

NOTICE TO PERMIT APPLICANTS

(All necessary documentation must be submitted at time of application)

☐ **Application & Fee** of \$50 for residential Gravel driveways, \$100 for Asphalt or Concrete driveways per driveway & \$250 for commercial driveways. Submitting an application does not constitute permission to begin construction or work within the ROW. *If found acceptable, you will receive a signed permit within 7-10 business days from the Road Commission once the inspector has completed the inspection. Please note: inspections may be delayed due to in climate weather.

☐ **Permission from property owner-** An Authorization / Agent Designation Letter is required by the property owner when a contractor, or someone other than the owner is performing the work for the owner.

☐ **ACORD Liability Insurance Certificate** of Contractor/Excavator performing the work is required. See *Insurance Requirements* for instructions on adding the GTCRC as an additionally insured to the insurance policy. The permit will not be released until a Contractor/Excavator is named.

☐ **Proof of Ownership-** If the property was purchased within a year of applying for a permit a copy of the Warranty Deed will be required to be submitted along with the application. *It may be required otherwise.*

A request for an expedited permit is possible for an additional fee of \$100.

Make Checks payable to: GTCRC or pay online at: gtcrc.org

Call our office for more information, 231-922-4848 or visit our website for answers to many common questions.