

# KEWEENAW COUNTY ROAD COMMISSION

## ADMINISTRATION POLICY, FEES AND FORMS

REGULATING

ALL WORK OR ACTIVITY  
ON AND WITHIN COUNTY ROAD RIGHT OF WAY

Adopted by:  
Board of County Road Commissioners

XXXXXX XX, 2024

Pursuant to:

Act 212, Public Acts 1980



Keweenaw County Road Commission  
1916 4<sup>th</sup> Street  
P.O. Box 379  
Mohawk, Michigan 49950  
(906) 337-1610

**KEWEENAW COUNTY ROAD COMMISSION**

**RESOLUTION**

**Insert County Road Association Resolution Language to Adopt**

**BOARD OF COUNTY ROAD COMMISSIONER OF KEWEENAW COUNTY**

---

Richard Olson, Chairman

---

John Karvonen, Vice-Chairman

---

Gary Bracco, Member

## **PREFACE:**

The design, location, construction, operation and material specifications for driveways and other construction within the highway right-of-way shall meet requirements of the current Road Commission Minimum Construction Standards, Administrative Rules Regulating Driveways, Banners and Parades on and Over Highways adopted by the Michigan Department of Transportation and Great Lakes Council of County Road Commissions, as amended.

## **I. GENERAL**

### **A. DEFINITIONS**

“Board” or “Road Commission” shall mean the Board of County Road Commissioners of the County of Keweenaw and its duly appointed agents.

“County Road” shall mean a McNitt road, “road by use”, or a platted public road accepted by the Keweenaw County Road Commission. County Roads are generally open to use by the public for the purpose of vehicular travel, notwithstanding that they may be closed or travel restricted. Usually, but not always, county roads are certified with the Michigan Department of Transportation.

“Right-of-way” or “right of way” shall mean the land area used for the construction, reconstruction, or maintenance of a County Road. Rights-of-way are usually 66’ (sixty six feet) wide, but can be more or less. The entire right-of-way is under the control of the Road Commission, not just the driven path.

“Applicant” shall mean a person or organization applying for a permit to work in the Right of ways of Keweenaw County. All organizations must have an individual listed on the permit form as the contact.

“Application for permit” shall mean permit form.

“Permittee” shall mean a person or organization that has been granted an approved permit for construction. This is usually the same as applicant.

“Residential driveway” shall mean all driveways for the purpose of serving residents of a single or two-family dwelling (duplex).

“Circle Driveway” shall mean a private driveway that enters and leaves private property at two points within the same frontage.

“Field driveway” shall mean any driveway, serving cultivated fields, timberland or other undeveloped land, or non-occupied utility facilities (pipe valve site, electric transformer pad, etc.), that is not used for industrial, commercial or residential purposes.

“Commercial driveway” shall mean any driveway to all commercial and industrial establishments, including but not limited to, parking lots (public and private), apartment & condominium complexes, townhouses & row houses, trailer parks, schools, churches, hospitals, governmental establishments, and all public and private recreational facilities.

“Temporary driveway” shall mean any driveway that has an expected use of 60 consecutive calendar days or less and then will be removed.

“Private road” shall be any road, street, or alley that accesses multiple parcels, lots, roads, etc. and is not a public right of way under the control of the Keweenaw County Road Commission. Also, any joint driveway accessing more than 2 single family homes or duplex homes is considered a private road. Any private road permit only requires that the portion in county right of way (the approach) be constructed to the permit standards.

“Driveway upgrade” shall mean improvement of an existing residential, field, or commercial driveway when the physical location of the driveway touching the traveled roadway does not change. This includes changing the surface, changing the run off flow, widening, changing the slope, changing the elevation, or realigning an existing driveway. Examples include paving or pavement removal, reshaping the slopes, adding driveway width, adjusting the turning flares, etc.

“Private street upgrade” shall mean improvement of an existing private street approach. This includes changing the surface, widening, changing the slope, or realigning an existing driveway. A private street upgrade does not make the private street a public street. See the Keweenaw County Standards and Specifications for Street and Road Construction for design requirements to become a public road.

“Driveway maintenance” and “private street maintenance” shall mean regular or routine maintenance. This includes grading gravel, seal coating asphalt, concrete sealing, erosion restoration, removing snow, patching, and other items of work which do not change the alignment, width, grade, or storm water runoff of a driveway or street approach. No permit is needed for maintenance.

“MDOT” shall mean the Michigan Department of Transportation, its agents & representatives.

“MMUTCD” shall mean the Michigan Manual of Uniform Traffic Control Devices, most recent version.

“Resolution” shall mean resolution, motion, decree, etc. from a local public governmental unit which was voted on & recorded in the minutes of that governmental unit.

“Road Crossing” shall mean any pipe, cable, or utility which passes from one side of the traveled roadway to the other. This is not necessarily crossing over the centerline of the right of way as not all roads are centered in the right of way.

## **B. PROCEDURE**

Permits are required for utilizing any portion of County Road rights-of-way by any person, partnership, association, corporation, or governmental entity to construct, operate, maintain or remove a facility or perform any other work except sidewalk installation or repair.

Fees will be charged according to the attached fee schedule found in the Appendix. The fees charged shall be sufficient to cover only the necessary and actual costs applied in a reasonable manner for the issuance of the permit and for review of the proposed activity, inspection and related expenses. After the work authorized in the permit has been completed, itemization of all costs shall be supplied upon request of the permit holder. (*Act 212, PA 1980 MCLA, 224.19b*)

Applications are to be submitted on the appropriate forms of the Road Commission. After the application is given a permit number and is signed by the county engineer or their representative and the permit fee is received, it becomes a permit.

The permit does not relieve the applicant from meeting any applicable requirements of law or of other public bodies or agencies.

Any rules or regulations mentioned on the application/permit form and not mentioned in this manual are applicable.

Individual permits are required for each work location (project site). Multiple work sites may not be combined into one permit without prior approval from the Keweenaw County Road Commission. However, each permit may cover multiple items of work. A permit that covers multiple items of work will have a fee equal to the combined permit fees for various items of work requested.

Requests for time extensions and Bond cancellation shall be submitted in writing to the Road Commission.

The applicant or his agent shall take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by the permit and shall use warning signs and safety devices which are in accordance with the current MMUTCD.

In the event of a failure to comply with the terms and conditions of any permit issued in accordance with these rules, or in the event of a failure to comply with the rule, conditions or regulations set forth in this Manual, or in the event of a failure to obtain an appropriate permit, the Keweenaw County Road Commission shall have the right to halt such activity until such time that adequate compliance is made. All costs incurred by the Board, including but not limited to 1) attorney fees in correcting, 2) a failure to comply with conditions and standards of a permit, 3) a failure to obtain a permit, or 4) defective workmanship or materials, shall be

borne by the applicant/owner or his agent prior to resuming work.

The requirements contained in this manual are general in nature and it is expected that from time-to-time conditions will be such that some modification to these requirements may be necessary. When this condition arises, the Road Commission will review the request and determine the change based on the location, nature of business, type of work and safety.

The requirements for any item, or application of an item, not covered by these specifications will be determined by the Board of Road Commissioners.

All applications shall meet the following basic requirements before they are accepted for processing:

1. Each Application shall be completely filled out and signed by the Applicant and Contractor, (if known).
2. Plans or drawings shall accompany each copy of the application unless otherwise not required, showing existing highway pavement, ditches, right-of-way, property lines, highway appurtenances, utilities, and dimensions thereof.

