



# LOW USE/TEMPORARY 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.

- 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)
- Driveways for cultivated/undeveloped land or utility structures are allowed every 1,000 feet
- If soil erosion is an issue the driveway must be paved
- Temporary driveway permitted for a maximum of 12 months for a specific purpose
- 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)
- 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-
  - o Concrete – 4 inches reinforced concrete on 2 inches compacted gravel base
- 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