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REQUEST FOR ACCESSIBILITY COMPLIANCE LETTER

Email: ecrcpermit@emmetcrc.com

DATE _____

THIS REQUEST IS FOR

☐ Land Division

☐ Site Condominium

☐ Other _____

Located in section _____, on _____ Road, of Littlefield Township

APPLICANT

Name _____

Address _____

Phone (_____) _____

Name and address of person to forward letter, if different from the above information:

Name _____

Address _____

Phone (_____) _____

ATTACH SITE PLAN, OR PROPOSED PARCEL SPLIT MAP, showing location, property lines, ingress egress easements, existing and proposed driveway locations, dimension of road frontage, and distance between driveways and property lines, etc.

STAKE OR MARK PROPERTY CORNERS AND PROPOSED DRIVEWAYS. The Commission conducts a field inspection to determine sight distance; these locations must be marked.

DETERMINATION OF FEE:

The fee will be determined by the number of access locations to be evaluated.

- Each parcel or lot with public road frontage shall be counted once.
- Each easement or road that serves non-frontage parcels shall be counted once.

FEE SCHEDULE:

\$75 FOR THE FIRST ACCESS

\$5 FOR EACH ADDITIONAL ACCESS

\$100 MAXIMUM FEE

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FAQ'S

Frequently Asked Questions about:
"ACCESSIBILITY COMPLIANCE" and "DRIVE PERMITS"

What is a "ACCESSIBILITY COMPLIANCE" and why is it necessary?

All parcels or lots to be created must have access to a public road at a location that meets all applicable location standards of the agency that has jurisdiction over that public road.

- If a proposed parcel is to have access via direct public road frontage, there must be at least one location where a driveway can provide vehicular access to the public road that meets the location standards.
- If a proposed parcel is to have access to a public road via an easement or private road, the location of the easement or road must meet the location standards.
- If a development will be creating a public road, all parcels and access locations served by the proposed road, and the intersection of the proposed road with an existing public road, must meet the location standards.

(The Commission will only accept roads that are constructed to standards into the public road system.)

After reviewing the proposed development or split, and performing an onsite inspection, the Commission will issue an "Accessibility Compliance Letter" with a determination.

What are the location standards?

The primary consideration is that of safe sight distance (no hidden driveways are allowed). The Emmet County Road Commission and the Michigan Department of Transportation both use the guidelines established by American Association of State and Highway and Transportation Officials (AASHTO). Other considerations include: encroachment on other properties, proximity to a road intersection, and number of driveways and separation. The standards are given on page 1.12 and 1.13 in Section 1 of the REQUIREMENTS, REGULATIONS AND SPECIFICATIONS FOR CONSTRUCTION WITHIN THE RIGHT-OF-WAY OF PUBLIC ROADS UNDER THE JURISDICTION OF THE EMMET COUNTY ROAD COMMISSION.

What is the difference between "ACCESSIBILITY COMPLIANCE" and a "DRIVEWAY PERMIT"?

An "ACCESSIBILITY COMPLIANCE LETTER" provides documentation that a proposed development meets the above criteria that is required by law. This documentation is used by Planning, Zoning, Township, and other officials in their evaluation of proposed developments for approval.

A "DRIVEWAY PERMIT" is issued for the purpose of actually working in the right-of-way to construct a new driveway or make improvements to an existing driveway. A permit establishes the type of driveway required as well as the standards, requirements, regulations, specifications, terms, and conditions for work performed in the right-of-way. All individuals or companies doing work in the right-of-way must meet the insurance requirements of the Commission. Due to the insurance requirements, a permit is valid for one calendar year (without authorized extension). A permit is not required for the creation of new parcels, but is required when changing the use of a property and for obtaining a building permit. It may be years before a Driveway Permit is actually required for a parcel (if ever). For complete information, see Section 1 of the REQUIREMENTS, REGULATIONS AND SPECIFICATIONS FOR CONSTRUCTION WITHIN THE RIGHT-OF-WAY OF PUBLIC ROADS UNDER THE JURISDICTION OF THE EMMET COUNTY ROAD COMMISSION.