

**MACKINAC COUNTY ROAD COMMISSION  
PERMIT FEE SCHEDULE**

**Revised 3-17-09**

All work performed within the Right-of-Way on *all* Mackinac County Roads *must* have a permit. If a permit is not obtained from the Mackinac County Road Commission *all* work performed will be removed by the Road Commission at the owner's or contractor's expense.

Section	Type of Permit	Fee
1.	General Instructions	
2.	Hauling Permit during Spring Weight Restrictions	\$50.00
3.	Annual Hauling Permit during Spring Weight Restrictions <i>Plus an unconditional cash bond is required:</i>	1% of said cash bond
	Paved Road per mile	\$50,000.00
	Gravel Road per mile	\$25,000.00
4.	Single Move Permit:	
	Per round trip up to 5 calendar days:	\$25.00
	Multiple trips up to 5 calendar days:	\$50.00
5.	Extended Transportation Permit: per towing vehicle, annually:	\$100.00
6.	Residential, Commercial and Temporary Driveway Permits (CRA 100)	\$30.00
7.	Annual Maintenance Permit for Utilities (CRA 100)	\$50.00
8.	Annual Minor Utilities Permit (CRA 100)	\$200.00
9.	Aerial/Plowed/Trenched Utility Permits (CRA 100)	\$25.00
10.	Bore or Jack Permit (CRA 100)	\$50.00
11.	Open Cuts on Gravel Surface Permit (CRA 100)	\$50.00
12.	Open Cuts on Paved Surface Permit (Special Application) (CRA 100)	\$350.00
13.	Signs and Advertising (CRA 100)	
	4' x 8' or smaller	\$30.00
	Larger than 35 square feet	\$50.00
14.	Miscellaneous Encroachments (CRA 100)	\$25.00
15.	Special Road Closures (CRA 100)	No fee
16.	Inspection Fee	Rates based on time and equipment
17.	Restoration Fee	Rates based on time, materials and equipment

**INSTRUCTIONS FOR DETERMINING FEES FOR THE MACKINAC COUNTY  
ROAD COMMISSION PERMIT FEE SCHEDULE**

1. *General*
  - A. The permit fee shall be waived when the proposed work is to be in the Mackinac County Road Commission's interest.
  - B. The County Road Commission will not refuse a permit requested by a government entity for installation of a facility or utility owned by that entity if security is given by the permittee or the contractor to the county road commission sufficient to insure restoration of the road and appurtenances thereto and adjacent right of way to a condition reasonably equal to or better than that existing prior to such installation. The County Road Commission will not charge a governmental entity a permit fee exceeding \$300.00 per permit or \$1,000.00 total for all permits per project.
  - C. Failure to obtain a driveway permit prior to installing the drive will result in double fees.
  - D. When a combination of activities is included in one permit, the fee shall be predicated on the fee for the single highest fee for any one of the activities.
  - E. Permits are only accepted on original permit application forms. Old permit applications, faxed permit applications or copied permit applications will be rejected.
  
2. *Hauling Permit during Spring Weight Restrictions:* are for the purpose of hauling normal legal loads on a designated route during spring weight restriction season.  
Fee: \$50.00 per vehicle
  - A. Permits are valid only when the temperature is 20 degrees Fahrenheit or lower.
  - B. The driver of the vehicle shall carry the original permit in the vehicle to which it applies and shall have it for inspection by law enforcement officers.
  - C. If, during the period of seasonal weight restriction, the Mackinac County Road Commission finds that a road is being damaged, the permit may be revoked or another route may be directed.
  
3. *Annual Hauling Permit during Spring Weight Restrictions* are for the purpose of hauling legal loads on a designated road or roads.  
Fee: 1% of said cash bond is NON-refundable for bond fees.
  - A. An unconditional cash bond per gravel mile is \$25,000.00  
An unconditional cash bond per paved mile is \$50,000.00
  - B. The Mackinac County Road Commission shall inspect said road prior to hauling and shall inspect said road again after hauling is completed for the purpose of determining whether said road has been damaged.

