

Jackson County Department of Transportation

Driveway Procedures

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JACKSON COUNTY DEPT. OF TRANSPORTATION

SECTION 1: GENERAL PROVISIONS

1.1 PURPOSE

- 1.1.1 The Jackson County Board of Commissioner is committed to providing our customers with the tools necessary to achieve their goals and conduct business efficiently with our agency. Act 200 of the Public Acts of 1969, as amended, requires that all drives or approaches to a county road constructed after May 6, 1969 first be issued a permit from the county road commission. In accordance with this Act, the Jackson County Board of Commissioners has established specifications and administrative rules, standards and procedures for constructing and modifying residential driveways to county roads.
- 1.1.2 The Jackson County Board of Commissioners, in an effort to standardize the rules and procedures between state and county roads, hereby adopts by reference the rules, in part, the Michigan State Transportation Commission, governing driveways, banners and highway closure in accordance with Public Acts 200 of 1969. All previous policies, procedures and specifications are hereby superseded.
- 1.1.3 Driveway accesses may include but is not limited to installing a new driveway, widening an existing driveway, replacing an existing driveway (in whole or in part), moving a driveway, surfacing or resurfacing a driveway (asphalt/concrete), placing a temporary driveway, installing an agricultural driveway, and change in land use or roadside development.
- 1.1.4 Basic concerns relating to driveways include providing adequate sight distance for vehicles entering or exiting the driveway, as well as insuring that drainage along the property frontage be maintained.
- 1.1.5 The JCDOT will install all residential and field driveways constructed along county roads in Jackson County, Michigan, if requiring drainage culverts. With prior approval and under JCDOT guidance, drives requiring culverts may be installed by licensed contractors. An application permit for all drives as above referenced will be required. Said permit shall be submitted by the individual, or his/her designated agent desiring access, on the most current JCDOT permit form

- 1.1.6 Note that if a County Drain runs along the road in front of your property you must first contact the Jackson County Drain Commissioners office (517-788-4398) to obtain a permit. Once they have issued a permit to do work in the County Drain, you shall bring that permit to the Dept. of Transportation. A JCDOT permit will be issued in order to perform the work within the road right-of-way per the Jackson County Drain Commissioners standards. However, the JCDOT will do a site location approval prior to the work being performed.
- 1.1.7 Permits can be obtained from the JCDOT main office at 2400 N. Elm Road, Jackson, MI 49201. If you have any questions, you may contact the JCDOT by calling (517-788-4230). Remember this is an application process. An actual permit will be issued upon completion of an inspection/survey of the area in question. Prior to the issuance of a building permit, the county or local building department may require a copy of the JCDOT Road Right-of-Way permit. Receipt of an application is not a permit.

1.2 RULES AND AUTHORITY

- 1.2.1 The above-mentioned rules have been adopted pursuant to the provisions of Section 5 of public Act 200 of the Public Acts of 1969, and all the definitions, conditions and provisions of said Act are a part of these rules with the same force and effect as if they were enumerated here. The JCDOT has the responsibility to issue permits consistent with the rules published here within for public safety and in the best interest of the public.
- 1.2.2 Any work to be accomplished within the right-of-way of any road under the jurisdiction of the Jackson County Dept. of Transportation, requires a permit before commencement of such work. Failure to obtain the necessary permits prior to starting work will result in a fee equal to twice the fee noted on the current JCDOT Fee Schedule.
- 1.2.3 Applications for permits shall be submitted in the manner prescribed by and on the appropriate forms supplied by the JCDOT. Such application forms are available at the office of the Jackson County Dept. of Transportation at 2400 N. Elm Road, Jackson, Michigan 49201. For questions, please call 517-788-4230.

