

Village of Fruitport Driveway Permit

45 N 2nd Ave Fruitport, MI 49415 **231-865-3577**

SINGLE HOME RESIDENTIAL DRIVEWAY LOCATION PERMIT APPLICATION AND DATA SHEET

Use this form to file for approval of a driveway along a Village Road.

APPLICANT: _____	DATE OF APPLICATION: _____
CURRENT ADDRESS: _____	
CITY: _____	STATE: _____ ZIP CODE: _____
TELEPHONE: _____	EMAIL: _____
SIGNATURE: _____ PROPERTY OWNER: <input type="checkbox"/> YES <input type="checkbox"/> NO APPLICANT: See Pg. 2 for Standard Permit Conditions. Other specific permit conditions may be imposed as site and use conditions warrant. DRIVEWAY LOCATION: TOWNSHIP OR VILLAGE: _____	
ROAD NAME: _____	LOT/HOUSE NO.: _____
_____ N S E W OF _____	_____ N S E W SIDE OF ROAD
APPROX. DISTANCE _____	NEAREST CROSSROAD _____
DATE REQUESTED DRIVEWAY LOCATION TO BE STAKED (BY APPLICANT): _____ PURPOSE OF DRIVEWAY: <input type="checkbox"/> SINGLE HOME <input type="checkbox"/> OTHER _____	
TYPE OF DRIVEWAY: <input type="checkbox"/> GRAVEL (\$50.00) <input type="checkbox"/> ASPHALT (\$90.00) or <input type="checkbox"/> CONCRETE (\$90.00)	
ADDITIONAL INFORMATION: _____	

*****OFFICE USE ONLY*****

FIELD INFORMATION:	PERMIT #
ROAD NAME: _____	N S E W SIDE OF ROAD
_____ N S E W OF _____	
MEASURED DISTANCE	CROSSROAD
CULVERT REQUIRED: YES or NO	END SECTIONS: YES or NO
DIAMETER (inches): _____	LENGTH (feet): _____
COST\$: _____	INSPECTED BY: _____
DATE: _____	<input type="checkbox"/> SIGHT DISTANCE GOOD <input type="checkbox"/> QUESTIONABLE
COMMENTS: _____	

DISPOSITION: RECEIPT #: _____ BY: _____

COST: _____ CASH: ☐ CHECK : ☐ PAID DATE: _____

APPROVAL SIGNATURE: _____ DATE _____



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PERMIT CONDITIONS:

- This Permit is issued with the understanding that the Permit Applicant is the property owner, lessee or an authorized agent of the property owner.
- NOTE: DO NOT FILL DITCH OUTSIDE OF DRIVEWAY AREA.
- In the event a drainage problem develops the holder of this permit shall be responsible for correcting the problem as directed by the Village of Fruitport.
- The Permit Applicant must provide the driveway culvert and end sections when required. It shall meet the size and strength requirements of the Village and must be in reasonable condition. Concrete, galvanized steel (nonspiral) or smooth-walled (interior) corrugated plastic pipe is recommended. The use of other pipes shall require Village approval. It is the responsibility of the Permit Applicant to provide the necessary fill and driveway surface over the culvert for a finished driveway. Slopes from driveway surface to culvert ends shall be at least 1 on 4, CONSTRUCTION OF HEADWALLS IS PROHIBITED.
- This Permit does not relieve the Permit Applicant from meeting any applicable requirements of the law or of other public bodies or agencies.

MAILBOX SPECIFICATIONS: The information printed below is based upon U.S. Postal regulations, the American Association of State Highway and Transportation Officials (AASHTO) Roadside Safety Committee engineering guidelines and standards, as well as current policies and practices of the Village of Fruitport.

- Only one support should be used per box or group of boxes;
- Wood posts should be no more than 4 ½ inches diameter if round, 4x4 inches if rectangular;
- Metal pipes should be standard steel or aluminum with no more than a 2 inch inside diameter;
- Supports should yield or collapse if struck. They should bend or fall away from a vehicle and not create a severe deceleration;
- Supports cannot be fitted with an anchor plate (metal post), embedded over 24 inches into the ground, or set in concrete;
- The mailbox must be constructed of sheet metal, plastic or similar weight materials, with weight not to exceed 11 pounds; approved sizes range from 19" to 23½" long, 6½" to 11½" wide and 8½" to 13½" high.
- The United States Postal Service asks that roadside mailboxes be 36 to 42 inches off of the ground, and 8 to 12 inches behind the shoulder or the curb;
- Heavy mailboxes and supports, such as concrete pillars or stone aggregate, decorative timbers and steel supports, can turn any mailbox installation into a lethal roadside obstacle that should be eliminated in the interest of public safety. A mailbox and its support will be considered hazardous to motorists when the support exceeds the described structural limitations;
- Any mailbox and its support considered to be a hazard will need to be removed from the road right-of way and replaced;
- Newspaper boxes may be mounted below the mailbox on the side of the mailbox support. This type of installation is encouraged because it eliminates a second obstacle in the road right of way at the same location.
- U. S. Postal Service regulations require that house/address numbers be clearly displayed on mailboxes or posts. If the mailbox is not on the same street as the residence, it must have the assigned number and street name of the residence or business.