



BOARD POLICY

Title: Permit Fees		
Policy Number: 100-020	Policy Group: General	Adoption Date: August 7, 2025

Purpose:

The purpose of this policy is to provide directions to employees of the Road Commission in the issuance of permits to individuals, organizations, companies or governmental units doing business within the right-of-way on any county primary or local road. The Emmet County Road Commission (ECRC) has jurisdiction over the right-of-way on all county primary and local roads in Emmet County.

Any entity intending to perform work within the right-of-way or activity outside the right-of-way that may change the condition of the right-of-way shall have a permit issued by the Road Commission prior to commencing work.

Driveway Standards

The ECRC has standards for driveway construction that are explained in the document entitled: "Driveway & Miscellaneous Permits Section 1, of the Requirements, Regulations and Specifications for Construction within the Right-of-Way of Public Roads under Jurisdiction of the Emmet County Road Commission".

The following are instructions the employees of the ECRC are to follow when issuing driveway permits:

DRIVEWAYS	FEE
Residential Driveway, Rural (shoulder/ditch)	\$50.00
Upgrade Residential Driveway Approach	\$40.00
Farm Stand Driveway	
Gravel or Paved Surface	\$50.00
Paved surface with concrete curb	\$200.00
Home Based Business	
Gravel or Paved Surface	\$50.00
Paved surface with concrete curb	\$200.00

Commercial Driveway Approach	\$200.00
Private Road Approach (5 access points or more)	\$200.00
Farm Field Driveway Approach	\$50.00
Temporary Construction Driveway Approach	\$150.00
UTILITIES	
Overhead Utility Installation	\$200.00
Underground Utility Installation	\$200.00
Utility Service Connection	\$125.00
Sanitary, Water Main, or Storm Connection	\$200.00
Open Cut Road Crossings (+Restoration Cash Bond)	\$500.00
Bore Road Crossings (+Restoration Cash Bond)	\$150.00
OTHER	
Grading / Drainage (ditch enclosure / sealed plans)	\$100.00
Soil Borings	\$75.00
Landscaping including vegetation removal	\$50.00
LAND DIVISION	\$150*, plus \$50 for each additional split. *Fee includes one residential permit of \$50.

Failure to obtain a permit will result in the ECRC charging a \$100 penalty, the cost of the permit and any corrections as determined by staff.

Governmental agencies will not be charged permit fees but are to follow the standards.

The employees of the Emmet County Road Commission are to follow the above mentioned schedule and are not authorized to waive the requirements.

The Board of Emmet County Road Commissioners may elect to amend the requirements on a case by case basis in the best interest of the Emmet County Road Commission.

Policy History:

Original Adoption Date: 04/08/2016
Revisions: July 1, 2019
July 2, 2025

Former Policy Number: 2016-046