



## Kent County Road Commission

### **Work on Residential Driveway – Subdivision or roads with curb and gutter**

For those wishing to conduct work on a residential driveway in a subdivision or on a road with a curb and gutter, please complete the General Highway ROW Permit Application and submit it to KCRC's Permit Department by email [permits@kentcountyroads.net](mailto:permits@kentcountyroads.net); or fax 616-336-4397. The Permit Dept. will determine the permit fee and contact you with required payment information. Fees may be paid at the Permit Office (1500 Scribner Ave) in cash, credit card (Visa/MasterCard), check or money order; or by phone with a credit card (Visa/MasterCard).

### **Work on Residential Driveway – Non-Subdivision and without curb and gutter**

For those wishing to conduct work on a residential driveway on a road that is not in a subdivision and does not have a curb and gutter, please complete the General Highway ROW Permit Application and submit it to KCRC's Permit Department by email [permits@kentcountyroads.net](mailto:permits@kentcountyroads.net); A KCRC Supervisor will review the site and determine the size and length of the driveway culvert required.

KCRC will sell the necessary pipe at KCRC's cost and install the pipe at no cost to the property owner. The property owner is responsible for the fill over the pipe and the construction of the driveway.

Fees may be paid at the Permit Office (1500 Scribner Ave) in cash, credit card (Visa/MasterCard), check or money order; or by phone with a credit card (Visa/MasterCard).

KENT COUNTY ROAD COMMISSION  
**APPLICATION FOR HIGHWAY PERMIT**

Date \_\_\_\_\_ 20\_\_

Road Name \_\_\_\_\_ Width of R.O.W. \_\_\_\_\_ ft.

Location of the Work \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_

Applicant/Owner \_\_\_\_\_ Address \_\_\_\_\_

This application, if approved, shall authorize only the work described herein. No other work shall be performed within the highway right-of-way by the applicant or any other party (including, without limitation, the installation of additional wires or lines along or within any facilities or structures described with this application) without a separate written application approved by the Kent County Road Commission. The Kent County Road Commission shall not be responsible for any damage to wires, poles, conduits or any other facilities or structures constructed or installed within the highway right-of-way. Applicant is responsible to contact Miss Dig at 1-800-482-7171 or 811, 3 days before the start of construction, excluding Saturdays, Sundays and Holidays.

Permission is requested to do the following work within the limits of the highway right-of-way and it is hereby agreed to do this work in accordance with the "Specifications and Conditions" of the Kent County Road Commission.

**DETAILED PLANS OF THE WORK MUST ACCOMPANY THIS APPLICATION  
IN THE AREA BELOW DESCRIBE THE WORK REQUESTED TO BE DONE IN THE HIGHWAY RIGHT-OF-WAY**

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Work to commence \_\_\_\_\_, 20\_\_, and to be completed \_\_\_\_\_, 20\_\_

The undersigned further agrees that if this application is approved, they will meet all legal requirements; and that they will be responsible to the Kent County Road Commission for any damages to the highway or to the highway structures or the structures of any private company within the highway right-of-way, and that they shall, well and truly, pay all damages, fines and penalties which they shall become liable to pay, and shall save the Kent County Road Commission harmless from all suits, claims, damages and proceedings of any kind due to these permitted activities and operations within the highway right-of-way.

Signature of Applicant/Owner \_\_\_\_\_ for \_\_\_\_\_

Approved by \_\_\_\_\_ of Engineering Department Date \_\_\_\_\_

Approved by \_\_\_\_\_ of Maintenance Department Date \_\_\_\_\_

Approved by \_\_\_\_\_ of Traffic Department Date \_\_\_\_\_