

**LAPEER COUNTY ROAD COMMISSION
RESIDENTIAL DRIVEWAY APPROACH PERMIT PROCESS – OXCART PERMIT SYSTEM**

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.

Beginning January 1, 2022 – all Permit Applications will be completed through the Oxcart Permit System Website.

APPLICATION:

Please have the following items in order to complete the application online:

- 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
- Scan of a survey for the parcel on which the work will be completed, or legal description.
- Permit Fees will be calculated based on the currently adopted fee schedule. Payments will be through the Oxcart Permit System Website – Credit Card will be required. Your Credit Card will not be charged until the Permit is Approved. The current fee schedule is located on our website under “Resources”

PERMIT PROCESS:

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

- Applicant will mark the location of the proposed work. This can be with flags, markers, ribbon, etc. Please note the way that the location is marked on the Online Application.
- 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 five (5) business days) after the application is received. *This review will only be completed if the location is clearly marked.*
- 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.
 - o An email will be sent from the Oxcart Permit System website stating that the Permit is approved and can be downloaded after payment is received.
 - o A copy of the required detail sheet is available for review on our website under “Resources / Forms and Permits” for either Gravel (Aggregate) or Hard Surface Approaches. Applicant will receive this detail sheet along with the approved 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 shall contact the Lapeer CRC office to schedule Permit close-out.
- A LCRC Inspector will review the driveway approach for compliance with the LCRC Permit and Approach Standards.
 - o 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.
 - o 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 void 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.