



**APPLICATION  
FOR**

**"APPROVAL OF DRIVEWAY LOCATION"**

*This request is made to comply with the "Accessibility" requirements for each "Development Site" lot split from the existing parent lot under the Land Division Act 288 of 1967 as amended.*

**PROPERTY INFORMATION**

Township: \_\_\_\_\_

Property Tax Code ID# \_\_\_\_\_

1st split parcel created: \_\_\_\_\_ @ \$75.00/Each = \_\_\_\_\_  
Number of additional parcels: \_\_\_\_\_ @ \$25.00/Each = \_\_\_\_\_  
Total new parcels created: \_\_\_\_\_ Total Amount Due = \_\_\_\_\_

**ATTACHMENTS REQUIRED**

Sketch or Survey  
Proof of Ownership (Tax Bill or other)

**PROPERTY OWNER INFORMATION**

Property Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**POLICIES & PROCEDURES REGARDING LAND DIVISION ACCESSABILITY**

Under Public Act 288 of 1967 ,to comply with the land division act "Accessibility" requirements for "Development site" lots, each proposed lot in a "Development site" must have an area where a driveway can provide vehicular access to an existing road or street that meets all applicable location standards of the county road commission.

To process a request for Approval of Driveway Location a Land Split Application form must be completed by the "Property Owner" or their authorized representative, hereafter referred to as the "Applicant" and pay the appropriate fee.

This fee must be paid at the time a land division application is submitted. The entire cost for all proposed splits must be paid prior to the Saginaw County Road Commission taking any action toward approval or disapproval.

After the information and fees are received, a site inspection to determine "accessibility" will be made. To be determined "accessible" for drive location approval, there must be a system for the drainage of storm water and clear all trees as necessary to provide proper safe sight clearance for accessing a county road.

If the above conditions are met, the letter for "APPROVAL OF DRIVEWAY LOCATIONS" will then be sent to the "Property Owner" and the "Applicant".

If clearing or drainage work is required the letter for "REQUIREMENTS FOR DRIVEWAY LOCATIONS" will then be sent. This letter will outline the specific requirements needed to obtain approval of a driveway location. When these requirements are completed, the property owner will then call and schedule a follow up inspection of the site. If the work is approved, the letter for " APPROVAL OF DRIVEWAY LOCATIONS" will then be sent to the "Property Owner" and the "Applicant".

In cases where drainage work is needed to obtain approval of a driveway location, the letter for "REQUIREMENTS FOR DRIVEWAY LOCATIONS" will then be sent. The property owner is required to submit to the Road Commission a detailed drainage plan prepared by a licensed professional engineer. Upon Road Commission approval of the plan, the "APPROVAL TO PROCEED-DRAINAGE CONSTRUCTION" will then be sent. The property owner thereby authorized to construct the drain. Before construction begins the property owner must obtain a Road Commission Permit to "Operate in the Right of Way". When the drainage work is completed, the property owner will then call and schedule a follow up inspection of the site. If the work is approved, the letter for " APPROVAL OF DRIVEWAY LOCATIONS" will then be sent to the "Property Owner" and the "Applicant".

Fax Applications To: (989) 752-8934  
Attention: PERMITS

Or Mail To: Saginaw County Road Commisison  
3020 Sheridan Avenue  
Saginaw, MI 48601  
Attention: PERMITS

Permit

Land Split Application

Cost

Land Division First Lot.....\$75.00

Land Division Each Additional Lot.....\$25.00