- C. The applicant shall be fully responsible for damage that has occurred at any time during the valid duration of the permit whether damage has occurred from the applicants vehicle or others.
  - D. The driver of the vehicle shall carry the original permit in the vehicle to which it applies and shall have it for inspection by law enforcement officers.
4. *Single Move Permits* are issued for single moves. See permit for rules and restrictions.
- Fees: Per round trip up to 5 calendar days: \$25.00  
Multiple trips up to 5 calendar days: \$50.00
- A. A valid certificate of insurance showing general liability coverage in full force shall accompany any application, listing the Mackinac County Road Commission as additional insured and certificate holder.
  - B. All permit rules and regulations shall be adhered to. MCRC reserves the right to suspend or revoke a permit due to failure to comply with the conditions of the permit.
  - C. Applicant shall pay all costs incurred for moving utilities.  
If the size of such load warrants the movement of signs, the applicant shall be responsible for immediate replacement of said signs per MCRC specifications.
  - D. The applicant will be responsible for damage to the roadway, to persons or to property, caused by or arising from the movement involved, and will indemnify and save the county harmless from suits, claims and damages of every kind or nature arising from use of the roadway involved herein. Applicant shall immediately report to the County Road Commission office any damage caused to or along the roadway, and shall reimburse the owner for any property damage caused by the move.
5. *Extended Transportation Permit (Cab Permit)*: See Permit for maximum and minimum dimension restrictions.
- Fees: \$100.00 annual, per power unit
- A. A valid certificate of insurance showing general liability coverage in full force shall accompany any application, listing the Mackinac County Road Commission as additional insured and certificate holder.
  - B. The applicant will be responsible for damage to the roadway, to persons or to property, caused by or arising from the movement involved, and will indemnify and save the county harmless from suits, claims and damages of every kind or nature arising from use of the roadway involved herein. Applicant shall immediately report to the County Road Commission office any damage caused to or along the roadway, and shall reimburse the owner for any property damage caused by the move.

- C. Annual Cab Permits cannot be obtained for the moving of mobile homes and pre-built housing modules.
- D. Applicant is granted permission to move overweight, oversize loads on all county roads in Mackinac County in accordance with MCRC permit specifications, except in areas such as posted bridges or specifically designated roads or other special conditions. Permits are valid through December 31. All Annual Moving Permits are void during Spring Weight Restrictions.
- E. All permit rules and regulations shall be adhered to. MCRC reserves the right to suspend or revoke a permit due to failure to comply with the conditions of the permit.

6. *Driveway Permits*

Fees: \$30.00 each, Commercial, Residential, or Temporary.

A. General

1. Wherever there is an existing ditch or the Board of County Road Commissioners or its agents install a ditch prior to the construction of any type of driveway, the County Highway Engineer shall determine whether or not a culvert is required and if so, the size (diameter) and length of culvert required, and the property owner shall furnish and install the culvert so determined and maintain same.
2. A permit must be obtained from the Mackinac County Road Commission before installing a new driveway.
3. Culverts shall be installed in line with and on the same grade as the road ditch
4. No Culvert of less than 15” diameter may be installed.
5. All culverts shall be corrugated metal pipe made with steel of the proper gage corresponding to its diameter as shown below:
 

Diameter	Gage No.
15” to 24” inclusive	16
30” to 36” inclusive	14
42” to 54” inclusive	12
60” to 72” inclusive	10

or shall be smooth wall corrugated plastic pipe.  
The Road Commission shall determine whether a culvert is required and if so, the dimensions of the culvert.
6. If the property owner wishes to use alternate materials the County Highway Engineer shall determine whether the materials

are equal to or better than those above before purchasing or installing.

7. It shall be the responsibility of the property owner to provide, install and maintain driveways to their property. Any driveway which is in violation of the rules as herein set forth shall be corrected by the owner within a period of time, not less than 30 days, specified in the notice of violation sent by Certified Mail to the owner. If not so corrected within the period required by the notice, the Mackinac County Road Commission will perform the necessary correction and the owner shall reimburse the County for the reasonable cost of correction.
8. Permit application form must be completed and paid for prior to inspection and approval.
9. Applicant must provide a written location on the permit application form and provide stakes at the proposed driveway location.
10. Special Cases  
In cases where the property owner wishes to fill an island area between two drives in order to landscape, the County Highway Engineer shall recommend what special structures are required (e.g. additional paved lanes, catch basins, curb, etc.).
11. Failure to obtain a driveway permit prior to installing the drive will result in double fees.