### **C. BASIC MINIMUM REQUIREMENTS**

1. The Road Commission reserves the right of inspection of any construction or reconstruction within the highway right-of-way.
2. Seventy-two (72) hour notice is required before commencement of an operation covered by permit.
3. The permittee shall have a copy of the permit available at the site during construction.
4. A permit shall be surrendered to the Road Commission for cause shown or default of any provision of the permit. Work authorized by the permit shall be completed to the satisfaction of the Road Commission on or before the completion date shown on the permit. Extension of time may be granted for cause shown.

### **D. BONDS**

1. Bonds may be required to protect the Road Commission against the cost of completing or repairing faulty construction or damage caused to county roads and to recover the necessary and actual costs for review of the proposed activity, inspection and related expenses.
2. Acceptable types of bonds may be a certified check, cashier's check, money order payable to the Road Commission, surety bond executed on the Road Commission's

standard bond form, or cash bond deposited in the Road Commission's account.

3. The type and amount of a bond shall be determined by the Engineer/Manager.
4. Bonds may be furnished by either the Applicant or the Contractor, as approved by the Engineer/Manager.
5. Contractors may post blanket bond yearly; however, the estimated work going on at any one time shall not exceed the amount of the bond.

#### **E. INDEMNITY AND INSURANCE**

1. A permittee shall hold harmless the Road Commission against any claim for damages arising from their negligence or their Contractor's negligence in operations covered by the permit.
2. General liability insurance carried by an Applicant or Contractor will usually be acceptable.
3. Certificates of Insurance are to be issued to the Road Commission in the following amounts: Without limiting the Permit Holder's indemnification of the Road Commission, the Permit Holder shall furnish (1) proof of general liability insurance providing bodily injury, property damage and personal injury liability coverage for all operations of Permit Holder in amounts not less than \$1,000,000 for each occurrence and in the aggregate, and (2) proof of personal (or commercial if the Permit Holder is operating a vehicle for business-related purposes) automobile liability insurance covering all owned, non-owned and hired automobiles and other vehicles used by Permit Holder in an amount not less than \$1,000,000 for property damage per occurrence, and not less than \$500,000 for bodily injury per person, per occurrence. The Keweenaw County Road Commission and shall be listed as co-insured/certificate holder on the certificate of insurance.
4. 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 and hold harmless the Road Commission and its commissioners, officers, agents, volunteers and employees from and against any and all claims, allegations, actions, proceedings, liabilities, judgments, losses, costs, expenses (including attorney's fees), and damages arising out of (1) the negligent performance or attempted performance of the work described in the permit, or (2) the violation of the terms and conditions of the permit by the Permit Holder, its officers, agents, or employees, or (3) work performed or attempted to be performed by the Permit Holder that is not authorized by this permit, or (4) the continued existence of the operation or facility which is the subject of this permit.
5. Certificates of Insurance requirements may be waived for permits for residential and rural drives, or other minor work when performed by the Applicant or their

Contractor.

## **F. RESOLUTIONS**

1. Resolutions adopted by the governmental unit in cases where the applicant is a village, township or county may be used in lieu of a Bond or Insurance Certificate.
2. The county engineer may require a construction performance bond from a contractor doing permit work for a governmental unit, in addition to the resolution.

## **G. ENFORCEMENT**

1. If a person fails to comply with any provisions of a permit or fails to obtain an appropriate permit, the Road Commission may halt their activity for which a permit is required until adequate corrections have been made. Costs incurred by the Road Commission in correcting failure to comply with the terms and conditions of a permit, failure to obtain a permit or defective workmanship or materials shall be borne by the applicant or persons under-taking the activity.
2. The applicant or their representatives shall perform all work and pay all costs in connection with permitted activities.
3. **Any permit applied for and issued after activity has begun will be subject to a fee of twice (2X) the standard permit fee.**

## **II. UTILITY PERMITS**

Utility permits can be broken into two (2) categories – Major Construction & Annual Utility Maintenance Permit. Major & Minor Construction permits are required for all new facilities, upgrades, and expansions, etc. which are not in the exact same location (including elevation) as the existing facility. Annual Utility Maintenance Permit only cover the operation, in place maintenance & spot repair of existing utilities.

### **A. AFFECTED UTILITIES**

1. Public and private utilities for electric power, cable television, telephone, telegraph, communication, internet, water, gas, oil, petroleum products, steam chemicals, sewage, drainage, irrigation and similar utilities.
2. Such utilities may involve underground, surface or overhead facilities, either singularly or in combination.

### **B. MINOR CONSTRUCTION (\* May be covered by Annual Utility Permit)**

These items need construction permits, one permit per project or location. However, each permit may have a fee based on the sum of the fees for individual items of proposed



work. Fees charged will be according to the approved Permit Fee Schedule in Appendix.

1. Routine maintenance, inspection and modernization of aerial telephone or aerial electrical power lines, which does not include extension or relocation of the lines.
2. Routine maintenance, inspection and modernization of underground facilities involving no relocation or extension.
3. Installation of individual short side service connections which are entirely located in the back slope of ditch or further from center of the road. This work will neither disturb nor pass under the roadway's ditch bottom, ditch fore slope, road embankment, road shoulder, curbing, or traveled lanes. If this condition cannot be met, the service installation is considered major construction & a road crossing permit must be obtained.
4. Adding guys and anchors to existing utility poles.
5. Landscaping.

### **C. MAJOR CONSTRUCTION**

These items need construction permits, one permit per project or location. However, each permit may have a fee based on the sum of the fees for individual items of proposed work. Fees charged will be according to the approved Permit Fee Schedule in Appendix.

1. Aerial telephone, cable TV, communication, and electrical power lines. Poles shall be placed as close to the right-of-way line as feasible. Guy wire encroachment on road right-of-way shall be minimized. No guy wires shall be placed on road shoulders, ditch fore slopes, or ditch bottoms
2. Streetlights and signals.
3. Gas mains. Gas mains shall be encased when crossing roadways. Gas mains shall have trench tape placed in the trench above the pipe.
4. Buried telephone cable.
5. Electrical conduit. Electrical conduit shall be encased when crossing roadways and have trench tape placed in the trench above the conduit.
6. Fiber-Optic Cable. Fiber-optic cable shall have trench tape placed in the trench above the cable.
7. Utility service lines that disturb or pass under ditch bottom, ditch fore slope, road embankment, road shoulder, curbing, or traveled lanes.

8. Utility road crossings.
9. Seismographic Surveys. Lines laid across roads must not interrupt winter road maintenance. The Road Commission will not be liable for damage to lines laid over roadways.
10. Tree & brush clearing in the right of way.

\*Advance notice shall be given in writing of maintenance activities covered by an Annual Utility permit when such activity involves disturbing the travelled portion of the road or shoulders. (Emergency repairs excepted.)

#### **D. LOCATION**

1. Utility lines shall be located to minimize the need for later adjustment to accommodate future highway improvements and to permit servicing such lines with minimum interference to highway traffic.
2. Longitudinal installations shall be located on uniform alignment as near as practicable to the right-of-way so as to provide a safe environment for traffic operation and to preserve space for future highway improvements or other utility installations.
3. To the extent feasible and practicable, utility line crossings of the highway shall cross on a line generally normal to the highway alignments. All utility crossings at county primary roads and/or major local roads are to be encased by boring and jacking unless otherwise directed by the County Engineer.

#### **III. DRIVEWAY PERMITS**

Landowners of property fronting public roads have certain rights of access consistent with their needs, applicable law and regulation, and road users have certain rights to freedom of movement, safety and efficient expenditure of their public highway funds. Therefore, it is within the public interest to regulate and control the location, design and operation of access driveways, and, to the extent feasible, satisfy the needs of both.

