

**INGHAM COUNTY ROAD DEPARTMENT
AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason, MI 48854-0038**



William M. Conklin, P.E.
Managing Director

RECEIVED

NOV 23 2015

VEVAY TOWNSHIP

November 18, 2015

RE: Land Division Process

To Whom It May Concern:

Enclosed is a copy of the Ingham County Road Department (ICRD) land division permit application and driveway manual. The reason for this letter is to remind our township partners that an approved land division application should be issued by ICRD before the township approves land splits within their respective township. ICRD's interest is to ensure that proposed land splits can be safely accessed from the county road system before the split is processed and recorded. All too often, people arrive at the ICRD offices asking for driveway permits for land splits that have not been approved by ICRD. If a proposed driveway doesn't meet Rule 3.5 and/or Rule 3.11 requirements, ICRD will not issue a driveway permit for that parcel. We just want to avoid the scenario of a township approved land split that can't be accessed safely from the county road system!

Our process starts with submittal of an application and nominal fee to cover processing costs. The application must include a survey showing the land splits with proper frontage information and distance from the nearest intersection so that our inspector can find the starting and ending point of the property. Our inspector will then visit the site and consider each proposed land split - documenting if there are any driveway restrictions for each proposed land split. An approved or denied copy of the permit is then mailed to the applicant and to the appropriate township where the property is located. If a proposed land split does not meet Road Department standards, the denied land division permit will provide the applicant with all the relevant information so they can reconsider alternative land splits.

Please share this letter with the appropriate people within your township and keep on file for future reference. Should you have questions, please contact me at (517) 676-9722 or Brenda Moyer at (517) 676-2200.

Sincerely,

INGHAM COUNTY ROAD DEPARTMENT

Robert H. Peterson, P.E.
Director of Engineering
County Highway Engineer

Telephone: (517) 676-9722 1-800-968-9733 Fax: (517) 676-2085 TDD: (517) 676-7798
E-Mail: roads@ingham.org Web Site: <http://www.ingham.org>
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INGHAM COUNTY ROAD COMMISSION
LAND DIVISION APPLICATION

Application Fee _____

Application Number _____

Receipt Number _____

The purpose of this Land Division Application is for the Ingham County Road Commission to investigate the location of proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Ingham County Road Commission standards. This procedure is in place to review proposed land division driveway locations before the property owner approaches the Township for approval to subdivide lands.

APPLICANT INFORMATION:

NAME _____ DATE _____

ADDRESS _____

CITY/STATE/ZIP CODE _____ PHONE _____

SIGNATURE _____ FAX _____

LAND DIVISION INFORMATION:

PROPOSED LAND DIVISION LOCATED ON _____ ROAD, BETWEEN _____

ROAD AND _____ ROAD, SECTION(S) _____, _____ TOWNSHIP.

DETAILED DESCRIPTION OF LOCATION _____

_____ NUMBER OF LAND DIVISIONS _____

Site Plan / Survey Provided by Applicant

Applicant Given Stakes to Locate Extent of Property

FIELD INSPECTION REPORT:

INSPECTOR _____ OPINION _____ DATE _____

RECOMMENDED FOR ISSUANCE:

_____ DATE _____

Approved by: _____ DATE _____

INGHAM COUNTY ROAD COMMISSION
301 Bush Street, P.O. Box 38, Mason, Michigan 48854
Phone: (517) 676-2200 Fax: (517) 676-5914

LAND DIVISION SUPPLEMENTAL INFORMATION

The purpose of this Land Division Application is for the Ingham County Road Commission to investigate the location of proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Ingham County Road Commission standards. This procedure is in place to review proposed land division driveway locations before the property owner approaches the Township for approval to subdivide lands. The goal is to determine appropriate driveway locations to the proposed land divisions, if any, before the Certificate of Survey is prepared and submitted to the Township, thus saving the property owner time and expense.

The Ingham County Road Commission Permits Unit needs the following information to properly investigate the proposed land division driveway location:

- ∇ A completely filled out Land Division Application signed by the property owner wishing to subdivide his or her land.
- ∇ A drawing, drawn to scale with lot dimensions, that illustrates the location of the proposed land divisions. Either a preliminary Certificate of Survey or marked-up copy of the appropriate Sidwell drawing (available from the County Equalization Department) is best.
- ∇ Land Division property corners must be clearly marked by the applicant using lath, stakes, or flagging along the parent parcel's county road frontage so that a proper investigation can be performed.

The Ingham County Road Commission accepts cash, personal check, Visa, or MasterCard to pay the application fee in accordance with the following fee schedule:

2003:	\$95 application fee plus \$25 dollars per land division
2004:	\$120 application fee plus \$25 dollars per land division
2005:	\$150 application fee plus \$25 dollars per land division
2006 on:	\$150 application fee plus \$25 dollars per land division

Ingham County Road Commission approval of Land Division driveway locations does not relieve the property owner of the responsibility to comply with all applicable Township ordinances, rules and zoning requirements, as well as provisions of Public Act 288 of 1967, as amended.

Land Division driveway locations are evaluated based on conformance to published Ingham County Road Commission standards. Non-conforming driveway locations will not be allowed to ensure the road is reasonably safe for the traveling public.

