

**GRAND TRAVERSE COUNTY ROAD COMMISSION**

1881 LaFranier Road, Traverse City, MI 49696

Phone: (231)922-4848 Fax: (231)929-1836

www.gtcrc.org

PLEASE MAKE CHECKS TO: G.T.C.R.C.

☐ Gravel Residential \$50 / Agricultural \$25☐ Asphalt / Concrete Residential \$100☐ Private Roads \$500☐ Commercial/Utility \$250**DRIVEWAY PERMIT APPLICATION FORM**

RECEIPT # \_\_\_\_\_

PERMIT APPLICATION # \_\_\_\_\_

DATE: \_\_\_\_\_

<b>OWNER</b> (Current owner of property- proof of ownership may be required)	<b>CONTRACTOR/EXCAVATOR</b> **AN ACCEPTABLE INSURANCE CERTIFICATE IS REQUIRED
NAME:	COMPANY
ADDRESS:	ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
DAYTIME PHONE:	DAYTIME PHONE:
EMAIL ADDRESS:	FAX NO. / EMAIL ADDRESS:

**SITE INFORMATION**

<b>**THIS INFORMATION MUST BE COMPLETE FOR FIELD INSPECTION OR PERMIT ISSUANCE MAY BE DELAYED**</b>	
ROAD NAME: _____	TOWNSHIP: _____
LOT NO. AND/OR ADDRESS: _____	IN _____ SUBDIVISION
PIN NO.: 28- _____ (PROPERTY ID NO.)	JOB# _____
PROVIDE DIRECTIONS FROM NEAREST INTERSECTION TO YOUR PROPERTY. MUST BE COMPLETE FOR THE PERMIT TO PROCESS.	
THE SITE IS LOCATED: _____ MILES/FEET	N S E W FROM _____ ROAD ON THE N S E W
Please select one of the following:	
1) <input type="checkbox"/> PAVE EXISTING DRIVE	2) <input type="checkbox"/> REPAIR/EXTEND EXISTING DRIVE
3) <input type="checkbox"/> NEW DRIVE	
WIDTH _____	CIRCLE NUMBER OF DRIVES: 1 2 3
FINISHED SURFACE TYPE: <input type="checkbox"/> GRAVEL	<input type="checkbox"/> ASPHALT <input type="checkbox"/> CONCRETE
REMARKS: _____	DATE SITE WILL BE FLAGGED: _____
<b>Authorized Signature:</b> _____	

**NOTICE:** It is responsibility of the applicant to flag the proposed driveway location so the inspector will be able to determine the exact proposed location. Failure to flag by the specified date may result in a considerable delay. Please allow up to ten business days for processing the permit. Any construction performed before permit is issued may not meet Road Commission standards and is subject to revision or removal at the applicant's expense and could result in a fee being assessed. \*\*An acceptable Insurance Certificate is required for the contractor or homeowner performing work showing \$500,000.00 of Liability Coverage for the duration of project or permit will not be issued.

**ROAD COMMISSION USE ONLY**

DATE REVIEWED: _____	BY: _____
ROAD NAME: _____	TOWNSHIP: _____
EXACT LOCATION	
CURRENT SURFACE TYPE: _____	WIDTH: _____ NO. OF DRIVES: _____ CULVERT: _____ ' OF _____ "
REMARKS: _____	

## TERMS AND CONDITIONS

1. **Specifications.** All work performed under this permit must be done in accordance with the application, plans, specifications, maps and statements filed with the County Road Commission ("Road Commission") and must comply with the Road Commission's current procedures and regulations on file at its offices and the current MDOT Standard Specifications for Construction, if applicable.
2. **Fees and Costs.** The Permit Holder shall be responsible for all costs incurred by the Road Commission in connection with this permit and shall deposit estimated fees and costs as determined by the Road Commission, at the time the permit is issued.
3. **Bond.** The Permit Holder shall provide a cash deposit, irrevocable letter of credit or bond in a form and amount acceptable to the Road Commission at the time permit is issued.
4. **Insurance.** The Permit Holder shall furnish proof of general liability insurance in amounts not less than \$1,000,000 each occurrence and general aggregate, proof of automobile liability in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$500,000 for bodily injury per person. Such proof of insurance shall include a valid certificate of insurance demonstrating that the Road Commission is an additional insured party on the policy. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without 30 days advance written notice to the Road Commission, by certified mail, first-class, return receipt requested. This permit is invalid if insurance expires during the authorized period of work described herein.
5. **Indemnification.** In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the Road Commission and its commissioners, officers, agents, and employees from and against any and all claims, actions, proceedings, liabilities, losses, and damages thereof, and any and all costs and expenses, including legal fees, associated therewith which the Road Commission may sustain by reason of claims for or allegations of the negligence or violation of the terms and conditions of this permit by the Permit Holder, its officers, agents, or employees, arising out of the work which is the subject of this permit, or arising out of work not authorized by this permit, or arising out of the continued existence of the operation or facility, which is the subject of this permit.
6. **Miss Dig.** The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended. CALL MISS DIG AT (800) 482-7171 or [www.missdig.org](http://www.missdig.org) AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS, BEFORE YOU START WORK. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** The Permit Holder must notify the Road Commission at least 48 hours before starting work, when work is completed, and additionally as directed by the Road Commission.
8. **Time Restrictions.** All work shall be performed Mondays through Fridays between 8:00 a.m. and 5:00 p.m. unless written approval is obtained from the Road Commission, and work shall be performed only during the period set forth in this permit. Perform no work except emergency work, unless authorized by the Road Commission on Saturdays, Sundays, or from 3:00 p.m. on the day proceeding until the normal starting time the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
9. **Safety.** Furnish, install and maintain all necessary traffic controls and protection during Permit Holder's operations in accordance with the *Michigan Manual of Uniform Traffic Control Devices, Part 6* and any supplemental specifications set forth herein.
10. **Restoration and Repair of Road.** The construction, operation and maintenance of the activity covered by this permit shall be performed by the Permit Holder without cost to the Road Commission unless specified herein. The Permit Holder shall also be responsible for the cost of restoration and repair of the right-of-way determined by the Road Commission to be damaged as a result of the activity which is the subject of this permit. Restoration shall meet or exceed conditions when work is commenced and be in accordance with specifications. The Permit Holder shall be responsible for costs incurred by the Road Commission for emergency repairs performed by or on behalf of the Road Commission for the safety of the motoring public. Said repairs shall be performed with or without notice to the Permit Holder if immediate action is required. This determination shall be in the sole and reasonable opinion of the Road Commission.
11. **Limitation of Permit.** Issuance of this permit does not relieve Permit Holder from meeting any and all requirements of law, or of other public bodies or agencies. The Permit Holder shall be responsible for securing and shall secure any other permits or permission necessary or required by law from cities, villages, townships, corporations, property owners, or individuals for the activities hereby permitted. Any work not described by the application, including the time and place thereof, is strictly prohibited in the absence of the application for and issuance of an additional permit or amendment to this permit.
12. **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 its facilities at its expense at the request of the Road Commission. It is understood that the rights granted herein are revocable at the will of the Road Commission and that the Permit Holder acquires no rights in the right-of-way and expressly waives any right to claim damages or compensation in case this permit is revoked.
13. **Assignability.** This permit is not assignable and not transferable unless specifically agreed to by the Road Commission.
14. **Authority.** The statutory authority of the Road Commission to require compliance with permit requirements is predicated upon its jurisdictional authority and is set forth in various statutes including, without limitation and in no particular order, MCL §247.321 et seq; MCL §224.19b; MCL §560.101 et seq; and MCL §247.171 et seq.