The construction of private driveways are not considered to be an efficient expenditure of public road funds; therefore, the total cost of constructing and maintaining a driveway connecting to primary, local or unimproved county road shall be borne by the property owner. This will include, but shall not be limited to, excavation, embankment, gravel, asphalt or concrete surfacing, culverts with end sections, and the required signing.

All driveway construction requires a permit. The application for permit for drives on state highways (US-41 AND M-26) must be filed with MDOT, and MDOT will make recommendations, and issue these permits according to MDOT standards.

When driveways are to serve a development that may have a significant impact on the serviceability of adjacent highways, the Engineer/Manager of the Keweenaw County Road Commission will review the proposed driveway plans and, if needed, will make recommendations consistent with public safety and convenience based on, in part, sight distance, traffic volumes and traffic patterns, etc.

The Contractor/Owner/Applicant shall provide and properly maintain all signs and barricades necessary to complete construction in a safe manner. Construction zone signing and placement of barricades shall be done in accordance with the current edition of the MMUTCD.

#### **A. RESIDENTIAL DRIVEWAY PERMIT**

1. APPLICATION:
  - a. The property owner shall apply for a permit for driveway construction by completing the permit application form and returning it to the Road Commission office. The application shall be filled out completely with an accurate description of the location of the proposed drive. Additionally, the property owner or its agent shall stake the location of the proposed drive. Upon receipt of the permit application, the Road Commission inspector will determine the necessary requirements including the need for culvert placement.
  - b. The permit will not be approved until the residential driveway permit fee is received.
2. RESIDENTIAL DRIVEWAYS, NUMBER AND SEPARATION
  - a. One residential driveway shall be permitted for each platted lot or for un-platted residential property with less than 100 feet of frontage.
  - b. One additional residential driveway may be permitted for residential property for each 70 feet in excess of the first 100 feet of frontage.
  - c. Two residential driveways may be permitted on the same property in lieu of #2 above, to serve a circle driveway if the frontage of the property is 80 feet or more.
  - d. Residential driveways on the same property shall be at least 45 feet apart, center-to-center.
  - e. If located adjacent to an uncurbed intersecting highway, the point of curvature of the driveway radius shall be at least 50 feet from the edge of pavement of the intersecting highway.
  - f. Joint residential driveways will not be permitted.

### 3. REQUIREMENTS

- a. All residential driveways shall be surfaced with minimum six (6) inch thickness of MDOT Specification 22A gravel or better within the right-of-way.
- b. Requirements for “hard surfaced” residential driveways will be the following: Two (2) inch thickness (220 pounds per SYD) of Michigan Department of Transportation Specification, HMA, 4EL (or equivalent) and six (6) inch thickness, compacted in place (CIP), MDOT Specification 22A coarse aggregate “gravel”.
- c. All residential driveways shall have a maximum width of 24 ft, measured at right angles to the centerline of the driveway at the right-of-way line.
- d. No portion of the driveway entrance within the highway right-of-way shall have a grade greater than 10% (1 ft. vertical in 10 ft. horizontal). To allow shoulder maintenance, the existing shoulder slope will be followed in the area crossing to the road shoulder.
- e. The driveway side slopes shall be no steeper than 1 vertical to 2 horizontal in the right of way. Immediately after construction, the side slopes shall be seeded and covered with mulch or mulch blanket to prevent soil erosion and sedimentation deposits in the existing roadside ditch.
- f. No culvert of less than 12 inch nominal diameter may be installed.
- g. Residential driveway culverts shall be constructed of smooth-lined Corrugated Polyethylene Pipe (CPE) or “Class F” material per Table 401-1 of current MDOT Standard Specification for Construction – See Appendix. If the Applicant wishes to install a culvert of material other than as specified, approval must be obtained from the Road Commission prior to installation.
- h. All drives shall enter perpendicular to the existing roadway.
- i. The Board of County Road Commissioners, or its agents, shall determine whether or not a culvert is required at the proposed driveway location. If a culvert is required, the Road Commission shall specify the type of culvert required and the minimum diameter of the culvert. The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it.

- j. Concrete driveways shall not be constructed within the Right-of-Way.

## **B. COMMERCIAL DRIVEWAY AND PRIVATE ROAD PERMIT**

### **1. APPLICATION:**

- a. Owner/Applicant must submit a plan drawing showing existing roadway, location of buildings, both proposed and existing, and appurtenances and dimensions thereof and details of internal traffic circulation, parking facilities and relationship to property corners. Permit type and volume of traffic, type of roadside development and other operational considerations. The permit applicant shall deposit an amount of money in the Road Commission account sufficient to cover the permit fee, drawing of a detailed plan in accordance with Road Commission specifications, staking and inspection of the forms, and field inspection by the Engineer/Manager. The compliance with this section will be at the discretion of the Engineer/Manager or their representative.
- b. If a conflict arises over the commercial driveway classification, a determination will be made by the Board of Keweenaw County Road Commissioners, as to whether or not a specific use shall be designated commercial. This determination shall be final and binding. The Road Commission reserves the right to approve the location that is considered to be in the best interest of public safety and convenience.
- c. The applicant will be required to prevent parking in the highway right-of-way. The Road Commission will not issue permits for commercial properties that encourage the stopping or standing of vehicles in the right-of-way or the backing of vehicles from the highway onto the sites.

### **2. REQUIREMENTS:**

- a. A commercial driveway may be located directly opposite an existing road intersection such that left turns oppose each other and are perpendicular to the major road. However, if offset, the centerline of a commercial driveway shall be located a minimum of 250 ft. from the centerline of the nearest intersecting roadway. In the event that special circumstances make this requirement unfeasible, in no case shall any portion of a commercial driveway, including the radii, shall be located closer than 50 ft to the nearest right-of-way line of a roadway intersecting the roadway the driveway accesses.
- b. A two-way commercial driveway shall be the standard driveway approach. Two-way commercial driveways shall be undivided unless

special permission is granted by the Road Commission.

- c. All commercial driveways shall have a width sufficient to serve anticipated traffic conditions. Standard width on a two-way drive shall be 30 ft. with minimum width allowed being 25 ft. Standard width on a one-way drive shall be 18 ft with minimum width allowed being 16 ft. (width to be measured at right angles to the centerline of the driveway at the right-of-way line.)
- d. Curb and gutter are required where the existing or proposed road is curbed. Curb and gutter shall be placed at each radius and shall extend back at least to the right-of-way line. The curb setback shall be determined by the Road Commission. A concrete gutter or drainage way through the driveway may be required.
- e. Driveways shall not adversely affect the road drainage or drainage along the road. The Board of County Road Commissioners through its agents shall determine whether or not drainage structures are required for any driveway installation, and also the minimum diameter and minimum length of culverts/structure needed for the installation. Storm drainage from private property shall not be discharged on the highway right-of-way unless approved by the Road Commission. This includes road side ditches.
- f. Drainage calculations that indicate no additional storm water runoff will enter the Keweenaw County Road Commission right-of-way from the development must be included with the site plan. Existing roadway drainage shall be maintained. Design of detention basins shall be based on a 50-year frequency design storm.
- g. The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it. Construction of vertical headwalls at culvert ends is prohibited.
- h. Commercial driveway or Private Road culverts shall be constructed of "Class F" material per Table 401-1 of current MDOT Standard Specification for Construction – See Appendix. If the Applicant wishes to install a culvert of material other than as specified, approval must be obtained from the Road Commission prior to installation.
- i. A one-way commercial driveway is a special case and may be required depending on the site-specific characteristics. A one-way driveway includes separate entering and exiting drives and shall be designed to facilitate the desired turning movements and to discourage prohibited movements. The installation and maintenance of directional signs shall be the responsibility of the owner.

