

BOARD OF LAPEER COUNTY ROAD COMMISSIONERS

820 Davis Lake Road, Lapeer, Michigan 48446

Phone: 810.664.6272 / Fax 810.664.0404

Prior to Plan Review – The Following must be submitted

- One (1) signed and completed Permit Application form
 - o With Statement describing planned improvements
- One (1) set of Construction Plans to scale on 11x17 size paper (maximum size)
- \$ 1,000 Plan Review Deposit
- Transmittal letter along with list of items attached
- The following Completed *Checklist for Plan Approval*

Check List for Plan Approval - Plan Requirements

- Location Map (1" : 2,000' max), locating references to Township and Section
- Plan Date / Revision Dates
- Engineer's Address, Telephone and Email
- Proprietor's Address, Telephone and Email
- Type of Development (Residential, Commercial or Industrial)
- Permanent Benchmark Locations, Elevations and Descriptions
- Title Block
- North Arrow and Scale (Each Sheet)
- Engineer / Surveyor Seal
- Miss Dig Notes
- Place the following Note(s) on the project plans, as required:
 - o Contractor shall provide 48 hour notice to the Lapeer County Road Commission prior to commencing construction work within the Road Right of Way.
 - o Concrete forms shall be inspected by the Lapeer County Road Commission prior to concrete pour. Contact Road Commission at 810-664-6272 at least 24 hours prior to concrete pour for inspection.
- Topographical Survey, including all features a minimum of 100 feet beyond the property lines
 - o Including, but not limited to, Pavement (concrete / asphalt), shoulder limits, ditches, curb and gutter, trees, landscaping, utility poles, telephone pedestals, manholes, underground utilities, mailboxes, etc.
- All governing conditions such as Railroads, Cemeteries, Parks, Easements, Structures, etc.
- Contours – 2' Intervals (5' Intervals are acceptable if slopes are greater than 10%)
- Property Lines clearly identified and property legal description
- Proposed Rights of Way (50' for Primary Road or Heavy Traffic > 1,500 ADT Future)
- Area of Development in Acres
- If Development is in phases, outline the phase being submitted for approval
- Limits of Watershed Areas, Wetlands, Floodplains, Floodways, and Rivers
- Existing Drainage Courses, Structure, including culverts, manholes, catch basins, etc.
- Overall Topographic Map delineating existing and proposed drainage districts with drainage arrows
- Typical Cross-Section for Roads and Approaches
- Layout Sheet – Paving and Drainage Plan (1" : 100' max)
- Layout Plans in Detail with Plan and Profile Views (1" : 40' H and 1" : 5' V max)

- Layout Sheet – Sanitary Sewer and Water main Layout (1" : 100' H and 1" : 10' V max)
 - 10 feet horizontal separation
 - 18-inch vertical separation
 - 4' below centerline of road
- Approach Detail(s) (1" : 20' max), Shall include existing and proposed ditch grades, ditch centerlines, drainage arrows, culvert invert elevations (18" diameter minimum) and end sections, and proposed pavement spot elevations
 - Minimum ditch grade is 0.4%
 - Approach allowable angle 75% to 105%
 - Approaches shall be placed directly across from or offset 77' from other drives
 - Approach shall be located entirely on Applicant's property
 - Cub shall be no closer than 3' to road edge when
- Sight Distance at County Road Approaches
- Passing Flare / Traffic Study, if required
- Construction Details
 - Compaction Details
- SESC Details and Notes
 - Ditch 2% to 4% - Place Sodding or Mulch Blanket
 - Ditch >4% - Place Rip Rap, Stone Check Dams
- Only one (1) construction entrance shall be allowed
 - Construction Entrance shall have 1:3 stone or truck mat
- Plan and Profile Elevations and Grades
- Treatment at connection to existing County Roads (i.e. Butt Joint, Sawcut or Milling note if County Road is paved)
- Guard Rail details, if necessary
- Temporary and Permanent Signing Plan
- Driveway Culverts sized hydraulically and shown in a table on the plans set (drive table)
- Retention / Detention Basin calculations along with Storm Sewer calculations, if necessary (See standards)
- Transmittal Letter indicating changes from previous reviews (indicate in submit line submittal number, i.e. "Second Submittal", etc.)

Additional Plan Requirements for Subdivision / Private Road

- Subdivision Name (If Applicable) and Street Names (Labeled Proposed Public / Private)
- Adjacent and Adjoining Streets and Properties to include homes, commercial and /or industrial buildings within 200 feet of the proposed Road
- Lineal feet of Proposed Roads
- Lot Layout
- Road Alignment (Survey Data) – Vertical and Horizontal
 - Vertical Curves including Lengths, Elevations and K Values
- Easements
- Typical permanent signing plan for development