



RIGHT OF WAY PERMIT APPLICATION

Ordinance 21-01
Section 19-63, 19-64 and 19-67

METRO ACT**Act No. 48 of 2002**

Does this work fall under
the Metro Act?

YES

NO

APPLICANT INFORMATION

Company Name:	Date:
Address:	
Office phone:	Cell phone:
Email address:	Fax:
Contact name:	Title:

DESCRIPTION AND LOCATION OF WORK

List all streets where facilities will be used or located. Describe the location of the facilities in all sections of the streets, including which side of the street (N, E, S, or W) and whether aerial or underground. **Must attach a map.**

Underground Installation: _____ L.F.

Aerial Installation: _____ L.F.

CHECK LIST:

- ___ Completed application
- ___ Map (2 hard copies & 1 electronic)
- ___ Proof of Insurance
- ___ Fee (check, cash or money order)
- ___ Bond

Permit expires 1 year after date of
issue, Permit Renewal fee is \$50.00

FEE CALCULATION

Application fee:	\$1500
Aerial lineal feet x 15 cents:	n/a
Underground lineal feet x 30 cents:	n/a
Aerial square feet x \$1:	n/a
Underground square feet x \$1.60:	n/a
TOTAL	\$1500
Escrow	\$1500
Surety Bond	\$10000

Right of Way Permit

Installation shall comply with approved plans, requirements of the City Utility Policy and the following highlights:

1. **Notice:** Application is to be reviewed and approved by the City's engineering consultant, Hubbel, Roth and Clark (HRC) prior to project commencement. HRC shall be notified at least 48 hours in advance of project's start, as they will provide a representative to observe specific construction activities. The Applicant shall contact Miss Dig and notify the City a minimum of 72 hour prior to starting the construction. The applicant shall provide the City with a 24-hour emergency number at which a named representative of the utility can be reached in an emergency.
2. **Excavations:** Backfill is required for any excavations within the right of way, including but not limited to open cut excavation within 3 feet of existing and or proposed sidewalks, driveways or payment. Sand back fill shall be compacted to not less than 95% of the maximum unit weight as determined by the method described in the MDOT Density Testing and Inspection Manual. Maximum lift thickness for sand backfill is 2 inches. Compaction testing of each lift of backfill will be completed at the discretion of the City. Under no circumstances shall an excavation remain open overnight without proper barricading.
3. **Traffic:** The applicant shall be responsible for furnishing, installing, and maintaining all traffic control devices for the lane and/or shoulder closures necessary to complete the proposed work. Traffic control shall be carried out in accordance with the Michigan Manual of Uniform Traffic Control Devices. (MMUTCD). At no time shall a road be completely closed.
4. **Utility Crossing:** At all utility crossings and/or conflicts, the applicant is responsible for verifying crossing depths prior to beginning installation. At least 18-inches of vertical clearance shall be maintained between all existing utilities and the utilities being installed. (Submit an As-Built profile of the gas service to the City)
5. **Crossing Asphalt or Concrete:** Where trenches cross asphalt or concrete driveways, or pavement, a saw shall be used for the removal of asphalt or concrete and a minimum $\frac{3}{4}$ ' saw cut shall be made on each side of the part to be removed. Full slab removal and replacement of concrete will be allowed. Replace all pavement with like pavement.
6. **Road Repair:** If necessary on the road, the City standard repair cross consists of- 6 inches of dense graded aggregate base (MDOT 21AA or approved equal) 4 inches of HMA #c (compacted in 2 inch lifts) 2 inches of HMA 13A or 4C. Compaction testing of the aggregate base and each lift of HMA will be completed at the discretion of the City. The City requires that you seal all and repair and patch saw-cuts upon completion of the top course. All aggregate base and asphalt mix designs must be submitted to the City for approval proper to installation.
7. **Grass Restoration:** If grass restoration is needed, the Applicant is responsible for notifying HRC upon completion of restoration work. Per the City, HRC must conduct a final road and/or grass inspection following construction to ensure the work is done per the City's standards.
8. **Restoration:** All areas outside of the shoulder, or in the greenbelt between the curb and the sidewalk that are disturbed by construction shall be restored by fine grading with topsoil and sod in accordance with MDOT 2012 Standard Specifications for Construction in Sections 6.53 and 8.21, unless otherwise noted on the approved plans, or, by agreement with the City, by use of seed, fertilizer,

and mulch, in accordance with MDOT 2012 Standard Specifications for Construction in Sections 6.50 and 8.21.