- j. In commercial driveways or private roads carrying vehicles heavier than passenger cars or a frequency of use greater than 100 vehicles per day, the following specifications shall be used:
  - 1. Two (2) lifts of 1.5 inch thickness (@ 165 pounds per SYD per lift) of Michigan Department of Transportation Specification, HMA, 4EL (or equivalent). Eight (8) inches, compacted in place (CIP), MDOT Specification 22A coarse aggregate “gravel” and twelve (12) inch thickness, compacted in place (CIP), MDOT Specification for Class II granular subbase.
  
- k. In driveways carrying passenger cars only at a frequency of use less than 100 vehicles per day, the following materials may be used:
  - 1. Two (2) inch thickness (220 pounds per SYD) of Michigan Department of Transportation Specification, HMA, 4EL (or equivalent), Eight (8) inch thickness, compacted in place (CIP), MDOT Specification 22A coarse aggregate “gravel”.
  
- l. Driveway profile shall be determined using the following criteria:
  - 1. If the highway is uncurbed, the grade of the driveway between the highway edge of pavement and the edge of the shoulder shall conform to the existing slope of the shoulder.
  - 2. If the highway is uncurbed or if the sidewalk is more than 10 feet from the edge of the pavement or if there is no sidewalk:
    - i. The grade of a two-way, one-way or divided commercial driveway shall not exceed 2% for a minimum distance of 25 feet as measured from the edge of shoulder or eight (8) feet from the edge of pavement (whichever is greater). Beyond this distance the grade shall not exceed 8%.
  
- m. If the highway is curbed and if the sidewalk is 10 feet or less from the edge of pavement, the grade of a driveway, except a directional driveway, shall be the grade required to meet the sidewalk elevation; but if the grade would exceed the maximums specified in paragraph (2), the sidewalk shall be either tilted or inclined.
  
- n. The grade of a directional driveway shall be designed so to provide vision of the highway edge of pavement and the driveway surface for a distance of 100 feet along the driveway. For a driveway on an upgrade towards the highway, a grade of 1.5% for a distance of 100 feet from

the edge of the pavement is acceptable. Beyond this distance, the grade shall not exceed 4% and the difference in grades where there is a change of grade shall not exceed 3%.

- o. Vertical curves, with a minimum length of 15 feet, shall be provided at a change of grade of 4% or more.
- p. If the sidewalk elevation has to be adjusted to meet the driveway, the Road Commission may require that the sidewalk be inclined at a rate not to exceed 5%.
- q. Culvert pipe shall be of a size adequate to carry the anticipated natural flow of the ditch. The culvert shall be no smaller than the nearest upstream culvert nor less than 15 inches inside diameter. A culvert, catch basin, drainage channel and other drainage structure required within the highway right-of-way shall be manufactured or constructed and installed in accordance with the current Michigan Department of State Highways Standard Specifications for Highway Construction. The minimum length of the culvert may be determined as the sum of the distance between driveway edges, measured along the ditch line, plus the distances needed to accommodate an embankment slope not steeper than 1 foot vertical for 3 feet horizontal on both sides of the driveway on county highways where the speed limit is equal to or greater than 25 m.p.h. and not steeper than 1 foot vertical for 2 feet horizontal on county highways where the speed limit is less than 25 m.p.h.

### **C. TEMPORARY DRIVEWAY**

1. The application for a temporary drive must clearly state the purpose of the temporary driveway, expected traffic amount & traffic type, date in which the construction will begin, and the date when the driveway will no longer be needed. Failure to provide any of this information will delay permit approval.
2. The applicant shall provide, when submitting the permit application, a sketch showing the property layout and location of the desired access point(s).
3. Due to the special nature of temporary driveways, all driveway design features will be reviewed and approved by the Road Commission on an individual basis.
4. The Board of County Road Commissioners or its agents shall determine whether or not a culvert is required and, if required, the minimum diameter and minimum length of the culvert. The applicant shall furnish, install, and maintain the required culvert. This includes repair and / or replacement when the culvert hinders the flow of water through it.
  - a. Temporary driveway culverts shall be installed in line with and on the



same grade as the road ditch unless otherwise determined by the Road Commission.

- b. No culvert of less than 12 in diameter may be installed.
- c. All temporary drive culverts shall meet the requirements of Class F Culverts as listed in Table 401-1 of MDOT Standard Specifications. If the applicant wishes to install a culvert of material other than that specified above, approval must be obtained from the Road Commission prior to installation.
- d. Construction of vertical headwalls at culvert ends is prohibited.
- e. The driveway side slopes shall be no steeper than 1 vertical to 2 horizontal in the right of way.

5. **FAILURE TO REMOVE OR ABANDON:** All temporary drives must be removed in two (2) weeks of the date of final use as stated on the permit. If the applicant fails to remove or abandon the temporary driveway, the Road Commission will remove the driveway and all cost and associated fees will be billed to the applicant.

#### **IV. PARADE, BANNER AND ROAD CLOSURES FOR CELEBRATIONS AND FESTIVALS**

All permits of this type shall conform to requirements listed on parts 4 and 5 of the Administrative Rules Regulating Driveways, Banners and Parades on and Over Highways adopted by the Michigan Department of Transportation and Great Lakes Council of County Road Commissions, as amended.

A permit for the temporary installation of banners to be placed within or over a road right-of-way under the jurisdiction of the Road Commission shall be issued only to the governing body of a city, village or township.

Application for the permit should be made at least 30 days prior to the anticipated placement of the banner, parade or road closure to provide the Road Commission ample time to review the requirements with the governing city, village or township.

##### **A. APPLICATION FOR PERMIT:**

- 1. An APPLICATION for permit for the installation of a banner shall include the following as a minimum:
  - a. Activity in connection with which the banners are to be placed.
  - b. Location of the proposed installation including distance to overhead traffic control devices.
  - c. Description of the banner, including any legend or symbol thereon.

- d. Height of an overhead banner at its lowest point above the pavement.
  - e. Date on which the banner will be installed and removed. The period shall not exceed a time period specified by the Road Commission.
  - f. The application shall be accompanied by a copy of a resolution from the city, village or township requesting permission for a banner.
  - g. If it is the intent of the applicant to have the Road Commission to install and remove the banner, this request should be included in the application. The Road Commission shall be reimbursed by the applicant, for all costs incurred.
2. DESIGN AND PLACEMENT: The design, method of installation and location of banners shall not endanger persons using the roadway or interfere with the free movement of traffic.
3. LOCATION: An overhead banner shall have a minimum bottom height of 18 ft. above the roadway, shall not be placed closer than 100 ft from traffic signals, and shall be placed so as to maintain a clear view of traffic signals and/or other traffic control devices.
4. CONTENTS OF BANNERS:
- a. All banners must be in good taste, decent for viewing of all persons. No vulgarity or profanity will be permitted.
  - b. A banner shall not have displayed thereon any legend or symbol, which may be construed to advertise, promote or publicize any merchandise or commodity, or be political in nature.
  - c. A banner shall not have displayed thereon any legend or symbol that is or purports to be an imitation of or resembles, or which may be mistaken for, a traffic control device, or which attempts to direct the movement of traffic. Decorations shall not include flashing lights or any other type of lights that may be distracting to motorists.
5. TRAFFIC CONTROL DEVICES:
- a. Traffic control devices shall be installed in conjunction with the closure or partial closure and the detour route shall conform to the provisions of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
  - b. Required traffic control devices shall be furnished and installed by the local governing body or by the Road Commission. Costs arising from the installation, maintenance and removal of such devices shall be borne by the permittee.
  - c. The local governing body shall provide necessary police supervision, establish and post necessary detour signs and assume liability for damage claims which may arise as a result of the closure or partial closure.
  - d. The closure or partial closure shall not be for the purpose of allowing

private commercial activities such as advertising or sale of goods, wares or produce.

