

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: Driveways, Driveway Openings, and Curb  
Openings

SOP No.: 21

Date Issued: 4/16/98

Effective Date: 4/17/98

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Copies to: Mayor, Municipal Council Members, Department Heads, Engineering Staff, and  
Earth Tech

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STATEMENT OF POLICY:

I. Driveways

- A. One driveway shall be permitted for each 70 lineal feet or portion thereof of frontage.
- B. Corner lots shall be permitted one driveway access for each abutting street or two driveways off one abutting street in lieu of one off each street for access to rear yards.

II. A. Driveway Openings - Residential

- 1. Each single drive shall be a maximum 16 feet wide at the roadside edge of the sidewalk. Each double drive shall be a maximum 24 feet wide at the roadside edge of the sidewalk.
- 2. Driveways installed where no sidewalk exists shall have sidewalk placed through the driveway at line grade as established by the city engineer's office.
- 3. A two-foot flare on either side of the driveway line projected from the roadside edge of the sidewalk to the street shall be permitted.
- 4. Existing paved driveways which do not conform to the standard widths as established in 1 of this section shall be paved to match the existing driveway with two-foot flares as referenced in 3 of this section.
- 5. New driveway installations or driveway replacements requiring removal of the curb and gutter shall have reinforced curb and gutter installed through the drive opening.

B. Driveway Openings - Commercial & Industrial

1. The standard opening for a commercial/industrial site shall be a maximum 30 feet at the roadside edge of the sidewalk. Commercial/industrial sites with heavy truck usage shall be permitted a wide opening of a maximum 36 feet at the roadside edge of the sidewalk.
2. A minimum 20-foot radius shall be utilized on the upstream end of traffic to access the drive opening.
3. Specific site conditions may warrant a variance to 1 of this section. Individual site criteria will be reviewed by the city engineer as to whether a variance should be granted.
4. New driveway installations or driveway replacements requiring removal of the curb and gutter shall have reinforced curb and gutter installed through the drive opening.

III. New Curb Openings

- A. New curb openings where removal and replacement of existing curb and gutter are required shall be done by the city sidewalk contractor at the expense of the property owner, or as approved by the City.
- B. Closing existing driveway openings that are no longer needed or in use shall be done by the city sidewalk contractor at the expense of the abutting property owner, or as approved by the City.
- C. Curb opening enclosures shall require the removal and replacement of the full curb and gutter section to a length as established by the city engineer for the particular site.
- D. The property owner or his contractor shall not be permitted to perform curb and gutter removal and replacement, unless first approved by the city engineer's office.

IV. Paving Between Curb and Sidewalk

- A. Paving between the curb and sidewalk in commercial and industrial areas may be approved by the City Engineer's office. If said paving needs to be removed for a City project, it is the responsibility of the property owner to restore said paving at his cost or the City will be responsible to restore said area with topsoil and seed at City cost. The property owner shall sign an agreement to this effect.
- B. Paving between the curb and sidewalk in residential areas is not permitted. The City Manager may grant a variance if unusual conditions exist, i.e., very narrow lot, very shallow lot, no alley access, etc. If said paving needs to be removed for a City

project, it is the responsibility of the property owner to restore said paving at his cost or City will be responsible to restore said area with topsoil and seed at City expense. The property owner shall sign an agreement to this effect.

V. Variances

Variances to the above may be requested by petitioning the City Council. The petitioner shall indicate the reasons why his property cannot be developed or maintained per the above rules.

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Alan L. Bakalarski  
City Manager