9. **Shoulder Restoration:** Shoulder areas shall be restored with compacted MDOT 23A Limestone or approve equal in accordance with Section 307 of the 2012 MDOT Standard P. All areas outside of the shoulder, or in the greenbelt between the curb and the sidewalk that are disturbed by construction shall be restored by fine grading in accordance with Section 817 of the 2012 MDOT Standard Specification for Construction.
10. **Ditch Restoration:** Ditches destroyed by construction shall be restored to standard cross-section and grade. All ditches shall be maintained and kept reasonably free from debris and sediment until final acceptance.
11. **Restoration Guideline:** Restoration, including disturbed areas, ditches, shoulders, and pavement replacement shall follow construction as closely as predictable to minimize soil erosion and sedimentation of the ditches. If weather conditions prevent the restoration of the disturbed paved areas for an extended period, then an approved temporary replacement must be found and used. Disturbance to grass shall be restored to its original condition. If a sprinkler system is present, topsoil and sod shall be used in the restoration. Once it is determined that no sprinkler system is on the property topsoil, seed, and mulch blankets shall be used. Before the project will be considered complete, the applicant is responsible for ensuring full establishment of the turf restoration. Watering shall consist of a minimum 3.5 gallons per square yard.
12. **Tree and Shrub Dripline:** Where underground work or proposed utilities encroach under the branch spread of trees or shrubs, then the proposed structures, or conduit, shall be relocated outside of the tree or shrub dripline, or the utilities shall be installed by boring the distance of the branch spread. There shall be no trimming of trees allowed for the installation of overhead lines without written permission from the affected property owner and the City.
13. **Transplanting:** Trees or shrubs to be transplanted shall be transplanted by tree spade only.
14. **Rights-of-Way:** All work in rights-of-way, or in the traveled roadway, which may disturb the normal flow of vehicular or pedestrian traffic will employ roadway closure or partial closure practices, as delineated in the Michigan Manual of Uniform Traffic Control Devices and the standard established by the City Engineer.
15. **"MISS DIG":** The permittee shall subscribe to and be a member of MISS DIG and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.
16. **Identification of Vehicles and Equipment:** All vehicles and equipment utilized by the permittee's contractor or subcontractors for installation, maintenance, or service of its system, shall be identified by an appropriate name, or logo and all field employees of permittee or the permittee's contractor or subcontractors shall possess and display proper identification upon request of any resident or City employee.
17. **Soil Erosion and Sediment Control:** All construction shall be in accordance with Title V - Chapter 49 (Ordinance No. 8577), Soil Erosion and Sediment Control. Contractor shall correct any violation at the direction of the City Inspector.
18. **Deadline:** A temporary fix must be done immediately upon completion of the work. Temporary fix can be 21AA aggregate filled to the road surface on local roads and only from April-November.

Main roads and patching during the winter require cold patch. A permanent fix within 14 days of the project's completion is expected.

19. **Surety Bond:** A Surety Bond is required from all companies yearly. The fee for the bond is \$10,000. This bond money can be rolled over per project. The City reserves the right to raise the Bond based on scope of the work.

20. **Fee Schedule:**

- a) There is a non-refundable Application Fee of \$1500.
- b) Escrow: A refundable Escrow will be collected for each project. The Escrow is \$1500. Escrow will pay for City Engineers and Building Officials to review and work with each detail of the project before, during and after completion. The City will return any money that is not used from the Escrow.
- c) Aerial lineal feet will be charged .15 per foot.
- d) Underground lineal feet is .30 per foot.
- e) Square footage disturbed will be charged .30 per square foot.

21. **"As Built" Plans:** Upon completion, the City will be supplied with 1 hard copy and 1 electronic "AS BUILT". Plans should be sent to this office in a time not to exceed 90 days after project completion.