

DRIVEWAYS

Residential require \$500 escrow deposit, and permit fee of \$100.
Commercial require \$500 escrow deposit, and permit fee of \$200.
All materials to be furnished by contractor/property owner.

Driveway permits are required for new driveways and when the use of the abutting property is changed, such as from residential to commercial or when there is a change in the type of commercial application.

INSURANCE REQUIREMENTS FOR RESIDENTIAL DRIVEWAY AND MISCELLANEOUS PERMITS FOR WORK TO BE PERFORMED BY HOMEOWNERS

All homeowners desiring to perform any kind of work within the right-of-way on their own without contracting the work to a commercial entity must agree, as a condition of the permit, to fully indemnify and hold harmless the SJCRC against any and all claims, allegations, actions, proceedings, liabilities, judgments, losses, costs, expenses (including attorney's fees), and damages arising out of (1) the negligent performance or attempted performance of the work described in the permit, or (2) the violation of the terms and conditions of the permit by the Permit Holder, its officers, agents, or employees, or (3) work performed or attempted to be performed by the Permit Holder that is not authorized by the permit, or (4) the continued existence of the operation or facility which is the subject of the permit.

State law mandates that any person, partnership, association, corporation, or governmental entity desiring to construct, operate, maintain or remove a facility or perform any other work within the right-of-way of a county road must first obtain a permit from the Board of County Road Commissioners of the County of St. Joseph ("Board"). It is the policy of the Board that any such Permit Holder must demonstrate compliance with the following insurance requirements.

MINIMUM INSURANCE REQUIREMENTS FOR ALL PERMITTED ACTIVITIES PERFORMED BY CONTRACTORS

(Except permits related to transportation, wireless service, video service, and telecommunications service.)

General Liability	\$1,000,000 each occurrence for property damage and bodily injury
	\$2,000,000 products/completed operations aggregate
	\$2,000,000 aggregate

In addition, the General Liability insurance policy shall be endorsed to add the Board as an "Additional Insured Party" on the policy. The endorsement must state:

"The Board of County Road Commissioners of the County of St. Joseph, the Road Commission of St. Joseph County and their officers, agents, and employees, are named as additional insured parties as their interest may appear."

Automobile Liability - Bodily Injury and Property Damage (covering all owned, non-owned and hired automobiles)

\$2,000,000 combined limit aggregate
\$1,000,000 property damage per occurrence
\$500,000 bodily injury per person, per occurrence

WORKER'S COMPENSATION INSURANCE REQUIREMENTS FOR SJCRC CONTRACTORS AND SUBCONTRACTORS

Workers' Compensation Insurance – Part I	Statutory Limits
Employers Liability Insurance – Part II	\$500,000 Each Accident

\$500,000 Disease - Each Employee
\$500,000 Disease - Policy Limit

The goal of the Board's insurance requirements is to assure that any claims or legal actions brought against the Board because of the permittee's activities in the public road right-of-way will be defended and paid for by permittee's insurance carrier and will not result in any cost to the Board. The amounts and types of coverages listed above are subject to the Board's discretion and may change as needed to protect the Board from unnecessary risk exposure.

New Mailbox Specifications

1. The post shall be of wood with cross-sectional dimensions of no greater than 4" x 6".
2. The front face of the mailbox shall be located no closer than 3' from the edge of the hard-surfaced pavement or maintained gravel surfaced roadway.
3. The height of the bottom of the mailbox shall be 42" above the road surface.
4. A metal or aluminum mailbox is recommended. If a mailbox of any other material is used and the Road Commission is liable for damage to the mailbox, the Road Commission will replace it with one that is metal or aluminum.
5. It is suggested that the mailbox be centered on the vertical wood post with no cantilever or overhang type design.
6. Under no circumstances shall a mailbox be encased in stone, brick, or any other rigid material. If there are any questions, please contact the St. Joseph County Road Commission.