- e. Permittee shall obtain separate approval/permit from MDOT, if proposed closure, and resulting detour requires signage on or in a State highway right of way (M-26, US-41, etc.).

- 6. **CANCELLATION OF PERMIT:** A permit for the installation of a banner may be cancelled, and the banner removed immediately, at the sole discretion of the Road Commission.

**V. TRANSPORTATION PERMITS:**

- A. EXTENDED TRANSPORTATION PERMIT (ANNUAL):** For the movement of overweight/oversize equipment within a county road right-of-way. Permit not valid through Spring weight restriction period.
- B. SPECIAL TRANSPORTATION OR BUILDING MOVING PERMIT (SINGLE TRIP):** For the movement of overweight/oversize vehicles or loads within a county road right-of-way. (Single trip) Permit not valid through Spring weight restriction period.
- C. MILK HAULERS PERMIT:** For the movement of milk at normal legal weights on seasonal routes during the Spring weight restriction period.
- D. MISCELLANEOUS HAULING PERMIT:** For movement of products at normal legal weights on seasonal routes during the Spring weight restriction period.

**APPENDIX A: PERMIT FEE SCHEDULE**

**KEWEENAW COUNTY ROAD COMMISSION  
PERMITS, LICENSES, CONDITIONAL USES FEE SCHEDULE**

Adopted: XXXXX XX, 2024

<u>PERMIT TYPE</u>	<u>PERMIT FEE</u>	<u>INSPECTION FEE</u>
1. <b>Residential Driveways</b>	\$30.00	None
2. <b>Commercial Driveways</b>	\$50.00	None
3. <b>Parade, Banner and Event/Road Closure Permits</b>	None	None
4. <b>Transportation Permits</b>		
- Extended (annual) Overweight/Oversize	\$100.00	None
- Special (single trip) Overweight/Oversize	\$25.00	None
- Special (Multiple trips up to 5 days)	\$50.00	None
- Milk Hauler (spring weight restrictions)	\$10.00	None
- Miscellaneous hauling (spring weight restrictions)	\$25.00	None
- Mobil homes (single trip)	\$25.00	None
- Mobil homes (annual)	\$100.00	None
- Buildings and special loads (per move)	\$100.00	None
5. <b>Utilities</b>		
- Annual maintenance and repair permit	\$50.00	None
- Annual tree trimming permit	\$50.00	None
- Annual service connection permit (same side)	\$50.00	None
A. <b><u>Minor utility</u></b>		
- Overhead line	\$25.00	None
- Cable plowing	\$25.00	\$0.01/ft.*
B. <b><u>Major utility</u></b>		
- Gas line plowing	\$75.00	\$0.05/ft.*
- Gas line construction	\$75.00	\$0.10/ft.*
- Water main construction	\$75.00	\$0.10/ft.*
- Sewer construction	\$75.00	\$0.10/ft.*
- Road construction	\$75.00	\$0.10/ft.*
* - \$10.00 minimum charge for inspection fee		
6. <b>Miscellaneous permits</b>		
- Temporary Road Closure (for event by permittee)	\$20.00	None
<b><u>LICENSES:</u></b>	<b><u>FEE</u></b>	
- Existing encroachments - (water wells, septic tanks, portions of structures considered more or less permanent)	\$50.00	None
<b><u>CONDITIONAL USES:</u></b>		
- Signs, fences, parking areas, storage areas, etc.	\$50.00	None
7. <b>ABSOLUTE ABANDONMENT</b>	\$600 + legal fees and expenses incurred	

- Any permit applied for and issued after activity has begun will be subject to a fee of **twice** (2X) the standard fee.

- Utility permits subject to restoration cash bond at the discretion of the Road Commission.

**APPENDIX B: PERMIT FORMS**

# **Permit Application Code Sheet**

**YEAR-XX-XXX**

**Location (2024-XX-123)**

- 01 - Allouez township
- 02 - Eagle Harbor Township
- 03 - Grant Township
- 04 - Houghton Township
- 05 - Sherman Township

**Type of Permit (2024-01-XXX)**

- 001-100 Residential Driveway Permits
- 101-150 Commercial Driveway Permits
- 151-175 AT & T
- 176-225 SEMCO
- 226-275 UPPCO
- 276-300 Township Water & Sewer Permits
- 301-325 Ontonagon REA & Other Electrical Permits
- 326-350 Baraga Telephone Permits
- 351-375 Encroachment Permits
- 376-400 Charter Communications & Fiber Permits
- 401-425 Misc. Permits
- 426-475 Special Haul Permits
- 476-525 Annual Over-width / Over-weight Cab Permits

Keweenaw County Road Commission  
 1916 Fourth Street  
 Mohawk, Michigan 49950  
 Phone 906-337-1610 / Fax 906-337-1404

Application No. \_\_\_\_\_  
 Permit No. \_\_\_\_\_  
 Issue Date \_\_\_\_\_

**APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN  
 WITHIN THE RIGHT-OF-WAY OF; OR TO CLOSE, A COUNTY ROAD.**

**APPLICATION**

An applicant is defined as an owner of property adjacent to the right-of-way, the property owner's authorized representative; or an authorized representative of a private or public utility who applies for a permit to construct, operate, use, and/or maintain a facility within the right-of-way for the purpose outlined within the application. A contractor who makes application on behalf of a property owner or utility must provide documentation of authority to apply for a permit.

<b>APPLICANT</b>	Name: _____		<b>CONTRACTOR</b>	Company: _____	
	Address: _____			Address: _____	
	Phone No: _____ Cell No: _____			Phone No: _____ Cell No: _____	
	Fax No: _____			Fax No: _____	
	Email Address: _____			Email Address: _____	
Applicant/Contractor request a permit for the following work within the right of way of a county road: _____ _____					
LOCATION: County Road _____ Between _____ And _____ Township _____ Section ___ T ___ R ___ Side of Road N S E W Property ID _____					
DATE: Work to begin on _____ ; Work to be completed by _____					
I certify and acknowledge that (1) the information contained in this application is true and correct, (2) the commencement of the work described in this application shall constitute acceptance of the permit as issued, including all terms and conditions thereof and, (3) if this permit is for commercial or residential driveway work, I am the legal owner of the property that this driveway will serve, or I am the authorized representative.					
Applicant's Signature: _____			Contractor's Signature: _____		
Title: _____ Date: _____			Title: _____ Date: _____		

**PERMIT**

The term "Permit Holder" in the terms and conditions set forth on the reverse side hereof, refers to the applicant and the contractor, where applicable. By performing work under this permit, the Permit Holder acknowledges and agrees that this permit is subject to all the rules, regulations, terms and conditions set forth herein, including on the reverse side hereof. Failure to comply with any of said rules, regulations, terms and conditions shall render this permit NULL AND VOID.

REQUIREMENTS	FEE TYPE	AMOUNT	RECEIPT NO	DATE			
	Application Fee				Letter of Credit \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
	Permit Fee				Surety Bond \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
	Inspection Fee				Retainer Letter	<input type="checkbox"/>	<input type="checkbox"/>
	Bond				Approved Plans on File	<input type="checkbox"/>	<input type="checkbox"/>
	Deposit				Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
	Other				Attachments/Supplemental Specifications	<input type="checkbox"/>	<input type="checkbox"/>
	To Be Billed						

OTHER REQUIREMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommended For Issuance By: \_\_\_\_\_  
 \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
 \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_



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 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.