B. Commercial Driveway *Definition:* Any driveway providing access to land which is used for industrial or commercial purposes shall be deemed to be a commercial driveway. The intent of designation for use as industrial or commercial is to define those uses which induce heavier traffic flow than residential use and to provide for wider access and more durable surface to handle heavier traffic. In the event of a dispute over whether or not a specific use shall be designated commercial or not, the Board of County Road Commissioners shall make the final determination and shall base their decision on this intent.

1. Width.

All commercial driveways shall have a minimum width of 30 feet and a maximum of 45 feet, measured at right angles to the centerline of the driveway at the right-of-way line.

All commercial driveways shall meet the traveled way with a curve with a radius of 30 feet.

2. Location

No Portion of a commercial driveway, including the curve which meets the traveled way, shall extend beyond the property line of an adjoining parcel of property extended at right-angles to the centerline of the right-of-way from the point where the property line meets the right-of-way line.

No portion of a commercial driveway, including the curve which meets the traveled way, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting road or street.

No portion of two commercial driveways, including the curve meeting the traveled way, serving the same property, shall be located closer than 50 feet, measured parallel to the centerline of the road.

3. Angled Driveways

When the property owner wishes to construct a commercial driveway at other than 90 degrees to the centerline of the roadway to facilitate ingress and egress of traffic, the near driveway on the right as approaching shall not have less than a 60 degree angle with the centerline of the road and the far driveway on the right as approaching shall not have less than a 60 degree angle with the centerline.

4. Joint Driveways

When both property owners abutting a common property line agree they may construct a joint commercial driveway which shall meet the same rules regarding width and alignment as all other commercial driveways and all the rules regarding location of commercial driveways except that pertaining to location in regard to property lines.

5. Sloped End Sections

All commercial drives shall require sloped end section on culverts.

## 6. Surface

All commercial driveways shall be surfaced from the edge of the traveled way to the right-of-way line with a material which is equal to or better than the existing traveled way.

A commercial or industrial operation may have at least two driveways providing the driveways meet all rules governing width and location. Additional commercial driveways may be permitted, providing they meet all the rules governing width and location.

## 7. General

The Board of Mackinac County Commissioners does not have jurisdiction over the use or arrangement of buildings and facilities on private property. However, it will not issue permits for parking on the right-of-way at right-angles to a building off the right-of-way nor will it issue permits for the stopping of vehicles on the right-of-way. Therefore, it is recommended that the property owner place any building to which he wishes to park at right-angles at least 30 feet from the right-of-way line.

C. Residential Driveways *Definition:* All driveways for the purpose of serving the residents of single or two family dwellings or a farm yard adjacent to a farm residence or field drive shall be deemed to be a residential driveway.

### 1. Width

All residential driveways shall have a minimum width of 15 feet and a maximum width of 30 feet, measured at right-angles to the centerline of the driveway at the right-of-way line.

All residential driveways shall approach the traveled way at a 90 degree angle.

### 2. Location

No portion of a residential driveway, including the curve which meets the traveled way shall extend beyond the property line of an adjoining parcel of property extended at right-angles to the centerline of the right-of-way from the point where the property line meets the right-of-way line.

No portion of a residential driveway, including the curve which meets the traveled way, shall be located closer than 50 feet to the nearest right-of-way line of an intersecting road or street except that in the case of a platted lot which does not provide enough frontage to allow for 50 feet then the nearest point shall be as far as possible but in no case less than 20 feet from the nearest right-of-way line of the intersecting street.

No portion of two residential driveways, including the curve meeting the traveled way, serving the same property, shall be located closer than 50 feet, measured parallel to the centerline of the road.

### 3. Joint Driveways

When both property owners abutting a common property line agree they may construct a joint residential driveway which shall have a minimum width of 15 feet and a maximum width of 30 feet and shall meet all the rules regarding location of residential driveways except that pertaining to location in regard to property lines.

