

Board of Lapeer County Road Commissioners



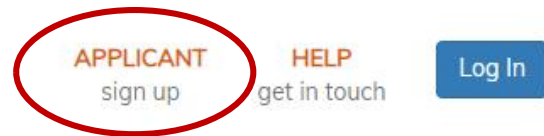
820 Davis Lake Road
Lapeer, Michigan 48446
Phone: 810.664.6272 | Fax: 810.664.0404

INSTRUCTIONS FOR RESIDENTIAL / MISCELLANEOUS PERMIT APPLICATIONS

As of January 1, 2022, the Lapeer County Road Commission (CRC) will be utilizing Oxcart Permit Systems for all Residential and Miscellaneous Applications for Work within the Road Right of Way. The following are directions on accessing Oxcart and the Lapeer CRC Applications for your use.

Step 1 – Create an Account

Browse to the Oxcart Permit Systems website at <https://www.oxcartpermits.com/>



In the upper Right Corner select “Applicant Sign Up” if this is the first-time utilizing Oxcart Permit Systems. If you already have a User Account, please skip to Step 2


Name* *Complete the Contact Information*

Email* *And Click “Create Account” when finished*

Company Name

Address*

Phone*

I'm not a robot  [Privacy](#) [Terms](#)

Be sure to add notifications@oxcartpermits.com to your safe/allowed sender's list!

Upon Completing the steps to set up an account, Oxcart will send you an Account Confirmation Email. You need to click on the provided link to confirm your email address.



Account Confirmation

Hello Bethany

You have requested an account at Oxcart Permit Systems. To complete your account registration, please click the link below to confirm your email address.

If you did not initiate this request, please ignore this message and the account setup will not be completed.

<https://www.oxcartpermits.com/users/confirmemail/10612?code=CfDJ8Krmh6slhzE44onJ%2Bw1U%2Bxy7PvQlMzFVYimkQG2NtaRUvCvSB9qr113KqE4UbbJzzEapYC1BjzruPIR3R%2BjwQMTB3HmZF9wy1tw95Q%2Fy2uge%3D>

Step 2 - Log In

Log into your Oxcart Permit System account

In the upper Right Corner select "Log In"

Enter your Email and Password

Select Login

APPLICANT sign up HELP get in touch **Log In**

LOGIN
Oxcart Permit Systems

Email:

Password: [Show Password](#)

[Forgot password?](#) Remember me [Need an account?](#)

Login or Continue as Guest

Step 3 - Select Permit Type

Select the Type of Permit on your Dashboard

For Residential or Miscellaneous Permit Applications - Select "Right of Way"

DASHBOARD
Oxcart Trucking

Oversize/Overweight **Right of Way**

Application Submit
Begin typing to automatically filter the list!

Draft Applications (not submitted)
Municipality:
Effective Date: Actions

Submit Application
Begin typing to automatically filter the list!

Select municipality ...

- MI
- Antrim Road Commission, County of
- Arenac Road Commission, County of
- Baraga Road Commission, County of
- Bay Road Commission, County of
- Branch Road Commission, County of
- Clinton Road Commission, County of

You have no pending applications waiting for approval, or that match the filter(s).

Select the municipality "Lapeer Road Commission, County of" by pull down or start typing to filter list.

Submit Application
Begin typing to automatically filter the list!

Lapeer Road Commission, County of

Draft Applications (not submitted)
Municipality:

You have no draft applications at this time, or t

After selecting Jurisdiction Click "Apply for Permit" to open the application form.

Step 4 – Residential Driveway Approach Permit Applications

Residential Approach Permits are for working within the Road Right of Way for the construction or maintenance of a Driveway Approach off a county roadway.

- Type of Permit ***
- Residential Approach Work
 - Commercial Approach Work
 - Public Road New Construction
 - Utility Permits
 - Miscellaneous

Select "Residential Approach Work"

- Residential Approach Work ***
- Residential/Agricultural
 - Second Approach/Circle Drive
 - Multi-Residential
 - Hardsurfacing Existing Gravel
 - Resurface Existing Hard Surface
 - Maintenance of Existing Approach

Select the Type of Approach Work to be completed

Description of work to be completed in the right-of-way *

Enter description of work to be completed

Proposed Surface Material *

Surface Material can be Gravel, Limestone, Crushed Concrete, Asphalt Millings, Asphalt or Concrete

Work Start Date *

Location of Worksite *



Select a Work Start Date. Please note, the review and processing of the Permit Application **typically takes 3 to 5 business days**. Please factor this review time when selecting a schedule.

Zoom to the work location and select "Point" to set a pin Location of the proposed Worksite

Location Marking * Please indicate how location is marked (i.e. flag, tape, stake, etc)

Location Marking - The proposed location of the driveway approach shall be marked before the Inspector will perform the Field Review. Please indicate how that location is marked for reference during inspection.

Worksite Address * List address or distance from nearest crossroad

Nearest Crossroad *

Township *

Property ID

Section

Side of Road *

Comments If approved, comments entered here will not appear on the final permit

Work Site Address is for existing approach locations. If new construction, please list the distance to the nearest intersection.

Complete all other fields.

Side of Road *

Survey/Legal Description *

Comments If approved, comments en

*Attachment of a Survey or Legal Description of the Property which the Driveway Approach is accessing is **REQUIRED**.*

Once all data is entered, please select "Submit Application"

Step 5 – Miscellaneous Permits

Miscellaneous Construction Permits are for working within the Road Right of Way for the items listed in the Sub-category listing.

Type of Permit *

- Residential Approach Work
- Commercial Approach Work
- Public Road New Construction
- Utility Permits
- Miscellaneous

Miscellaneous *

- Soil Borings
- Placement of Advance Warning/Detour Signs
- Ditch Enclosure
- Bore Road Crossing (Non-Public Utility)
- Open Cut Road Crossing (Non-Public Utility)
- Surveying within Right-of-Way
- Landscaping

Contractor * Will a contractor be completing the work?

- Yes
- No

Plans/Drawings *

Select "Miscellaneous"

Select Sub-category for request

*Plans are **REQUIRED** for review*

Complete all other items requested

Select a Start Date. Please note **application review and processing may take up to 7 business days** for Miscellaneous Permit Applications, please account for review process in scheduling work.

Once all items are completed – Select "Submit Application"

Step 6 – Review / Approval Process

Once the application is submitted for review, the Lapeer CRC will review the proposed scope of work and will reply to the application through Oxcart.

If the Application requires additional information, log in to adjust the application as defined in the review email.

If the Application is approved, you will receive an email request payment. Once the Permit Fee is paid, you will receive an email to download the Permit Pdf.

Please note, the review process for Residential Applications may take up to 5 business days and Miscellaneous Applications may take up to 7 business days for issuance. If you have any questions on the above process, please contact our office.