Rule 3.5 Driveway Locations

(1) Driveways shall be so located that no undue interference with the free movement of road traffic will result, and to provide the required sight distance and the most favorable driveway grade.

(2) Driveways shall not be constructed along the acceleration or deceleration lanes and tapers connecting to freeway interchange ramp terminals.

(3) All non-commercial driveways on public roads outside of a Plat shall have a minimum of 165 feet of road frontage on the parcel served by the driveway. Access to land for agricultural purposes requires only a minimum road frontage of 66 feet, and the permit issued shall specify FOR AGRICULTURAL PURPOSES ONLY, provided, however, that if the parcel is developed in the future, the access road shall be built to county standards.

Rule 3.6 Commercial Driveway Spacing

(1) Adjacent driveways should be spaced as far apart as access and the need for on-site circulation permit. Table 1 shows the desirable driveway spacing as a function of posted speed. The spacing in Table 1 reflects the impact lengths and influence areas associated with motorists entering or exiting a driveway, and are considered necessary to maintain safe traffic operations.

Rule 3.10 Buffer Areas

Adjacent to driveways, a buffer area between the right of way line and the pavement edge shall be used, as determined by the Ingham County Road Commission, to provide a physical barrier between moving traffic and private property. A buffer area is needed to provide an unobstructed vision area and to physically prohibit potentially hazardous movement of vehicles (especially at undesirable angles of approach) to and from the road. Where encroachment of parked vehicles takes place, or may take place, the Ingham County Road Commission may require this buffer area to be established by guardrail, guard posts, curb or equivalent method. In every case, an area of unobstructed vision shall be provided at either side of the driveways. This may require the removal of trees, earthen embankments and other obstructions.

Rule 3.11 Sight Distance

(1) To provide for adequate vision where the driveway intersects with the public roadway, all obstructions must be removed within the clear vision area. The driveway shall be constructed at a location along the property frontage that meets or exceeds the requirements of the **Intersection Sight Distance**, found in Tables 4, 5 or 6. Should this not be obtainable then the driveway shall be constructed at a location along the property frontage that meets the minimum requirements of the **Stopping Sight Distance**, found in Tables 4, 5 or 6.

(2) The recommended intersection sight distances are based on a 3.5 foot driver eye height and a 3.5 foot object height. Sight distance will be measured 18 feet from the edge of the traveled portion on gravel roads,

and 18 feet from the edge of pavement on paved roads. The distances shown in Tables 4, 5 and 6 are designed to enable vehicles exiting a private driveway, when turning left or right, to accelerate to the operating speed of the roadway without significantly interfering with the vehicles coming from either direction.

(3) The sight distances presented in Tables 4, 5 and 6 are valid when highway grades are between -3.0 percent and +3.0 percent. With roadway grades steeper than +/-3.0 percent, an adjustment can be made and will be evaluated by the County Engineer on an individual basis.

(4) Values for Tables 4, 5 and 6 are taken from the AASHTO manual, *A Policy on Geometric Design of Highways and Streets, 2001, Fourth Edition.*

Table 4 Sight Distance

Design Speed (mph)	Stopping Sight Distance (feet)	Intersection Sight Distance Onto Two – Lane Roads		
		Passenger Cars (feet)	Single Unit Truck (feet)	Combination Truck (feet)
25	155	280	350	425
30	200	335	420	510
35	250	390	490	595
40	305	445	560	680
45	360	500	630	765
50	425	555	700	850
55	495	610	770	930

Table 5

Sight Distance

Design Speed (mph)	Stopping Sight Distance (feet)	Intersection Sight Distance Onto Four – Lane Roads		
		Passenger Cars (feet)	Single Unit Truck (feet)	Combination Truck (feet)
25	155	295	370	445
30	200	355	445	530
35	250	415	520	620
40	305	475	590	710
45	360	530	665	795
50	425	590	735	885
55	495	650	810	975

Table 6

Sight Distance

Design Speed (mph)	Stopping Sight Distance (feet)	Intersection Sight Distance Onto Five – Lane Roads		
		Passenger Cars (feet)	Single Unit Truck (feet)	Combination Truck (feet)
25	155	315	390	460
30	200	375	465	555
35	250	440	545	645
40	305	500	620	735
45	360	565	700	830
50	425	625	775	920
55	495	690	850	1015

(5) An access point shall be located at the point of maximum sight distance along a property frontage. Placement of a driveway on the inside of a horizontal curve along a roadway, or just below the high point of a crest vertical curve on a roadway shall be avoided.

(6) Access to property shall be denied when minimum safe sight distance cannot be attained. When access is denied, access may be allowed, at the owners expense, in one of the following ways:

(a) Negotiating with the adjacent property owners to acquire safe access to the subject parcel through easements.

(b) Constructing a frontage road serving the subject property and connecting with the roadway where safe access can be provided.

(c) Redesign or reconstruction of the existing roadway to correct the sight distance deficiency.

Rule 3.12 Driveway Dimensions and Details

The permit applicant shall indicate on the plan of the driveway layout requested, the number, type, dimension, location and spacing of the driveway(s). The County Engineer may approve the requested layout or may require changes so that the proposed layout will accommodate the vehicle normally expected without creating undue congestion or hazard on the highway. Exhibits 1 through 10 provide guidelines that shall be followed in the design and dimensioning of driveways in preparing plans for permit applications.