### 4. Surface

All residential driveways shall be surfaced with dense-graded aggregate.

D. Temporary Driveways *Definition:* All driveways that are placed that will not be permanent access.

1. The Mackinac County Road Commission shall approve the width of the drive, the size of the culvert, if needed, and location on a case by case basis.
2. All temporary drives shall be surfaced with dense-graded aggregate.
3. At the time of expiration, temporary drives shall be removed at the applicants expense. All restoration shall be at the applicants expense per MCRC specifications.

7. *Annual Maintenance Utilities Permits* are for emergency operations and for maintenance of existing utilities only, not for new installation.  
Fee: \$50.00
8. *Annual Minor Utilities Permits* are for service drops only, not for new installation of main lines.  
Fee: \$200.00
  - A. Work that requires digging within the road base or shoulders is not included in an Annual Minor Utilities Permit and will require a Plowed/Trenched Utilities Permit or a Bore or Jack Permit or an Open Cut on Gravel Surface Permit application and will be charged at said rate.
  - B. Where the applicant has an Annual Minor Utilities Permit and work mandates an additional permit, work covered by the Annual permit will not be charged for additionally.
  - C. Construction of new aerial crossings and service drops which require a pole within the right-of-way may not be performed under the Annual permit and will require a fee predicated on the fee schedule.
  - D. Approval for an Annual Minor Utilities Permits shall take a minimum of five business days.
9. *Aerial/Plowed/Trenched Utility Permits* are for longitudinal plowed or trenched utilities not covered by an Annual Minor Utilities Permit and for longitudinal and transverse aerial cable.  
Fee: \$25.00
  - A. Construction of new aerial crossings and service drops which require a pole within the right-of-way may not be performed under the annual permit and will require a permit fee.
  - B. When a combination of activities is included in one permit the fee shall be based on the fee for the single highest fee for any one of the activities.
10. *Bore or Jack Permits* are for utility installation or maintenance that require transverse crossing of a hard surfaced road.  
Fee: \$50.00
  - A. Aerial transverse utility crossing shall be included in the Aerial/Plowed/Trenched Utility Permits requirements.
  - B. If the applicant or contractor has attempted and has determined that a bore or jack is not feasible, contact with the Mackinac County Road Commission Engineer shall determine if another option for utility crossing may be available.
  - C. The applicant or contractor is liable for any and all damage that may occur from a bore or jack and will restore the road bed and right-of-way to a condition as good as or better than original.

11. *Open Cuts on Gravel Surface Permits* are for utility installation or maintenance that require transverse crossing a gravel road.

Fee: \$50.00

- A. The applicant or contractor is liable for any and all damage that may occur from work activities and shall restore the road-bed to a condition as good as or better than original as approved by MCRC.
- B. Traffic shall be maintained at all times with proper signing and traffic control items.
- C. All materials shall be compacted to 95% or greater.
- D. Open Cuts shall be surfaced with an 8" layer of an approved dense-graded aggregate.

12. *Open Cuts on Paved Surface Permit (Special Application)* shall be approved the Mackinac County Board of Commissioners on a case by case basis only.

Fee: \$350.00

13. *Signs and Advertising* are for the placement of signs and advertising boards within the right-of-way lines.

Fees:

4' x 8' or smaller      \$30.00

Larger than 4' x 8'      \$30.00 plus \$1.00 per square foot

- A. Approval for sign and advertising permits are made in accordance with local governmental zoning ordinances and on a case by case basis.

14. *Miscellaneous Encroachments* are approved on a case by case basis.

Fee: \$25.00

15. *Special Road Closures* are for community activities.

Fee: No Charge

16. *Inspection fees*, when necessary, shall be paid by the applicant. These fees include costs incurred by the Mackinac County Road Commission for permit oversights as needed or required, and may include pre-inspection of the permit and/or post-inspection of the permit.

Fee: Rates are based on time and equipment costs

17. *Restoration fees*, when necessary, shall be paid by the applicant. These fees include costs incurred by the Mackinac County Road Commission to complete any and all deficiencies of the permit.

Fee: Rates are based on time, materials and equipment costs.