

Hillsdale County Road Commission

RULES, STANDARDS, AND PROCEDURES FOR DRIVEWAYS WITHIN ROAD RIGHT-OF-WAY

Enacted: November 18, 1988

Revised: January 22, 2026

Procedure

The following rules, standards, and procedures for driveways within the right-of-way of county roads and streets under the jurisdiction of the Hillsdale County Road Commission (HCRC) is adopted in compliance with sections 247.321 through 247.329 of the Michigan Compiled Laws. Permits are required from the road commission whenever a new driveway is installed or an existing driveway is either relocated, surfaced with concrete or asphalt, or resurfaced with concrete or asphalt.

The property owner shall obtain a new permit from the road commission when a change or expansion of the use of property abutting a highway occurs, such as a change from field to residential or residential to commercial use, an expansion of an existing use or a change in the type of commercial operation on the property. A change in the use of the property may require a change in the number, design or location of the driveways that serve the property.

The permit process can be initiated by accessing the permit application on our website www.hillsdalecsrc.org, phoning our office, or stopping in to road commission office. The applicant must sign the permit application form and pay the permit fee listed below before processing will begin by the road commission. Accepted payment methods are cash or check only. The HCRC will then inspect the location and issue the permit if all conditions contained herein are met. Potential driveway sites/locations shall be marked (painted stakes will be furnished by road commission) prior to HCRC investigating.

Permit & Inspection Fee Schedule

Driveway	Permit Fee	Inspection Fee
Field Drive	\$ 55.00 each	None
Residential Drive	\$ 55.00 each	None
Commercial Drive **	\$ 220.00 each	Cost
Private Road Approach	\$ 220.00 each	Cost
Upgrading Residential (Concrete/HMA)	\$ 44.00 each	None
Determination of accessibility for property splits	\$ 55.00 per access	None

**** Commercial driveways for oil wells and wind turbines: \$2,000 cash bond must be posted per site to cover damages to roads or roadsides.**

Permit fees are not refundable.

Rules & Standards

1. Minimum driveway width shall be: *Residential & Field* -20 feet wide. *Commercial* - 28 feet wide. The width for both of the above shall be measured at the road right of way. See item 4 for minimum culvert sizes.
2. All driveways shall be surfaced with processed road gravel or better within the road right-of-way, with the exception of field drives, which may be sod.
3. A driveway shall be constructed so that it does not adversely affect the highway drainage. The HCRC will determine if a culvert is needed for ditch drainage and the proper size thereof. Any necessary ditching in the immediate vicinity of the driveway shall be performed by the road commission prior to installation of the culvert at no charge to the property owner. In cases where a culvert is necessary, it shall be installed by the owner or his contractor and can be purchased from the road commission. Payment must be made at the time of pick-up. Cash or Check Only.
4. Minimum culvert size allowed is: *Residential & Field* - 12" diameter x 24' in length, *Commercial* - 12" diameter x 30' in length.
5. For *residential and field* driveways, the following types of culverts will be allowed: corrugated steel pipe, corrugated aluminum pipe, smooth-lined corrugated plastic pipe that meets AASHTO M294 specs (field tile not allowed), or welded bottle gas tank tubes of 12" diameter or larger. For *commercial* driveways, only corrugated steel pipe will be allowed.
6. No USED pipe or culvert will be allowed except for field drives.
7. Special attention shall be used when bedding the pipes or culverts to prevent smashing when traffic passes over. A minimum of 1' of cover is desirable.
8. NO STRUCTURES OR HEADWALLS will be allowed over or around the pipes or culverts, or within the road right-of-way. Small stones (up to 6" size) or sloped concrete may be used for erosion control at pipe/culvert ends. Commercial driveways may require concrete curbing at the radii and to post bond to guarantee construction at the discretion of the road commission.
9. If in the future the driveway culvert collapses, the road commission will only replace those culverts that are constructed with corrugated steel pipe. It shall be the owner's responsibility to replace all other collapsed or damaged pipes.
10. Driveway culvert extensions of 10' in length or less will not be required to have a permit for the first extension. Extensions over 10' in length or subsequent extensions will require a driveway permit.

11. Driveways shall be so graded as to follow road shoulder slope to existing ditch line, then proceed up-grade or down-grade to prevent water from running onto roadway.
12. Sight distance shall be checked by road commission personnel at each driveway location at a point 10' off edge of roadway at the posted speed limit to assure the minimum sight distance according to the following table.

Speed Limit (MPH)	Min. Sight Distance Required (Feet)	Eye Height	Object Height
55	575'	3.5'	3.5'
50	520'	3.5'	3.5'
45	465'	3.5'	3.5'
40	415'	3.5'	3.5'
35	365'	3.5'	3.5'
30	315'	3.5'	3.5'
25	260'	3.5'	3.5'

* Gravel roads will have an assumed speed of 45 miles per hour for evaluation of sight distance.

13. Unsafe driveway locations that do not meet the sight distance standards in table 12 will be denied, and an approved permit will not be issued for same. The HCRC will work with the applicant to suggest moving the proposed driveway to a location that meets sight distance standards. If such a location is not available, HCRC cannot restrict access to private property. In this case, a property owner is allowed to construct a driveway in the safest location available, but will receive a denied permit from the road commission. HCRC shall have authority to remove any unsafe driveway that poses a serious traffic hazard and/or those not permitted.
14. Applicants shall assume any and all responsibility and liability for driveways, and the use thereof.

Field Inspection

Inspection during construction will be provided only when in the road commission's judgement it is necessary. Inspection charges will be billed on a monthly basis using an itemized statement. Regular work hours are shown below. Inspection at any other times will be billed at overtime rate. A twenty-four (24) hour notice shall be required for field inspection by the road commission prior to starting any work within the right-of-way.

Office Hours

Winter: Monday – Friday 7:00 a.m. to 3:00 p.m.

Summer: Monday – Thursday 6:00 a.m. to 4:00 p.m.

Closed on holidays observed by the road commission.

Phone: (517) 437-4458

Permits will not be processed at any other times. Permit fees are not refundable.

Adoption

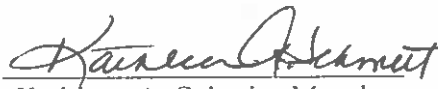
The above rules, standards, and procedures for driveways are adopted in accordance with MCL 247.325 by the Board of County Road Commissioners at their regular meeting held on January 22, 2026. Ordered to take immediate effect.

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF HILLSDALE


Robert R. Godfrey, Chairman


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