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- 1.2.4 Permits for commencing work will be issued on approved forms by the JCDOT only. The applicant or his agent shall have a copy of the permit on site during construction.
- 1.2.5 Work authorized by the permit shall be completed to the satisfaction of the JCDOT on or before the completion date specified in the permit. If the applicant requires an extension of time, the JCDOT will determine approval of the extension based on extenuating circumstances and absence of neglect by the applicant.
- 1.2.6 The applicant, owner or person responsible for operation of any permitted approach shall maintain in perpetuity all conditions set forth in the permit and required in these specifications, and as may be amended.
- 1.2.7 The applicant shall take all necessary precautions to prevent injury or damage to persons or property from operations covered by the permit. The applicant shall use warning signs and safety devices, which are in accordance with the current Michigan Manual of Uniform Traffic Control Devices.
- 1.2.8 In the event of a failure to comply with the terms and conditions of any permit issued in accordance with these rules or failure to obtain an appropriate permit, the JCDOT shall have the right to halt such activity until such time that adequate compliance is made. All costs incurred by JCDOT, in correcting 1) a failure to comply with conditions and standards of a permit, 2) a failure to obtain a permit, or 3) defective workmanship or materials, shall be the responsibility of the applicant and/or property owner (or person undertaking the activity).
- 1.2.9 No driveway shall connect to a limited access highway or be allowed in a designated intersection clear-vision zone.
- 1.2.10 When possible, denials due to sight distance obstruction, applicants will be given suggestions for relocation of a proposed driveway or other measures to achieve sight distance.
- 1.2.11 If an application for a permit is denied, the applicant may submit an appeal according to the established appeal process as referenced in Section 6.

1.3 DEFINITIONS

- ◆ Access – a way of means of approach providing entrance to or exit from a public road to or from property adjoining the road.
- ◆ Applicant (Driveway Permit) – a property owner or the property owner’s authorized legal agent desiring to construct, reconstruct, relocate, resurface, use or maintain a driveway that connects to a county road.
- ◆ Backfill – replacement of acceptable soil or granular material in an excavation.
- ◆ Board – Jackson County Board of Commissioners.
- ◆ Circle Driveway – a private driveway, which enters and leaves private property at two separate points within the same frontage.
- ◆ Clear Vision Area – land acquired or used by the JCDOT, having jurisdiction over a roadway, for the purpose of maintaining unobstructed vision.
- ◆ Clear Zone – total roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired width is dependent upon traffic volumes, speeds and roadside geometry.
- ◆ Commercial Driveway – a driveway serving a commercial establishment, industry, governmental or educational institution, hospital, church, apartment building or other large traffic generator.
- ◆ Conflict Point – an area where intersecting traffic merges, diverges or crosses.
- ◆ Corner Clearance – distance from an intersection of a public or private road to the nearest access connection, measured from the closest edge of the pavement of the intersection road to the closest edge of the pavement of the access connection along the traveled way.
- ◆ Cover – Depth between grade of roadway, ditch or other surface and buried culvert.
- ◆ Culvert – A section of tile exposed on each end.

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- ◆ Driveway – any lane, road or any other way providing vehicular access to or from the highway from or to property adjoining the highway.
- ◆ Driveway Flare – a triangular pavement surface at the intersection of a driveway with a public road that facilitates turning movements and is used to replicate the turning radius areas with curb and gutter construction.
- ◆ Driveway Return Radius – a circular pavement transition at the intersection of a driveway with a road that facilitates turning movements to and from the driveway.
- ◆ Driveway Spacing – the distance between the centerlines of driveways on the same side of the road.
- ◆ Driveway Width – the narrowest distance between the edges of a driveway within the right-of-way and not including driveway radii and flares, measured perpendicular to the centerline of the driveway.
- ◆ Frontage – the linear area between private property lines that abuts a roadway right-of-way.
- ◆ Grade – the rate or percentage change in slope, measured along the centerline of a roadway or access point, either ascending or descending from or along the roadway.
- ◆ Inspection – close observation and examination of various construction operations and the product thereof as a means of determining compliance with standards for activities conducted in the right-of-way.
- ◆ Intersection – the general area where two or more roadways join or cross including the roadway and roadside facilities for traffic movements within the areas.
- ◆ JCDOT – Jackson County Department of Transportation.
- ◆ Local Road – a roadway with the primary function of providing access to and from adjacent properties and to and from roadways of a higher functional classification.
- ◆ Private Road – a road, which is not under the jurisdiction of the JCDOT or the Michigan Department of Transportation.
- ◆ Property Owner – a person firm, association, partnership, corporation, or combination of any of these or any other party have an ownership interest in land.

