--	---

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application Fee \$ _____	Plans and Specs. _____
Permit Fee \$ _____	
Est. Inspect. Fee \$ _____	
Bond \$ _____	
Deposit \$ _____	
Other \$ _____	
To Be Billed \$ _____	
Receipt Number _____	Bond _____
Dated _____	Proof of Insurance _____ Yes _____ No _____
	P.I. \$ _____ P.D. \$ _____
	Other _____

APPLICATION

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

CITY _____ /or TOWNSHIP _____ SECTION _____
NAME OF ROAD _____ between _____ and _____
for a period beginning _____ and ending _____
and agrees to the terms of the permit.

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. *When Applicant hires a Contractor the "Permit Holder" is the Applicant and the Contractor.*

RECOMMENDED FOR ISSUANCE:

BOARD OF COUNTY ROAD COMMISSIONERS
_____ COUNTY, MICHIGAN

_____ Investigator

By _____

_____ Date _____ Title _____

By _____

By _____

1. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Commission and must comply with the Commission's current requirements and specifications on file at the offices and M.D.O.T. specifications.
2. **Fees and Costs.** Permit Holder shall be responsible for all fees incurred by the Commission in connection with this permit and shall deposit estimated fees and costs as determined by the Commission, at the time the permit is issued.
3. **Bond.** Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Commission at the time permit is issued.
4. **Insurance.** Permit Holder shall furnish proof of liability and property damage insurance in the amount stated on this permit naming the Commission as an insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with return receipt required to the Commission.
5. **Indemnification.** Permit Holder shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgements to which the Commission, its officers, or employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Commission, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
6. **Miss Dig.** The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended, CALL MISS DIG AT (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** Permit Holder must notify the Commission at least 48 hours before starting work and must notify the Commission when work is completed.
8. **Time Restrictions.** All work shall be performed Mondays through Fridays between 8:00 A.M. and 5:00 P.M. unless written approval is obtained from the Commission, and work shall be performed only during the period set forth in this permit.
9. **Safety.** Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site conditions shall comply with Michigan Manual of Uniform Traffic Control Devices.
10. **Restoration and Repair of Road.** Permit Holder agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and to repair any damage to the road right-of-way which is result of the facility whenever it occurs or appears.
11. **Limitation of Permit.** This permit does not relieve Permit Holder from meeting other applicable laws and regulations of other agencies. Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.
12. **Revocation of Permit.** The permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Commission.
13. **Violation of Permit.** This permit shall become immediately null and void if Permit Holder violated the terms of this permit, and the Commission may require immediate removal of Permit Holder's facilities, or the Commission may remove them without notice at Permit Holder's expense.
14. **Assignability.** This permit may not be assigned without the prior approval of the Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
15. **Permit Expiration.** Unless otherwise stated on the front of this permit, this permit shall expire one (1) year from the date of issuance.
16. **Driveway Permits.** The property owner is responsible for the maintenance of the driveway and the driveway culvert (if required) as long as the driveway is in place.
17. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Acts of 1969.

**BOARD OF COUNTY ROAD COMMISSIONERS
ROAD COMMISSION FOR MONTCALM COUNTY**

SUBJECT: PLACING EXISTING PUBLIC ROAD RIGHT-OF-WAY OR EXISTING PRIVATE
ROAD RIGHT-OF-WAY ON CERTIFICATION

ADOPTED: JANUARY 18, 2006

I. Existing Public Road Right-of-Way

When individuals request the Road Commission for Montcalm County to place an uncertified section of roadway on state certification, and where evidence exists from research and/or other physical indications that a public right-of-way had been previously granted and continues to exist, the Road Commission will place said section of roadway on state certification provided same is first improved to Road Commission for Montcalm County standards. ***All work and/or cost of improvements to be borne by others at no expense to the Road Commission for Montcalm County.*** In addition, the individual owners must obtain a permit, from the Road Commission, to work in the road right-of-way. There is no cost for this permit. If the road is to be certified prior to construction or improvements, the property owners must provide either a bond or an irrevocable letter of credit in an amount equal to the estimated cost to construct the road. All of the abutting property owners must provide a written easement recognizing the 66-foot right-of-way. The Road Commission has the right to perform inspections, as needed, during construction.

II. Existing Private Road Right-of-Way

When individuals request the Road Commission for Montcalm County to place private road right-of-way on state certification, the Road Commission may consider such request only if the following requirements are first met. The road must meet Road Commission for Montcalm County standards. If road requires improvement to meet the standards, ***all work and/or cost of improvements shall be borne by others at no expense to the Road Commission for Montcalm County.*** If property is occupied or to be occupied prior to completion of road, the property owners must provide either a bond or an irrevocable letter of credit in an amount equal to the estimated cost to construct or improve the road. The Road Commission has the right to perform inspections, as needed, during construction. In addition, the requesting party must provide a survey, indicating the road right-of-way as public, along with a written centerline description of the road right-of-way, prepared by a registered land surveyor. All abutting property owners must provide warranty deeds, deeding the road right-of-way to the Road Commission, and must have said deeds recorded with the Register of Deeds. The property owners must then request their local township board to provide a written resolution to the Road Commission requesting that the road be placed on the local road system.

Chairman

Clerk

Policy No. 2006-02

BOARD OF COUNTY ROAD COMMISSIONERS
ROAD COMMISSION FOR MONTCALM COUNTY

SUBJECT: CERTIFICATION OF NEW ROADS

ADOPTED: JANUARY 18, 2006

The Board, *at its discretion*, may accept a new road into the County's public road system if the road is built in accordance with the construction plans approved by the Board and *if in the judgment of the Board the road fits into and augments the existing public road network and provides an additional route to facilitate the movement of traffic.*

All of the following requirements must be met before the Board of County Road Commissioners of Montcalm County will consider accepting new roads into the County's public road system:

Roads within a newly approved Plat:

- 1) The roads are included in a Plat approved and signed by the Board.
- 2) The roads are constructed in accordance with the Board's Plat Standards.
- 3) The roads are designated as public roads.

New Roads *not* within an approved Plat (e.g. site condos, etc.):

- 1) The roads must be constructed in accordance with the Board's specifications as stated in the Road Commission's current "Road Standards Policies and Guidelines".
- 2) The developer or property owners provide a survey showing the road right-of-way and a centerline description of the road right-of-way from a registered land surveyor;
- 3) The developer or property owners provide a warranty deed conferring the road right-of-way to the Road Commission for Montcalm County and have said deed registered with the Montcalm County Register of Deeds.
- 4) Receipt of written approval from the County Drain Commissioner stating the construction complies with applicable standards and requirements under his jurisdiction.
- 5) Receipt of the Township Board's resolution requesting certification of the roads.

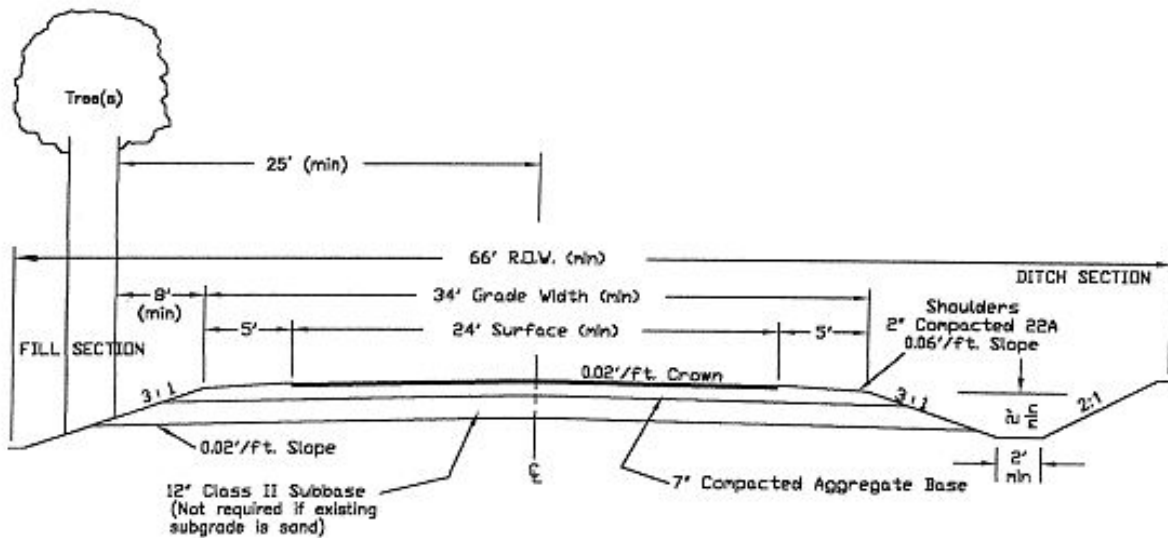
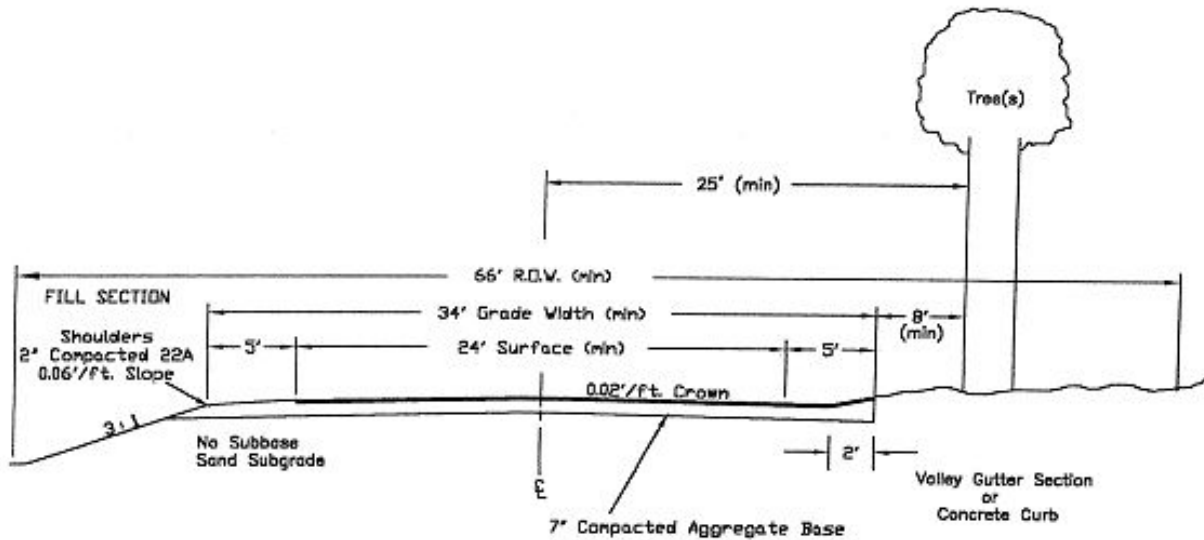
Chairman