Single Move  
CRA Approved

Permit Number
Fee
Inspection/Other
Receipt Number

# Single Move Transportation Permit

In compliance with MCL 257.717 - 725

\$25 Round Trip up to 3 business days

\$50 Multiple Trips up to 3 business days

Applicant	Contact
Name: _____	Name: _____
Address: _____	Email: _____
City/St/Zip: _____	Phone: _____ Fax: _____

It is understood this Single Move Permit is being issued for vehicles with the following axle loading or overall dimensions and that exceeding these limits will void the permit. Failure to follow the Rules and Regulations on page 2 will void this permit.

AXLE SPACING	AXLE NO.	LOADED VEHICLE AXLE WEIGHT IN POUNDS	NUMBER OF TIRES TIRE SIZES	LOAD DESCRIPTION _____ <i>Load must not be divisible</i> MOTOR UNIT WIDTH _____
____ FT.    ____ IN.	1	_____	_____	MOVE DATE OR FIRST DAY _____  NATURE OF TRIP:    SINGLE _____ ROUND TRIP _____ MULTIPLE TRIPS _____  MAXIMUM OVERALL DIMENSION: WIDTH _____ Max 16'0" HEIGHT _____ Max 14'0" LENGTH _____ Max 95'0"  Measured at widest point including overhangs.
____ FT.    ____ IN.	2	_____	_____	
____ FT.    ____ IN.	3	_____	_____	
____ FT.    ____ IN.	4	_____	_____	
____ FT.    ____ IN.	5	_____	_____	
____ FT.    ____ IN.	6	_____	_____	
____ FT.    ____ IN.	7	_____	_____	
____ FT.    ____ IN.	8	_____	_____	
____ FT.    ____ IN.	9	_____	_____	
____ FT.    ____ IN.	10	_____	_____	
____ FT.    ____ IN.	11	_____	_____	

Maximum weight on any wheel shall not exceed 700 pounds per inch of tire width.

Route Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If the proposed move utilizes state highways or city streets, permission must be obtained from the state or local authorities.

This permit is issued to the power unit described below, this power unit can be in combination with the conditions on this permit and the rules and regulation on page 2.

Year	Make/Model	VIN	Unit No.	License No.
Applicant's Signature _____		Title _____	Date _____	

### This Area for Road Agency Use Only

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit.

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_ Requested Route: \_\_\_\_ Y \_\_\_\_ N (see Special Conditions)

Special Conditions: \_\_\_\_\_  
 \_\_\_\_\_

Approved and issued: \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**RULES AND REGULATIONS**

- 1) Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and /or owner of the vehicle subject to appropriate legal action.
- 2) Oversize permits are issued for daylight hours only, Monday through Saturday. Permits are not valid from 12 noon on the day preceding and continuing until daylight of the 1st day after the holidays here listed: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas, except with the approval of the Permits Department when emergency repair movements are necessary in the best interest of public safety and welfare. Permit valid only if favorable driving and traffic provisions prevail.
- 3) The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked loaded or unloaded on the highway at any time.
- 4) Vehicles shall be registered as required by the Michigan Vehicle Code and will not violate any statute or valid ordinance, rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation.
- 5) The driver of the vehicle shall carry copies of this permit and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, motor carrier officer or Road Agency employee or duly authorized road agency agent.
- 6) Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings or the road, including the structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of said vehicle or load. The Applicant shall assure that the road agency is held harmless of any claim arising out of or related to the moving of said vehicle, load or its presence on or use of the highway by said vehicle and load. The applicant agrees to reimburse the road agency for any damage resulting from disregard of the permit.
- 7) Permits are not valid if insurance expires. Applicant to present evidence that at least the following insurance coverage shall be in full force and in effect on each vehicle while operating on the public highways under special permit:

Bodily Injury Liability - each person	\$500,000.00
Bodily Injury Liability - each accident	\$1,000,000.00
Property Damage Liability - each accident	\$1,000,000.00
Single Limit Policy	\$1,000,000.00
Worker’s Compensation	Statutory Coverage

- 8) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement. The applicant may be required to deposit a reasonable inspection fee and to furnish a good and sufficient cash bond to cover any damage that might occur to roads, bridges, or highway structures, by the movement of vehicles and objects under the proposed permit.
- 9) Permits will not be issued for oversize or overweight vehicles or loads which can be readily dismantled, reduced or otherwise rearranged to come within the legal limits. Permits will in no way supersede posted axle loading limits on any bridge or highway. The applicant agrees to reimburse the Road Agency for any damage resulting from disregard of such postings.
- 10) The equipment shall be loaded on the vehicle in such a manner to reduce to a minimum the excess over statutory size or weight limitations and the least width or length dimensions becomes the width of the load. The Applicant shall verify the route is clear of overhead obstructions prior to any movements. Striking or damage to any structure or facility will be perceived to be noncompliance with this section and will result in termination of this permit.
- 11) The Road Agency may temporarily suspend or revoke a Single Move Permit, either in its entirety or in respect to certain of its provisions, due to seasonal conditions, other special conditions or if it is in the interest of the public’s safety.
- 12) The vehicle shall not be loaded or unloaded within the outer shoulder limits of any county road unless permitted by an officer or the Road Agency.
- 13) The movement requires the display of clean, plain, red or orange flags of at least 18 inches square. One flag shall be displayed at each of the four corners of the vehicle or load; and if any portion of the load extends beyond the width of the corner flag, one additional flag shall be displayed at the widest point on each side of the vehicle or load. Flags should be securely fastened by at least one corner or securely mounted on a staff.
- 14) When width exceeds 12 feet or the length exceeds 80 feet the load shall be followed by one escort vehicle (passenger car or pickup truck) reasonable distance in rear of the movement with at least one flashing amber light on top of cab. When moving on 4 or more lanes load to be also preceded by one escort vehicle (passenger car or pickup truck) a reasonable distance in front of the movement with at least one flashing amber light on top of cab. Amber lights are to be visible for 360 degrees for a distance of 500 ft.
- 15) Permit not valid on highways which are posted for lighter than normal loadings and vehicle exceeds axle loadings as posted, or when restricted loadings are in effect.
- 16) The vehicle covered by this permit shall not exceed 35 M.P.H. at any time.
- 17) A uniform fee schedule has been established, additional fees may be assessed based on the administrative costs incurred by Road Commission for the issuance of the permit consistent with MCL 257.725(6).

**AGENCY CONTACT INFORMATION**

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



# Single Mobile Home Transportation Permit

In compliance with MCL 257.725

\$50 Single Trip up to 3 business days

Permit Number
Fee
Inspection/Other
Receipt Number

Applicant	Contact
Name: _____	Name: _____
Address: _____	Email: _____
City/St/Zip: _____	Phone: _____ Fax: _____

This permit applicant to give 48 hour notification of each move and provide intended route. Failure to follow the Rules and Regulations on page 2 will void this permit.

Permit valid ONLY when dimensions DO NOT EXCEED the following:

Width: 16 feet in actual body width and fixtures not to exceed 6 inches on each side.  
 Height: 15 feet (It is the applicants responsibility to verify vertical clearance and overhead obstructions along route).  
 Length: 80 feet in body length of mobile home or module; 105 feet overall length with towing vehicle.

Actual Dimensions: Width \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_

Route Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the proposed move utilizes state highways or city streets, permission must be obtained from the state or local authorities.

This permit is issued to the power unit described below, this power unit can be in combination with the conditions on this permit and the rules and regulation on page 2.

Year	Make/Model	VIN	Unit No.	License No.
Applicant's Signature _____		Title _____	Date _____	

**This Area for Road Agency Use Only**

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit.