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- ◆ Permit Holder – when a permit is issued, the Applicant or a person partnership, corporation or entity under sufficient authority and control of the Applicant to perform the work requested by the Applicant in accordance with the requirements set forth in these rules and the terms and conditions of a permit issued by the JCDOT.
- ◆ Residential – indication of serving one single-family dwelling.
- ◆ Right-of-Way Line – a boundary between private property and public land under legal control of the agency having jurisdiction over the highway.
- ◆ Sight Distance – the length of the roadway ahead that is visible to the driver.
- ◆ Storm Sewer – enclosed tile meeting at least one structure (catch basin or manhole).
- ◆ Temporary Approach – a connection permitted for a particular purpose for a specified, short period of time. After said time, either a permanent approach connection permit must be obtained and the permanent approach built or the temporary approach connection must be removed and the right-of-way restored to its original condition.

SECTION 2: PERMITTING PROCESS

2.1 APPLICATION PROCEDURE

- 2.1.1 The property owner or designated agent shall apply for a residential driveway approach permit at the Jackson County Department of Transportation during normal business hours.
- 2.1.2 Fees associated with the application, permit and inspection activities are indicated on the current approved JCDOT Fee Schedule as adopted by the Board. Fees are non-refundable. All fees are due by cash or check when the application is submitted to the JCDOT. The JCDOT may also require security in the form of cash or bank letter of credit to secure the cost of restoring the disturbed portion of road right-of-way to a safe and acceptable level.
- 2.1.3 The Residential and Field Driveway permit shall describe the exact location of the desired driveway with an attached sketch, if necessary. The applicant will be given two (2) stakes, which should be placed approximately twenty four (24) feet apart, at the exact desired physical location, of the driveway. A representative from JCDOT will review the application and perform an onsite inspection, to determine the appropriate action.
- 2.1.4 The proposed minimum drive surface width for a single drive is twelve (12) feet and sixteen (16) feet for a double drive. The maximum residential drive surface width shall not exceed Thirty-two (32) feet.
- 2.1.5 Designated personnel from the JCDOT will conduct the initial field inspection and determine if the approach standards can be met.
- 2.1.6 Generally, the inspection will be performed within two (2) to three (3) weeks after the date of application. Applications received during the construction season (May 5 – Nov. 15) may take somewhat longer to schedule. If the location stakes are not in place and clearly visible from the road at the time the Inspector comes out to the site, a second trip by the Inspector will be necessary. This will result in a delay with processing the application.
- 2.1.7 If a re-staking is required through no fault of the JCDOT, an additional re-staking fee may also be charged per the current approved JCDOT Fee Schedule.
- 2.1.8 If any of the approach standards cannot be met, the applicant will be advised about the deficiencies. All deficiencies must be corrected to the satisfaction of the JCDOT prior to issuance of a permit.

- 2.1.9 If approach standards can be satisfied, the applicant will be issued a permit to commence construction. The applicant or designated agent will be required to pick up the issued permit so that an original signature can be obtained on the permit itself. When applicable additional costs incurred by the JCDOT, not covered by fees submitted during application, are due at this time.
- 2.1.10 The permit is subject to the conditions and limitations stated on the permit form, front and back, as well as any special conditions that may be added to the permit itself. The permit will be valid for two (2) months. If an extension is requested, the JCDOT will determine approval of the extension based on extenuating circumstances and absence of neglect by the applicant.
- 2.1.11 Prior to the issuance of a building permit, the county or local building department may require a copy of the JCDOT Road Right-of-Way permit.