Clerk

MONTCALM COUNTY ROAD COMMISSION
 TREE(S) GUIDELINE

PRIMARY ROAD

SPEED LIMIT LESS THAN 55 MPH



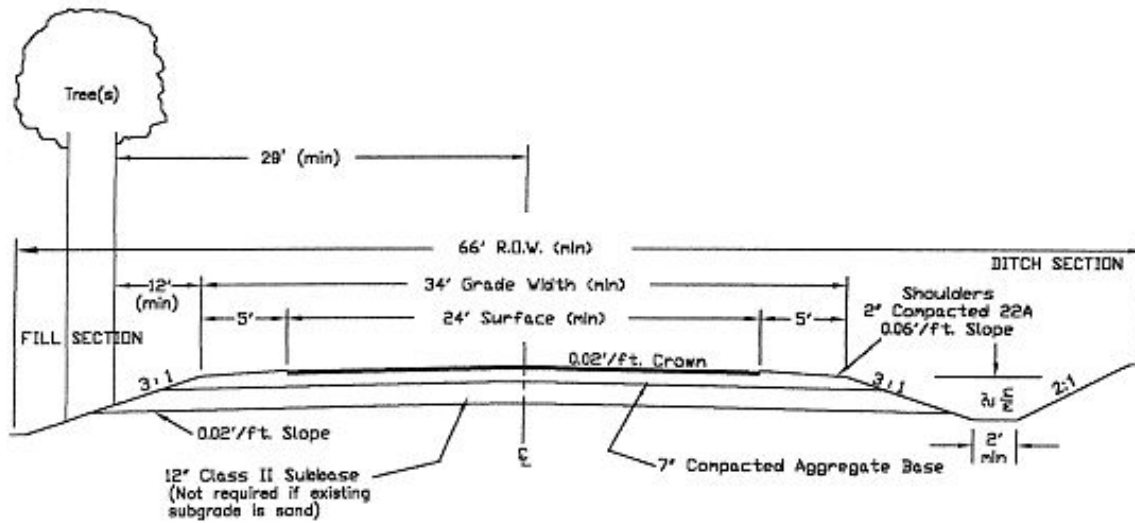
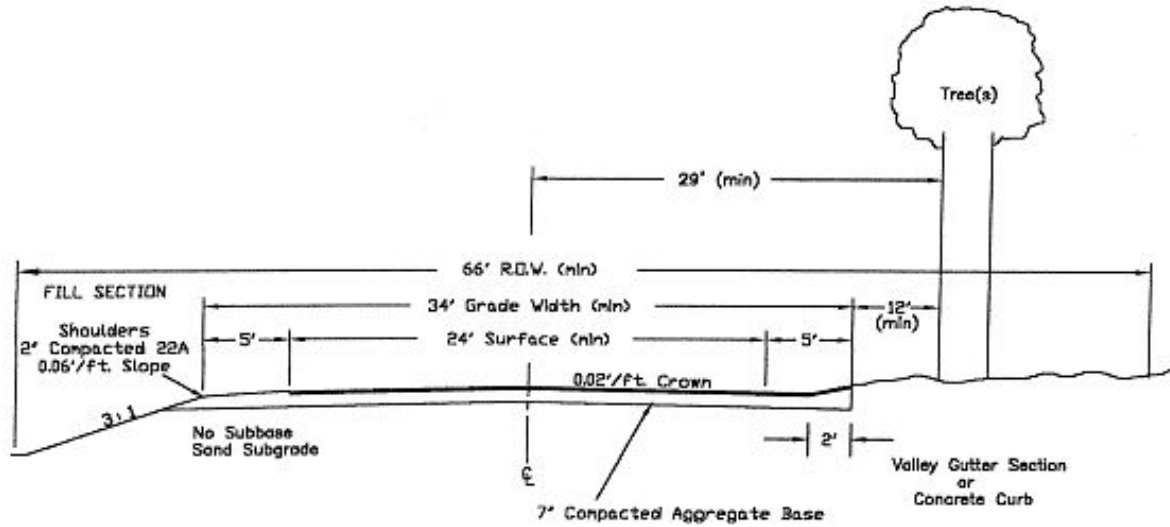
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Not to scale

MONTCALM COUNTY ROAD COMMISSION
TREE(S) GUIDELINE

PRIMARY ROAD

PRIMA FACIE SPEED 55 MPH



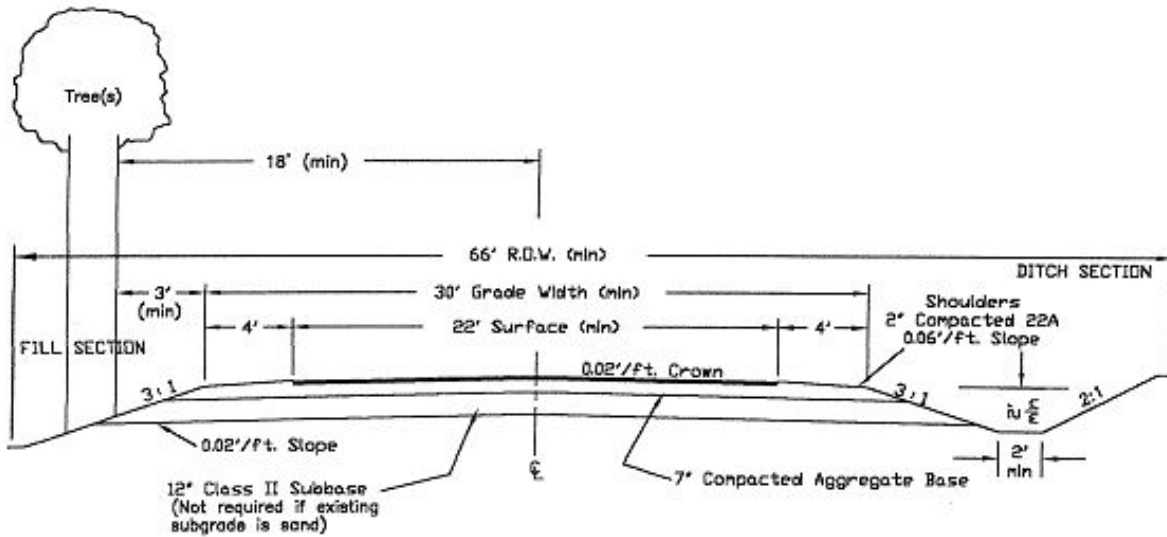
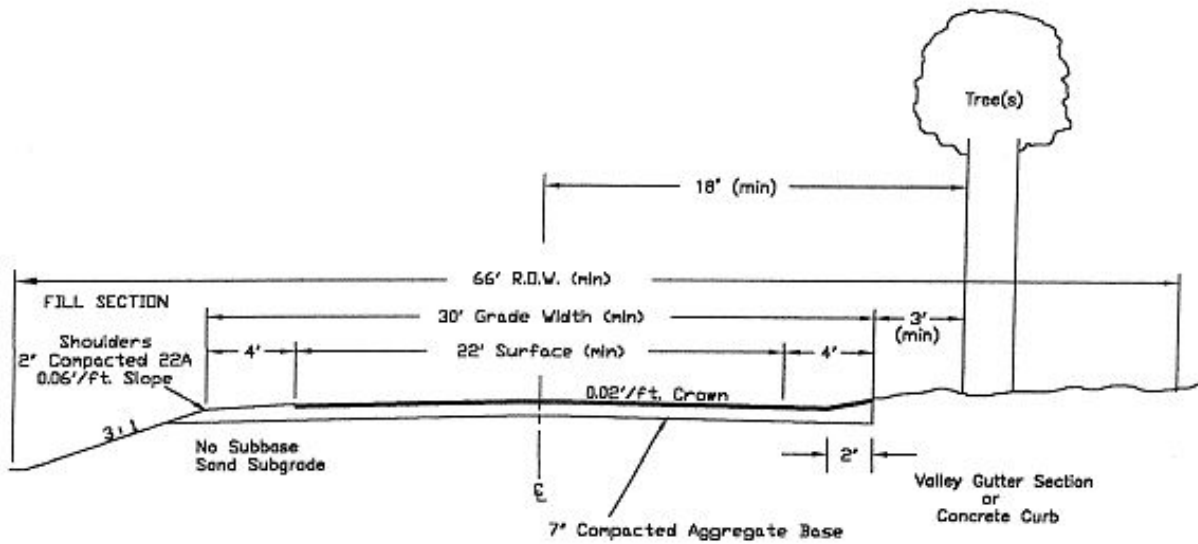
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MONTCALM COUNTY ROAD COMMISSION
 TREE(S) GUIDELINE

