

RULES FOR DEVELOPING PUBLIC ROADS



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**Adopted by the Board of County Road Commissioners
October 14, 2025**

Introduction

These Rules contain detailed rules for the preparation, review, approval, and denial of plans for public roads within land development to be constructed within Eaton County. The publication is intended to assist design engineers who prepare the plans, Road Commission staff who review the plans, Governing Body officials, and members of the Board of County Road Commissioners (Board) who approve the plans and ultimately accept new roads into the Eaton County Road system. The Eaton County Road Commission (ECRC) will only approve, for acceptance, those proposed public roads which have been construction in accordance with these Rules.

This document, adopted by resolution by the Board of County Road Commissioners at its meeting held on October 14, 2025 supersedes the previous Eaton County Road Commission publication, *Rules for Plat Street Development*, approved by the Board of Eaton County Road Commissioners on December 23, 1991.

The contents of this publication shall not supersede any portion of the Subdivision Control Act of 1967 (P.A. 288). If any part of these Rules are found to be invalid, each invalidity shall not affect the remaining portion of the Rules which can be given effect without the invalid portion, and to this end the Rules are declared to be severable.

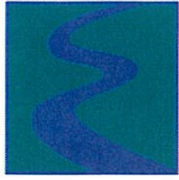
If any part of these Rules shall be found by a court of competent jurisdiction to be invalid, void, or illegal, no such finding shall in any way affect, impair, or invalidate any other provision contained in these Rules, and such other provisions shall remain in full force and effect. To this end, these Rules are declared severable.

In the event that the standards contained herein change between the approval date of the Preliminary Plat and submission of Road and Drainage Plans for a particular development or phase of a development, the standards in effect when the Road and Drainage Plans are submitted shall be followed.

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EATON COUNTY ROAD COMMISSION RESOLUTION TO ADOPT THE RULES FOR DEVELOPING PUBLIC ROADS

The following resolution was taken from the minutes of the regular meeting of the Board of County Road Commissioners for the County of Eaton, Michigan held on October 14, 2025:

Commissioner James F. Green motioned for the adoption of the following resolution:

WHEREAS, road funding is limited for maintenance of Local Roads and subdivision streets, and therefore the Board of County Road Commissioners of the County of Eaton desires to have new roads constructed using sound materials and engineering principles to provide reasonable strength to support traffic and counteract reduced life expectancy resulting from freeze-thaw cycles, and

WHEREAS, PA 288 of 1967, known as the Land Division Act, allows county road commissions to publish rules for the development of roads to be adopted into the public system, and

WHEREAS, the current Eaton County Road Commission Rules for Plat Street Development adopted December 23, 1991 do not follow current engineering principles nor materials, and roads constructed using these Rules deteriorate at a faster rate than expected for a new road using asset management principles, and

WHEREAS, the Board desires that the standard procedures and criteria for all work within county highway right-of-ways be designed and implemented by the Engineer-Manager and made available to the public; and

WHEREAS, a public hearing was advertised and held on October 14, 2025 in accordance with PA 283 of 1909,

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the Rules for Developing Public Roads which supersedes the previous Rules for Plat Street Development adopted December 23, 1991, and

BE IT FURTHER RESOLVED that the Board will not approve Plats nor adopt roads into the public system that have not been constructed following these Rules.

The motion was seconded by Commissioner Timothy J. Lamoreaux and carried on a roll call vote. Roll call vote: Ayes: Eldred, Lamoreaux, Green and Kendall. Nays: None. Absent: Aitch-Guerrant. Motion carried. Resolution declared adopted.

I hereby certify the above and foregoing resolution to be a true copy taken from the minutes of the regular meeting of the Board of County Road Commissioners for the County of Eaton, State of Michigan, held on October 14, 2025.



Patricia M. Loosemore
Clerk to the Board

Section 1 – General Provisions

1.1 Order of submittal

The following steps, which will be explained in detail in subsequent sections, will be administered by the ECRC when considering a Platted subdivision, condominium development, or other road that a developer wishes to dedicate into the county public road system.

ECRC may require up to a 30-day review period for plans and supporting information for the following submittals. All items required to support the request for Board approval must be submitted at least 14 days in advance of a scheduled Board meeting to assure the request can be adequately considered before the meeting.

The following is the order of submittals and approvals for proposed developments:

A. Tentative Preliminary Plat/Street Plan

The Eaton County Road Commission recommends submitting a Tentative Preliminary Plat/Street Plan for initial review by the ECRC Engineering Department prior to requesting Preliminary Plat/Street Plan Approval. The ECRC Engineering Department will review and provide tentative approval or comments on the Tentative Preliminary Plat/Street Plan in accordance with these Rules.

B. Preliminary Plat/Street Plan Submittal Documents

1. A letter of transmittal introducing the proposed development and requesting the review of the Preliminary Plat/Street Plan for conformance with the public road standards contained herein.
2. Preliminary Plat/Street Plan
3. Title Commitment and other pertinent documentation
4. Traffic Impact Study if required by the Governing Body or the ECRC Engineering Department
5. Initial Stormwater Management System Concept Approval from the Eaton County Drain Commissioner (ECDC)

C. Preliminary Plat/Street Plan Approval

D. Road and Drainage Plan Submittal

1. Cost estimate using Michigan Department of Transportation (MDOT) standard pay items
2. Road and Drainage Plans (Plans)
3. Right-of-way Conveyance/Easement documentation if necessary
4. Written Preliminary approval from the ECDC

E. Road and Drainage Plan Approval

F. Pre-Construction Meeting and Permit Issuance

1. Certificate of Insurance

G. Construction

H. Final Plat/Street Plan Approval Submittal

1. Letter requesting Final Plat/Street Plan approval
2. Final Plat/Street Plan
3. Engineer's Certificate
4. As-built Road and Drainage Plans
5. Actual public road costs.
6. Material Testing documentation
7. Cash Bond or Irrevocable letter of Credit
8. Proof of Dedication of the Drains into the County Drain System
9. Proof of acceptance of Sanitary Sewer and Watermain by the Governing Body

I. Final Plat/Street Plan Approval

J. Board Acceptance of Roadways

1.2 Standards, Guidelines & Specifications for Design and Construction

- A. The non-exhaustive list of engineering authorities in this section will provide guidance to Professional Engineers, Developers, and ECRC staff in the design of the proposed public roads. These authorities do not supersede the need for sound engineering judgment in conformity with accepted engineering principles.
- B. ECRC hereby adopts by reference and incorporates in these Rules as if fully stated herein the most current editions of the following publications:
- The American Association of State Highway and Transportation Officials (AASHTO): A policy on Geometric Design of Highways and Streets
 - AASHTO: Roadside Design Guide
 - AASHTO: A Guide for Planning, Design, and Operation of Pedestrian Facilities
 - AASHTO: A Guide for the Development of Bicycle Facilities
 - Americans with Disabilities Act (ADA) Standards for Accessible Design
 - Institute of Transportation Engineers (ITE): Traffic Calming, Parking, and Trip Generation
 - ECDC Standards
 - MDOT: Standard Plans & Special Details
 - MDOT: Standard Specifications for Construction
 - Michigan Manual on Uniform Traffic Control Devices (MMUTCD)
 - MDOT Material Source Guide

1.3 Definitions

Definitions shall be in accordance with the Land Division Act except as follows:

- A. A.A.S.H.T.O.: The American Association of State Highway and Transportation Officials.
- B. A.S.T.M.: The American Society for Testing Materials.
- C. Board: The Board of County Road Commissioners of the County of Eaton, State of Michigan.
- D. County Engineering Department: The Engineering Department of the Eaton County Road Commission or other representative designated by the Board to carry out of the duties entailed by the Subdivision Control Act of 1967 and these Rules for Developing Public Roads.
- E. Final Plat: A map of all or part of the subdivision prepared and certified by the Proprietor's Engineer or the Proprietor's Land Surveyor in accordance with the requirements of the Subdivision Control Act of 1967, Act 288, of the Public Acts of 1967, as amended.
- F. GASB: Government Accounting Standards Board. Eaton County must comply with Michigan Department of Treasury regulations including GASB 34 guidelines that require the Eaton County Road Commission to book Public Road Costs for the county road system.
- G. Governing Body: Township Board, City Council or Village Board having jurisdiction of the land in which the plat/public road is to be located.
- H. Laboratory: An MDOT approved materials testing laboratory which is approved by the County Engineer.
- I. M.D.O.T.: The Michigan Department of Transportation.
- J. M.D.O.T Specifications: The Michigan Department of Transportation Current Standard Specifications for Construction.
- K. Plat: Where these Rules refer to a Plat, that means any of the following:
 - A subdivision of land created in accordance with the Michigan Land Division Act (PA 288 of 1967).
 - A condominium development where the roads will be adopted into the public county road system.
 - A plot of land that will be subdivided where the road is intended to be adopted into the public county road system.
 - Any other development where the roads are intended to be adopted into the public county road system.
- L. Preliminary Plat: A map showing the preliminary layout of a subdivision of land in sufficient detail to allow review by the Board and other interested agencies.

- M. Proprietor: A natural person, firm, association, partnership, corporation, or combination of any of them that holds an ownership interest in land whether recorded or not.
- N. Proprietor's Engineer or Proprietor's Land Surveyor: A civil engineer who is licensed in the State of Michigan as a licensed professional engineer or land surveyor who is licensed in the State of Michigan as a licensed land surveyor and who is representing the Proprietor.
- O. Public Road Costs: Includes all of the following:
 - 1. Purchase price of land for all new right-of-way.
 - 2. Cost of these land improvements within the public road right-of-way: clearing & tree removal, excavation, embankment, ditching, and sub-grade preparation (below sand sub-base).
 - 3. Cost within the public right-of-way for sand subbase, edge drain, aggregate base, curb and gutter, and roadway pavement.
- P. Subdivision Control Act: Act 288 of the Michigan Public Acts of 1967 and all amendments thereto.
- Q. Tentative Preliminary Plat: A map submitted prior to beginning the Preliminary Plat process which shows preliminary lot and road layout for a proposed subdivision in sufficient detail to allow the County Engineering Department to determine if the Preliminary Plat will meet these Rules.
- R. Utility: All persons, firms, corporations, co-partnerships, municipal or other public authority providing gas, electricity, water, steam, telephone, fiber optics, cable T.V., broadband, sanitary sewer, storm sewer or other services of a similar nature. Also included is the service that these utilities would provide.

Section 2 – Submittal Requirements

2.1 General

- A. Any street or roadway that is going to be dedicated to the use of the public and accepted into the Eaton County Road System shall conform to these Rules.
- B. As set forth in the Subdivision Control Act, the Developer must submit a Preliminary Plat which meets the requirements of this document and all applicable supporting documents.
- C. The ECRC recommends the Proprietor submit a tentative preliminary plat review meeting prior to submitting a preliminary plat for review.
- D. If either a Preliminary Plat or the Road and Drainage Plan, as approved by the Board, are later revised due to requirements of other regulatory agencies, or the Developer otherwise makes revisions, all revisions shall be incorporated into the respective document(s) and re-submitted for approval or denial by the Board. The Developer is further reminded that under certain conditions, the Michigan Department of Transportation, the Michigan Department of Natural Resources, the Michigan Department of Environment, Great Lakes, and Energy, the Eaton County

Drain Commissioner, and the Barry-Eaton District Health Department for example may also be required to review and approve Preliminary Plat and the Road and Drainage Plan.

- E. The Board reserves the right to add, delete, or modify any existing requirements contained herein to maintain the proposed streets in a manner reasonably safe and convenient for public travel.
- F. When a proposed lot is bordered by an interior subdivision street and an existing county road, access to the lot will only be permitted from the interior subdivision street.
- G. The Board reserves the right to deny a Preliminary Plat that is not in the best interest of the motoring public.
- H. Waivers and Variances
 - 1. Waivers or variances from ECRC Rules may be allowed by the Board only in cases involving practical difficulties or unnecessary hardship as determined by the ECRC.
 - 2. Requests for waivers or variances from Road Commission Rules shall be submitted in writing by the Developer of a proposed public road development. Written requests for waivers or variances shall include sufficient technical details to support the following affirmative findings:
 - a. That the alleged hardship or difficulties, or both, are exceptional or peculiar to a given site.
 - b. That the Board's failure to grant the waiver or variance will result in substantially more than inconvenience or inability to attain a higher financial return, or both.
 - c. That allowing the variance will result in substantial justice being done, considering the public benefits and the individual hardships that will be suffered by a failure of the Board to grant the waiver or variance.
 - d. That the conditions and circumstances, which are the basis of the waiver or variance request, shall not be self-imposed.
 - 3. Requests for waivers or variances shall be submitted for review by ECRC staff prior to consideration of the Preliminary Plat by the Board. Requests received after Board approval of a Preliminary Plat may require reconsideration of approved plans by the Board.