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_ Requested Route: \_\_\_ Y \_\_\_ N (see Special Conditions)

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Approved and issued: Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**AGENCY CONTACT INFORMATION**

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS

- 1) Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and/or owner of the vehicle subject to appropriate legal action.
- 2) Oversize permits are issued for daylight hours only, Monday through Friday. Permits are not valid from 12 noon on the day preceding and continuing until daylight of the 1st day after the holidays here listed: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas, except with the approval of the Permits Department when emergency repair movements are necessary in the best interest of public safety and welfare. Permit valid only if favorable driving and traffic provisions prevail.
- 3) The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked loaded or unloaded on the highway at any time.
- 4) Vehicles shall be registered as required by the Michigan vehicle code and will not violate any statute or valid ordinance, rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation.
- 5) The driver of the vehicle shall carry copies of this permit and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, motor carrier officer or Road Agency employee or duly authorized road agency agent.
- 6) Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings or the road, including the structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of said vehicle or load. The applicant shall assure that the road agency is held harmless of any claim arising out of or related to the moving of said vehicle, load or its presence on or use of the highway by said vehicle and load. The applicant agrees to reimburse the agency for any damage resulting from disregard of this permit.
- 7) Permits are not valid if insurance expires. Applicant to present evidence that at least the following insurance coverage shall be in full force and effect on each vehicle while operating on the public highways under special permit:

Bodily Injury liability - each person	\$500,000.00
Bodily Injury liability - each accident	\$1,000,000.00
Property Damage liability - each accident	\$1,000,000.00
Single Limit Policy	\$1,000,000.00
Worker's Compensation	Statutory Coverage

- 8) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement. The applicant may be required to deposit a reasonable inspection fee and to furnish a good and sufficient cash bond to cover any damage that might occur to roads, bridges, or highway structures, by the movement of vehicles and objects under the proposed permit.
- 9) Permits will not be issued for oversize or overweight vehicles or loads which can be readily dismantled, reduced or otherwise rearranged to come within the legal limits. Permits will in no way supersede posted axle loading limits on any bridge or highway. The applicant agrees to reimburse the Road Commission for any damage resulting from disregard of such postings.
- 10) The equipment shall be loaded on the vehicle in such a manner to reduce to a minimum the excess over statutory size or weight limitations and the least width or length dimensions becomes the width of the load. The Applicant shall verify the route is clear of overhead obstructions prior to any movements. Striking or damage to any structure or facility will be perceived to be noncompliance with this section and will result in termination of this permit.
- 11) The Road Commission may temporarily suspend or revoke a Single Mobile Home Permit, either in its entirety or in respect to certain of its provisions, due to seasonal conditions, other special conditions or if it is in the interest of the public's safety.
- 12) The vehicle shall not be loaded or unloaded within the outer shoulder limits of any county road unless permitted by an officer or the Road Commission.

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS

- 13) The movement requires the display of clean, plain, red or orange flags of at least 18 inches square. One flag shall be displayed at each of the four corners of the vehicle or load; and if any portion of the load extends beyond the width of the corner flag, one additional flag shall be displayed at the widest point on each side of the vehicle or load. Flags should be securely fastened by at least one corner or securely mounted on a staff.
- 14) When width exceeds 12 feet or the length exceeds 80 feet the load shall be followed by one escort vehicle (passenger car or pickup truck) reasonable distance in rear of the movement with at least one flashing amber light on top of cab. When moving on 4 or more lanes load to be also preceded by one escort vehicle (passenger car or pickup truck) a reasonable distance in front of the movement with at least one flashing amber light on top of cab. Amber lights are to be visible for 360 degrees for a distance of 500 ft.
- 15) Permit not valid on highways which are posted for lighter than normal loadings and vehicle exceeds axle loadings as posted, or when restricted loadings are in effect.
- 16) The vehicle covered by this permit shall not exceed 45 mph or 10 mph below the posted speed limit whichever is lower.
- 17) For mobile homes or park model trailer and towing vehicle that, when in combination, are more than 80 feet in length or more than 12 feet wide shall be:
  - Equipped with 2 flashing amber lights on the rear of the mobile home and 1 flashing amber light on the top of the towing vehicle.
  - Equipped with stop lights and directional lights on the rear of the mobile home or park model trailer.
  - Equipped with signs with the words "oversized load" displayed on the front bumper of the towing vehicle and on the back of the mobile home or park model trailer; signs shall be of durable material in good condition with black lettering on interstate yellow background and that the letters shall be block lettering not less than 12 inches high at the front and 16 inches high at the rear of the unit.
- 18) A person cannot move a mobile home or park model trailer that is 14 or more feet in width including the eaves when the wind velocity exceeds 25 miles per hour.
- 19) For mobile homes or park model trailers the distance between axle centers shall not be less than 34 inches.
- 20) A building may be moved between the side rails of bridges if the horizontal clearance between such rails exceeds the width of the building by at least 12 inches. If the width of the building is greater than the horizontal clearance of any bridge, the building must be loaded on the moving equipment in such manner that the under side of supporting cross members will clear the rails by at least 12 inches at all times.
- 21) A uniform fee schedule has been established, additional fees may be assessed based on the administrative costs incurred by Road Agency for the issuance of the permit consistent with MCL 257.725(6).

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



# Seasonal Agricultural Transportation

## SPRING RESTRICTION LOAD EXEMPTION

In compliance with MCL 257.722(5)

Single Trip

Seasonal

Year Valid \_\_\_\_\_

Permit Number
Fee
Inspection/Other
Receipt Number

Applicant	Contact
-----------	---------

Name: _____	Name: _____
Address: _____	Email: _____
City/St/Zip: _____	Phone: _____

Applicant shall have a copy of this permit and the Route Notification Request provided to the Road Agency in his/her possession while performing the relevant agricultural commodity transportation travel. Use of restricted roads during weight restrictions will be minimized and only utilized when necessary to perform work using the agricultural vehicle or agricultural vehicle configuration (shown below) and non-restricted roads shall be used for travel when available for route travel. Permittee must notify the \_\_\_\_\_ County Road Agency by submitting a Route Notification Request form via fax or electronically at least 48 hours prior to the movement; unless otherwise approved by an authorized representative of the Road Agency.

- Speed limit not to exceed 35 mph.
- Normal Legal Loadings only.
- Time of day \_\_\_\_\_
- The Road Agency has the right to suspend this permit if weather or road conditions warrant such action.
- Any of the following actions shall immediately void this permit and subject the applicant to appropriate legal action:
  - Misrepresentation of information set forth in an application for permit.
  - Noncompliance with the conditions, rules and regulations on which this permit was issued.
  - A change or erasure on a permit.
- The permittee shall be responsible for damage to the highway, to persons and to property caused by or rising from operations covered by this permit.
- Additional conditions agreed upon \_\_\_\_\_

Origination: \_\_\_\_\_ Destination: \_\_\_\_\_

Route: \_\_\_\_\_

Attached Map  Yes  No

Year	Make/Model	VIN	Unit No.	License No.
------	------------	-----	----------	-------------

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### This Area for Road Agency Use Only

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit. The Road Agency retains the right to suspend this permit if weather or road conditions warrant such action.