LOCAL ROAD

SPEED LIMIT LESS THAN 55 MPH



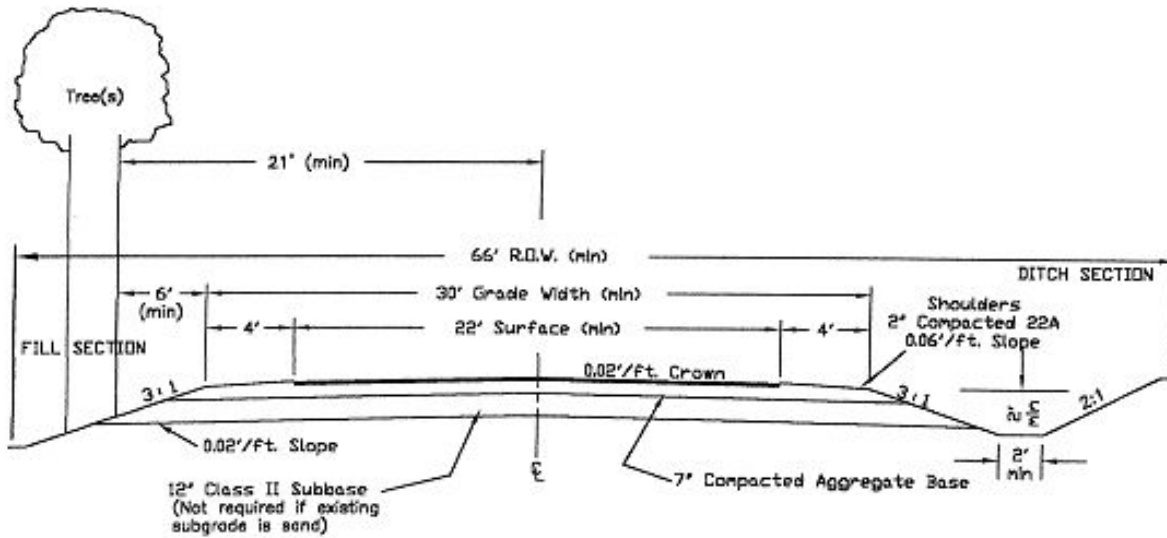
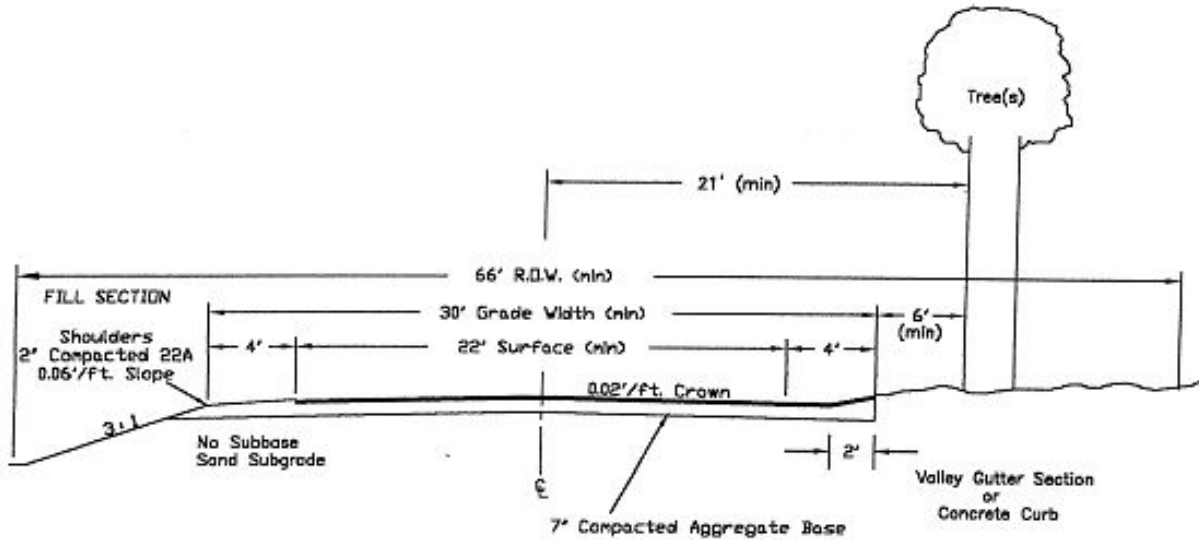
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MONTCALM COUNTY ROAD COMMISSION
TREE(S) GUIDELINE

LOCAL ROAD

PRIMA FACIE SPEED 55 MPH



TYPICAL RURAL SECTION

Not to scale

ROAD COMMISSION FOR MONTCALM COUNTY

SPECIFICATIONS AND ADMINISTRATIVE

RULES REGULATING

DRIVEWAYS, ROAD APPROACHES,

BANNERS AND PARADES

ON AND OVER HIGHWAYS

Adopted October 6, 1999
Effective November 3, 1999

GENERAL REQUIREMENTS

Act 200 of the Public Acts of 1969, Section 4 thereof, charges the highway authority with the responsibility to issue driveway permits consistent with the rules promulgated by the highway authority for public safety and in the public interest.

Any work to be accomplished within the right-of-way of any road under the jurisdiction of the Board of County Road Commissioners of Montcalm County, Michigan requires a permit before commencement of such work. The applicant or his agent shall have a copy of the permit at the site during construction.

Permits will be issued only on forms, which are approved by the Board. Such permit forms are available at the office of the Road Commission for Montcalm County, PO Box 337, 619 W. Main Street, Stanton, Michigan 48888-0337. Phone: 989-831-5285 or toll-free 877-992-6272.

The applicant or his agent shall maintain all driveways, private roads and related improvements set forth in the permit.

When the type or volume of traffic using an existing driveway changes because of a change in land use or roadside development to a more intensified classification requiring a redesign to a higher design standard, the owner, organization, or person responsible for operation of the driveway shall be required to obtain a permit and correct the driveway or driveways to the standard contained in these rules.

The applicant or his agent shall take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by the permit and shall use warning signs and safety devices which are in accordance with the current Michigan Manual of Uniform Traffic Control Devices.

In the event of a 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 Road Commission for Montcalm County shall have the right to halt such activity until such time that adequate compliance is made. All costs incurred by the Board in correcting 1) a failure to comply with conditions and standards of a permit, 2) a failure to obtain a permit, or 3) defective workmanship or materials, shall be borne by the applicant (or person undertaking the activity).

RESIDENTIAL DRIVEWAYS

Definition

All driveways for the purpose of serving the residents of one single-family dwelling, two single-family dwellings, or one two-family dwelling shall be deemed to be a residential driveway.

Design Features

No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 10% (1' vertical in 10' horizontal).

All drives shall enter perpendicular to the existing roadway.

Typical driveway design features, including geometrics, can be found in Appendix A. The applicant shall follow these standards unless approval to do otherwise is given by the County Road Engineering Department.

Drainage Requirements:

- The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the diameter and length of the culvert. The applicant shall furnish, install and maintain the culvert so determined.
- Culverts shall be installed in line with and on the same grade as the road ditch.
- No culvert of less than 12" nor less than 30' in length diameter may be installed.
- All culverts should be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown below.

<u>Diameter</u>	<u>Gauge No.</u>
12" - 24"	16
30" - 36"	14
42" - 54"	12
60" - 72"	10

- If the applicant wishes to install a culvert of material other than that above, approval must be obtained by the County Road Engineering Department prior to installation.

Location

All portions of a residential driveway, including the radii, shall be located entirely within the applicant's property lines extended at right angles to the centerline of the road. This requirement does not apply to joint driveways (see below).

No portion of a residential driveway, including the radii, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting roadway.

No portion of two residential driveways serving the same property, including the radii, shall be located closer than 50 feet, measured parallel to the centerline of the road.

Number of Driveways

One driveway is allowed for residential property, held in one piece, with frontage less than or equal to 150 feet. One additional residential driveway may be permitted where frontage exceeds 150 feet.

Two residential driveways may be permitted, in lieu of the above requirement to serve a circle driveway if the frontage of the property is 100 feet or more.

Joint Driveway

When both property owners abutting a common property line agree, they may construct a joint residential driveway, which shall have a minimum width of 20 feet and a maximum width of 30 feet.

Driveway Surface

Driveways fronting on a hard surface roadway should be surfaced with a material, which is equal to or better than the surface of the roadway which it joins. At a minimum, driveways shall be surfaced with at least six inches of processed road gravel.

Clear Vision

A clear vision area, as shown in Figure 1, shall be provided at all residential driveways entering onto a roadway under the jurisdiction of the Road Commission for Montcalm County.

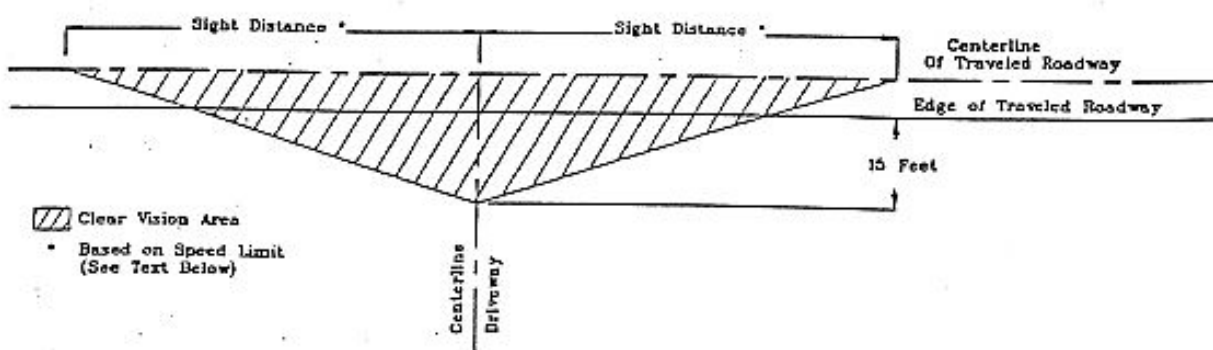


Figure 1. Clear vision requirement for residential driveways.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object 3.5 feet above the roadway centerline. The eye height of the driveway centerline should be positioned 15 feet from the edge of the traveled roadway.

The following minimum sight distances, according to the posted regulatory speed limit, are required for the clear vision area.

25 MPH - 225 ft.	45 MPH - 375 ft.
30 MPH - 260 ft.	50 MPH - 410 ft.
35 MPH - 300 ft.	55 MPH - 450 ft.
40 MPH - 335 ft.	

In the absence of a posted regulatory speed limit, 450 feet of sight distance is required.

FARM-FIELD DRIVEWAYS

Definition

Any driveway serving cultivated fields, timberland or undeveloped land not used for industrial, commercial or residential purposes shall be designated a farm-field driveway.

Design Features

No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 10% (1' vertical in 10' horizontal).

All drives shall enter perpendicular to the existing roadway.

Typical driveway design features, including geometrics, can be found in Appendix A. The applicant shall follow these standards unless approval to do otherwise is given by the County Road Engineering Department.

Drainage Requirements:

- The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the diameter and length of the culvert. The applicant shall furnish, install and maintain the culvert so determined.
- Culverts shall be installed in line with and on the same grade as the road ditch.
- No culvert of less than 12" diameter nor less than 30' in length may be installed.
- All culverts should be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown below.

<u>Diameter</u>	<u>Gauge No.</u>
12" - 24"	16
30" - 36"	14
42" - 54"	12
60" - 72"	10

If the applicant wishes to install a culvert of material other than that above, approval must be obtained by the County Road Engineering Department prior to installation.

Location

All portions of a farm-field driveway, including the radii, shall be located entirely within the applicant's property lines extended at right angles to the centerline of the road.

No portion of a farm-field driveway, including the radii, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting roadway.

Driveway Surface

All farm field driveways shall be gravel surfaced and slopes shall be seeded or sodded to provide plant growth, which will stabilize the driveway and minimize erosion.

Clear Vision

A clear vision area, as shown in Figure 2, shall be provided at all farm-field driveways entering onto a roadway under the jurisdiction of the Road Commission for Montcalm County.