2.2 IDENMITY AND CERTIFICATES OF INSURANCE

- 2.2.1 The Permit Holder shall defend and hold harmless the JCDOT against any claim for damages or related costs and expenses arising from any activities or operations covered by the permit, provided however, that in the case of construction activities; the Permit Holder shall not be obligated to indemnify the JCDOT against its own sole neglect.
- 2.2.2 If the applicant elects to hire a private contractor to perform the work, the contractor shall furnish the required proof of insurance coverage stating the JCDOT as an additional insured.
- 2.2.3 Should insurance coverage be cancelled or reduced below acceptable limits, authorization to continue work under the permit shall be suspended or revoked. JCDOT may in such case take appropriate action to restore or protect the road and appurtenances, utilizing any inspection, fees, security deposits or applicable bonds to defray expenses.

SECTION 3: DRIVEWAY DESIGN STANDARDS

3.1 LOCATION AND NUMBER OF APPROACHES

- 3.1.1 Access for corner residential lots may be restricted from one street only. The driveway for a corner lot preference shall be from the minor street. This will be determined during the initial field investigation.
- 3.1.2 A residential driveway approach shall be located to provide adequate sight distance for exiting and entering movements (see Sight Distance 3.2). The JCDOT reserves the right to reject a location that is not in the best interest of the public safety.
- 3.1.3 All portions of a residential driveway approach, including the radii, shall be located entirely within the applicant's property lines extending at right angles to the center of the road. Under unusual circumstances, a driveway radius may extend outside of that area only if the adjacent property owner certifies in writing that he/she will permit such extension. The JCDOT reserves the right to deny the radii encroachment.
- 3.1.4 If a proposed drive location is to be located adjacent to a roadway intersection, that is curbed or uncurbed, the point of intersection of the driveway taper shall be at least 50 feet from the point of curvature of the intersecting roadway radius.
- 3.1.5 When an existing roadway or driveway is reconstructed or the requirements for curbed and uncurbed distances cannot be applied, the driveway radius shall not encroach upon the intersection radius unless such encroachment is physically unavoidable.
- 3.1.6 Driveway approaches shall not be constructed along the acceleration or deceleration lanes and tapers connecting to interchange ramp terminals, unless no other reasonable access point is available.
- 3.1.7 Driveway approaches will not be allowed within the clear vision of a railroad track unless no other reasonable access point is available. If the proposed driveway approach falls within that clear vision area a designated JCDOT employee will review it. All efforts will be made to maintain sight distance at or near railroad crossings.
- 3.1.8 One (1) residential driveway will be permitted for each platted lot or for unplatted residential property width less than 100 feet of frontage.

