



# COMMERCIAL 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
- Road right-of-way (ROW) clearly labeled
- Property Lines
- Existing physical features (e.g. trees, shrubs, roadway pavement, fire hydrants, shoulders, ditches, utility poles, service boxes, etc.)
- Show all existing and proposed driveways on site with:
  - o Widths and distance from property lines
  - o Radii of turns
  - o Angle of drive to centerline (must be 90 degrees)
  - o Dimension of adjacent traffic lanes
  - o Driveway surface material
- Distance from each existing and proposed driveway to:
  - o Nearest intersecting street centerline
  - o Nearest driveway centerline on adjacent property
  - o Street or drive opposite the site (*Align proposed driveway with existing driveway/street on opposite side of road*)
  - o Unobstructed sight distance to approaching traffic
- Drainage structures and culverts
- Depth of ditch
- Direction of surface water flow
- Show/state that no additional storm water is being diverted to the right-of-way (ROW)

- Drainage structures protected from damage and sedimentation
- Soil erosion and sedimentation control (SESC) meet requirements: include SESC plan and standard details of measures in plan set
- If culvert is required – it is installed inline at the same grade as the ditch and meets standards
- No headwalls allowed
- Culverts over 30 inch diameter require steel end sections
- Show existing and finish contours and grades (contours at no more than 4 foot intervals)
- Show and provide calculations on how storm water will be retained (follow KCDC Site Development Rules)
- 24 inches x 36 inches plans at a maximum scale of 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical
- Only ONE driveway is permitted – if requesting two driveways **submit** ITE Trip Generation data for site
- Sight distance requirements are met
- Passing lane/turn lane has been determined if necessary (if yes, see additional requirements)
- Show internal traffic circulation
- Existing and proposed buildings shown with dimensions
- Type of pavement, thickness, and specifications of pavement shown on plans
- Within the ROW:
  - o 220 lbs / syd (2 inches) RCKC hot mix asphalt (HMA) 13A Mod. or 36A Wearing Course\* *\*as determined by the County Engineer*
  - o 220 lbs / syd (2 inches) RCKC HMA 13A Mod. Leveling Course
  - o 220 lbs / syd (2 inches) RCKC HMA 13A Mod. Base Course
  - o 8 inches compacted in place (CIP) MDOT 22A Aggregate Base
  - o 24 inches CIP MDOT Granular Material Class III Subbase
- OR
  - o 6 inches MDOT Grade P1 Reinforced Concrete Pavement
  - o 3 inches CIP MDOT 22A Aggregate Base
  - o 24 inches CIP MDOT Granular Material Class III Subbase
- Driveway widths: 26 feet minimum and 36 feet maximum (excluding radii)
- Radii in the ROW are a minimum 50 feet
- Curb cut is replaced with concrete gutter and expansion joints at road curb
- Auxiliary lanes and tapers may need culverts with cleanouts every 300 feet
- Meet minimum spacing requirements (pg. 65 of RCKC [Construction Guidelines](#))