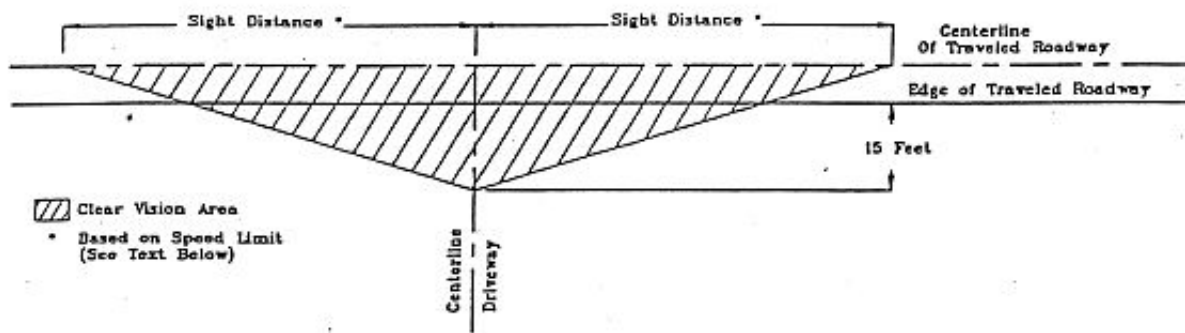


Figure 2. Clear Vision requirement for farm-field driveways.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object 3.5 feet above the roadway centerline. The eye height at the driveway centerline should be positioned 15 feet from the edge of the traveled roadway.

The following minimum sight distances, according to the posted regulatory speed limit, are required for the clear vision area.

25 MPH - 225 ft.	45 MPH - 375 ft.
30 MPH - 260 ft.	50 MPH - 410 ft.
35 MPH - 300 ft.	55 MPH - 450 ft.
40 MPH - 335 ft.	

In the absence of a posted regulatory speed limit, 450 feet of sight distance is required.

COMMERCIAL DRIVEWAYS

Definition

Any driveway providing access to land, which is used for industrial, institutional or commercial purposes shall be deemed to be a commercial driveway. Determination by the Board of County Road Commissioners, as to whether or not a specific use shall be designated commercial, shall be final and binding.

Design Features

All applications for commercial driveway permits must be accompanied by two (2) copies of a site plan.

No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 5% (1' vertical in 20' horizontal).

All drives shall enter perpendicular to the existing roadway, with the entering and exiting radii clearly defined.

The applicant shall provide a right-turn lane and taper and/or passing lane if the Road Commission determines that such lanes are required to minimize congestion or hazard on the roadway caused by vehicles entering the applicant's driveway. Factors associated with this determination may include volumes, speeds, vehicle type and roadway alignment.

Typical driveway design features, including geometrics, can be found in Appendix A. The applicant shall follow these standards unless approval to do otherwise is given by the County Road Engineering Department. Design dimensions shown in Appendix A may be increased by the Road Commission depending on roadway or site characteristics, such as volumes, speeds and vehicle types.

Drainage Requirements:

- Drainage calculations that indicate no additional storm water runoff will enter the Montcalm County Road Commission right-of-way from the development must be included on the site plan. Existing roadway drainage shall be maintained.
- Design of detention basins shall be based on a 10-year frequency design storm.
- No culvert of less than 12" diameter nor less than 30' in length may be installed.
- All culverts should be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown below.

<u>Diameter</u>	<u>Gauge No.</u>
12" - 24"	16
30" - 36"	14
42" - 54"	12
60" - 72"	10

- If the applicant wishes to install a culvert of material other than that above, approval must be obtained by the County Road Engineering Department prior to installation.

Location

All portions of a commercial driveway, including the radii, shall be located entirely within the applicant's property lines extended at right angles to the centerline of the road. This requirement does not apply to joint driveways (see below).

A commercial driveway may be located directly opposite an existing road intersection such that left turns oppose each other and are perpendicular to the major road. However, if offset, the centerline of a commercial driveway shall be located a minimum of 250 feet from the centerline of the nearest intersecting roadway. This will hold true regardless of their orientation to each other (i.e., same side or opposing). In the event that special circumstances make this requirement unfeasible, in no case shall any portion of a commercial driveway, including the radii, be located closer than 50 feet to the nearest right-of-way line of an intersecting roadway. The Road Commission reserves the right to approve the location that is considered to be in the best interest of public safety.

No portion of two commercial driveways serving the same property, including the radii, shall be located closer than 50 feet, measured parallel to the centerline of the road.

Type

A two-way commercial driveway shall be the standard driveway approach. Two-way commercial driveways may be either divided or undivided (see Appendix A). A two-way divided commercial driveway shall have a curbed island separating the entering and exiting movements.

A one-way commercial driveway is a special case and may be allowed depending on the site specific characteristics. A one-way driveway includes separate entering and exiting drives and shall be designed to facilitate the desired turning movements and to discourage prohibited movements. The installation and maintenance of directional signs shall be the responsibility of the applicant and shall be shown on the site plan.

Number of Driveways

On each roadway, one driveway is allowed for each commercial property where frontage is less than or equal to 350 feet. One additional commercial driveway may be permitted where frontage exceeds 350 feet.

Joint Driveway

When both property owners abutting a common property line agree, they may construct a joint commercial driveway, which shall have the same design features as a two-way commercial driveway (see Appendix A for typical design features).

Driveway Surface

All commercial driveways shall be surfaced from the edge of the traveled way to the right-of-way line with a material, which is equal to or better than the surface of the roadway which it joins. The County Road Engineering Department shall determine whether or not a material is equal to or better than the surface of the roadway.

Parking

The applicant will be required to prevent parking in the highway right-of-way. The Road Commission will not issue permits for commercial properties that encourage the stopping or standing of vehicles in the right-of-way or the backing of vehicles from the highway onto the sites.

Clear Vision

A clear vision area, as shown in Figure 3, shall be provided at all commercial driveways entering onto a roadway under the jurisdiction of the Road Commission for Montcalm County.

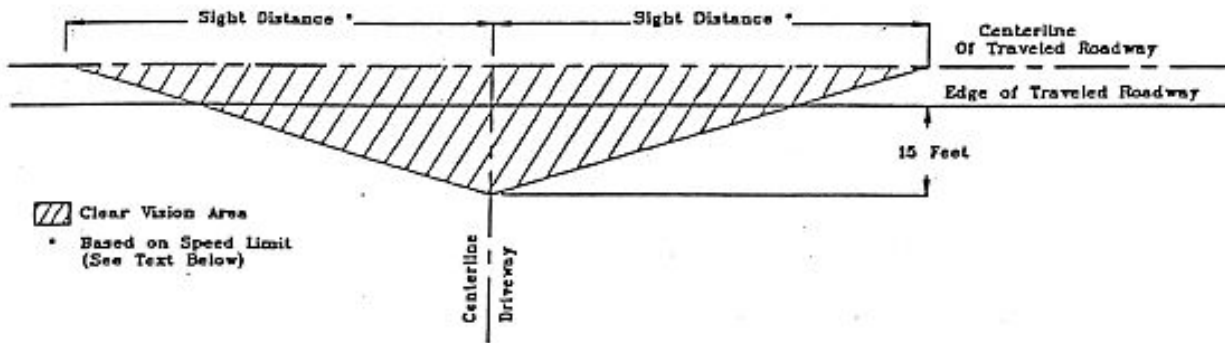


Figure 3. Clear vision requirement for commercial driveways

To provide for adequate vision, all obstructions must be removed within the clear vision area. Sight distance, looking each way from the driveway centerline, shall be measured from an eye height of 3.5 feet to an object 3.5 feet above the roadway centerline. The eye height at the driveway centerline should be positioned 15 feet from the edge of the traveled roadway.

The following minimum sight distances, according to the posted regulatory speed limit, are required for the clear vision area.

25 MPH - 300 ft.	45 MPH - 500 ft.
30 MPH - 350 ft.	50 MPH - 550 ft.
35 MPH - 400 ft.	55 MPH - 600 ft.
40 MPH - 450 ft.	

In the absence of a posted regulatory speed limit, 600 feet of sight distance is required.

PUBLIC AND PRIVATE ROAD APPROACHES

Definition

A public road shall be defined as a roadway to be dedicated to the public.

A private road shall be defined as a roadway that serves more than two single-family dwellings, or one two-family dwelling and is dedicated to the use of the property owner(s).

Design Features

All applications for a public or private road approach permit must be accompanied by two (2) copies of a site plan. Included on the site plan shall be the name(s) of proposed public or private road(s).

No portion of a public or private road approach within the highway right-of-way shall have a grade greater than 5% (1' vertical in 20' horizontal).

All public or private road approaches shall enter perpendicular to the existing roadway.

The applicant shall provide a right-turn lane and taper and/or passing lane if the Road Commission determines that such lanes are required to minimize congestion or hazard on the roadway caused by vehicles entering the applicants public or private road approach. Factors associated with this determination may include volumes, speeds, vehicle type and roadway alignment.

Typical design features for public and private road approaches, including geometrics, can be found in Appendix A. The applicant shall follow these standards unless approval to do otherwise is given by the County Road Engineering Department. Design dimensions shown in Appendix A may be increased by the Road Commission depending on roadway or site characteristics, such as volumes, speeds and vehicle types.

Other standards for public roads are found in Road Standards - Policies and Guidelines.

Drainage Requirements:

- Drainage calculations that indicate no additional storm water runoff will enter the Montcalm County Road Commission right-of-way from the development must be included on the site plan.
- Design of detention basins shall be based on a 10-year frequency design storm.
- The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the diameter and length of the culvert. The applicant shall furnish, install and maintain the culvert so determined.
- Culverts shall be installed in line with and on the same grade as the road ditch.
- No culvert of less than 12" diameter nor less than 30' in length may be installed.

- All culverts should be corrugated metal pipe made with steel of the proper gauge corresponding to its diameter, as shown below.

<u>Diameter</u>	<u>Gauge No.</u>
12" - 24"	16
30" - 36"	14
42" - 54"	12
60" - 72"	10

- If the applicant wishes to install a culvert of material other than that above, approval must be obtained by the County Road Engineering Department prior to installation.

Location

A public or private road approach may be located directly opposite an existing road intersection such that left turns oppose each other and are perpendicular to the major road. However, if offset, the centerline of a public or private road approach shall be located a minimum of 250 feet from the centerline of the nearest intersecting roadway. This will hold true regardless of their orientation to one another (i.e., same side or opposing).

