



RESIDENTIAL DRIVEWAY CHECKLIST

I **acknowledge** that I have read and understand the sections of Road Commission of Kalamazoo County (RCKC) Construction Guidelines, including appendices, which apply to my permit application.

X _____ Date: _____
(signature)

Site Location/Address: _____

- Submit** an Application to Construct, Operate, Use and/or Maintain within the Right-of-way, or to Close a County Road for constructing a new driveway or changing an existing driveway.
- Pay** the appropriate Fee per the RCKC Fee Schedule.
- If you are reconstructing an existing driveway and not changing any dimensions, the remainder of this checklist is not necessary.

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- Submit** this completed Driveway Permit Application Checklist
 - Submit** the driveway design plan
 - Please ensure the proposed driveway location is clearly identified at the project site by staking and flagging to not delay the application process.

The following items should be satisfied and/or shown on your design plan:

- North Arrow
- Property Lines (approximate)
- Property address and owner(s) name(s)
- Show all existing and proposed driveways with:
 - o Widths and distance from property lines
 - o Driveway surface material
- Show/state that no additional water is being diverted to the right-of-way (ROW)
- Drainage structures are protected from damage and sedimentation (e.g. filter fabric)
- No headwalls allowed
- When frontage \leq 300 feet only one driveway is permitted (unless waived)
- Driveway edge must be at least 115 feet from the ROW of the nearest cross street
- If frontage is greater than 300 feet then up to two driveways are allowed
- Corner parcels may have a driveway on both cross streets unless only one is a low speed and low volume road, then the driveway must be on that road
- Driveways at 0% - 4% slope may be concrete, gravel or asphalt
Driveways at greater than 4% slope must be concrete or asphalt

- Driveway material thickness:
 - o Gravel – minimum 8 inches compacted stabilized gravel
 - o Asphalt – 3 inches of hot mix asphalt placed in two layers over 6 inches compacted gravel base
 - o Concrete – 6 inches non-reinforced concrete on 2 inches compacted gravel base
-OR-
Concrete – 4 inches reinforced concrete on 2 inches compacted gravel base
- Minimum driveway width is 10 feet. Maximum driveway width is 20 feet.
- Driveway apron must be flush or lower than roadway and slope back at 4%
- Shoulder and driveway approach are at the same level
- Curb cut opening must retain 1 inch of the high back curb lip. Curb cut openings must be no more than 45 degrees
- Driveway slope can be no greater than 8% without a sidewalk and no greater than 10% with a sidewalk