

**INSTRUCTIONS FOR COMPLETING A RESIDENTIAL DRIVEWAY APPLICATION**  
**PLEASE PRINT OR TYPE APPLICATION**

1. **APPLICANT'S OR CONTRACTOR'S NAME:**  
YOUR NAME OR YOUR CONTRACTOR'S BUSINESS NAME
2. **COMPLETE MAILING ADDRESS:**  
YOUR CURRENT MAILING ADDRESS
3. **CITY, STATE & ZIP CODE:**  
CITY, STATE & ZIP CODE OF MAILING ADDRESS
4. **DATE:**  
DATE OF SIGNATURE
5. **SIGNATURE:**  
YOUR SIGNATURE OR THE SIGNATURE OF AN AUTHORIZED AGENT OF A CONTRACTOR
6. **PHONE NUMBER:**  
THE AREA CODE, PHONE NUMBER AND EXTENSION OF SOMEONE WHO CAN ANSWER QUESTIONS REGARDING THIS APPLICATION DURING NORMAL BUSINESS HOURS
7. **NAME OF ROAD:**  
ROAD THE DRIVEWAY WILL BE CONSTRUCTED ON
8. **TOWNSHIP:**  
TOWNSHIP IN WHICH DRIVEWAY IS TO BE CONSTRUCTED
9. **SECTION NUMBER:**  
SECTION NUMBER OF THE TOWNSHIP IN WHICH THE DRIVEWAY IS TO BE CONSTRUCTED
10. **SUBDIVISION NAME:**  
NEW DRIVEWAY LOCATION
11. **ADDRESS:**  
NEW DRIVEWAY LOCATION
12. **LOT NUMBER:**  
NEW DRIVEWAY LOCATION
13. **SIDWELL/TAX ID NUMBER/PARCEL ID NUMBER:**  
LOCATED ON TAX AND/OR MORTGAGE DOCUMENTS
14. **EXACT LOCATION:**  
PLEASE STATE IF THE DRIVE IS ON THE NORTH, SOUTH, EAST OR WEST SIDE OF THE ROAD AND DISTANCE AND DIRECTION FROM NEAREST CROSS ROAD OR MAIN INTERSECTION
15. **PROPOSED DRIVEWAY WIDTH (WHERE DRIVE ATTACHES TO ROAD):**  
NOT LESS THAN 10 FEET NOT MORE THAN 25 FEET WIDE
16. **TYPE OF WORK/REMARKS/SPECIFIC INTENTIONS:**  
NEW DRIVEWAY, REDO EXISTING, WIDEN EXISTING, CIRCULAR DRIVE, REPLACE CULVERT

**NOTE:** THE DRIVEWAY LOCATION WILL BE INSPECTED BEFORE PERMIT ISSUANCE. IF THE INSPECTOR IS UNABLE TO IDENTIFY THE LOCATION, PERMIT APPROVAL WILL BE DELAYED.

**PLEASE STAKE DRIVE WIDTH AND IDENTIFY STAKES WITH HOUSE OR LOT NUMBER OR YOUR LAST NAME.** PLEASE ATTACH 2 COPIES OF A SITE PLAN, SKETCH, OR DRAWING OF THE PROPERTY & DRIVE LOCATION

**AN APPLICATION/PERMIT FEE OF \$150.00 IS REQUIRED PER NEW DRIVEWAY APPLICATION. IF PAVING THE EXISTING DRIVEWAY (REMOVE/REPLACE OR REPAIR) THEN AN APPLICATION/PERMIT FEE OF \$100.00 IS REQUIRED. PAYMENT IS ACCEPTED BY A CHECK MADE PAYABLE TO: ROAD COMMISSION FOR OAKLAND COUNTY, EXACT CASH, OR A CREDIT/DEBIT CARD PAYMENT BY VISA, MASTERCARD, DISCOVER or AMERICAN EXPRESS (WHICH INCLUDES AN ENHANCED ACCESS FEE).**

PROCESSING TIME IS APPROX. TEN (10) WORKING DAYS AND THE PERMIT IS VALID FOR ONE (1) YEAR.

**RETURN COMPLETED APPLICATION AND PAYMENT TO:**  
ROAD COMMISSION FOR OAKLAND COUNTY  
DEPARTMENT OF CUSTOMER SERVICES - PERMITS  
2420 PONTIAC LAKE ROAD  
WATERFORD, MI 48328  
(248) 858-4835