Approach Surface

All private road approaches shall be surfaced from the edge of the traveled way to the right-of-way line with a material, which is equal to or better than the surface of the roadway which it joins. The County Road Engineering Department shall determine whether or not a material is equal to or better than the surface of the roadway.

Construction standards for public roads are contained in Road Standards – Policies and Guidelines.

Clear Vision

A clear vision area as shown in Figure 4, shall be provided at all public and private road approaches entering onto a roadway under the jurisdiction of the Montcalm County Road Commission.

To provide for adequate vision, all obstructions must be removed within the clear vision area. Sight distance, looking each way from the centerline of the public or private road approach, shall be measured from an eye height of 3.5 feet to an object 3.5 feet above the existing roadway centerline. The eye height at the public or private road approach centerline should be positioned 15 feet from the edge of the traveled roadway.

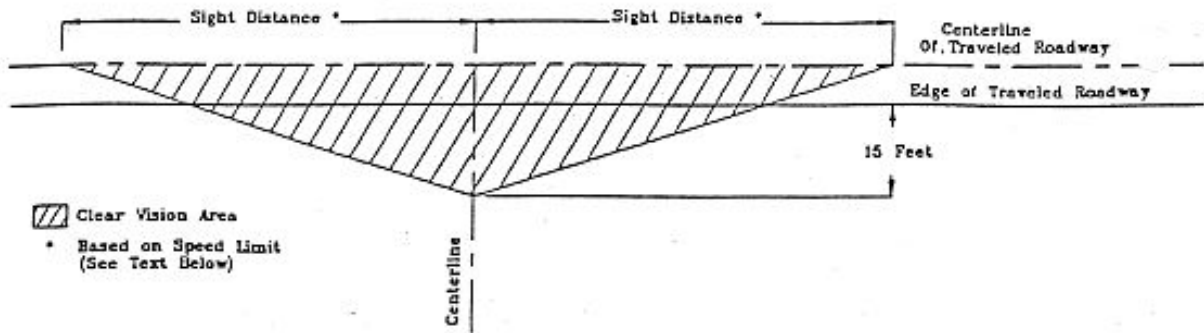


Figure 4. Clear vision requirement for public and private road approaches.

The following sight distances, according to the posted regulatory speed limit, are required for the clear vision area. Those values listed as standard represent the minimum requirements for sight distance where existing roadway and site characteristics allow. A permit will not be issued where the minimum allowable sight distance, based on speed conditions, cannot be achieved.

<u>Speed Limit (mph)</u>	<u>Required Sight Distance (feet)</u>	
	<u>Standard</u>	<u>Minimum Allowable</u>
30 or below	475	350
35	575	400
40	700	450
45	825	500
50	975	550
55	1150	600

In the absence of a posted regulatory speed limit, 1150 feet of sight distance is required.

RECREATIONAL (CELEBRATIONS AND FESTIVALS) DRIVEWAYS

General

A driveway permit for the temporary access of a roadway under the jurisdiction of the Road Commission for Montcalm County for the purpose of a celebration or festival may be issued by the Road Commission only to the governing body of the city, village or township. This requirement shall hold true whether the applicant wishes to utilize an existing driveway or construct a temporary driveway.

Advance Notice

Application for the driveway permit must be made at least 30 days prior to the event, to provide the Road Commission ample time to review the event with the governing city, village or township.

Location

The applicant shall provide, at the time of the request, a sketch showing the property layout and location of the desired access point(s).

Design Features

Any and all driveway design features will be reviewed by the Road Commission on an individual basis, due to the variable nature of the event.

Insurance Requirements

The local governing body shall provide the Road Commission with a certificate of insurance for a commercial general liability, on an occurrence basis, in the minimum amount of \$1,000,000 per occurrence and \$1,000,000 aggregate. The Road Commission for Montcalm County shall be named as an additional named insured on the policy (see Appendix B).

III. ROAD CLOSURES FOR PARADES, CELEBRATIONS AND FESTIVALS

General

A permit granting permission for the temporary closure of a road for a reasonable length of time for a parade, celebration, festival or any other purpose may be issued by the Road Commission only to the governing body of a city, village or township.

Advance Notice

Application for the permit must be made at least 30 days prior to the event, to provide the Road Commission ample time to review the event with the governing city, village or township.

Application Provisions

The application, supplied by the Road Commission, shall state the nature of the activity, the proposed dates and times to close and reopen the roadway to traffic and such other information that the Road Commission may require. The reasonable period of time shall be approved by the Road Commission. The application shall also be accompanied by a copy of a resolution from the city, village or township requesting permission for the closure or partial closure.

A permit shall be issued subject to the following conditions:

- The closure or partial closure and the use of a detour route shall not unduly interfere with the safe and free movement of traffic.
- A suitable alternate location is not available for the parade, celebration or festival, which is more acceptable for traffic safety and causes less interruption of traffic.
- A closure or partial closure normally shall be allowed only during daylight hours. When temporary nighttime closure is permitted, points of potential hazard, barricades and warning signs shall be lighted at the applicant's expense. The lighting shall be in accordance with requirements and specifications of the Road Commission

Traffic Control Devices

Traffic control devices installed in conjunction with the closure or partial closure and the detour route shall conform to the provisions of the Michigan Manual of Uniform Traffic Control Devices.

Required traffic control devices may be furnished and installed either by the local governing body or by the Road Commission. Costs arising from the installation, maintenance and removal of such devices shall be borne by the applicant.

The local governing body shall provide necessary police and fire supervision.

Insurance Requirements

The local governing body shall provide the Road Commission with a certificate of insurance for a commercial general liability, on an occurrence basis, in the minimum amount of \$1,000,000 per occurrence and \$1,000,000 aggregate. The Road Commission for Montcalm County shall be named as an additional named insured on the policy (see Appendix B).

BANNER PERMITS

General

A permit for the installation of banners to be placed within or over a road right-of-way under the jurisdiction of the Road Commission may be issued only to the governing body of a city, village or township.

Advance Notice

Application for the permit must be made at least 30 days prior to the anticipated placement of the banner, to provide the Road Commission ample time to review the requirements with the governing city, village or township.

Application Provisions

An application for the permit, provided by the Road Commission, for the installation of a banner shall include the following as a minimum:

- Activity in connection with which the banners are to be placed.
- Location of the proposed installation including distance to overhead traffic control devices.
- Description of the banner, including any legend or symbol thereon.
- Height of an overhead banner at its lowest point above the pavement.
- Date on which the banner will be installed and removed. The period shall not exceed a time period specified by the Road Commission.

Also, the application shall be accompanied by a copy of a resolution from the city, village or township requesting permission for a banner.

Design and Placement

The design, method of installation and location of banners shall not endanger persons using the roadway or unduly interfere with the free movement of traffic.

An overhead banner shall have a minimum bottom height of 18 feet above the roadway, shall not be placed closer than 100 feet on either side of traffic signals, and shall not be placed so as to obstruct a clear view of traffic signals or other traffic control devices.

Contents of Banners

A banner shall not have displayed thereon any legend or symbol, which may be construed to advertise, promote the sale of or publicize any merchandise or commodity, or to be political in nature.

A banner shall not have displayed thereon any legend or symbol, which is or purports to be an imitation of or resembles, or which may be mistaken for, a traffic control device, or which attempts to direct the movement of traffic.

Decorations shall not include flashing lights or any other type of lights that may be distracting to motorists.

Insurance Requirements

The local governing body shall provide the Road Commission with a certificate of insurance for a commercial general liability, on an occurrence basis, in the minimum amount of \$1,000,000 per occurrence and \$1,000,000 aggregate. The Road Commission for Montcalm County shall be named as an additional named insured on the policy (see Appendix B).

Cancellation of Permits

A permit for the installation of a banner may be cancelled by the Road Commission if the installation becomes dangerous to motorists or unduly interferes with the free movement of traffic.

VARIANCE IN STANDARDS

A variance may be allowed by the Board only in cases involving practical difficulties or unnecessary hardship, when the record to the Board supports the following affirmative findings:

That the alleged hardship or practical difficulties, or both, are exceptional and peculiar to the property.

- 2) That the alleged hardship or practical difficulties, or both, which would result from a failure to grant the variance, include substantially more than inconvenience or inability to attain a higher financial return, or both.
 - I. That allowing the variance will result in substantial justice being done, considering the public benefits and the individual hardships that will be suffered by a failure of the Board to grant a variance.
- 4) That the condition and circumstances, which are the bases of the variance request, shall not be self-imposed.

If a variance has been granted, and the construction authorized with the variance has not been commenced within one year from the date of its approval, the grant of the variance shall be automatically withdrawn.

IV. VALIDITY

Each section, subsection, provision, requirement, regulation or restriction established by these rules for driveway permits or any amendments or additions thereto, is hereby declared to be independent, and the holding of any part to be unconstitutional, invalid or ineffective for any cause shall not affect nor render invalid the resolution or amendments or additions thereto as a whole or any other part thereof, except as to the particular part so declared to be invalid.