2.2 Preliminary Plat Requirements

2.2.1 General Requirements for Preliminary Plats

- A. The Proprietor's Engineer must submit three copies of the Preliminary Plat layout to the ECRC Engineering Department for review prior to consideration by the Board. The Preliminary Plat shall be drawn to scale not smaller than one inch to 200 feet on a 24" x 36" sheet.
- B. The Preliminary Plat shall be signed and sealed by a Professional Engineer or Surveyor licensed in the State of Michigan.

- C. The Preliminary Plat shall be dated with the month/day/year on the original submission, and subsequently include all revision dates.
- D. The Preliminary Plat shall note the location of the proposed development with references to the part of the section and township in which the parcel is situated and shall dimension all section and quarter lines and corners adjacent to and within the parcel.
- E. The submittal shall include a location map showing the proposed development in relation to the Eaton County Road system.
- F. The Board will not accept the dedication of any alley into the public road system.
- G. The ECRC Engineering Department may require the completion of a Traffic Impact Study (TIS).
- H. If a developer proposes to develop the Plat in phases, the Preliminary Plat submittal shall include the proposed general layout for the entire subdivision. Phase boundary lines shall be designated to ensure a continuous route of travel for ECRC maintenance vehicles. Phase boundaries will enable each phase to qualify for road acceptance independently.
- I. The minimum street length to be constructed in each subdivision or phase of a subdivision shall not be less than 500 feet, except when the subdivision consists of a single cul-de-sac.
- J. Within 30 days of receipt of the Preliminary Plat, ECRC shall either reject the proposed plan for noncompliance or recommend it for Board approval. If rejected, the reasons for rejection and requirements for approval shall be provided to the developer or design engineer in writing.
- K. Preliminary Plat approval shall be void 2 years after the date of approval unless otherwise extended by the Board.
- L. Approval by the Board does not alleviate the Developer from meeting standards and obtaining approvals and permits required by other agencies.

2.2.2 Layout Requirements

- A. At a minimum, a Preliminary Plat shall consist of a title sheet, existing conditions sheet, proposed grading and utility plan, and proposed site plan. The Preliminary Plat shall show the following:
 - 1. Locations and names of proposed roads together with arrows indicating the direction of surface water drainage within the subdivision to an established drainage course or drain. It is desirable to show proposed storm sewers, culverts, detention/retention basins, and other proposed drainage features.
 - 2. The name of the development, the name of the Developer, and the Design Engineer and Professional Surveyor, with mailing addresses, email addresses, and telephone numbers for each on the cover sheet. Cover sheets shall also provide a site map, legal description of the parcel(s), tax ID number(s), sheet index, and the date of the Preliminary Plat submitted, including all revisions.

3. Easements for public access for construction and maintenance of drains, public utilities, clear vision, etc., and their dimensions, in, over, and across private property within the development.
4. All existing governing conditions such as:
 - a. Adjoining subdivisions with lot lines and lot numbers and easement for public access to drains, public utilities, adjoining roads, and outlots where applicable. Include existing and proposed zoning for the subject parcels along with descriptions of what type of development can be built within the given type of zoning.
 - b. Names, address, and parcel identification numbers of all adjacent lands.
 - c. State highways, identified by name and route number. Proposed work within a state right-of-way shall be noted as such.
 - d. Railroads, cemeteries, parks, wetlands, natural water courses, easements, utilities (buried and overhead), county and private drains, rivers including the 100-year flood plain contour, sewers, and culverts. Where a road is proposed over or under an existing utility easement, the Developer must provide written correspondence from the easement owner authorizing the construction of the road and its facilities within the easement.
 - e. Topographic features whose location or existence might influence the layout of the Plat, including existing and proposed private roads, and driveways within 500 feet of the proposed subdivision's boundaries.
5. Typical cross sections of roads to be constructed. The typical cross section shall comply with all requirements contained herein, including without limitation right-of-way width, pavement width, pavement materials and pavement thicknesses.
6. Stationing for all roads. Stationing shall not duplicate itself for the same road and shall be stationed from west to east and south to north.
7. Horizontal alignment data for all proposed roads.
8. Sight distances, in both directions, at all proposed intersections with existing County roads. Plan and profile sheets of the existing county road centerline may be required by the ECRC. Sight distance for all proposed driveways and road approaches must comply with the requirements of established ECRC standards. All easements required for driveway sight distance must be shown.
9. Locations for underground utilities
 - i. "Storm" and "sanitary" sewers
 1. Near centerline of roadway with 10' horizontal buffer.
 2. Manholes within the roadway shall not be placed in the wheel path of traffic lanes.
 - ii. Water Mains
 1. North side of road, approximately 8 feet from property line.
 2. West side of road, approximately 8 feet from property line.
 - iii. Gas Mains and Electric:
 1. South side of road, approximately 8 feet from property line.
 2. East side of road, approximately 8 feet from property line.
 3. Depth of cover in roadway, 48" minimum.
 4. Depth of cover outside of roadway, 36" minimum.
 - iv. Other
 1. By approval of the Eaton County Road Commission Engineering Department.

- B. Direct access from individual lots or units within a development to existing public roads is prohibited for reasons of access management and public safety. All lots within the proposed development shall front on an internal road system. The ECRC may require existing, adjacent driveways to be relocated to intersect the proposed road of the development.
- C. The use of “eyebrows” or “elbows” or other irregularities in the proposed roadway used to create road frontage for additional lots is not allowed.
- D. Proposed developments adjacent to existing developments with road stubs shall connect to all road stubs at their boundaries.
- E. The open ditch cross section will only be allowed in developments where the minimum parcel frontage is 300 feet.
- F. The location of soil borings taken on the site of the proposed development shall be shown on the Preliminary Plat along with a log describing the soil conditions and water table found at each location. Borings shall be of a frequency to classify the entire site.

2.2.3 Right of Way (ROW) Requirements

- A. Developments with proposed public roads shall have access to an existing public road.
- B. All roads located along section and quarter section lines shall be centered on said lines. Exceptions to this requirement will require approval by the Board.
- C. The proposed ROW shall be a minimum of 66 feet wide on interior residential roadways, and 100 feet wide on all industrial / commercial interior roadways and boulevard roads. Cul-de-sacs shall have a minimum ROW radius of 75 feet.
- D. The road layout shall connect to existing ROW in adjacent developments and shall provide future ROW for connections to adjacent land that is presently undeveloped. Future ROW widths shall be no less than 66-feet and shall be shown and labeled as “Right-of-Way for Future Road Extension.”
- E. All existing and proposed road ROW widths within and adjacent to the development shall be shown on the Preliminary Plat. ROW widths along existing county primary roads and through local roads adjacent to the plat, excluding internal subdivision roads, shall be 50 feet along the Plat measured from the road centerline which shall be the section line on section line roads.
- F. Half-width road ROW shall be dedicated to the ECRC when the boundary of the proposed development coincides with the boundary of a recorded Plat on which a half width road right-of-way has previously been dedicated.
- G. There shall be a minimum 10-foot-wide private easement for franchise utilities located outside and parallel to the right-of-way.
- H. The ROW width required in this section shall be considered minimum and shall generally govern. The minimum widths of ROW may be increased by the Board when considered

necessary due to existing conditions, future adjacent developments, or for other reasons of health, welfare, and safety.

- I. For Platted developments, all right-of-way and easements shall be submitted and approved by the Board at the time of final Plat approval. For other forms of development, right-of-way shall be conveyed by a perimeter description to the ECRC at the time of acceptance of the roads as public. Conveyance shall be via warranty deeds and/or easements, with all necessary attachments. If an easement not described on the final Plat is required for development, all easements with applicable attachments shall be conveyed to the ECRC in a format that is recordable at the Eaton County Register of Deeds Office and which meets the drafting requirements of Act 132, P.A. of 1970, prior to acceptance of the roads as public. All documents shall be signed and sealed by a Professional Surveyor.
- J. The ROW on all curvilinear roads shall be the same width as the right-of-way on the tangent portions. Where curves limit sight distance, the right-of-way may need to be expanded to encompass the sight lines, or clear vision easements may need to be recorded to encompass the sight lines.

2.2.4 Road Naming Requirements

- A. The Preliminary Plat shall show the locations and names of proposed roads on the site plan.
- B. The existing road name shall be used for any proposed road that is in a direct line with an existing county road or is an extension of an existing road.
- C. The developer may choose names for all other roads in the development, subject to the approval of the ECRC and Eaton County Central Dispatch.
- D. A road name which is a duplicate or may be confused with a similarly named road within the county will not be approved.

2.2.5 Intersection Requirements

- A. The minimum separation between interior intersections shall be 250 feet along a Local Road, regardless of whether they are on the same or opposite side of the road.
- B. The maximum distance between intersections (block length) shall be 1320 feet within the development, regardless of whether they are on the same or opposite side of the road.
- C. Access points into the interior of the development from an existing public road shall not be less than 660 feet apart.
- D. Access points into the interior of the development from an existing public road shall be aligned with existing approaches across the existing public road, where they exist. The geometry of the existing and proposed approaches shall be the same (i.e., if an approach has a boulevard island, the opposite approach shall also have a boulevard island).

- E. Intersection legs shall meet at 90-degree angles and have a minimum tangent length of 65 feet before beginning a horizontal curve as measured from the centerline of the intersected roads.
- F. A minimum edge of metal radius of 30 feet is required at intersections within the plat and where intersecting roads meet the existing county roads.
- G. The developer shall provide a right-turn lane and taper and/or a left turn lane where an intersection meets the requirements of the ECRC Permit Policy or where a TIS determines that such lanes are required.

2.2.6 Cul-de-sac and Boulevard Requirements

- A. Typical cul-de-sac dimensions can be found in the Appendix.
- B. Cul-de-sac roads shall be designed in accordance with the specifications contained herein. A cul-de-sac road shall not be more than 1320 feet nor be less than 300 feet in length as measured along the road centerline from the point of intersection with the intersecting road to the center point of the circular turnaround.
- C. When a proposed public road is extended beyond the cul-de-sac, the cul-de-sac shall be removed and replaced with a through road.
- D. A temporary cul-de-sac or “T” turnaround is required at all future connection road stubs. Temporary easements shall be provided to the ECRC for all temporary road stubs.
- E. If a temporary cul-de-sac is required on adjacent property, the Developer shall obtain an executed and recordable easement from the property owner dedicated to the ECRC prior to approval of the Plans.
- F. Boulevards for an entrance may only be permitted where a ‘T’ intersection is created, where development directly across from the proposed entrance is unlikely, or where an existing approach on the opposite side of the road has a boulevard approach. Where boulevards are permissible, they shall be curbed. Breaks between boulevards are not permissible. Lot access and driveways within the boulevard section are prohibited.
- G. A center island or center boulevard shall have edge drain with a positive drainage outlet.
- H. An agreement for the maintenance of a center island or a center boulevard is required. This agreement shall hold harmless the ECRC and be made between the Developer and the Governing Body. A copy of the executed agreement shall be submitted with the Plans. The ECRC shall not be responsible for maintenance of the center island or center boulevard, nor for damage to landscaping and other surface treatments for any reason, including maintenance and snow removal operation of the roadway. Median plantings should be selected on their ability to thrive in a roadside environment without sight obstruction.

2.2.7 Sidewalks and Non-motorized Path Requirements

- A. Sidewalk and non-motorized paths are allowed along roads of new developments and may be required by the Governing Body. The farthest edge of sidewalk or path shall be 1-foot inside the ROW line, and the minimum separation from the back of curb to the nearest edge of a sidewalk or non-motorized path shall be 10 feet. Where the 1-foot distance will cause the nearest edge of the sidewalk to be less than 10 feet from the back of curb, a sidewalk easement shall be provided.
- B. Sidewalks must conform to the Governing Body in which the plat is being constructed and the Americans with Disabilities Act.
- C. Sidewalks and non-motorized paths should not be placed along temporary turnarounds.

