

**ST. JOSEPH COUNTY ROAD COMMISSION**  
**20914 M-86**  
**CENTREVILLE, MI 49032-9622**  
**FAX: (269) 467-4433**  
**PHONE: (269) 467-6393**

**DRIVEWAY PERMIT**

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Applicant has hereby made application to place a driveway abutting \_\_\_\_\_ Road,  
in Section \_\_\_\_\_, \_\_\_\_\_ Township.

**Escrow refund should be returned to address:** \_\_\_\_\_

**Driveway location will be marked with stakes/flags.**  
**Applicant and Contractor must provide Certificate of Insurance.**  
**Road Commission must inspect the completed driveway to ensure our standards are met.**  
**Please call office for final inspection. Permit is valid for 6 months from date of application.**

-Section to be completed by the Road Commission -

Permit Fee Collected (cash/check only) Receipt # \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(Fee) (Escrow # \_\_\_\_\_)

On \_\_\_\_\_, the area foreman \_\_\_\_\_  
inspected the aforementioned driveway location and determined:

Site Distance approved \_\_\_\_\_ culvert is required Yes \_\_\_\_\_ No \_\_\_\_\_

Culvert dimensions: \_\_\_\_\_

On \_\_\_\_\_, the area foreman \_\_\_\_\_ has performed the final inspection.

Driveway application is hereby: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date: \_\_\_\_\_ Permit Issued By: \_\_\_\_\_  
Julie A. Mayuiers, Clerk of the Board

**Applicant is responsible for sending a final signed copy to their township Zoning Administrator.**  
**(Over for Escrow, Insurance and Mailbox Specifications)**

## DRIVEWAYS

Residential/Field/Farm/Commercial/Private Road Approaches (ALL require \$500 escrow deposit) \$75.00  
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

1. **\*Insurance:** Without limiting the Permit Holder's indemnification of the Road Commission, the Permit Holder shall furnish (1) proof of general liability insurance providing bodily injury, property damage and personal injury liability coverage for all operations of Permit Holder in the amounts not less than \$2,000,000 for each occurrence and in the aggregate, and (2) proof of personal (or commercial if the Permit Holder is operating a vehicle for business-related purposes) automobile liability insurance covering all owned, non-owned and hired automobiles and other vehicles used by Permit Holder in an amount not less than \$2,000,000 for property damage per occurrence, and not less than \$500,00 for bodily injury per person, per occurrence. If the policy providing general liability insurance is on a "claims made" form, the Permit Holder is required to maintain such coverage for a minimum of three years following completion or attempted completion of the performance of the work identified in the Permit. Except as provided above or a "claims made" form, all required insurance under Paragraphs 4 and 4.1 must remain in effect for the full term of the Permit and for at least 30 days following the expiration of the Permit, covering both ongoing and completed work performed under the Permit, and shall only be cancelled upon 30 days advance written notice to the Road Commission, by certified mail, first-class, return receipt requested. This permit is automatically invalid if any required insurance expires during the authorized period of work described herein. The need for additional types of insurance or expanded coverage limits will be evaluated on a case-by-case basis and may be required at the Road Commission's sole direction.
  - 1.1. **Additional Insured.** The Road Commission may require the Permit Holder's general liability insurance policy contain an endorsement specifically identifying the Road Commission, including its commissioners, officers, agents, volunteers and employees, as an additional insured. Subject to the remaining requirements of this paragraph, the additional insured obligation may be satisfied by an endorsement providing automatic additional insured status whenever it is required in a contract or agreement executed by the Permit Holder. In all cases, the additional insured endorsement must specify that its coverage is primary and extends to the full limits of the policy. The additional insured endorsement must provide coverage for all claims or liability that are caused by, related to or arise from the acts or omissions of the named insured or those acting on its behalf, but the provision may exclude any independent acts or omissions solely attributable to the Road Commission.
2. **Indemnification:** In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify and hold harmless the SJCRC and its commissioners, officers, agents, and employees from and against any and all claims, allegations, actions, proceedings, liabilities, judgements, 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) 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 this permit or (4) the continued existence of the operation or facility which is the subject of this permit.

## 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 feel free to contact the office of the St. Joseph County Road Commission.