

**LAPEER COUNTY ROAD COMMISSION
RESIDENTIAL DRIVEWAY APPROACH PERMIT PROCESS**

The Lapeer County Road Commission (LCRC) is eager to assist you with your driveway approach project. We understand your time is valuable and starting construction on time is everyone's goal. The following information will assist you in beginning your project.

APPLICATION:

Applications for Residential Permits may be obtained in person at the LCRC office located at 820 Davis Lake Road, Lapeer Michigan 48446. Please know / bring the following items in order to complete the application:

- Contact Information for Applicant
- Contact Information for Contractor, if known at time of application
- Location and Description of Work to be completed, including nearest cross roads
- Tax ID number of the parcel on which the work will be completed
- Copy of a survey for the parcel on which the work will be completed, or sketch of the parcel and work to be completed.
- Permit Fees will be calculated based on the currently adopted fee schedule. Payments can be made in person (check or cash), or mailed. Please note, the LCRC does not accept credit cards at this time. The current fee schedule is located on our website at the following link:
<http://www.lcrconline.com/Fee%20Schedule%202017.pdf>

PERMIT PROCESS:

Once the Application is completed and payment is received, the following process will take place for Permit Issuance:

- Applicant will mark the location of the proposed work with a tag, received at the time of application from LCRC.
- A LCRC Inspector will review the application and perform a field inspection of the location. This Field Inspection is completed as soon as possible (and typically within four (4) business days) after the application is received. *This review will only be completed if the location is clearly marked with provided tag (or other method).*
- After field review is completed, and if the application is acceptable, the Permit will be issued along with a completed "Approach Detail Sheet" which itemizes the approach requirements.
 - A copy of this detail sheet is available for review on our website at the following link: <http://www.lcrconline.com/New%20Driveway%20Permit%20Detail%20Sheet.pdf>. This detail sheet will be completed with site specific requirements when the Permit is issued. Applicant will receive this detail sheet along with the Permit.
- Once a permit is issued, it is valid for 90 days for the work to be completed or to request an inspection.

PERMIT CLOSE-OUT:

- Once the approach is completed, Applicant must contact the LCRC office for a final inspection.
- A LCRC Inspector will review the driveway approach for compliance with the LCRC Permit and Approach Standards.
 - If the Approach does not meet current LCRC standards, the LCRC Inspector will provide a deficiency list of items that are not complete or are in need of correcting.
 - All deficiency list items will need to be addressed and inspected again prior to acceptance.
- If the work is not completed within the 90 days and the Applicant does not contact the LCRC office for a time extension, then the permit will be deemed expired and all fees paid to date forfeited.

It is our goal to provide a seamless and efficient permit and inspection process throughout the entire construction process. We look forward to working with you and are here to assist you with any questions and / or concerns.