2.3 Road and Drainage Plan Requirements

2.3.1 General Requirements for Road and Drainage Plans

- A. After approval of the Preliminary Plat, an electronic PDF file of the Road and Drainage Plans (Plans) shall be submitted. The Plans shall be prepared, signed, and sealed by a Professional Engineer licensed in the State of Michigan.
- B. Within 30 days after the date of receipt of the Plans, ECRC staff shall either approve the plans for construction or reject the Plans for noncompliance. If staff rejects the Plans, review comments will be provided to the Developer and/or the Developer's Engineer.
- C. Approval of the Plans by ECRC staff does not guarantee acceptance of the roads into the public road system or relieve the Developer of any responsibilities or liabilities incurred in the development of the road or subdivision.
- D. Approval of the Plans shall become void after 2 years from the date of Board approval if no road construction has been started unless the date is otherwise extended by the Board.
- E. The developer will need to submit a traffic control plan for the existing and proposed road network during the construction period, if requested by the ECRC. The Developer or the Developer's contractor will be required to provide and maintain all traffic control devices as shown on the approved traffic control plan.
- F. All work within the existing ECRC ROW shall require permits in accordance with the ECRC's *Permit Policy*.
- G. Any driveway accessing a proposed public road shall be required to obtain a driveway permit from the ECRC.
- H. The construction of any portion of a subdivision shall not begin until the construction Plans have been approved by the ECRC, a pre-construction meeting has been completed, and permits have been obtained from the ECRC to work within existing ECRC right-of-way.

2.3.2 Soil Borings and Pavement Design

- A. A detailed soils investigation shall be conducted and submitted to the ECRC to determine the suitability of proposed roadbed material. The soils investigation report shall be signed and sealed by a Professional Engineer. Soil boring locations shall be shown on the Plans. All borings must occur within the influence of the proposed road. Soil boring logs shall be provided within the plan set and shall include geotechnical information including the date the boring was taken, who performed the boring, the elevation of the water table (or “dry”), soil classifications using the Unified Soil Classification System or the AASHTO System, and subgrade modulus or California Bearing Ratio.
- B. A pavement design shall be submitted for review. The pavement design and pavement cross sections shall be based on the soil borings provided on the Plans and shall be sealed by a Licensed Professional Engineer. The minimum pavement section thicknesses shall be as specified in paragraph 3.4.G.

2.3.3 Drainage Requirements

- A. The storm water drainage system shall meet the current requirements of the ECDC. Written approval from the ECDC is required prior to the approval of the Plans.
- B. Prior to approval of the Final Plat, the drainage system shall be dedicated as an established county drain through proper legal procedures of the ECDC.

2.4 Financial Requirements

2.4.1 Fee Schedule

Fees will be required in accordance with the ECRC Schedule of Fees available in the Appendix.

2.4.2 Street Construction Agreement and Surety

If construction is not completed at the time the Final Plat is submitted for approval, the Proprietor must execute a Street Construction Agreement with the Board, and one of the following types of surety must be satisfied before the Final Plat will be approved by the Board: The surety must be in an amount no less than 100 percent of the estimated cost to complete the unfinished items of work as approved by the Eaton County Road Commission Engineering Department.

- A. Cash Deposit - Using a certified check on an open and solvent bank made payable to the Eaton County Road Commission.
- B. Irrevocable Letter of Credit - An Irrevocable Letter of Credit approved in form and content by the Eaton County Road Commission issued for a duration of not less than two years. The Irrevocable Letter of Credit shall be renewed annually until such time all work has been completed and the Irrevocable Letter of Credit is released by the ECRC.

2.4.3 Insurance Requirements

- A. The Proprietor, prior to performing any work within any existing county road right-of-way, shall furnish to the Eaton County Road Commission, and maintain insurance in accordance with the Insurance Requirements provided in the Appendix.
- B. The developer shall indemnify and hold the Eaton County Road Commission harmless from any claims which may be made against the Road Commission for damages arising from the development and use of roads which have not been accepted into the County Road System. During this period the developer shall maintain liability insurance in which the Eaton County Road Commission is named as an additional insured, and in an amount established by the Road Commission, which will insure the Eaton County Road Commission against claims made because of the use of the road(s) prior to final acceptance.

Section 3 – Road and Drainage Plan Design Standards

3.1 Plan Preparation

3.1.1 General Requirements for Preliminary Plans

- A. Road design shall conform to current AASHTO guidelines, applicable MDOT design methodology, and ECRC requirements described herein.
- B. The Plans shall contain all information necessary for constructing the project.
- C. The Plans shall be submitted electronically in .pdf format, and 2 hard copies delivered to the ECRC Charlotte office.
- D. English units of measure shall be used exclusively.
- E. The design speed on all interior subdivision roads shall be 30 MPH. The Board reserves the right to require a greater design speed in the interest of safety.

3.1.2 Plan Sheet Requirements

- A. At a minimum, the Plans shall include the following plan sheets and related information:
 - 1. Title sheet containing the following information:
 - a. Name of proposed development
 - b. Index of sheets
 - c. Location sketch of the proposed development within Eaton County
 - d. Name of the Developer's Engineer and company name, address, phone number and email address
 - e. Seal and signature of the Professional Engineer licensed in the State of Michigan
 - 2. Topographic and Boundary Survey Sheet signed by licensed Professional Surveyor
 - 3. Approved Preliminary Plat by the ECRC, if applicable.
 - 4. Overall Layout Plan with the proposed road center line alignments tied to 2 section corners with bearings and distances.

5. Overall Utility Plan
 6. Stormwater Management Plan
 7. Grading and Soil Erosion and Sedimentation Control Plan
 8. Road and Drainage Plan/Profile Sheets
 9. Municipal Utility Plan/Profile Sheets (may be shown on the Road and Drainage Plan/Profile)
 10. Intersection and Cul-de-Sac Detail Plan
 11. Typical Cross Section and Miscellaneous Detail Plan
 12. Landscape Plan
 13. Construction Traffic Control Plan
 14. Permanent Traffic Control Plan
 15. Standard Plans, Special Details and Notes Sheet
- B. All road and drainage construction shall be illustrated using plan/profile drawings. Plan/profile sheets should be drawn to a scale 1 inch to 50 feet horizontal and 1 inch to 5 feet vertical or larger.
 - C. Plan/profile sheets shall show the location, size, material type, and elevation of all existing and proposed drainage systems and underground utilities within existing and proposed road ROW.
 - D. Plan view of each road shall show the centerline, stations, curve data, edge of pavement, back of curb, sidewalk, sidewalk ramps, and sidewalk landings.
 - E. The profile of each proposed road shall be shown directly below the plan view and shall contain the following:
 1. Profile of existing centerline.
 2. Proposed centerline.
 3. Percent of grade and vertical curve data.
 4. Existing and proposed grades at the ROW.
 5. Left and right proposed ditch elevation.
 6. Centerline and any proposed/existing ditch of existing county road(s) adjacent to the proposed development with proper outlet thereto.
 7. Numerical elevations of the existing ground and proposed roads at each half station (50 feet).
 - F. Plan/profile sheets shall show sizes, length, material, end treatments, and locations of all crossroad culverts.
 - G. Plan/profile sheets shall show location, size, and cover type of proposed drainage structures, inlets, and cleanout points for underground drainage systems.
 - H. Plan/profile sheets shall show plan and profile of all proposed drainage system elements outside of the road ROW that are to be connected to existing or proposed road drainage facilities.

3.2 Vertical Alignment

- A. The centerline grade of a curb and gutter road shall not be steeper than 5 percent or flatter than 0.5 percent.

- B. The centerline grade of a cul-de-sac shall not be flatter than 1.5 percent.
- C. The centerline grade in an open ditch cross section shall not be flatter than 1 percent or steeper than 5 percent where ditch grades are centerline dependent.
- D. A vertical curve shall be required when the algebraic difference in road grade is 1.0% or greater.
- E. Vertical curves shall have a minimum length of 100 feet and be designed with K values that meet or exceed the minimums listed in the Table in Section 3.5.

3.3 Horizontal Alignment

- A. The centerline of the road shall coincide with the centerline of the right-of-way. Section line and quarter section line roads shall be centered on the respective survey lines.
- B. All horizontal curves shall be designed so that the sight distance lines are contained within the road ROW. A horizontal curve table shall be provided on the sheet where the point of intersection appears, specifying point of curvature, point of tangency, point of intersection, external angle, degree of curve, tangent length, chord length, and length of the curve. The minimum centerline radius for horizontal curves shall be as follows:

Type of Street	Design Speed 25 mph	Design Speed 35 mph
Residential	175 feet	350 feet
Heavy Residential	175 feet	350 feet
Industrial/Heavy Commercial	200 feet	450 feet

- C. Back-to-back reverse curves for reasons other than topographic limitations should be avoided. However, if they are to be used, the curves shall have the same radius and length of curve.

3.4 Sight Distance

Both the horizontal and vertical alignments for all road design must be considered when designing for sight distance. In general, the Design Engineer can use graphical methods to check sight distance on horizontal curves and at intersections. Minimum sight distance values are listed in the Tables below. Stopping sight distance shall be measured from a height of 3.5 feet above the proposed grade sighting an object with a height of 2 feet above the proposed grade.

Minimum Intersection Sight Distance

Design Speed (MPH)	Min. Stopping Sight Distance (Feet)	Design K Value for Crest Vertical Curves	Design K Value for Sag Vertical Curves
30	335	19	37
35	390	29	49
40	445	44	64
45	500	61	79
50	555	84	96
55	610	114	115

Minimum Intersection Sight Distance

Design Speed (MPH)	Min. Intersection Sight Distance (Feet)
25	280
35	390
45	500
55	610

3.5 Road Cross Section

- A. Typical cross sections for Residential and Corporate Park/Industrial Park/Commercial roads are provided in the Appendix.
- B. All proposed concrete curb and gutter shall be either MDOT Details B2 or F4, as approved by the ECRC.
- C. All proposed road approaches at existing curb and gutter public roads shall utilize MDOT concrete curb and gutter through the internal spring point.
- D. The transverse slope (crown) on all pavements shall be 2%. The cross slope of all shoulders shall be 4%.
- E. Roadside slopes shall be 1V:4H or flatter. Slopes behind curbs shall be 4% (½ inch per foot) through cut and fill sections from the back of curb to the hinge point. The hinge point shall be located five feet from the back of curb. Slopes from the hinge point to existing ground shall be 1V:4H or flatter.
- F. Designs that necessitate guardrail installation will not be permitted.

G. Typical pavement sections are as follows:

Pavement Section/Design Feature	Residential	Heavy Residential	Industrial
No. of Lots Served	0-40	41+	---

Pavement Section/Design Feature	Residential	Light Commercial/ Heavy Residential	Industrial*
Width - Curb & Gutter, Back To Back, ft.	30	30 - 37	36-60
HMA Leveling, inches (min)	2	2-½	5
HMA Top, inches (min)	2	2	2
Aggregate Base, inches	8	8	10
Subbase, inches	12	12	18

* Thickness is minimum values and may be modified by the County Engineer

3.6 Drainage

3.6.1 General

- A. The stormwater management system shall be designed in accordance with the current ECDC Standards and constructed in accordance with the current MDOT Standard Specifications for Construction.
- B. The stormwater design shall be included in the plan set. At minimum, the Plans shall include a drainage area sketch, all calculations, required basin volume and provided basin volume, percent of sewer grades, sizes, length, depths, elevations, inverts, station and offset, material types of pipes and proposed drainage structures, and all other drainage related information.
- C. The Design Engineer shall provide an acceptable system of drainage to enable property owners to connect sump pump outlets, roof drains, and similar private drainage features. Discharging these private drainage features to ECRC right of way is prohibited.

3.6.2 Storm Sewer Drainage Structures

- A. Proposed drainage structures and storm sewer installed within the road ROW shall be precast reinforced concrete conforming to current MDOT Standard Specifications, Standard Plans, and Special Details. Drainage structure covers shall follow current MDOT Standard Specifications, Standard Plans, and Special Details.

B. Drainage structures shall:

1. Have inlets located so no greater than 400 feet of road centerline surface drainage will be collected by the inlet. Where road centerline grades exceed 4 percent, drainage structure inlets shall be located no greater than 200 feet apart.
2. Be placed so that all intersections and low points are properly drained as determined by the ECRC Engineering Department. The ECRC Engineering Department may require additional or intermediate drainage structures, inlets, or culverts to facilitate proper drainage patterns.
3. Where practical, curb inlets shall be placed within 10 feet of side lot lines to avoid conflict with proposed driveway opening locations.
4. Be located at all changes in sewer alignment, size, or grade.
5. Have spacing and inlet capacity conforming to current ECDC specifications, unless otherwise modified above.
6. Have a sumps at the locations, and to the depth, required by the ECDC.