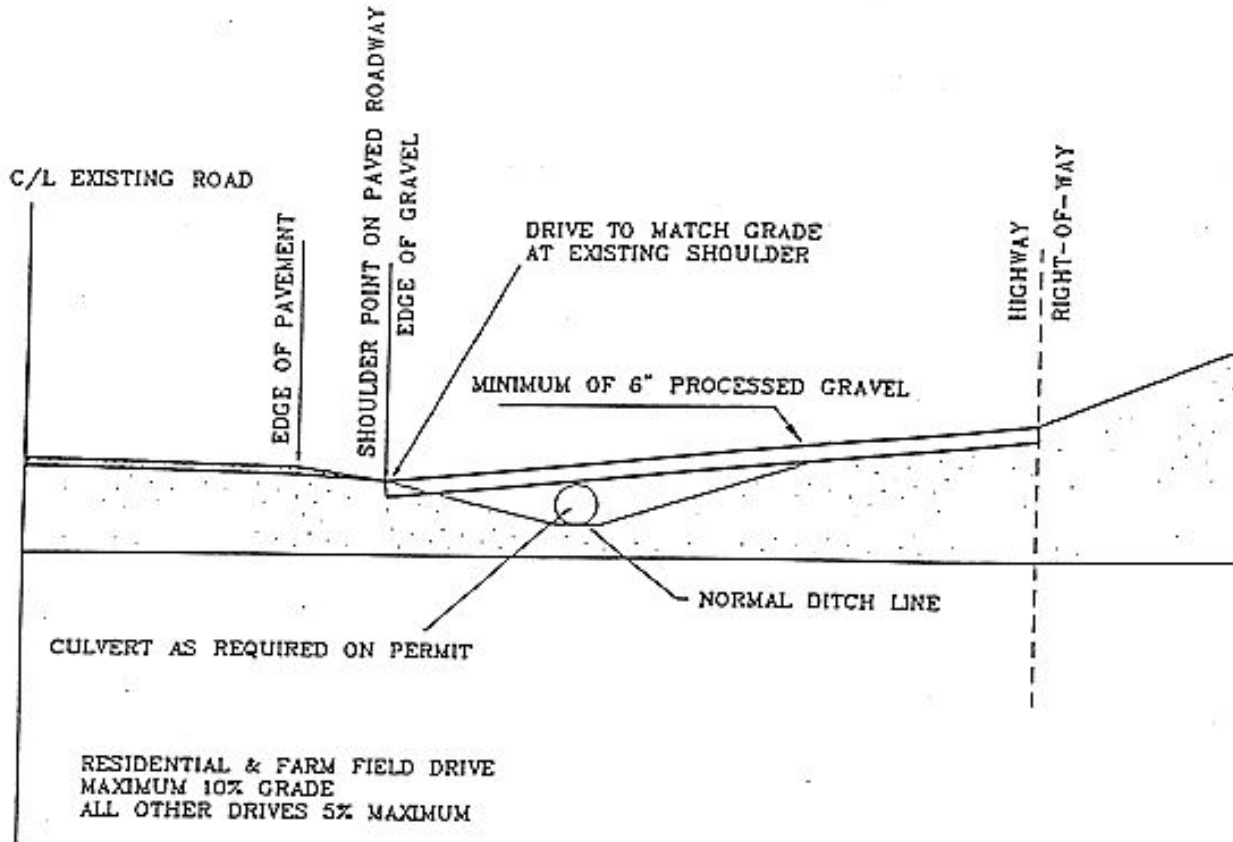
Adopted the 6th day of October 1999 and effective the 3rd day of November 1999.

Revised: January 12, 2006

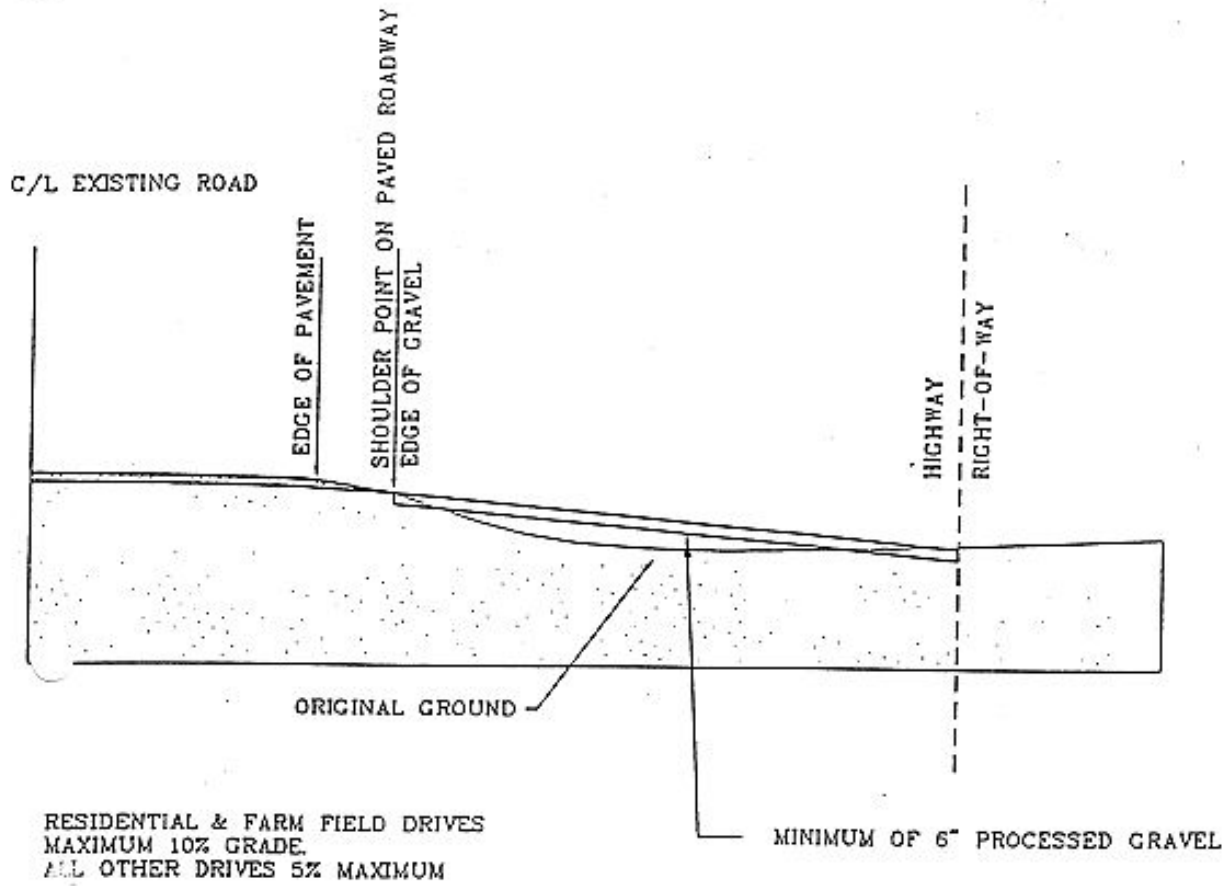
APPENDIX A - TYPICAL DESIGN STANDARDS

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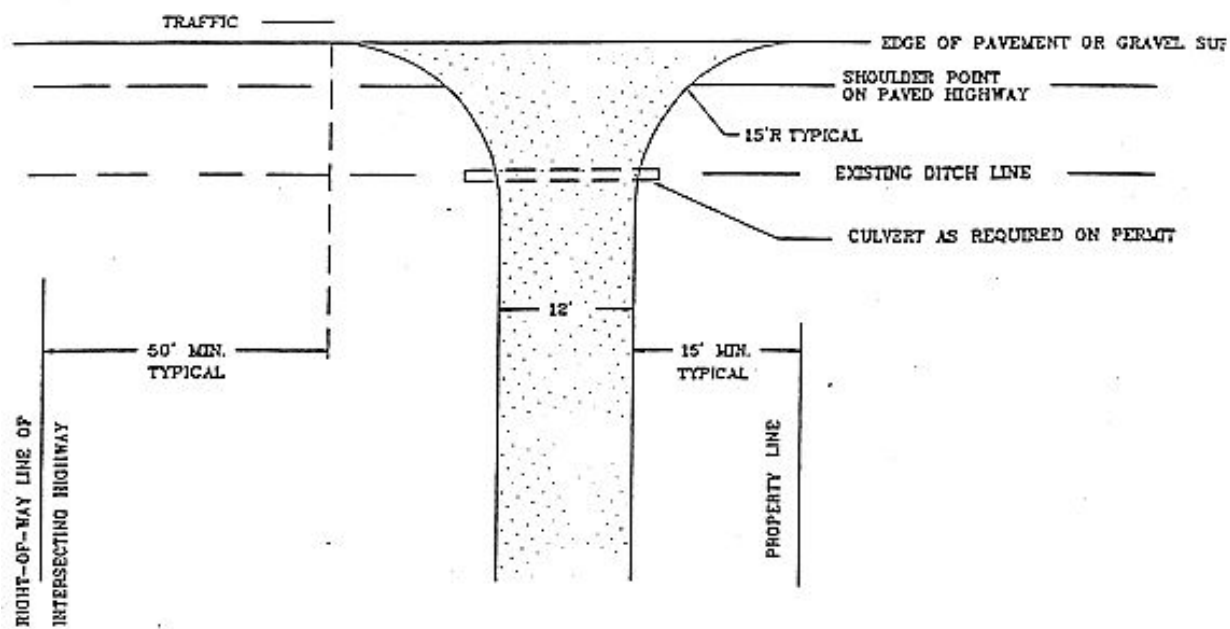
DRIVEWAY IN CUT SECTION