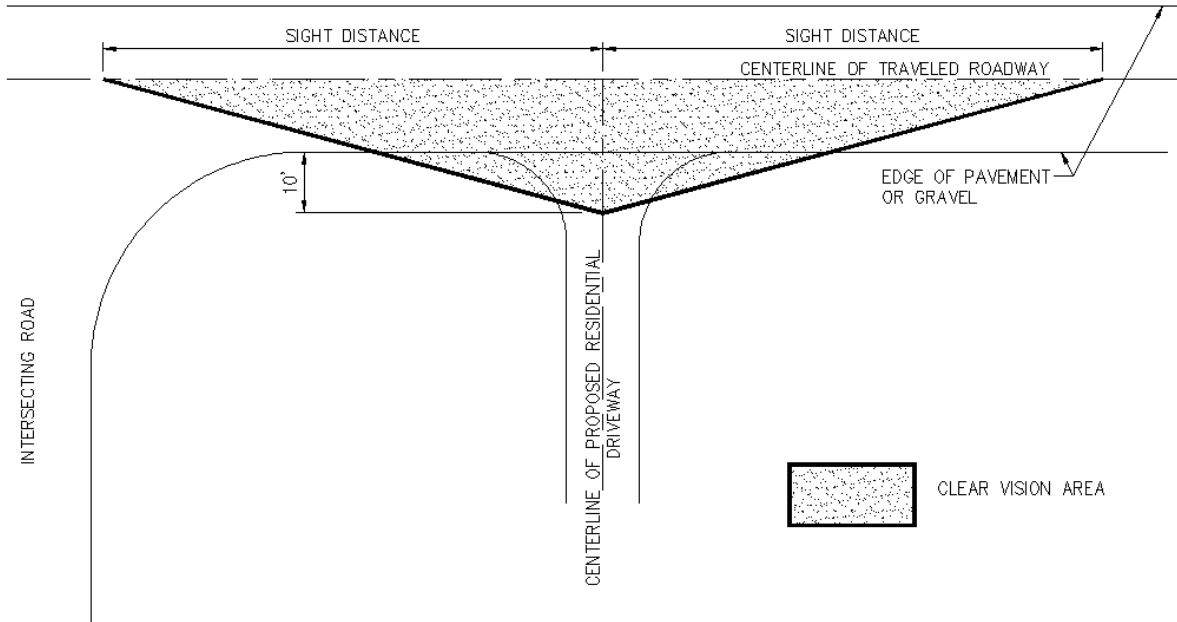
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- 3.1.9 One (1) additional residential driveway may be permitted for residential property for each 70 feet of frontage in excess of the first 100 feet of frontage.
- 3.1.10 Two (2) residential driveways may be permitted on the same property, in lieu of the above to serve a circle driveway if the frontage of the property is 80 feet or more.
- 3.1.11 The center of two residential driveway approaches on the same property shall be located at least 45 feet apart center-to-center, measured parallel to the center of the road.
- 3.1.12 Shared driveways, one driveway approach serving two residential properties, will not be allowed.
- 3.1.13 The JCDOT will review any proposed driveway locations at or near a permanent sign. The review will determine if the sign can be relocated to a new location. If sign relocation is possible, the Jackson County Dept. of Transportation will perform this work at the expense of the applicant. Sign fees are set by the current approved JCDOT Fee Schedule and are due at the time the permit is issued. If sign relocation is not possible, the proposed driveway location will be denied and property owner will be asked to select a different location for their driveway.

3.2 SIGHT DISTANCE

- 3.2.1 Clear-vision area, as shown in Figure 1, shall be provided at all residential driveways entering onto a roadway, which is under the jurisdiction of the JCDOT.
- 3.2.2 To provide for adequate vision, all obstructions must be removed or minimized within the clear-vision area. Sight distance, looking each way from the driveway centerline, shall be measured from the eye height of 3.5 feet to an object 4.25 feet above the roadway centerline. The eye height at the driveway centerline shall be positioned ten (10) feet from the edge of the traveled roadway.

Figure 1



3.2.3 The following minimum sight distances shown in Table 3-1 are based on 0% grade roads and the regulatory speed limit. Requirements for the clear-vision area are:

Table 3-1

Sight Distance	
Speed	Sight Distance
25 mph	280 ft.
30 mph	335 ft.
35 mph	390 ft.
40 mph	445 ft.
45 mph	500 ft.
50 mph	555 ft.
55 mph	610 ft.

3.2.4 Removal of trees in the right-of-way may be required prior to issuance of the permit to assure that proper sight distance standards are met. If a required sight line is obstructed by trees or other features in the right-of-way in front a neighboring property, the applicant shall obtain written permission from the neighboring owner to remove the obstructions. If permission is not obtained, the applicant shall relocate the proposed driveway location to a better location within property owner’s property lines.