3.6.3 Ditch and Culvert Requirements (Rural Section)

- A. The high-water elevation in all roadside ditches shall be at least 1 foot below the shoulder point (freeboard) and the maximum allowable water depth shall not exceed 2 feet.
- B. Ditches shall be designed and constructed on each side of the roadway in cut and fill sections. Ditches shall be a minimum of 2 feet in depth below the shoulder point, and deeper where necessary to place the minimum cover over culverts or to provide independent ditches with adequate flow characteristics.
- C. Roadside ditch grades shall be no flatter than 1 percent.
- D. All ditches shall be stabilized with topsoil, seed, and mulch blankets in accordance with MDOT specifications. Ditch grades with slopes in excess of 3 percent shall be stabilized with applicable turf reinforcement mats.
- E. Discharge of storm water to the existing road ROW shall not represent an increase in the rate or volume of runoff.

3.6.4 Underdrain Requirements

- A. Continuous subbase underdrain shall be provided on all roads. Where the subgrade has groundwater springs or are areas of recurring groundwater, subgrade underdrain-open-graded may be required to mitigate a saturated subgrade.
- B. Underdrains shall be at least 6 inches in diameter and conform to the current MDOT Standard Plan.
- C. Underdrain shall be connected to the nearest positive outlets, such as drainage structures, so the shortest length of underdrain is required in any location.

3.7 Soil Erosion and Sedimentation Control (SESC)

- A. Soil erosion and sedimentation controls require a permit from the ECDC and shall follow all ECDC requirements.

3.8 Utilities

- A. All utilities shall be constructed in accordance with the ECRC's *Permit Policy*.
- B. All franchise utilities shall be located within an easement adjacent to the ROW.
- C. All lot or house services shall be extended to the ROW line prior to placement of the subgrade.
- D. All public underground utilities shall be installed after the rough grading has been completed so that proper cover over the utilities can be determined and verified.
- E. All utility backfill shall follow MDOT Trench Detail B1. Sidewalk is considered pavement as it relates to the trench detail.

3.9 Traffic Control Requirements

- A. Work zone traffic control plans shall be developed and included in the Plans.
- B. The traffic control plan shall be consistent with the current edition of the MMUTCD.
- C. The traffic control devices shall be installed prior to the beginning of any construction and shall be maintained and remain in place until all work associated with the proposed development has been completed.
- D. The ECRC may require revisions to the traffic control and/or additional traffic control devices during construction.

3.11 Streetlights

- A. Streetlights placed within the ROW shall be owned and maintained by a public utility recognized by the ECRC in accordance with the ECRC's *Permit Policy*.
- B. A written agreement from the Utility and Governing Body showing ownership, maintenance responsibility, and financial responsibility shall be submitted prior to acceptance of the roads into the public system.
- C. Streetlight supports are not permitted in locations that would obstruct sight distances and shall be outside of the AASHTO Clear Zone.
- D. All streetlight supports shall be equipped with breakaway devices. Shop drawings for the breakaway devices shall be submitted to the ECRC prior to installation, and shall include documentation confirming crash worthiness.

3.12 Landscaping

- A. Trees are not allowed within the road ROW. Plantings within the ROW may be allowed if the mature height, when left unattended, does not exceed 18 inches pending approval from the ECRC.
- B. Landscaping to be planted within an island shall follow Section 2.2.6.I.
- C. A hold-harmless agreement for the landscaping shall be provided to the ECRC.
- D. All proposed landscaping must be shown on a landscaping plan and be part of the Plans.
- E. Landscaping berms are not allowed within the road ROW.

3.13 Sign Plan

Plans shall illustrate all requested signs and locations pursuant to the current MMUTCD and shall include a quantity table identifying the MMUTCD codes and sign dimensions.

3.14 Mailboxes

- A. Mailboxes shall not obstruct sight distance.
- B. Mailboxes shall be light steel, aluminum, or plastic construction that meets US Postal Service requirements.
- C. Mailbox posts shall be a single wood or thin metal post and shall not be set in concrete or filled with any material.
- D. Mailboxes must be adequately attached to the post to prevent separation if impacted by a motor vehicle.
- E. Brick, steel, concrete, or any other dense material is not permitted for use as a mailbox.

3.15 Encroachments

Encroachments are strictly prohibited in the road ROW. Examples of encroachments include items such as trees, bushes, boulders, berms, headwalls, private signs, flagpoles, irrigation systems, sump pump and footing drain outlets, fences, buildings, landscape lighting, mailbox construction not meeting the requirements of these Rules, and privately owned utilities.

3.16 Driveways

A driveway permit is required for all units, lots or parcels accessing a proposed or existing public road. Driveways shall be constructed in accordance with the ECRC's *Permit Policy*.

Section 4 –Construction Requirements

4.1 General Requirements

- A. Public road improvements and proposed public roads shall be constructed in accordance with the Plans, current MDOT Standard Specifications for Construction, Standard Plans, Special Details, and specifications described herein.
- B. The Developer's Engineer shall be responsible to the ECRC for ongoing liaison with construction contractors and shall be available on a regular basis for consultation with the ECRC staff.
- C. The Developer's Engineer or Contractor shall coordinate utility installation and relocations so that completed road and drainage improvements are not damaged.
- D. The Developer's Engineer or Contractor shall be responsible for the maintenance of all roads and drainage systems through the construction period and prior to acceptance of the roads by the ECRC. The roadway surface shall be maintained in a safe and clean condition.
- E. Any field changes to the approved Plans and specifications deemed necessary due to unforeseen circumstances encountered during construction shall be submitted by the Developer's Engineer to the ECRC for approval before the work begins. If work is performed without approval, the ECRC may require the work to be redone in accordance with ECRC standards. Costs associated with such work shall be the responsibility of the Developer. All field changes shall be noted on the As-built plans.

4.2 ROW Permit

- A. A permit application for any proposed work within existing county road ROW shall be submitted to the ECRC.
- B. No work will be allowed within the existing ROW until the Contractor of record has provided proof of insurance in accordance with the ECRC's insurance requirements and a permit has been issued.

4.3 Pre-Construction Meeting

- A. At least 2 weeks prior to any construction activity, and after approval of the Plans, the Developer shall schedule and hold a preconstruction meeting.
- B. The meeting shall be held between the Developer, the Developer's engineer and surveyor, the Contractor, the independent material sampling and testing agent, utility companies, Governing Body, and the ECRC staff.
- C. At the meeting, the Contractor shall submit a written progress schedule outlining the procedure of construction and submit a safety program.

- D. The meeting is intended to delineate the proposed construction, discuss testing requirements and progress inspections, identify haul routes, and define the sequence of construction and construction schedule.

4.4 Construction Inspection and Staking

- A. Construction staking, utility placement staking, and layout will be the responsibility of the Developer.
- B. The Developer's Engineer is responsible for setting and checking grade and alignment, documenting all construction, and making all observations necessary during all phases of construction to verify the proper materials are used, and the work conforms to the approved plans and specifications.
- C. Periodic Inspections may be performed by the ECRC prior to, during and after any road construction. The Developer shall allow the ECRC access onto the site as a condition of Plan approval. Periodic construction inspections by the ECRC do not alleviate the Developer, Developer's Engineer, or the Contractor of the responsibility for all stages of construction of the development.
- D. The Developer shall arrange for independent testing and inspection companies to perform daily inspections and materials sampling and testing per the MDOT Materials Quality Assurance Procedures Manual. All testing shall conform to MDOT Specifications, and all results shall be reported to the Construction Inspector and the ECRC. Copies of all independent testing results shall be forwarded to the ECRC as soon as they are available so that an evaluation can be made as to whether subsequent construction should continue or not. The independent testing agent shall immediately inform the contractor when tests indicate that the required materials fail to meet specifications, or the required density is not achieved. The contractor shall alter its construction methods to meet or exceed the requirements contained herein.
- E. Periodic inspections may be performed by the ECRC prior to, during, and after any road construction. The Developer shall allow the ECRC access onto the site as a condition of Plan approval. Inspection by the ECRC does not relieve the Developer's Engineer of their obligations for inspection, material testing, and certifying construction.

4.5 Soil Erosion and Sedimentation Control

A soil erosion and sedimentation control permit must be obtained from the ECDC. Soil erosion and sedimentation controls shall be installed and maintained in accordance with current ECDC Specifications.

4.6 Clearing and Grubbing

- A. All trees, stumps, brush, and roots shall be entirely removed from within the grading limits of all proposed roads and shall be disposed of outside the right-of-way.
- B. When a grading permit, tree removal agreement or tree trimming agreement is required for work on neighboring private property, the Developer shall be responsible for obtaining the

appropriate approvals and providing copies to the ECRC prior to Road and Drainage Plan acceptance.

4.7 Storm Sewer and Culverts

- A. Storm sewer and culvert construction and inspection shall meet the ECDC's requirements.
- B. All storm sewer installation shall be inspected and certified by the Design Engineer and shall be true to line and grade, and properly bedded and backfilled.

4.8 Subgrade

- A. The finished subgrade shall be prepared in accordance with the current MDOT specifications.
- B. The finished subgrade shall be smooth and free of all topsoil, stones, stumps, organic material, muck, peat, and material prone to frost heave.
- C. A proofroll on the subgrade shall be performed and witnessed by ECRC staff. The Engineer shall notify the ECRC no less than 2 business days prior to the proofroll being conducted.

4.9 Subbase

Sand subbase shall consist of MDOT Class II granular material compacted to 95% of its maximum unit weight in accordance with the current MDOT specifications. An independent testing agent shall perform material and compaction testing and the results reported to the ECRC. All testing shall conform to MDOT specifications.

4.10 Aggregate Base

Aggregate base material shall be 22A or 21AA and shall conform to the current MDOT specifications. Aggregate base shall be compacted to at least 98% of its maximum unit weight in accordance with MDOT specifications. An independent testing agent shall perform material and compaction testing and the results reported to the ECRC. All testing shall conform to MDOT specifications.

4.11 Curb and Gutter

- A. Materials and methods for construction of concrete curb and gutter shall conform to the current MDOT Standard Specifications for Construction and current MDOT R-30 series standard plan.
- B. All curb and gutter shall include epoxy coated steel reinforcing bars.
- C. An independent testing agent shall perform material testing on the base material and concrete and the results reported to the ECRC. Verification of proper base installation and compaction, air tests, slump tests and strength tests of concrete shall conform to the MDOT sampling and testing guidelines.

- D. Expansion joint material shall be placed at all spring points, at 400-foot maximum intervals as measured along the back of curb and gutter, and as further directed by the ECRC.
- E. Place a ½ inch isolation joint on each side of all catch basins.
- F. Contraction joints shall be placed at 10 foot intervals and shall be ¼ of the depth of the curb.
- G. Horizontal sawing of curb cuts on straight-back curbs is allowed for driveways provided the finished curb cut conforms to the geometric requirements of the current MDOT standard plan.

4.12 Hot Mix Asphalt Pavement

- A. Hot Mix Asphalt (HMA) material shall be 4EL or 4EML for the leveling course, and 5EL or 5EML for the top course. Application rates shall follow the current MDOT Local Agency Programs Hot Mix Asphalt Selection Guidelines.
- B. Hot Mix Asphalt (HMA) production and placement shall conform to the current MDOT Local Agency Programs Hot Mix Asphalt Selection Guidelines, the current MDOT specifications, and the approved Plans.
- C. Paving shall occur only between May 5 and November 1 of any year when it is above 32 degrees Fahrenheit. A written request may be considered by the ECRC to pave before or after these dates if the weather permits.
- D. An independent testing agent shall perform material and compaction testing and the results reported to the ECRC. All testing shall conform to MDOT specifications.
- E. The independent material sampling and testing company shall conduct at least one extraction test per 1,000 tons of HMA per course and in any case not less than one test per day per course.
- F. Butt joints shall be provided where new pavement will abut existing paved roads.

4.13 Turf Establishment

- A. All disturbed areas within the existing and proposed ROW shall be covered with a minimum of 3-inches of topsoil., seeded, and mulched. The methods and time of seeding and mulching shall be in accordance with the current MDOT specifications.
- B. Vegetative cover shall be well established in all areas within the ROW before the roads are accepted into the county road system.

4.14 Construction within the Existing Road ROW

Construction activities within an existing county road ROW requires an ECRC permit in accordance with the ECRC *Permit Policy*. Such work typically involves the construction of turn lanes, driveway approaches, shoulder additions, underground utilities, drainage facilities, and intersection construction. Typical details for road approaches can be found in the ECRC *Permit Policy*.