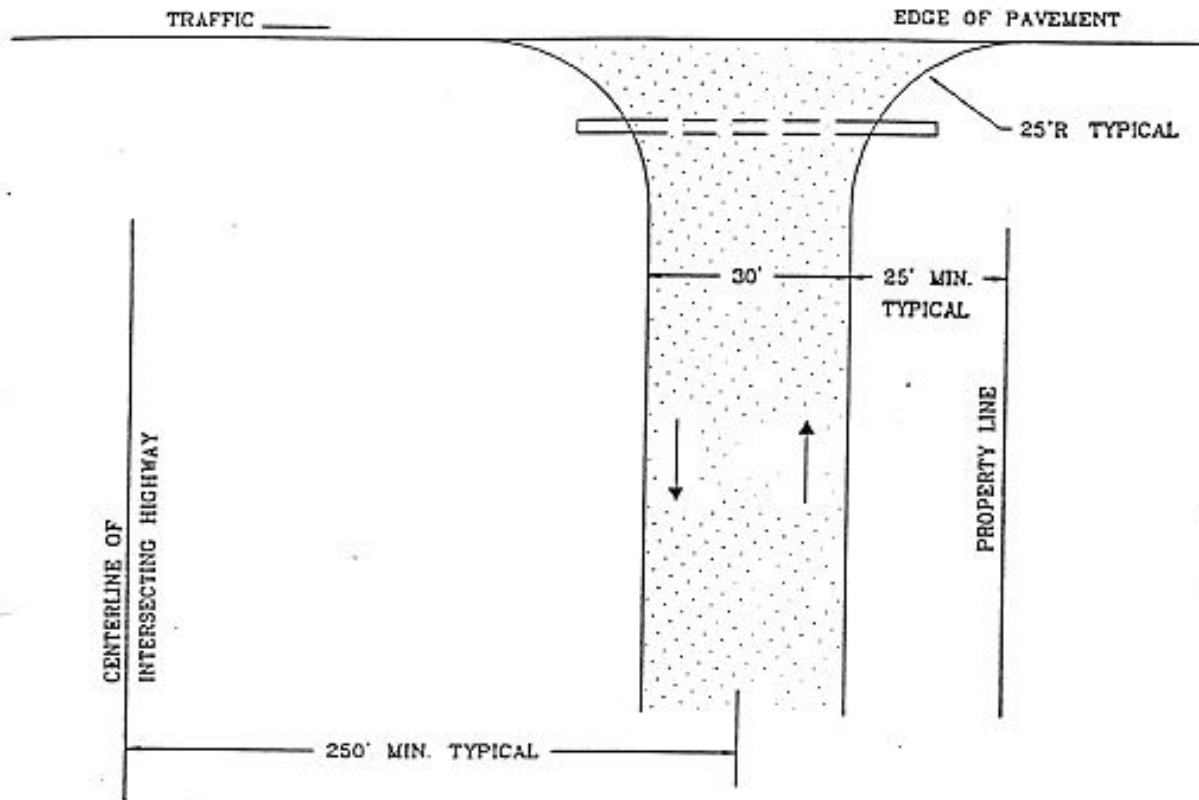
DRIVEWAY IN FILL SECTION



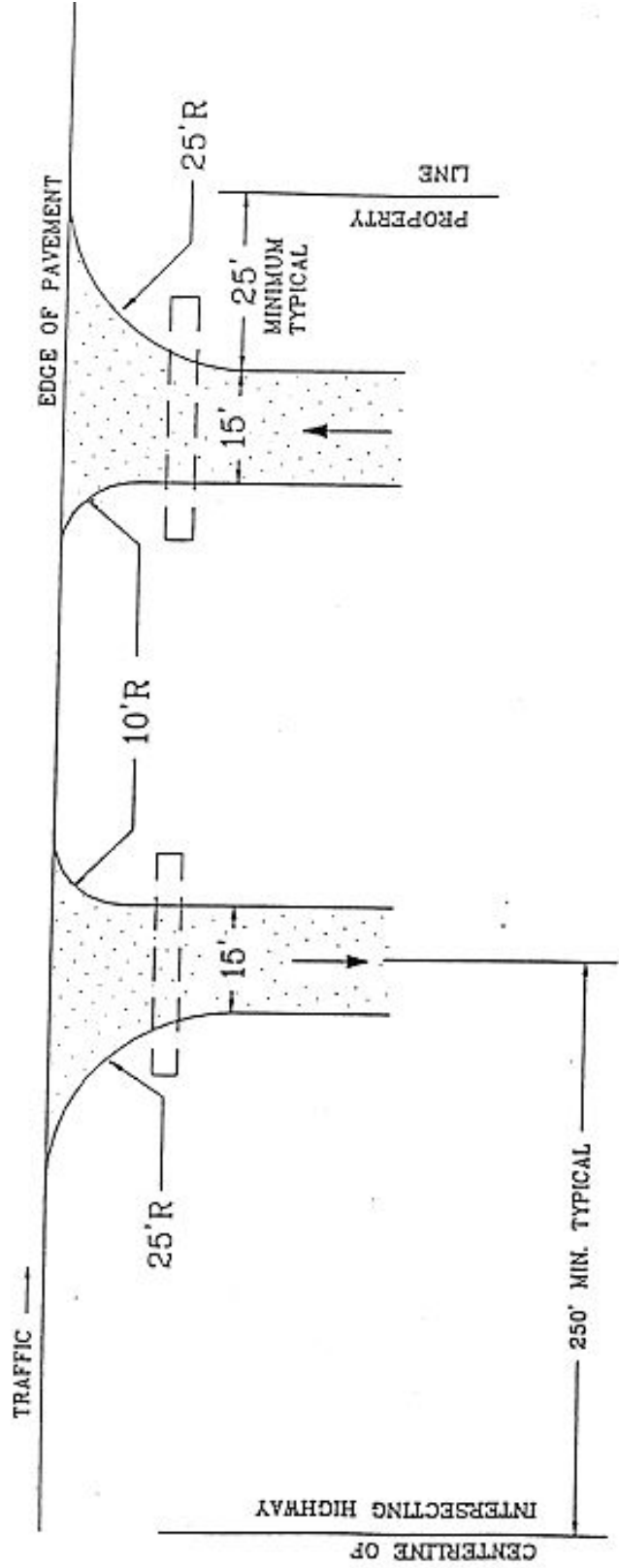
RESIDENTIAL DRIVEWAYS FARM FIELD DRIVEWAYS