SECTION 4: MATERIAL AND DRAINAGE SPECIFICATIONS

4.1 DRAINAGE

- 4.1.1 All driveway surfaces and other adjoining areas within the public right-of-way shall be adequately drained and shall convey surface water to existing ditches or storm sewers. The driveway shall be designed and constructed so as to not increase drainage into the public right-of-way and not alter the drainage and stability of the road sub-grade.
- 4.1.2 In those cases where a curb cut is required, the JCDOT will determine the extent of existing curb removal and placement of additional catch basins. For mountable curb and gutter sections, removal of the top of the curb section by cutting methods is not recommended. However, where desired by the property owner, cutting top of the curb may be permitted if performed by a vehicle mounted cutting machine to assure a clean, consistent edge. In any curb cut case, all sawed edges shall be rounded to a one-quarter ($\frac{1}{4}$) inch radius.
- 4.1.3 In cases where open-ditch drainage is utilized, the JCDOT will determine the culvert diameter, length, type of tile as well as the grade and distance from the edge of the road.
- 4.1.4 The centerline of culvert pipe will be determined by JCDOT Personnel. The Road Dept. may require the centerline to be 24 to 28 feet from centerline of road right-of-way. The applicant shall re-grade the ditch at his or her expense in order to provide positive drainage within the ditch line.
- 4.1.5 The minimum culvert length shall be 24 feet or as determined as the width of the drive surface over the culvert plus the depth of the ditch to provide slope and grade for the ditch area on each side of the driveway (3:1).
- ◆ Example: 2 foot ditch depth = $12 + (6 \times 2) = 24$ feet
- 4.1.6 All culvert pipes used shall be of a size adequate to carry the anticipated flow of the ditch based on a 'ten-year-storm' event. The culvert shall be no smaller than the size determined by the JCDOT nor typically be less than twelve (12) inches inside diameter. All culverts, catch basins, drainage channels and other drainage structures required within the road right-of-way shall be manufactured or constructed and installed in accordance with the current Michigan Department of Transportation Standard Specifications for Construction.
- 4.1.7 Headwall construction is prohibited by JCDOT.
- 4.1.8 The JCDOT encourages residents to keep culvert ends free from obstruction, to promote positive drainage.

4.2 MATERIALS AND WORKMANSHIP

- 4.2.1 All material and workmanship will be in accordance with MDOT Standard Specifications for Construction.

4.3 SURFACING

- 4.3.1 When the road is unpaved, surfacing will NOT be allowed within the road right-of-way.
- 4.1.2 All residential driveways being surfaced with asphalt and/or concrete require a permit.
- 4.3.3 Driveways shall slope away from the roadway to the ditch or storm sewer. Match the existing shoulder slope, which should be three-quarter ($\frac{3}{4}$) inch per foot.
- 4.3.4 Concrete or asphalt will be permitted within the right-of-way to the curb and gutter, where present, and to the road edge of pavement, where present.
- 4.3.5 The JCDOT will be held harmless where damages to concrete or asphalt driveway surfaces within the right-of-way are caused by the JCDOT maintenance activities.
- 4.3.6 Any concrete surfacing will be at the property owner's risk. This includes the understanding that any concrete installed within the right-of-way may be removed and/or modified in conjunction with a future roadway maintenance or improvement project, and/or culvert replacement, whether performed by the JCDOT or a contractor, at the sole discretion of the JCDOT. Removal or modifications may be in the form of overlaying concrete with asphalt, concrete removal with asphalt replacement or gravel replacement when deemed necessary.
- 4.3.7 Property owners and/or contractors placing concrete within the right-of-way shall place the concrete a minimum one-quarter ($\frac{1}{4}$) inch below the asphalt surface and slope away from the roadway as referenced in section 4.3.3. Minimum recommended thickness shall be at least five (5) inches thick. Prior to pouring concrete, an inspection of forms shall be performed by a designated JCDOT staff employee.

- 4.3.8 Minimum recommended thickness for an asphalt approach shall be at least two (2) inches thick and slope away from the roadway as referenced in section 4.3.3.
- 4.3.10 Property owners or current residents, who have installed a driveway prior to the date of this policy approval, regardless whether appropriate permits were obtained, will be held to the same standards stated above. Non-permitted driveways or improperly installed driveways are not subject to the procedures above and may not be replaced in kind.

SECTION 5: AGRICULTURAL AND TEMPORARY DRIVEWAYS

5.1 AGRICULTURAL FIELD APPROACHES

- 5.1.1 Agricultural field approaches are defined as serving farmyard, cultivated or uncultivated fields, timberland or undeveloped land not used for industrial, commercial or residential purposes.
- 5.1.2 The standard drive surface width recommended for an agricultural approach is 20 feet. The maximum shall not exceed 40 feet.
- 5.1.3 One field approach will be permitted for each 1000 feet of frontage. An additional approach may be permitted when a single approach will not provide adequate access due to topographic conditions.
- 5.1.4 The proposed field approach shall meet the same specifications as a residential driveway approach.
- 5.1.5 Agricultural field approaches do not allow a property owner access to a property for residential, commercial or industrial purposes. The property owner must secure the appropriate approach permit for any change in land use.