Section 5 –Acceptance of Roads

5.1 Final Inspection of Completed Construction

- A. Approval of any construction phase by the ECRC Engineering Department does not guarantee acceptance by the Board or relieve the Proprietor of responsibilities or liabilities incurred by the development of the Plat.
- B. Once proper progress inspections have been performed and a written request for final inspection is received, the ECRC will inspect the completed construction.
- C. If the final inspection reveals that the work is not completed to the satisfaction of the ECRC, the ECRC will provide a punch list of items to be corrected to the Developer and Developer's Engineer for further action. The ECRC will conduct a re-inspection of the work after receipt of written notification that the deficiencies have been corrected.
- D. The final inspection must take place between April 15 and November 15.
- E. After completion of the final inspection by the ECRC, one paper copy and an electronic PDF of as-built plans shall be furnished showing all changes, additions, and deletions to the Plans.

5.2 Acceptance of Completed Roads

- A. After final inspection has been approved by the ECRC Engineer, the Proprietor must furnish the Board with the following:
 - 1. Final Plat - After construction of the new roads has been approved by the ECRC Engineering Department, the Developer may submit the Final Plat for approval by the Board. Once approved, the Developer shall submit an electronic PDF of the approved and fully signed final Plat. The ECRC will require at least a 30-day period for review of the Final Plat prior to approval.
 - 2. A letter requesting approval of the Final Plat and the adoption of the roads into the public system.
 - 3. Written statement bearing the signature and seal of a Professional Engineer licensed in the State of Michigan certifying that the construction of the development has been completed in accordance with the approved construction Plans and specifications.
 - 4. An electronic set in PDF format of as-built plans reflecting field changes.
 - 5. Paper copies of all signed IDR's, test reports, and certifications of materials shall be submitted to the ECRC.
 - 6. A copy of the recorded 433 agreement with the Eaton County Drain Commissioner stating that the storm drainage system within the Plat is a part of the county drain system.
 - 7. Original easement documents that were recorded at the Eaton County Register of Deeds for all permanent road right-of-way and temporary easements for temporary road end turnarounds.
 - 8. A letter from the Governing Body verifying the sanitary sewer and watermain have been approved and accepted into the public system.

9. Documented Public Road Costs for this phase of the plat.
 10. Escrow Agreement which includes:
 - a. Executed Street Construction Agreement
 - b. Cash bond or irrevocable letter of credit.
- B. If a temporary cul-de-sac is required in any phase of the development, the cul-de-sac must be completed prior to acceptance of the roads.
- C. Installed mailboxes must comply with all applicable standards.
- D. After the ECRC has completed the final visual inspection, verified all required documentation, and approved the construction, the ECRC Engineering Department will recommend the Board approve the Final Plat and accept the roads into the County Road system.
- E. The ECRC shall install permanent traffic control devices after acceptance of the roads.

Section 6 –Converting Private Roads into Public Road

- A. Property owners who request that their private roads become public will be required to retain a qualified Professional Engineer to prepare plans and drawings and will be required to hire their own contractor to perform work required to bring the condition of the road or roads to current ECRC standards.
- B. All documentation requirements for the ECRC to adopt new roads into the public system must be met for the ECRC to adopt an existing private road into the public system. Roads where documentation from the initial construction do not meet the minimum documentation, including the necessary construction inspection and material testing documentation, will not be considered for adoption into the public system.
- C. Property owners who request that their private roads become public will be required to amend the Plat, if it is a platted street.
- D. Property owners will also be required to provide the ECRC with a warranty deed and certificate of survey in order for the full road ROW to become public, in accordance with current ECRC Rules.
- E. The Board may reject any proposal if it determines that the private road(s) offers little public value, or that costs exceed the benefits of converting the road to public use.

Section 7 –Appendix

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Eaton County Road Commission

Public Road Development Fee Schedule

Plan Review Fee:

Applicants seeking to develop public roads shall pay the following fees prior to the Road Commission beginning plat or plan review.

Preliminary Plan/ Plat Review (Each Submittal).....\$300 + \$10 per Lot
Road & Drainage Plan Review (Each Submittal)\$500 + \$10 per Lot

Construction Inspection & Administrative Fee:

An inspection and administrative fee in the amount of 3% of the approved estimate of construction will be required prior to approval of the Road and Drainage Plans and notice to proceed by the Road Commission.

Sign Fee:

A sign fee based on costs determined by the Road Commission will be required prior to the acceptance of the proposed public roads into the County Road System. This fee will cover the Road Commission costs for the fabrication and installation of any required permanent traffic control devices.

Appeal Fee:

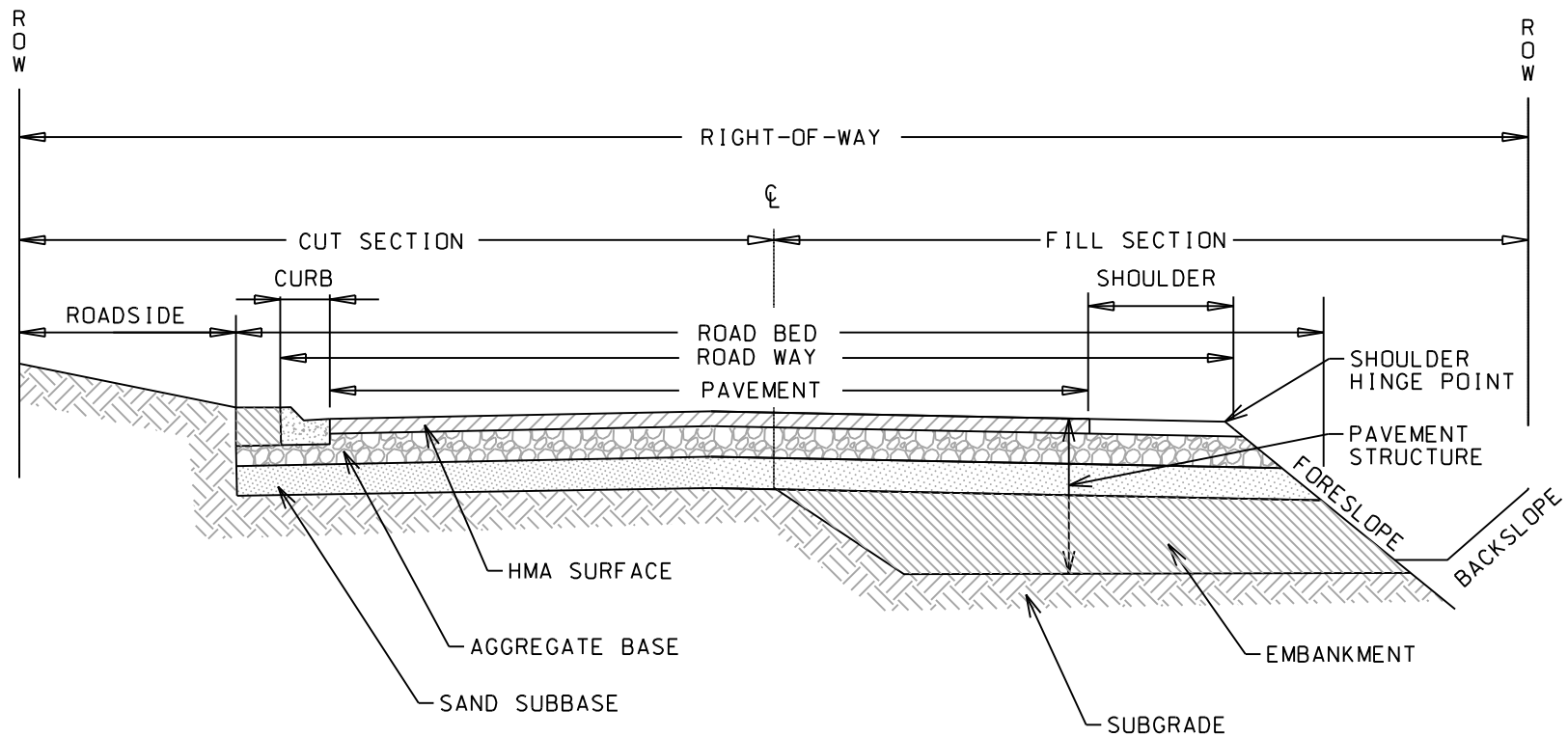
Requests for waivers or variances of Road Commission standards or procedures will require a \$40 appeal fee.

General

The proprietor's engineer shall submit a detailed estimate of roadway and drainage costs, based on current market prices at the time of final submittal of the Plans. This estimate shall be prepared using standard pay items as set forth in the current MDOT Standard Specifications for Construction. This estimate shall be used to determine the amounts of the administrative and sign fees.

Unused deposit balances will be refunded following final plat/street plan approval. Monthly invoices will be generated based on actual staff review charges plus fringe benefits and overhead costs for deficit accounts. The applicant will be liable for any outstanding invoices and non-payment of an invoice will result in suspension of the review process or a Stop Work Order of the construction.

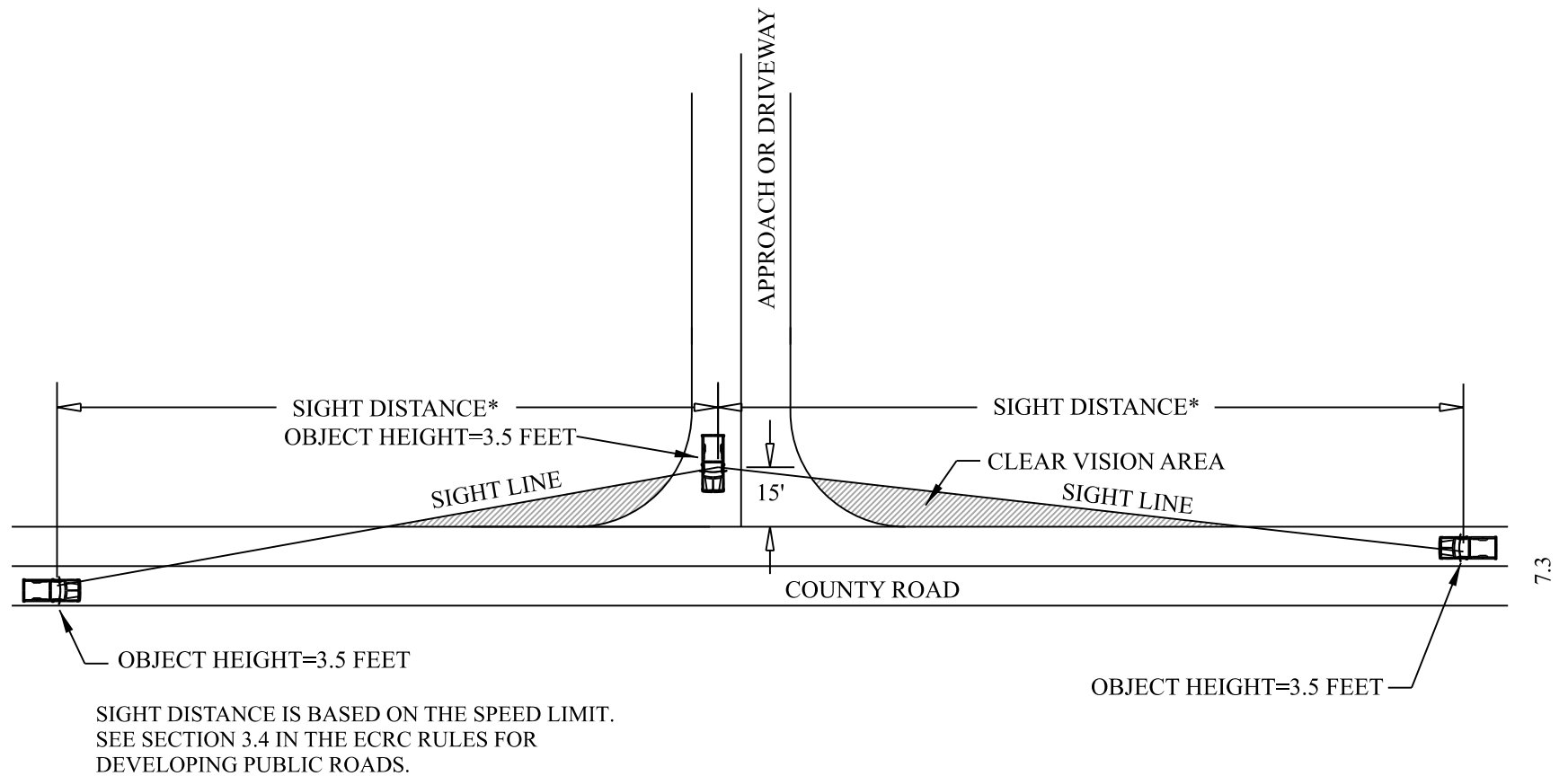
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ROAD SECTION TERMINOLOGY

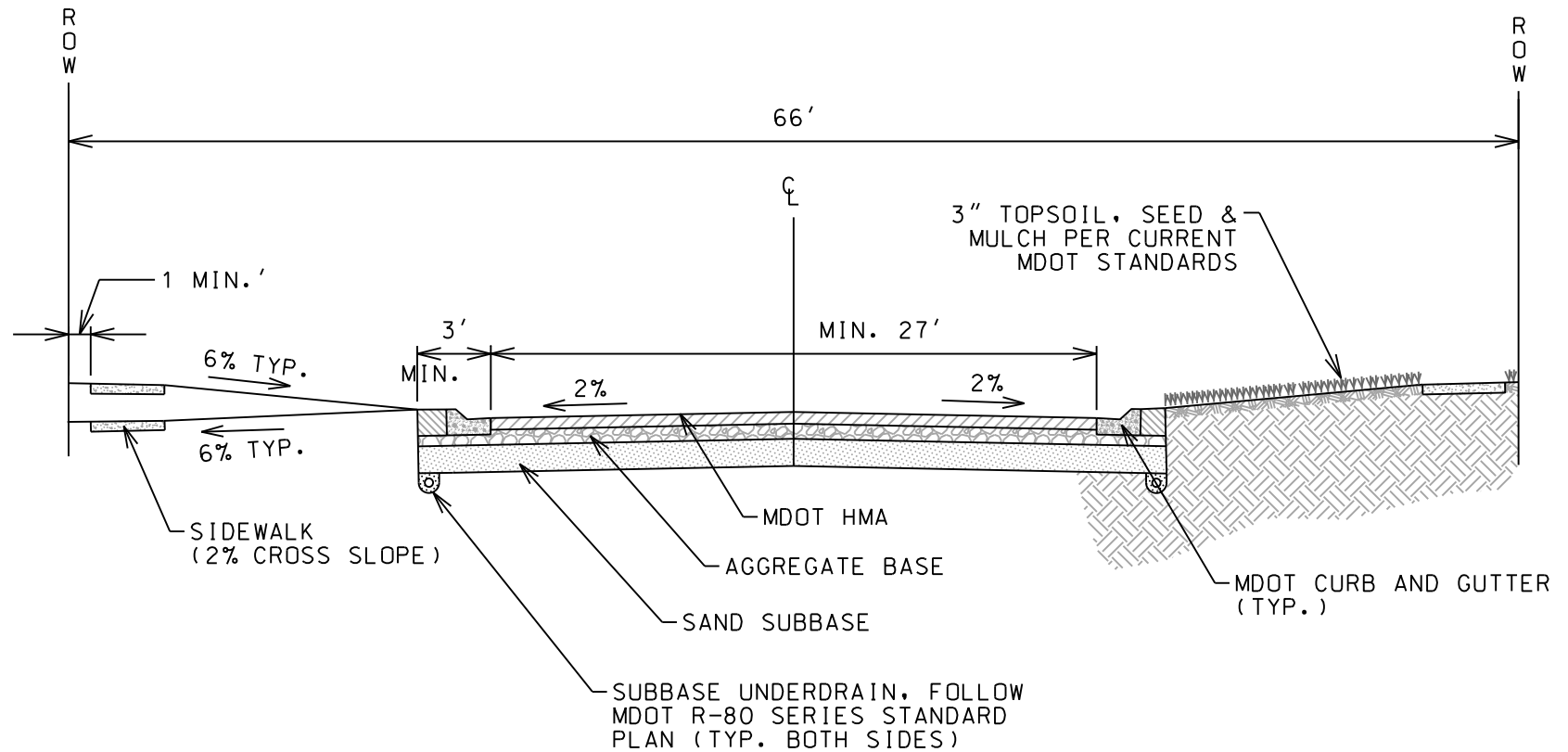
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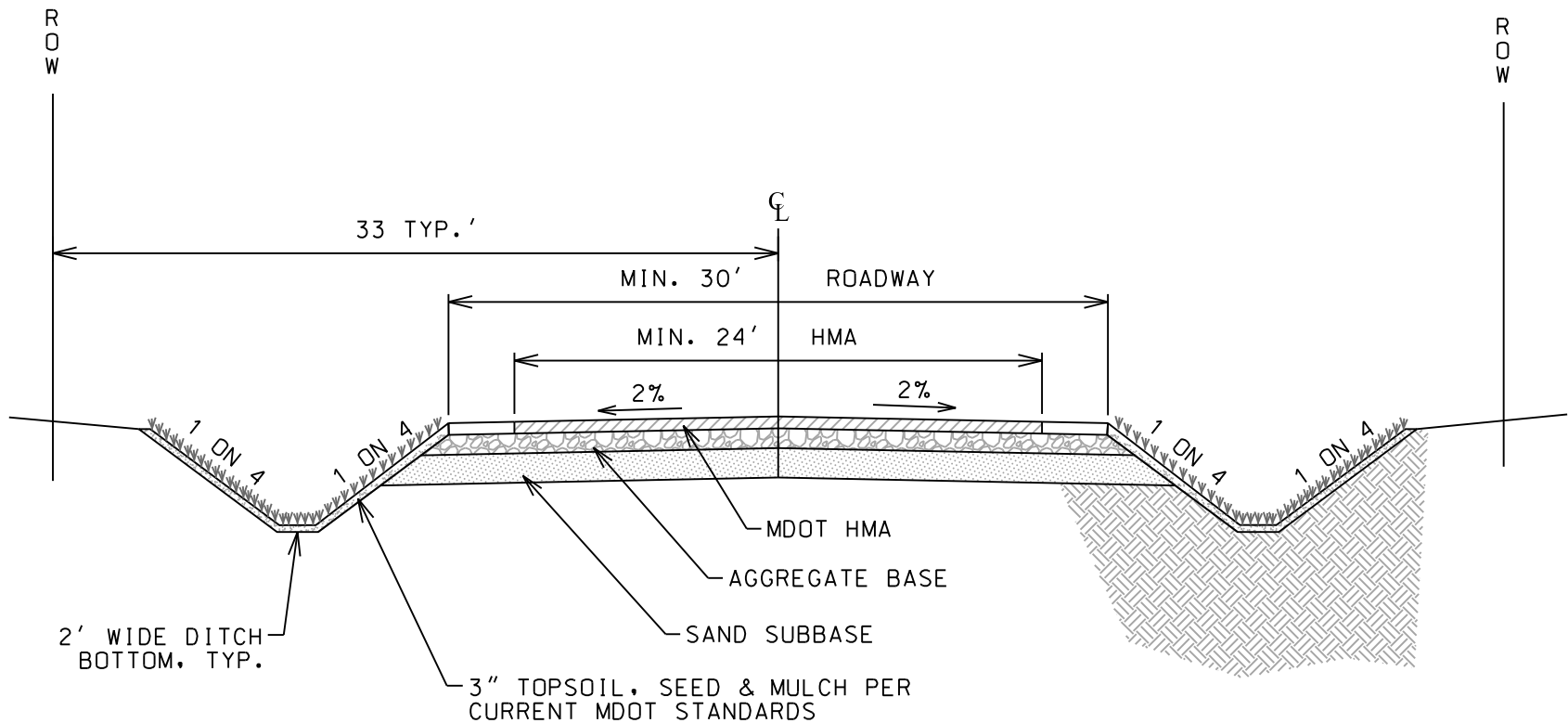
SIGHT DISTANCE REQUIREMENTS AT INTERSECTIONS AND DRIVEWAYS

