



# ALMIRA TOWNSHIP

7276 OLE WHITE DRIVE, LAKE ANN, MI 49650

Phone: 231.275.5862  
Fax: 231.275.7164  
Website: [almiratownship.org](http://almiratownship.org)

## DRIVEWAY DESIGN RECOMMENDATIONS

**Purpose:** To facilitate optimum levels of emergency services to township residents and guests  
**Intent:** To communicate design standards for driveways, necessary for the unimpeded movement of emergency vehicles, such as fire equipment, as well as the parking of vehicles associated with emergency operations.  
**Design Standard:** All driveways are recommended to meet or exceed the following design elements:

Design Element	Recommendation
Horizontal Clearance Zone: Open area maintained horizontally throughout the length of the driving surface.	20' width
Vertical Clearance Zone: Open area maintained vertically above all portions of the driving surface.	13' height
Driving Surface: Improved area of the driveway used for the normal conveyance of vehicular traffic.	12' width – Serving Single Dwelling or Parcel 16' width – Serving Multiple (up to 2) Dwellings or Parcels
Grade: Incline/slope of the driving surface.	7% maximum
Surface Composition: Durable materials used to construct the driving surface.	Sub-base: 6" compacted sand Surface: 4" compacted gravel, or 2" bituminous pavement, or 3" concrete over compacted gravel
Turn-a-round: Area at driveway end sufficient in size to permit the safe and efficient maneuvering of vehicles for turn-a-round purposes.	Available on driveways greater than 400'
Pull-off: Designated area aside the driving surface for temporary pull-off of vehicles to permit the safe and efficient passage of other vehicles.	Available every 800' on driveways greater than 800'

**Road Connection:** All driveways connecting to a county or state road require approval from Benzie County Road Commission or Michigan Department of Transportation, respectively, prior to driveway construction. Driveways connecting to a private drive or road may require approval from the associated governing organization.

**Township Approval:** The construction of a primary driveway requires a Land Use Permit and is subject to application review and approval by the Zoning Administrator. A single Application for Land Use may be submitted for a primary driveway and other site developments when constructed concurrently. The Zoning Administrator may consult with the Fire Chief or other parties when reviewing and approving a driveway.

**Property Address:** Driveways providing primary access to buildings or structures require assignment of a property address. Upon receipt of a completed Application for Land Use Permit, Almira Township will request assignment of an address from Benzie County Equalization Department.

**Private Drives and Private Roads:** The above recommendations only apply to driveways serving 2 or fewer dwellings or parcels. The requirements for Private Drives (3-9 dwellings or parcels) and Private Roads (10-25 dwellings or parcels) are defined within the Almira Township Zoning Ordinance Section 4.24 and Section 4.23.

(08-AUG-2023)

**Mark Roper** Supervisor

**Tammy Clous** Clerk   **Mandy Gray Rineer** Treasurer   **Lori Florip** Trustee   **Matt Therrien** Trustee