5.2 TEMPORARY APPROACHES

- 5.2.1 Proposed temporary approaches will typically only be allowed for a maximum of three (3) months.
- 5.2.2 Permit fees and deposits per the current approved JCDOT Fee Schedule will be paid at time of application.

- 5.2.3 Temporary approaches shall meet the same application process and specifications as a residential driveway approach.

SECTION 6: COMMERCIAL DRIVEWAYS

6.1 Commercial Driveways

1. Commercial driveway specifications are contained in “Administrative Rules regulating Driveways, Banners and Parades” as published by the Michigan Department of Transportation.

SECTION 7: APPEAL PROCEDURES

7.1 APPEAL PROCESS

- 7.1.1 After a permit application has been denied, the applicant has the right to a hearing with the Managing Director or Designee of the JCDOT, if written request for the hearing is filed with the JCDOT within 30 days of receipt of denial of application. The hearing shall be held within 30 days after the request is received by the JCDOT. The JCDOT shall notify the applicant of the hearing date, time and place at least ten (10) days before the hearing.
- 7.1.2 At the time of the hearing, the applicant will present his/her argument and any evidence that he/she may have in support of the argument. Then, the JCDOT will present support and evidence for the permit denial. Within five (5) days after the hearing, the Managing Director or Designee shall notify the applicant in writing of the hearing decision.

SECTION 8: RIGHT-OF-WAY ENCROACHMENT REMOVAL PROCEDURES

8.1 RIGHT-OF-WAY ENCROACHMENT REMOVAL PROCEDURES

- 8.1.1 When anyone reports to the JCDOT an object or obstruction, the road commission shall classify the object as a potential roadway safety hazard, vision or drainage obstruction, etc. The JCDOT shall log the information about the object and the reporting person and then forward the information to the designated JCDOT staff for action.
- 8.1.2 The designated staff shall perform an investigation and determine if the object is a safety hazard or interferes in the maintenance of the roadway or roadside drainage/utilities. This investigation may include field measurements and photographs.
- 8.1.3 If the JCDOT investigation determines that the object is a safety hazard or interferes in the maintenance of the roadway or roadside drainage/utilities, the JCDOT will order the removal of the encroachment by the property owner/occupant within 30 days. The JCDOT may serve the order on the owner/occupant by certified mailing, restricted delivery to addressee only, return receipt requested, by personal service, or other appropriate means. The order must include the location of the encroachment in the right-of-way width of the road in questions, the width of the traveled portion of the roadway, the nature of the encroachment, the location of the encroachment in relation to the road's centerline, and the township, section, and fraction thereof in which the encroachment is located.
- 8.1.4 If before the 30-day period expires the owner/occupant denies in writing the existence of the encroachment or the existence of a highway, the JCDOT shall proceed with a trespass action instead of proceeding to remove the encroachment.
- 8.1.5 If the owner/occupant does not deny in writing the existence of the encroachment or the existence of a highway or remove the encroachment within 30 days after the service of the order, the JCDOT may remove the encroachment at the land owner's/occupant's' expense, and in such a manner as to cause the least damage to the property. The JCDOT shall keep an accurate account of the expenses incurred in the removal process. The JCDOT shall include the expenses in a verified statement that contains a legal description of the lands upon which it entered for the removal. The road commission shall present this verified statement to the owner/occupant with the demand that the owner/occupant reimburse the road commission for the amount that it expended. The JCDOT will serve the statement on the

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owner/occupant by certified mailing, restricted delivery to addressee only, return receipt requested.

- 8.1.6 If the owner/occupant does not pay the amount within 30 days from the notice and demand for payment, the JCDOT shall provide a verified copy of the statement to the township clerk. The clerk shall assess and levy on the lands described in the statement the amount detailed in the statement, and shall collect the amount assessed and levied in the same manner as taxes.