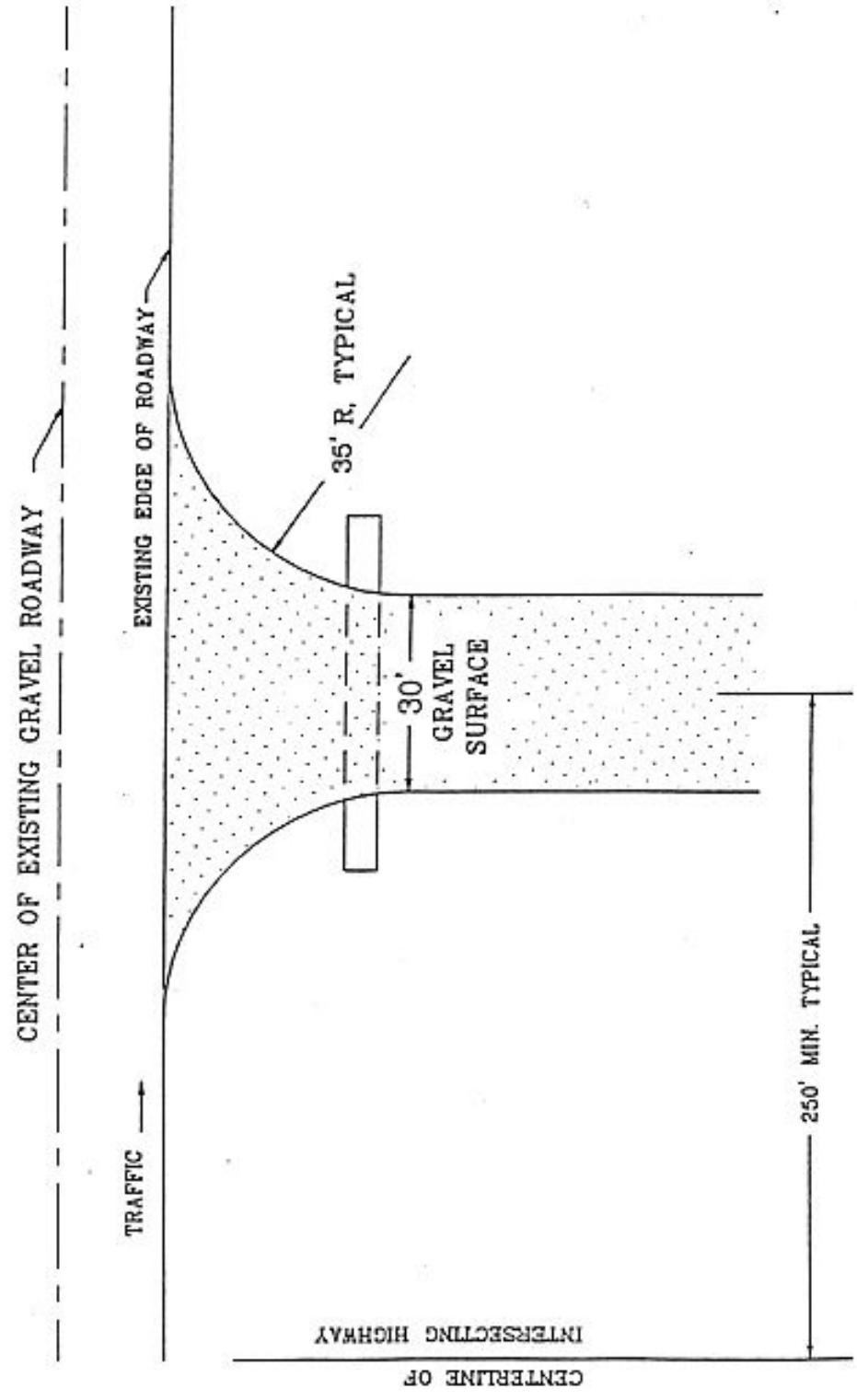
TWO-WAY COMMERCIAL DRIVEWAY



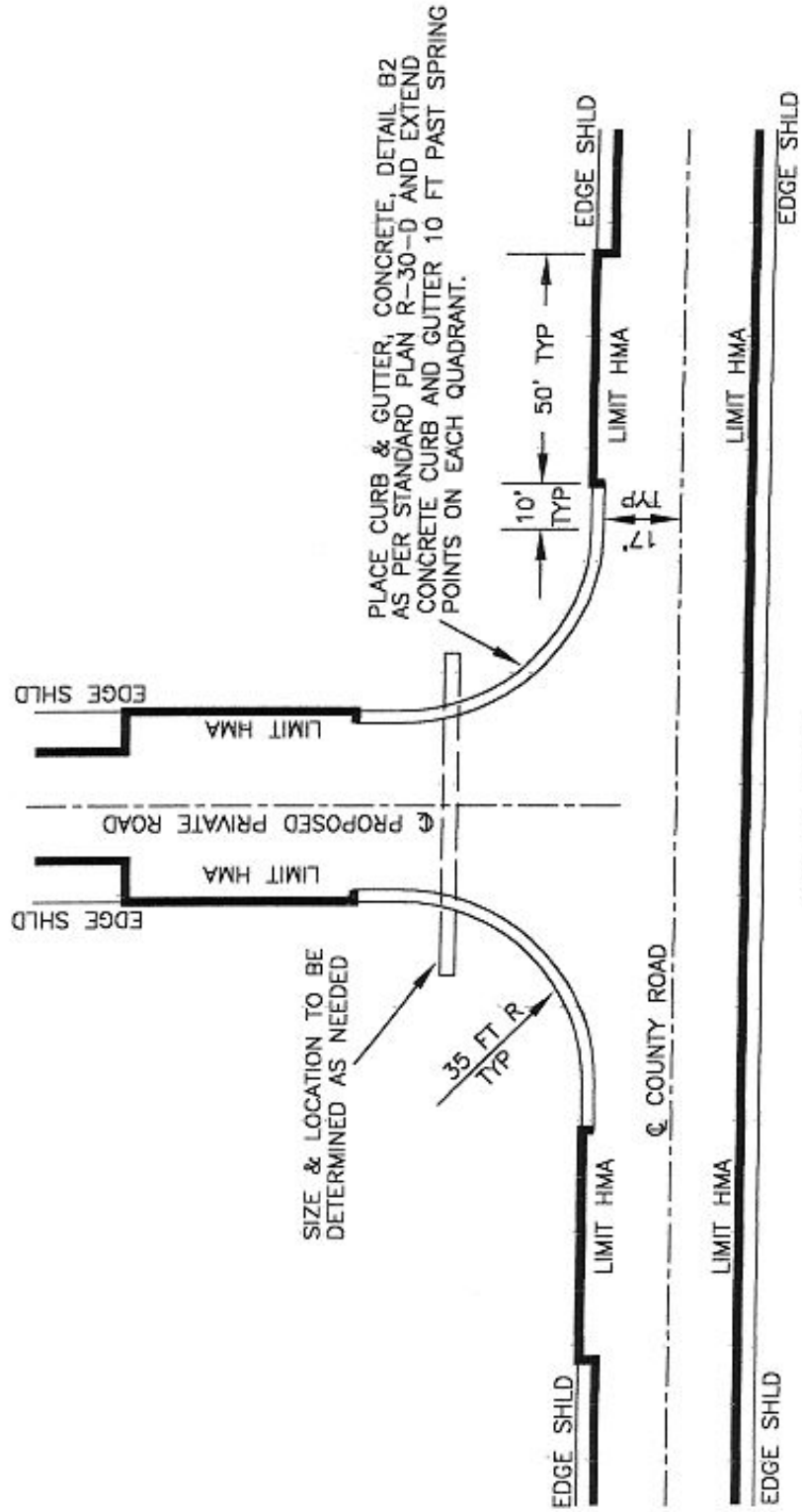
ONE-WAY COMMERCIAL DRIVEWAY



PRIVATE ROAD ENTRANCE GRAVEL APPROACH



PRIVATE ROAD ENTRANCE PAVED APPROACH

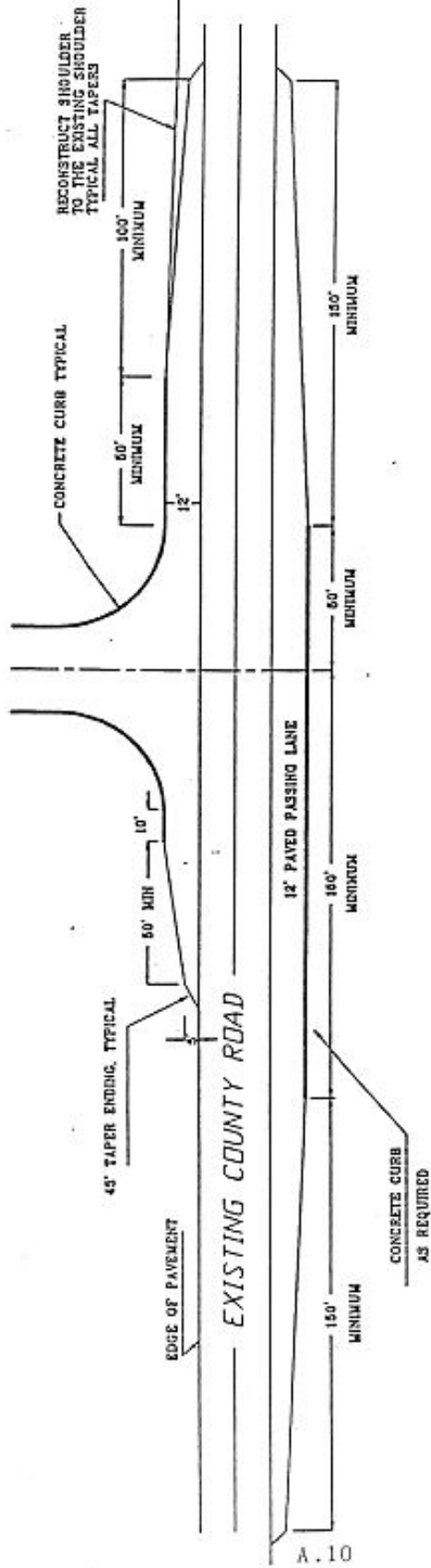


NOT TO SCALE

MONTCALM COUNTY ROAD COMMISSION

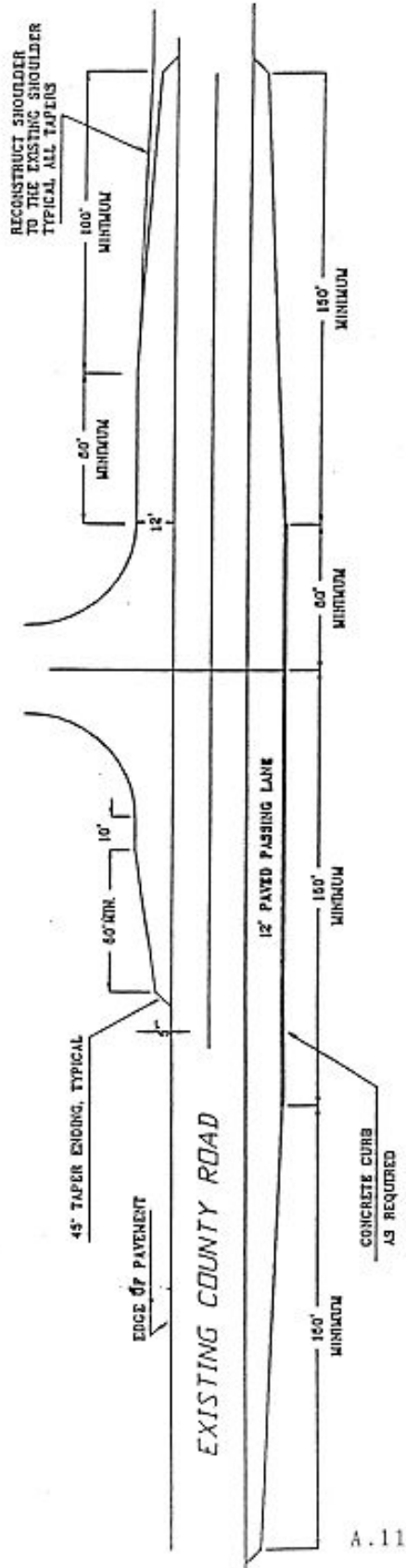
PASSING LANE AND RIGHT-TURN LANE

CONCRETE CURB AND GUTTER APPROACH



PASSING LANE AND RIGHT-TURN LANE

OPEN DITCH SECTION APPROACH

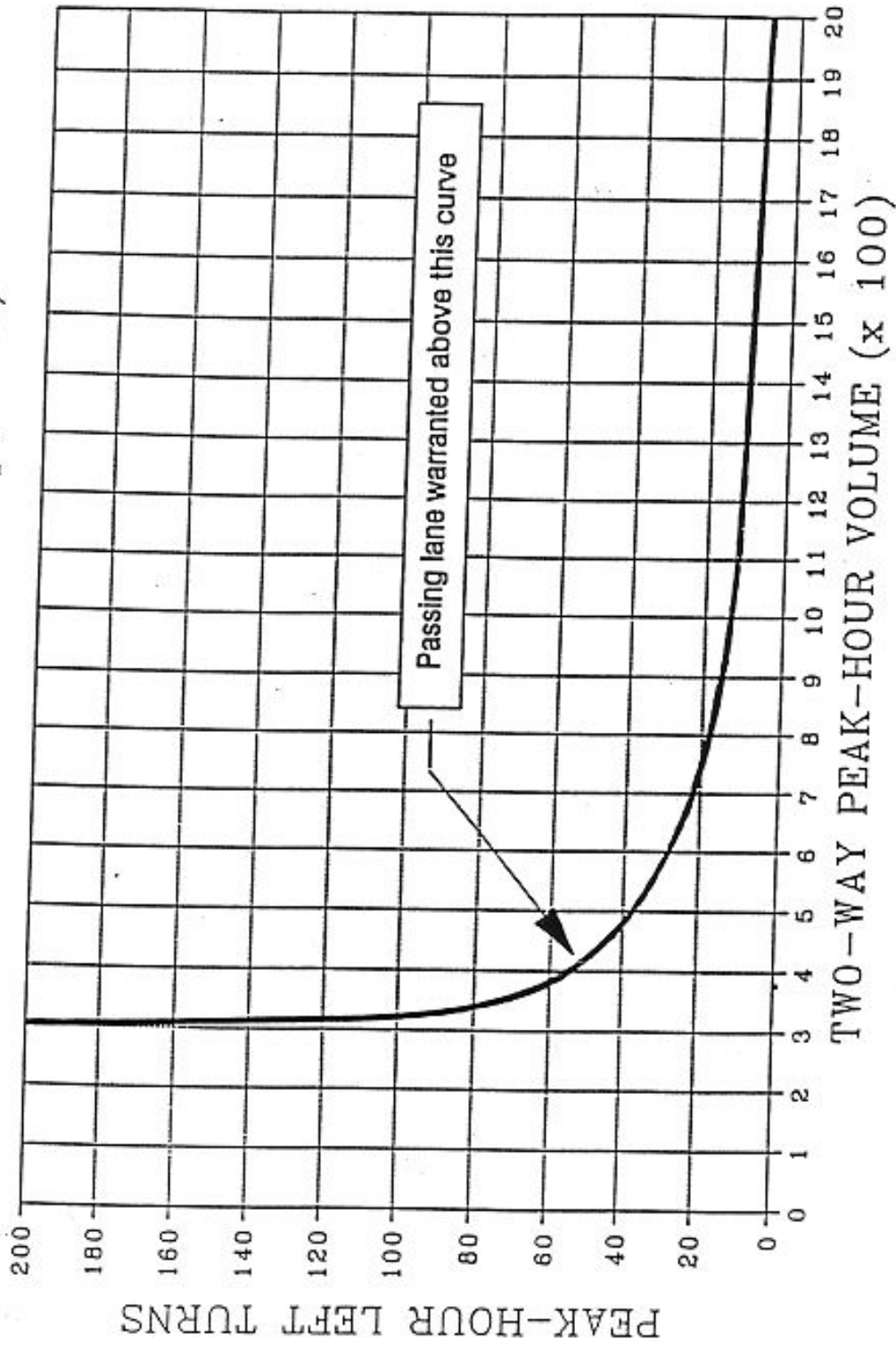


A. 11

NOTE: PROVIDE FOR EXISTING ROADSIDE DRAINAGE

LEFT TURN PASSING LANE WARRANT

(Based on Total Development)



ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ACD/LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? If yes, describe and/or SPECIAL PROVISIONS below				<input type="checkbox"/> WC STAT- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED: The Board of County Road Commissioners for Montcalm County, the Road Commission for Montcalm County and its officers, agents and employees.

CERTIFICATE HOLDER	CANCELLATION
Road Commission for Montcalm County 619 W. Main Street Stanton, MI 48888	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE