

CITY OF MONTROSE

DRIVEWAY/SIDEWALK APPLICATION

139 S. Saginaw Street Montrose, MI 48457

For questions or to schedule an inspection, please call Building Official Matt Leoni
at (810) 639-6168 ext. 6 or email permits@cityofmontrose.us

CITY USE ONLY	
Date of Application :	
Date Paid & Check No.	
Date sent to Building Inspector:	

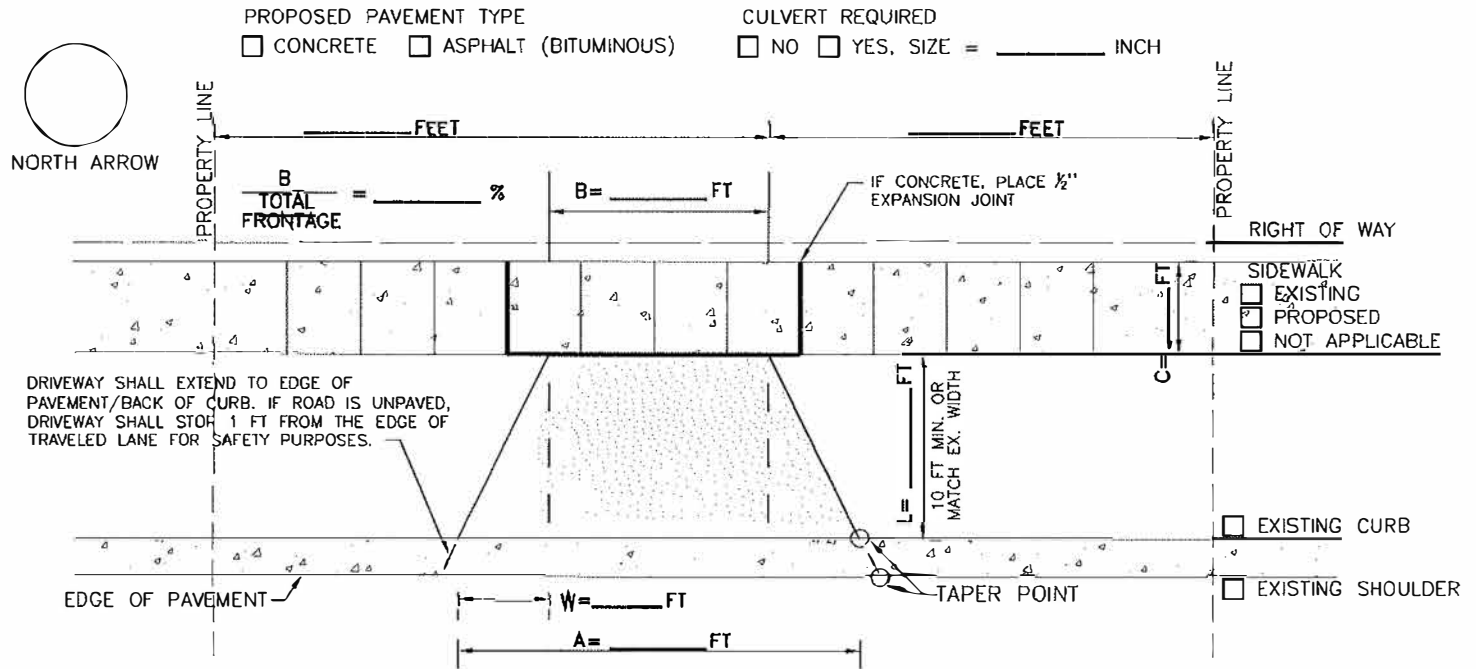
PROPERTY OWNER NAME		CONTRACTOR'S NAME (ATTACH COPY OF INSURANCE INFORMATION)	
MAILING ADDRESS		MAILING ADDRESS	
CITY	STATE	ZIP CODE	CITY
CITY	STATE	ZIP CODE	STATE
CITY	STATE	ZIP CODE	ZIP CODE
CONTACT'S NAME	PHONE NO.	CONTACT'S NAME	PHONE NO.
EMAIL ADDRESS	CELL PHONE NO.	LICENSE NO.	EXPIRATION DATE:
I DO HEREBY MAKE APPLICATION FOR A PERMIT TO USE THE RIGHT OF WAY FOR THE FOLLOWING CITY STREET		CROSS ROADS	
STREET ADDRESS		AND	
TAX ROLL NUMBER		PROPOSED START DATE	

TYPE OF PROJECT - CHECK ALL THAT APPLY
 NEW REPAIR REPLACE SIDEWALK DRIVEWAY CULVERT OTHER: _____

I CERTIFY THAT I AM THE LEGAL OWNER OF THE PROPERTY FOR WHICH THIS DRIVEWAY WILL SERVE, OR I AM THE OWNER'S AUTHORIZED REPRESENTATIVE.

NAME _____ DATE _____
 SIGNATURE _____

CITY USE ONLY - DO NOT WRITE BELOW THIS LINE



DIMENSIONS FOR RESIDENTIAL DRIVEWAYS AND SIDEWALKS			
ITEM	LABEL	STANDARD DIMENSION	ALLOWABLE RANGE
APPROACH WIDTH (CURB CUT)	A	22 FEET	20 TO 44 FEET
DRIVEWAY WIDTH	B	12 FEET	10 TO 24 FEET
TAPER WIDTH - EACH SIDE	W	5 FEET	5 TO 10 FEET
TAPER LENGTH	L	10 FEET	10 FEET MINIMUM OR TO EXISTING SIDEWALK
SIDEWALK	C	4 FEET	4 TO 10 FEET

APPROVED NOT APPROVED, COMMENTS _____

RECOMMENDED FOR ISSUANCE

NAME _____	TITLE _____	DATE _____
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INSPECTION #1 REQUIRED CALL 810.639.6168 (SEE PAGE 5)

INSPECTION BY _____	PHONE NO. _____
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FINAL INSPECTION & APPROVAL FOR CITY OF MONTROSE BY

WORK ACCEPTED BY _____	DATE _____
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City of Montrose

Permit Plan for Residential Driveways and Sidewalks

Section 1.0 – General Requirements

1. Subsequent to the effective date of these rules, no person, organization or governmental unit shall undertake or conduct any of the following activities on, along or within City Right of Way unless a permit to allow such activity has been obtained for the City of Montrose.
 - 1.1 Construct, reconstruct, relocate, surface, resurface a driveway, sidewalk or cross walk
 - 1.2 Use the land served by the driveway when land use has changed or expanded, (changes in the use of property abutting a City Right of Way, such as a change from residential to commercial use, may require changes in the number, design, or location of driveways and / or sidewalk. The property owner then shall obtain a new permit from the City of Montrose).
 - 1.3 Operate, use or maintain a new driveway and / or sidewalk

2. Construction of a new driveway and / or sidewalk, or reconstructing an existing driveway connecting to a City street shall be allowed only after an approved permit has been obtained from the City of Montrose. The construction or reconstruction of all driveways and sidewalks shall be as specified in the accompanying approved permit.

3. When the use of the land served by the driveway is changed or expended, and the change or expansion causes the existing driveway to be a safety hazard, the driveway will be considered a new driveway as per Act 83, Public Acts of 1978 (Section 7 of 1969 PA 200) added by 1978 PA 83 (MCL 247.327). Factors that constitute a safety hazard, shall include but are not limited to the following:
 - 3.1 Increased accident rate at or near driveway
 - 3.2 Increased traffic volume on main road
 - 3.3 Increased turning movements using driveway
 - 3.4 Improper drainage
 - 3.5 Inadequate sight distance
 - 3.6 Excessive grades of driveway
 - 3.7 Improper driveway design for use
 - 3.8 Creates a foreseeable risk of harm to the traveling public

4. If, upon inspection, a sidewalk or driveway approach, constructed or reconstructed, is found to be in violation of the above rules, the owner shall correct any deficiencies within a period of 30 days, as specified in a notice of violation sent by certified mail to the owner. Dangerous or hazardous conditions shall be corrected immediately.

Section 2.0 – Definitions

Circle Driveway	A driveway that enters and leaves a property at two (2) points within the same frontage and also interconnects within the property.
Field Entrance	A driveway serving a farmyard, cultivated or uncultivated field, timberland or undeveloped land not used for industrial, commercial or residential purposes.
Residential Driveway	A driveway serving a private home
Utility Structure Driveway	A driveway serving a utility structure, such as a pumphouse or substation, which operates automatically and requires only occasional access.
Sidewalks	The term sidewalks shall also include cross walks or sidewalk ramps
Taper Point	The point at which the driveway leaves the edge of pavement or back of curb (also it would be starting point of a curb cut).

Section 3.0 – Location

Section 3.1 – Location of Driveways

1. A driveway shall be so located that no undue interference with the free movement of traffic will result.
2. A driveway shall be so located to provide the most favorable vision and grade conditions possible.
3. The driveway shall be constructed such that it is consistent with the development of the site, (i.e. considering proper traffic operations and safety).
4. A driveway, including taper widths and taper point, but not including the right turn lanes and transitions, shall be located entirely within the area between the permittee's property lines, as extended to the center of the City Right of Way. Encroachment of the taper point on adjacent frontage shall be permitted only upon written certification from the adjacent property owner agreeing to such encroachment and/or when the City of Montrose has determined that such an encroachment is necessary to preserve the safety of the road.
5. If the driveway is to be located adjacent to an intersection, the taper point shall be at least 25 feet from the spring point of the nearest radius of the intersection street or 70 feet from the centerline of the intersection road, whichever is greater. The driveway taper shall not encroach on an intersection radius unless such encroachment is physically unavoidable.
6. No portion of two (2) residential driveways, including the taper meeting the traveled way, serving the same property shall be located closer than 25 feet to one another, measured at the Edge of Pavement / Back of Curb, parallel to the centerline of the road.

7. No portion of a residential driveway, including the taper which meets the traveled way, shall be closer than five (5) feet from an existing curb inlet basin.