SCALE: N.T.S.
01/01/2024



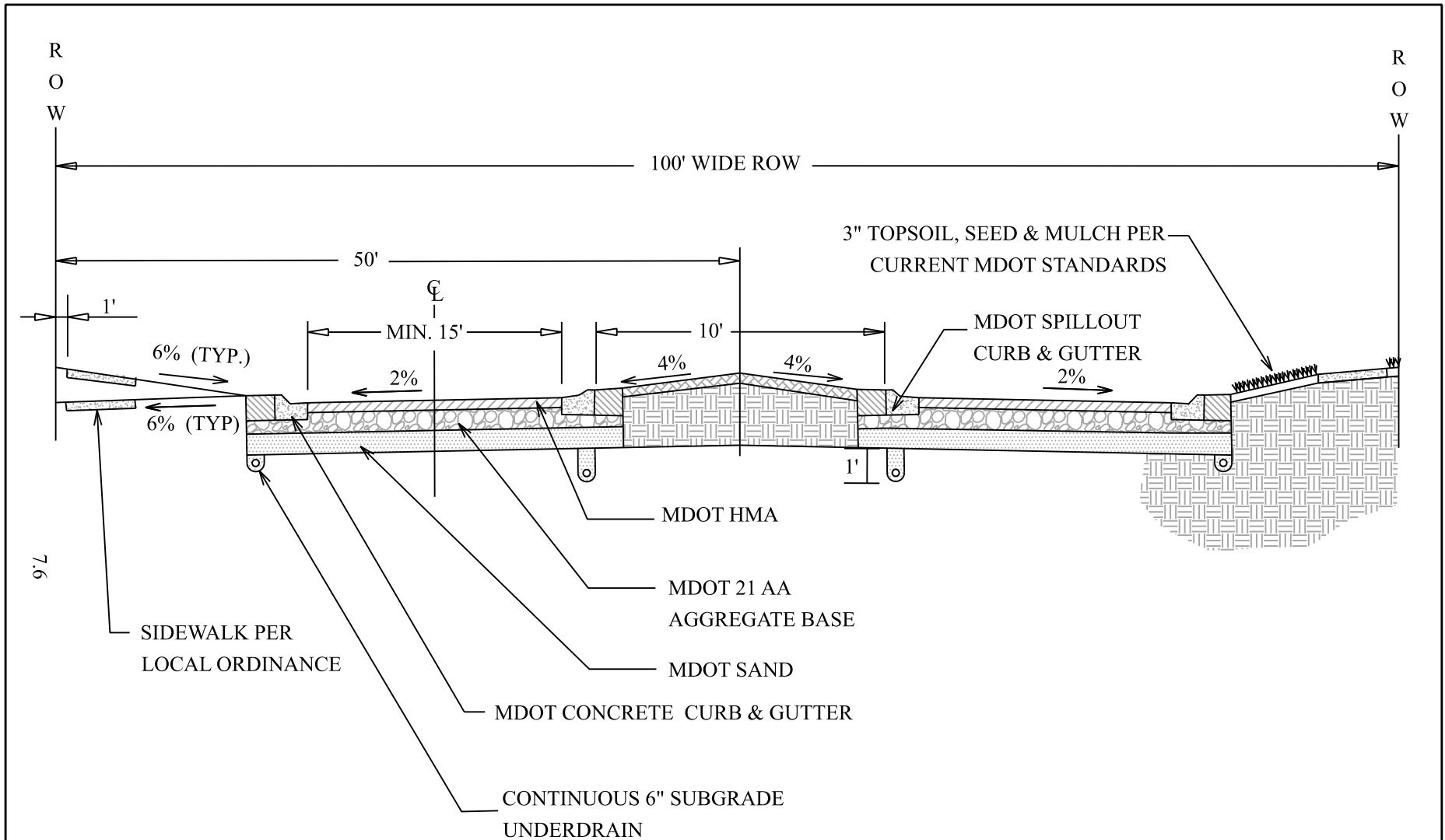
TYPICAL URBAN RESIDENTIAL

SCALE: N.T.S.
09/09/2025



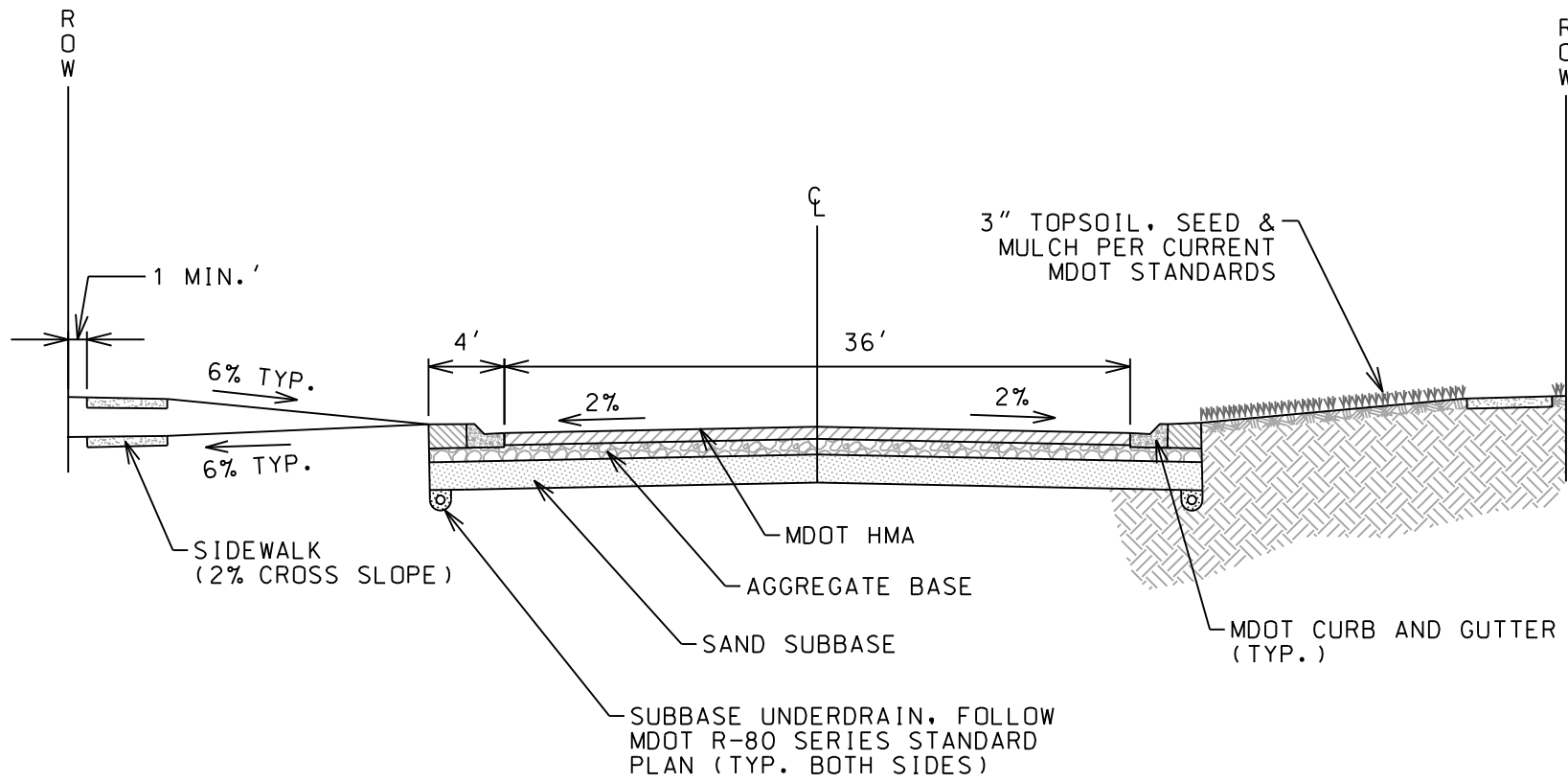
TYPICAL RURAL RESIDENTIAL CROSS SECTION

SCALE: N.T.S.
1/1/2024



TYPICAL RESIDENTIAL CURB & GUTTER BOULEVARD ENTRANCE CROSS-SECTION

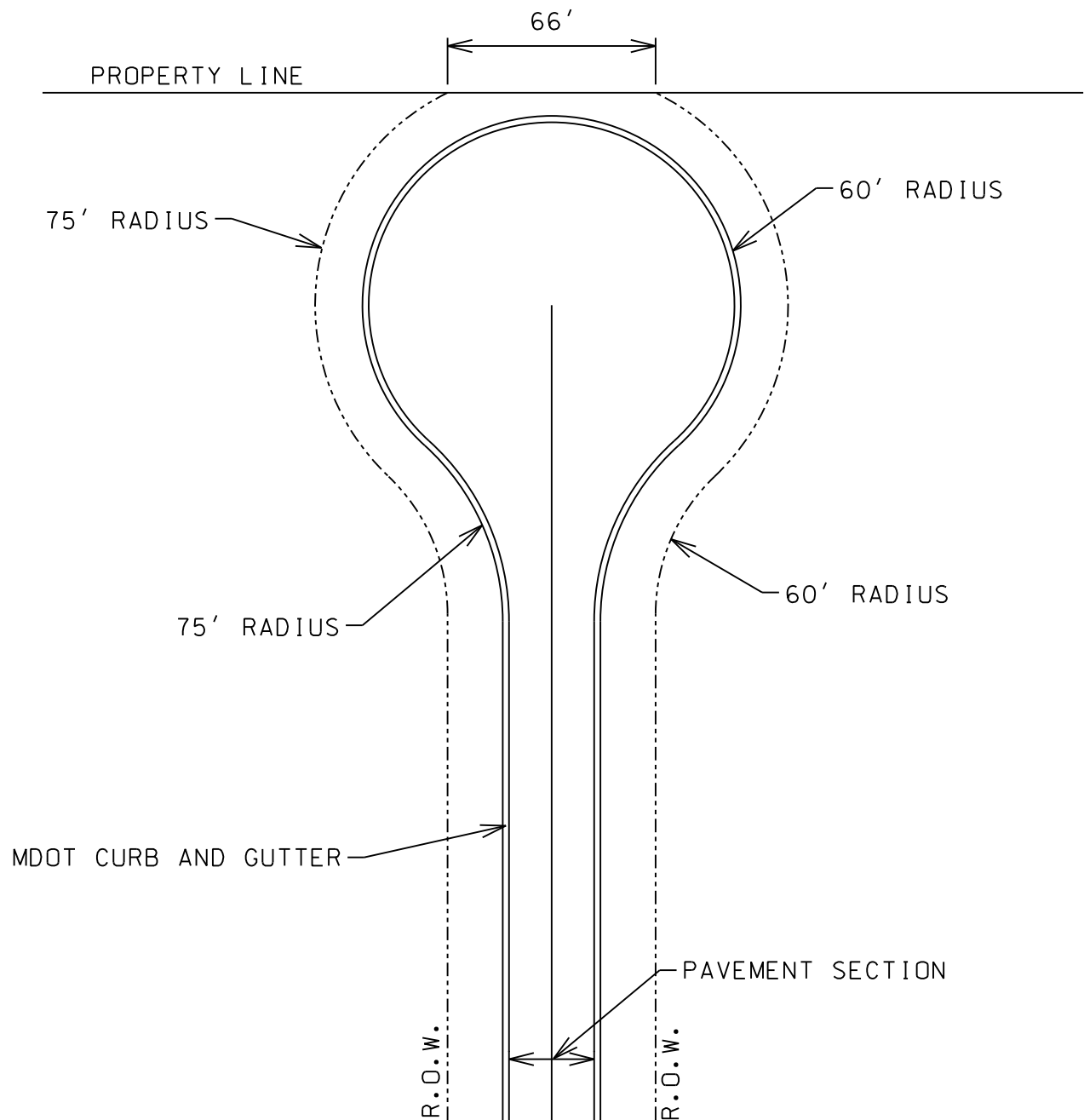
SCALE: N.T.S.
01/01/2024



7.7

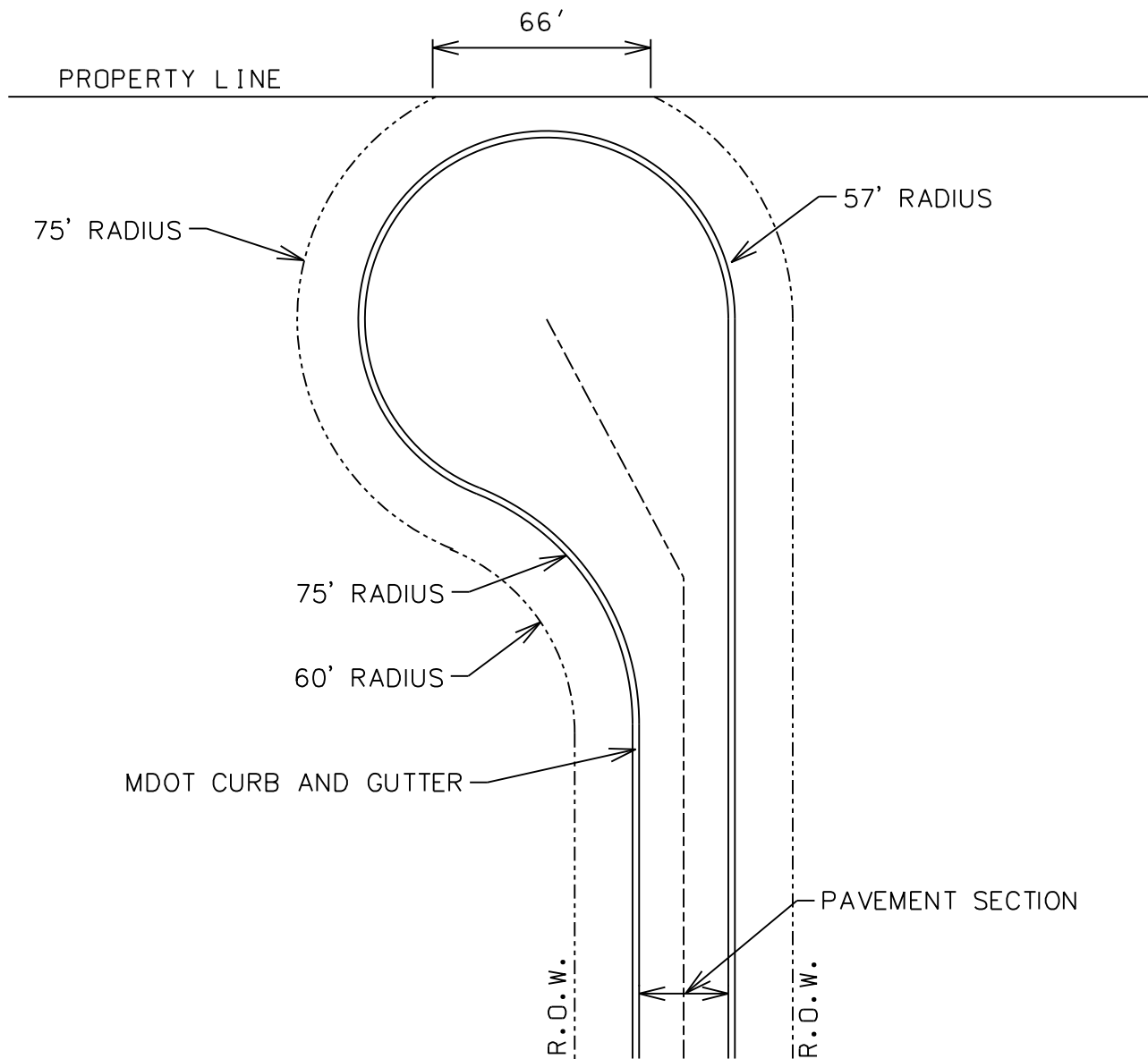
TYPICAL INDUSTRIAL/COMMERCIAL

SCALE: N.T.S.
09/09/2025



TYPICAL CUL-DE-SAC URBAN SECTION

SCALE: N.T.S.
01/01/2024



TYPICAL OFFSET CUL-DE-SAC URBAN SECTION

SCALE: N.T.S.
01/01/2024

PROPRIETOR'S ACCEPTANCE REPORT

SUBDIVISION NAME		PROPRIETOR
TOWNSHIP:	TYPE OF DEVELOPMENT	
LOCATION:		
CONTRACTOR:		
ENGINEER:		

DATE SUBGRADE COMPLETED:	DATE SUBGRADE ACCEPTED:
DATE DRAINAGE COMPLETED:	DATE DRAINAGE ACCEPTED:
DATE SUBBASE COMPLETED:	DATE SUBBASE ACCEPTED:
DATE AGGREGATE BASE COMPLETED:	DATE AGGREGATE BASE ACCEPTED:
DATE CURB AND GUTTER COMPLETED:	DATE CURB AND GUTTER ACCEPTED:
DATE PAVING COMPLETED:	DATE PAVING ACCEPTED:
DATE RESTORATION COMPLETED:	DATE RESTORATION ACCEPTED:

ACCEPTANCE RECOMMENDED BY:

This is to certify that construction work on the above captioned project substantially conforms to the plans and specifications as approved by the Board of County Road Commissioners of Eaton County Michigan.

