

**BOARD OF COUNTY ROAD COMMISSIONERS**

OF GRAND TRAVERSE COUNTY  
 1881 LAFRANIER ROAD TRAVERSE CITY MI 49686-8972  
 Phone (231)922-4848 \* Fax (231)929-1836

THIS SPACE FOR GTCRC USE ONLY
PERMIT NO.
ISSUED DATE

**UTILITY APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR REMOVE WITHIN A COUNTY ROAD RIGHT-OF-WAY.**

<b>APPLICANT</b>	<b>(PLEASE PRINT)</b>	<b>CONTRACTOR</b>
		COMPANY
CONTACT PERSON	TITLE	CONTACT PERSON TITLE
ADDRESS		ADDRESS
SIGNATURE		SIGNATURE
PHONE	DATE	PHONE DATE

<b>REQUIREMENTS</b>	<b>ATTACHMENTS</b>	<b>UTILITY USE</b>
PERMIT FEE	PLANS	JOB NO.
CASH EXEMPT BILLABLE		
RECEIPT NO.	LETTER OF CREDIT	

*If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.*

**Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:**

ROAD \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_  
 LOCATION \_\_\_\_\_  
 FOR A PERIOD BEGINNING \_\_\_\_\_ AND ENDING \_\_\_\_\_ AND AGREES TO THE TERMS OF THIS PERMIT

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A permit is granted with the foregoing application for the period stated above, subject to the specifications on the reverse side of this permit and are agreed to by the permit holder.**

APPROVED FOR GRAND TRAVERSE COUNTY ROAD COMMISSION BY:

BOARD OF COUNTY ROAD COMMISSIONERS  
 GRAND TRAVERSE COUNTY, MICHIGAN

**WALTER "JAY" HOOPER  
 NEIL B. LIVASY, PS  
 JAMES E. MAITLAND**

Investigator

1. SPECIFICATIONS-All work performed under this permit must be done in accordance with the plans, specifications, maps, and statements filed with the Grand Traverse County Road Commission, hereafter known as the Commission, and must comply with the Commission's current requirements and specifications on file at its office and the Michigan Department of Transportation (MDOT) specifications.
  2. FEES AND COSTS-Permit Holder shall be responsible for all fees incurred by the Commission in connection with this permit and shall deposit estimated fees and costs as determined by the Commission, at the time the permit is issued.
  3. LETTER OF CREDIT-Permit Holder shall provide a cash deposit and/or letter of credit if required in a form and amount acceptable to the Commission at the time the permit is issued.
  4. INSURANCE-Permit Holder shall furnish proof of liability and property damage insurance in the amount specified by the Commission and naming the Commission as an "Additional Insured." Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be canceled without ten (10) days advance written notice by certified mail with return receipt required to the Commission.
  5. MISS DIG-The Permit Holder must comply with the requirements of Act 53 Public Acts of 1974, as amended. CALL MISS DIG (800) 482-7171, AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground and overhead utilities.
  6. NOTIFICATION OF START AND COMPLETION OF WORK-Permit Holder must notify the Commission at least 48 hours before starting work and must notify the Commission when work is completed.
  7. TIME RESTRICTIONS-Contact the Commission regarding current working hours. Inspections performed during current hours will be billed at regular hourly rates. All other inspections will be billed at overtime rates.
  8. SAFETY-Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is complete. All work site conditions shall comply with Michigan Manual of Uniform Traffic Control Devices.
  9. RESTORATION AND REPAIR OF ROAD-Permit Holder agrees to restore the road and/or right-of-way to a condition equal to or better than its condition before the work began, and to repair any damage to the road right-of-way which is the result of the facility whenever it occurs or appears.
  10. LIMITATIONS OF PERMIT-This permit does not relieve Permit Holder from meeting other applicable laws and regulations of other agencies. Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.
  11. REVOCATION OF PERMIT-This permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate, or remove their facilities at their expense at the request of the Commission.
  12. VIOLATION OF PERMIT-This permit shall become immediately null and void if Permit Holder violates the terms of this permit, and the Commission may require immediate removal of Permit Holder's facilities, or the Commission may remove them without notice at Permit Holder's expense.
  13. TRAFFIC CONTROL SIGNS-Traffic control signs that require relocation as part of permit activity within the road right-of-way shall not be removed without prior approval of the traffic technician or superintendent. Removal and relocation of signs shall be by the Commission Sign Shop and the cost of same will be billed to the Permit Holder.
  14. TIME PERIOD-The period applied for and granted in this application and permit covers activity within the Right-of-Way. Failure of the applicant to begin work within one (1) year from the date of issuance shall cancel this permit. Renewal may be obtained for an additional year upon payment of the permit fee. The obligation to operate, use, and/or maintain the facility to the satisfaction of the Commission remains in force as long as the facility exists and is within an area under the jurisdiction of the Commission.
  15. This permit is subject to supplemental specifications on file with the Commission and Act 200 of Public Acts of 1969.
  16. INDEMNIFICATION-Permit Holder shall hold harmless and indemnify, and keep indemnified, the Commission, its officers, and employees from all claims, suits, and judgments to which the Commission, its officers or employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Commission, arising out of work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
- I have read this and understand I am responsible:** \_\_\_\_\_  
**Signature** **Date**
- revised January 2000**
1. PERMIT-The individual in charge of the work shall have the permit and the approved plans or sketches in their possession on the job at all times.
  2. CONCRETE DRIVEWAYS-Concrete used shall be 1990 MDOT Type 35P, 35S or 35HE. The reinforcement and formwork must be inspected by a representative from the Commission prior to placement of concrete. Contact the Commission to arrange for an inspection during normal business hours at least 24 hours prior to anticipated time formwork will be ready. Formwork may need to be modified prior to placement of concrete. Concrete placed within road right-of-way prior to inspection is subject to removal by the Commission. Drainage improvements, such as the placement, replacement, or extension of a culvert on an existing drive, may be required prior to any concrete work.
  3. EXCAVATION and DISPOSAL of EXCAVATED MATERIAL-The Contractor and/or the Utility Company shall provide and place the necessary sheeting, shoring, and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Company shall assume the full responsibility for this protection. Excavated material shall be stockpiled in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the Right-of-Way unless the permit provides for disposal at approved manner. BERMS WILL NOT BE ALLOWED UNLESS SHOWN AND APPROVED ON THE PERMIT.
4. OPEN CUTS-Excavated area shall be backfilled with the same material that was removed or as directed by county inspector (Wet clay cannot be compacted satisfactorily). Material shall be placed in 6" lifts and compacted to 98% maximum density with a vibratory compactor. Density tests shall be taken by personnel acceptable to the Commission and documentation shall be made available to the Commission. The cost of density testing will be borne by the permittee. Gravel base shall be 6" CIP or M.D.O.T. Spec. 22A gravel compacted to at least 98% of maximum density, or match existing gravel thickness, whichever is greater. The existing pavement shall be neatly sawcut around the hole before placing the pavement patch. Minimum patch to be 6' x 6'. Bituminous surface course shall be 1" of C.A.T.M. bituminous mixture at 110 pounds/sy and base course shall be 1 1/2" of C.A.L.C. bituminous mixture at 165 pounds/sy. The contractor shall match the existing pavement thickness or provide specified 2 1/2" as indicated, whichever is greater. Gravel patch will not be allowed overnight without prior approval of the Commission. A representative from the Road Commission must be on site while backfill and pavement restoration work is completed.
  5. GRAVEL ROAD CROSSINGS-All trenches across the roadbed shall be backfilled as specified in Paragraph 4 to within 10" of the finished road surface. The top 10" shall be constructed with 23 A aggregate with 100% crushed material.
  6. CROSSING ROADBED BY BORING and JACKING or DIRECTIONAL BORING-No air-powered apparatus or "missiles" allowed. Bore pits must be located a minimum of 15' from the edge of pavement and a minimum of 4' below the road surface. When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the installation shall be filled by a method approved by the Commission inspector. Pressure grouting shall be required when deemed necessary. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing shall extend 15' beyond the edge of the road. A representative from the Commission must be on site while boring is completed.
  7. DEPTH OF COVER MATERIAL-Depth of cover for underground facilities shall be determined at the time of application for a permit. In no case shall there be less than four (4) feet of cover between the surface of the traveled portion of the road and the facility being placed, and not less than three (3) feet below the flow line of the ditches.
  8. REMOVAL or TREE PROTECTION -Applicant must offer affected property owners right of first refusal for any salvageable wood: a) REMOVAL-Dispose of all limbs, logs, stumps, and litter in a manner acceptable to the Commission and local or state requirements. b) PROTECTION-Underground facilities that interfere with trees in the right-of-way shall be bored 6" for each inch of tree diameter in all directions from the base of the tree.
  9. RESTORATION and FINAL CLEAN UP- Final clean up shall be such that it will provide a condition equal to or better than the original condition.
  10. PROTECTION OF ESTABLISHED SURVEY POINTS and DATUM-The Permit Holder shall protect, preserve, and/or restore at their own expense, any established survey points and datum within the limits of the work covered by this permit.
  11. TRAFFIC AND SAFETY-When this permit allows the closing of a road, or the use of one or more traffic lanes, or where construction is in proximity to the traveled portion of the road, signs, signals, lights, etc., shall be placed and maintained in accordance with the Michigan Manual of Uniform Traffic Control Devices and/or Commission specifications. The traffic control called for shall be minimum and the contractor shall erect and maintain at their own expense all signs, signals, etc., for safety as directed by the traffic technician and/or superintendent of the Commission.
  12. Any operation in the right-of-way not covered by these specifications shall be done in accordance with the instructions of the County highway engineer, and/or the inspector assigned to the project.
  13. Full compliance is required with any regulations of the Public Service Commission and the Municipal or State Regulations.
  14. SEASONAL RESTRICTIONS-No activity allowed within road right-of-way between November 1 and April 1 without verbal permission from the Commission on a daily basis.