Section 3.2 – Location of Sidewalks

1. Sidewalks shall be located parallel to the Street Right of Way, to the extent possible, by the surrounding landscape (topographic) features.
2. All sidewalks shall extend from property line to property line.
3. Sidewalks shall not be located closer than four (4') feet from the back of curb or edge of shoulder, and should be located approximately one (1') foot from the right of way, to the extent possible.

Section 4.0 – Number of Driveways

The number of residential driveways permitted shall be determined as follows:

1. One (1) residential driveway shall be permitted for each platted lot or for unplatted residential property with 65 feet or less of frontage.
2. Additional residential driveway may be permitted for residential property with more than 65 feet of frontage, provided that sum of the driveway widths of these additional driveways does not exceed twenty (20%) percent of the frontage in excess of the first 65 feet, (requires a minimum of 120 feet). This percentage is calculated based on the width of drives divided by the frontage width, measured at the Right of Way.
3. Two (2) residential driveways may be permitted on the same property, in lieu of the requirement of paragraph 4.1, to serve as a circle driveway if the frontage width of the property is 65 feet or more and provided that the sum of the driveway widths of the two (2) circle driveways does not exceed thirty (30%) percent of the frontage. This percentage is calculated based on the width of drives divided by the frontage width, measured at the Right of Way.
4. Residential driveways on the same property shall be at least 45 feet apart, center to center.

Section 5.0 – Width

Section 5.1 – Width of Driveways

1. All residential driveways shall have a minimum width of 10 feet and a maximum width of 24 feet, measured at a right angle to the centerline of the driveway at the Right of Way line.
2. All residential driveways shall meet the traveled way with a flared approach taper, minimum width of 5 feet, maximum width of 10 feet, on each side of the driveway.

Section 5.2 – Width of Sidewalks

1. All sidewalks shall have a minimum width of four (4') feet with a maximum width of ten (10') feet
2. If an existing sidewalk of less than four (4') feet in width is repaired or replaced, along a partial length of frontage, such repair or replacement may be of the same width as the existing sidewalk, with approval of the Montrose DPW.

Section 6.0 – Surfacing

Section 6.1 – Surfacing of Driveways

A residential driveway shall be paved, per the following standard cross sections, between the back of the curb, or edge of pavement if un-curbed, and shall extend at least 10 feet from the back of curb / edge of pavement, measured perpendicular to the back of curb / edge of pavement or it shall extend to the existing sidewalk, whichever distance is greater.

Two (2) cross-section options (minimum requirements) for driveways shall include:

Option 1 – Concrete	Option 2 – Asphalt
6-inches Non-reinforced Concrete, meeting requirements of 3,500 psi MDOT P1, 6 Sack	3-inches Asphalt (bituminous material), meeting requirements of MDOT 13A
over	over
6-inches Sand, meeting requirements of MDOT Class II Granular Material	8-inches Aggregate Base, meeting requirements of MDOT 22A

Section 6.2 – Surfacing of Sidewalk

1. Sidewalks shall be no less than four (4") inches thick, except at driveway crossings where the minimum thickness shall be six (6") inches.
2. Sidewalk shall be constructed with a minimum of non-reinforced concrete meeting the requirements of 3,500 psi MDOT P1, 6 sack concrete.
3. Top surface of the walk shall maintain a cross slope of a minimum of 2%, or one (1") inch per four (4') feet cross slope, toward the street and shall be finished with a light broomed finish.
4. Sidewalk shall be divided into square unit areas by means of scored joints no less than every 16 square feet, or by means of cut joints no more than every 36 square feet, or as approved by the Montrose DPW.
5. A ½-inch expansion joint shall be placed at 50 feet maximum spacing and shall also be placed between sidewalk and rigid structures.

Section 7 – Drainage & Profile

Driveways shall be constructed so that it does not adversely affect the surrounding drainage area. A culvert pipe, if required by the City of Montrose, shall be of a size adequate to carry the anticipated flow and shall be no smaller than the 12-inches, inside diameter. The length of the culvert may be determined as the sum of the distance between driveway edges, measured along the ditch line, plus the distance needed to accommodate an embankment slope, not to exceed 1 foot vertical for 6 feet horizontal on both sides of the driveway.

The grade of the driveway, within the City Right of Way, shall not exceed ten (10%) percent.

If an existing sidewalk elevation needs to be adjusted to meet the driveway, removal and replacement of the concrete sidewalk shall be the responsibility of the applicant. Limits of sidewalk removal shall be as required by the City of Montrose.

Section 8 – Inspections Required

For proposed sidewalk and driveways, a minimum of two (2) inspections for the site **will be required**. The permit applicant shall **notify the City at 810.639.6168** for the following:

Inspection #1 –After the site is excavated, the base material is placed and compacted, sidewalk forms are placed, concrete driveway forms are placed, and asphalt driveway is shaped, but prior to actual concrete pour or asphalt placement. If after Inspection #1 the City identifies any deficiencies, the permit applicant shall correct said deficiencies and re-notify the City prior to continuation.

Final Inspection – After receiving approval to continue, notify the City for a Final inspection after concrete and / or asphalt is placed and site has been restored.