PROPRIETOR'S ENGINEER

ENGINEER'S SEAL

FINANCIAL REQUIREMENTS

DEVELOPMENT NAME _____

PROPRIETOR _____ ENGINEER _____

TOWNSHIP _____ SECTION _____

ENGINEER'S ESTIMATED CONSTRUCTION COST \$ _____

1) SIGN FEES \$ _____

2) STORM SEWER CLEANING FEE \$ _____

ADMINISTRATIVE FEE (3% cash
3) deposit) \$ _____

TOTAL CASH DEPOSIT \$ _____

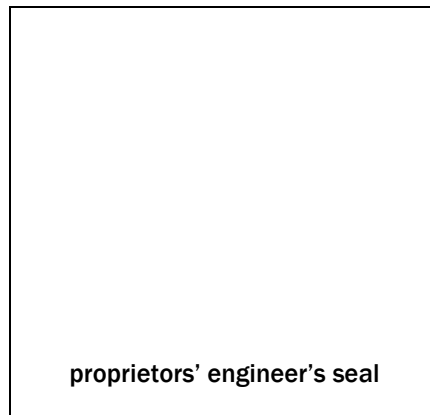
TYPE OF SURETY _____

ESTIMATE OF WORK COMPLETED TO DATE \$ _____

ESTIMATED PROJECT COMPLETION COSTS \$ _____

ENGINEER'S SIGNATURE _____

DATE _____



CHECKED BY (E.C.R.C.) _____

DATE _____

INSURANCE REQUIREMENTS

State law¹ mandates that any person, partnership, association, corporation, or governmental entity desiring to construct, operate, maintain or remove a facility or perform any other work within the right-of-way of a county road must first obtain a permit from the Board of County Road Commissioners of the County of Eaton ("Board"). It is the policy of the Board that any such Permit Holder must demonstrate compliance with the following insurance requirements.

MINIMUM INSURANCE REQUIREMENTS FOR ALL PERMITTED ACTIVITIES PERFORMED BY CONTRACTORS

(Except permits related to transportation, wireless service, video service, and telecommunications service.)

General Liability \$ 2,000,000 each occurrence
 \$ 3,000,000 Products/Completed Operations aggregate
 \$ 3,000,000 aggregate

In addition, the General Liability insurance policy shall be endorsed to add the Board as an "Additional Insured Party" on the policy. The endorsement must state:

"The Board of County Road Commissioners of the County of Eaton, the Eaton County Road Commission and their officers, agents, and employees, are named as additional insured parties as their interest may appear."

Automobile Liability - Bodily Injury and Property Damage (covering all owned, non-owned and hired automobiles)

\$ 2,000,000 combined limit aggregate
\$ 1,000,000 property damage per occurrence
\$ 500,000 bodily injury per person, per occurrence

WORKER'S COMPENSATION INSURANCE REQUIREMENTS FOR RCKC CONTRACTORS AND SUBCONTRACTORS

Workers' Compensation Insurance – Part I	Statutory Limits
Employers Liability Insurance – Part II	\$500,000 Each Accident
	\$500,000 Disease - Each Employee
	\$500,000 Disease - Policy Limit

INSURANCE REQUIREMENTS FOR RESIDENTIAL DRIVEWAY AND MISCELLANEOUS PERMITS FOR WORK TO BE PERFORMED BY HOMEOWNERS

All Homeowners desiring to perform any kind of work within the right-of-way on their own without contracting the work to a commercial entity must agree, as a condition of the permit, to fully indemnify and hold harmless the RCKC against any and all claims, allegations, actions, proceedings, liabilities, judgments, losses, costs, expenses (including attorney's fees), and damages arising out of (1) the negligent performance or attempted performance of the work described in the permit, or (2) the violation of the terms and conditions of the permit by the Permit Holder, its officers, agents, or employees, or (3) work performed or attempted to be performed by the Permit Holder that is not authorized by the permit, or (4) the continued existence of the operation or facility which is the subject of the permit.

The goal of the Board's insurance requirements is to assure that any claims or legal actions brought against the Board because of the permittee's activities in the public road right-of-way will be defended and paid for by permittee's insurance carrier and will not result in any cost to the Board. The amounts and types of coverages listed above are subject to the Board's discretion and may change as needed to protect the Board from unnecessary risk exposure.

¹ MCL 224.19b



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE COMPANY 456 Two Way Road Somewhere, MI 48917 CN143139682---25-26	CONTACT NAME: PHONE (A/C. No. Ext): FAX (A/C. No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : ABC Insurance Co INSURER B : DEF Insurance Company INSURER C : GHI Insurance Company INSURER D : INSURER E : INSURER F : NAIC # 11111 22222 33333
INSURED Sample Excavating 123 One Way Road Somewhere, MI 48917	

SAMPLE

COVERAGES

CERTIFICATE NUMBER: XXXXXXXX

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC ☐ OTHER:				08/30/2025		EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
D	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			DEF45678		08/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ 500,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
B	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ 0						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	XYZ987654			☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Board of County Road Commissioners of the County of Eaton, the Eaton County Road Commission and their officers, agents, and employees, are named as additional insured parties as their interest may appear.

THIS WORDING IS REQUIRED

CERTIFICATE HOLDER

CANCELLATION

Eaton County Road Commission 1112 Reynolds Rd Charlotte, MI 48813 7.13	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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STREET CONSTRUCTION AGREEMENT

This agreement made and entered into this ____ day of _____, A.D., 20____, by and between _____, party of the first part, and the Board of County Road Commissioners of the County of Eaton, Michigan, a public body corporate, party of the second part.

WITNESSETH:

WHEREAS, the party of the first part is the proprietor of _____, a development lying in the _____ quarter of Section __, T__N R__W _____ Township, Eaton County, Michigan.

WHEREAS, the party of the first part is desirous that a final bituminous wearing surface, curb and gutter repair, drainage structure adjustment, temporary turn around repair, catch basin cleanout, street sweeping, project cleanup, and other related work as may be detailed on the plans and Rules For Developing Public Roads, be placed or performed on portions of _____ in accordance with the Eaton County Road Commission Rules For Developing Public Roads and the approved plans.

WHEREAS, said streets shall come or are under the control and jurisdiction of the party of the second part and all work upon these streets must conform to the standards and specifications of the party of the second part and must be accomplished under the control of said party of the second part:

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The party of the first part agrees to:

- (a) Construct the street in accordance with the plans approved by the party of the second part.
- (b) Deposit with the party of the second part, the sum of _____ Dollars (\$_____) in the form of an Irrevocable Letter of Credit, with an expiration date of _____, as a commitment for payment for the construction shown on the plans including placing of a hot mix asphalt pavement and any base or other repairs necessary.
- (c) It is understood that if the costs to the party of the second part exceed _____ Dollars (\$_____) the party of the first part will reimburse the party of the second part for the total cost as outlined in paragraph 2 (c) below.
- (d) Make himself aware of and abide by all current applicable Rules For Developing Public Roads and Permit Policy of the Eaton County Road Commission.

- (e) If the placement of the final bituminous wearing course of asphalt is not placed before _____, renew the surety described in (a) above to extend the expiration date to _____.
 - (f) Provide full time inspection and testing of all road work by a competent engineering firm to document all work in accordance with the Rules For Developing Public Roads. Submit all testing documentation to the party of the second part prior to the streets coming under the jurisdiction of the party of the second part.
2. For any and all work performed by the party of the second part, the party of the second part agrees to:
- (a) Keep cost records on the work accomplished.
 - (b) Accomplish the placing of the hot mix asphalt pavement before _____.
 - (c) Upon completion of the work and after final costs have been determined, including overhead, engineering and inspection, the party of the second part will submit a billing to _____, party of the first part, for payment and payment shall be made forthwith.
 - (d) The party of the second part may, if it so desires, subcontract for the performances of the work specified herein. The costs shall be submitted as provided in 2 (c) above.
 - (e) In the event the irrevocable letter of credit will expire prior to the date for completion of construction, the party of the second part shall have the right to draw upon the entire amount of said letter of credit and to deposit same in its own name in a savings account or certificate of deposit pending completion of construction. The party of the second part shall have the right to withdraw funds from said account or certificate of deposit for any of the reasons it could draw upon the letter of credit. Any funds remaining at the termination of construction and acceptance of same by the party of the second part shall be returned to the party of the first part.
3. IT IS FURTHER AGREED that during the term of this Agreement and at all times prior to completion of the final course of hot mix asphalt pavement, the party of the first part shall, at his expense, maintain the paved and/or gravel surfaced roads and streets within said subdivision in a safe condition. This shall include adequate shaping, grading and the placement of needed additional gravel, bituminous patching, base repair and the removal of foreign materials such as stones, mud and building materials from the road and street surfaces, catch basins, and sewer leads.

The party of the first part further agrees that if at any time during the term of this Agreement the party of the second part shall determine that any of said roads are not maintained in a safe condition, the party of the first part shall immediately upon receiving written notice of such necessity from the party of the second part, proceed to correct such conditions in a manner acceptable to the party of the second part, which shall be completed within the period of time specified in the notice. The party of the first part agrees that upon his failure to immediately

proceed with correcting the condition(s) or to complete the same within the period of time specified in the notice, the party of the second part may proceed to make such correction(s) and shall charge the costs of such work against the performance guarantee deposit.

4. The party of the first part shall indemnify, defend, and hold the Eaton County Road Commission, its agents, officers, Board members and employees, harmless from any claims, which may be made against them for damages arising from the use of roads within the Property that have, or have not, been accepted into the County Road System until completion of the Improvements covered by this agreement and final acceptance of the Roads by the Road Commission. The Proprietor shall maintain liability insurance in accordance with the Road Commission's liability insurance requirements in effect as of the date hereof.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first written.

<Company Name>

<Proprietor Name>
<Address>

IN THE PRESENCE OF:

BOARD OF COUNTY ROAD
COMMISSIONERS OF THE COUNTY
OF EATON, MICHIGAN

Chair

Member

Vice Chair

Member

Member

SAMPLE FORMAT FOR LETTER OF CREDIT

Letter Head of Lending Institution

Today's Date

To: Board of County Road Commissioners of Eaton County
1112 Reynolds Road
Charlotte, MI 48813

Dear Commissioners:

We hereby establish our Irrevocable Letter of Credit No. _____ and hereby authorize the Eaton County Road Commission to draw on us at sight for the account of Proprietors Name and Address up to a total amount of \$_____.

Funds are available hereunder in an amount not exceeding in the aggregate \$_____ for the completion of construction of name of development in the Township of _____.

This Letter of Credit will expire on date.

All drafts shall be marked "Drawn under Letter of Credit of Name of Proprietor, No. _____, dated _____.

We hereby agree with the drawers, endorsers, and bona fide holders, that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored on due presentation to the drawers on or before expiration date.

The original Letter of Credit shall be presented to us upon drawing hereunder.

All required fees will be paid for by: name of proprietor.

Signature and Title of Authorized Personnel _____

Eaton County Road Commission Public Road Development Fee Schedule

Plan Review Fee:

Applicants seeking to develop public roads shall pay the following fees prior to the Road Commission beginning plat or plan review.

Preliminary Plan/ Plat Review (Each Submittal).....	\$300 + \$10 per Lot
Road & Drainage Plan Review (Each Submittal)	\$500 + \$10 per Lot

Construction Inspection & Administrative Fee:

An inspection and administrative fee in the amount of 3% of the approved estimate of construction will be required prior to approval of the Road and Drainage Plans and notice to proceed by the Road Commission.

Sign Fee:

A sign fee based on costs determined by the Road Commission will be required prior to the acceptance of the proposed public roads into the County Road System. This fee will cover the Road Commission costs for the fabrication and installation of any required permanent traffic control devices.

Appeal Fee:

Requests for waivers or variances of Road Commission standards or procedures will require a \$40 appeal fee.

General

The proprietor's engineer shall submit a detailed estimate of roadway and drainage costs, based on current market prices at the time of final submittal of the Plans. This estimate shall be prepared using standard pay items as set forth in the current MDOT Standard Specifications for Construction. This estimate shall be used to determine the amounts of the administrative and sign fees.

Unused deposit balances will be refunded following final plat/street plan approval. Monthly invoices will be generated based on actual staff review charges plus fringe benefits and overhead costs for deficit accounts. The applicant will be liable for any outstanding invoices and non-payment of an invoice will result in suspension of the review process or a Stop Work Order of the construction.