Approved and issued: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS

- 1) Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and /or owner of the vehicle subject to appropriate legal action.
- 2) Applicant shall provide notification to the Road Agency 48 hours in advance using a Route Notification Request form provided by the Road Commission.
- 3) Travel on seasonally restricted roads during springtime weight restrictions will be minimized and only when necessary to perform work using the agricultural vehicle or agricultural vehicle configuration. Unrestricted roads shall be used for travel when available and for routine travel. The movement of vehicle and load upon said highway (s) shall be restricted to the specified hours as stated on permit. Recommended movements are early mornings when the ground is more stable.
- 4) The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked loaded or unloaded on the highway at any time.
- 5) Vehicles shall be registered as required by the Michigan Vehicle Code and will not violate any statute or valid ordinance rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operations.
- 6) The driver of the vehicle shall carry this permit, route notification and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, Motor Carrier Officer or duly authorized Road Commission agents. Permit not valid unless accompanied by supplemental route notification..
- 7) Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings or the road including any appurtenances, and shall reimburse the appropriate parties for any damage caused by moving of said vehicle or load.
- 8) Permits are not valid if insurance expires. Applicant shall present evidence of insurance coverage on each vehicle and carry proof of insurance while operating on the highway.
- 9) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement.
- 10) The vehicle transporting agricultural commodities shall not exceed "Normal Legal Loading" which is: 18,000 lbs/single axle; 13,000 lbs/tandem axle; 16,000 lbs/tandem axle on a designated county route. For all axle configurations the weight shall not exceed 700 lbs/inch of tire width. Permits will in no way supersede posted axle loading limits on any bridge/structure or highway.
- 11) The Road Agency may temporarily suspend or amend a permit, either in its entirety or in certain of its provisions due to seasonal or other special conditions.
- 12) The fee schedule is subject to change based on annual cost allocation method.

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_





# Seasonal Milk Transportation

## SPRING RESTRICTION LOAD EXEMPTION

In compliance with MCL 257.722(9)

Single Trip

Seasonal

Year Valid \_\_\_\_\_

Permit Number
Fee
Inspection/Other
Receipt Number

Applicant	Contact
Name: _____	Name: _____
Address: _____	Email: _____
City/St/Zip: _____	Phone: _____

Applicant shall have a copy of this permit in his/her possession while transporting milk along the approved route. Use of restricted roads during weight restrictions will be minimized and only utilized when non-restricted are not available for travel.

- All milk hauling shall occur on the approved specified route.
- Normal Legal Loadings are in effect.
- A negotiated agreement is in effect for this applicant, agreement number/date.
- The Road Agency has the right to suspend this permit if weather or road conditions warrant such action.
- Any of the following actions shall immediately void this permit and subject the applicant to appropriate legal action:
  - Misrepresentation of information set forth in an application for permit.
  - Noncompliance with the conditions, rules and regulations on which this permit was issued.
  - A change or erasure on a permit.
- The permittee shall be responsible for damage to the highway, to persons and to property caused by or rising from operations covered by this permit.
- Additional conditions agreed upon \_\_\_\_\_

Origination: \_\_\_\_\_ Destination: \_\_\_\_\_

Route: \_\_\_\_\_

Attached Map \_\_\_\_\_ Yes \_\_\_\_\_ No

Year \_\_\_\_\_ Make/Model \_\_\_\_\_ VIN \_\_\_\_\_ Unit No. \_\_\_\_\_ License No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### This Area for Road Agency Use Only

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit. The Road Agency retains the right to suspend this permit if weather or road conditions warrant such action.

Approved and issued: \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS

- 1) Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and /or owner of the vehicle subject to appropriate legal action.
- 2) Travel is on seasonally restricted roads during weight restrictions will be minimized and only when necessary to transport milk along the specified route. Unrestricted roads shall be used for travel when available and for routine travel.
- 3) The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked or loaded on the highway at any time.
- 4) Vehicles shall be registered as required by the Michigan Vehicle Code and will not violate any statute or valid ordinance rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation.
- 5) The driver of the vehicle shall carry this permit, specified route, and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, motor carrier officer or duly authorized road agency agents. Permit not valid unless accompanied by approved specific route.
- 6) Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings, or the road, including the structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of said vehicle or load.
- 7) Permits are not valid if insurance expires. Applicant shall present evidence of insurance coverage on each vehicle and carry proof of insurance while operating on the highway.
- 8) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement.
- 9) The vehicle transporting milk shall not exceed "Normal Legal Loading" which is: 18,000 lbs/single axle; 13,000 lbs/tandem axle; 16,000 lbs/tandem axle on a designated county route. For all axle configurations the weight shall not exceed 700 lbs/inch of tire width. Permits will in no way supersede posted axle loading limits on any bridge/structure or highway.
- 10) The maximum width and length of equipment shall comply with the Michigan Vehicle Code.
- 11) The Road Agency may temporarily suspend or amend a permit, either in its entirety or in certain of its provisions, due to seasonal or other special conditions.
- 12) The fee schedule is subject to change based on annual cost allocation method.

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



Super Move  
CRA Approved

Permit Number
Fee
Inspection/Other
Receipt Number

# Super Move Transportation Permit

In compliance with MCL 257.717 - 725

\$100 Permit Fee per Move

Inspection & Other Expenses (To Be Determined)

Applicant	Contact
-----------	---------

Name: _____ Address: _____ City/St/Zip: _____	Name: _____ Email: _____ Phone: _____ Fax: _____
---	--

It is understood this Single Move Permit is being issued for vehicles with the following axle loading or overall dimensions and that exceeding these limits will void the permit. Failure to follow the Rules and Regulations on page 2 will void this permit.

BETWEEN AXLE SPACING	AXLE NO.	LOADED VEHICLE AXLE WEIGHT IN POUNDS	NUMBER OF TIRES TIRE SIZES
_____ FT. _____ IN.	1	_____	_____
_____ FT. _____ IN.	2	_____	_____
_____ FT. _____ IN.	3	_____	_____
_____ FT. _____ IN.	4	_____	_____
_____ FT. _____ IN.	5	_____	_____
_____ FT. _____ IN.	6	_____	_____
_____ FT. _____ IN.	7	_____	_____
_____ FT. _____ IN.	8	_____	_____
_____ FT. _____ IN.	9	_____	_____
_____ FT. _____ IN.	10	_____	_____
_____ FT. _____ IN.	11	_____	_____
_____ FT. _____ IN.	12	_____	_____
_____ FT. _____ IN.	13	_____	_____
_____ FT. _____ IN.	14	_____	_____

Route Requested: \_\_\_\_\_

Map: Yes  No  \_\_\_\_\_

LOAD DESCRIPTION  
*Load must not be divisible* \_\_\_\_\_

MOTOR UNIT WIDTH \_\_\_\_\_

MOVE DATE OR FIRST DAY \_\_\_\_\_

NATURE OF TRIP: SINGLE \_\_\_\_\_ ROUND TRIP \_\_\_\_\_ MULTIPLE TRIPS \_\_\_\_\_

MAXIMUM OVERALL DIMENSION: WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_

Measured at widest point including overhangs maximum weight on any wheel shall not exceed 700 pounds per inch of tire width. If the proposed move utilizes state highways or city streets, permission must be obtained from the state or local authorities.

**AGENCY CONTACT INFORMATION**

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

This permit is issued to the power unit described below, this power unit can be in combination with a trailer complying with the conditions on this permit and the rules and regulations below.

Year	Make/Model	VIN	Unit No.	License No.
Vehicle to be used: Truck	Truck-Trailer	Semi-Trailer	Trailer	Pole Trailer
Applicant's Signature _____		Title _____	Date _____	

**This Area for Road Agency Use Only**

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit.

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_ Requested Route: \_\_\_Y \_\_\_N (see Special Conditions)

Special Conditions: \_\_\_\_\_  
 \_\_\_\_\_

Approved and issued: Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**RULES AND REGULATIONS**

- Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and/or owner of the vehicle subject to appropriate legal action.
- Oversize permits are issued for daylight hours only, Monday through Saturday. Permits are not valid from 12 noon on the day preceding and continuing until daylight of the 1st day after the holidays here listed: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas, except with the approval of the Permits Department when emergency repair movements are necessary in the best interest of public safety and welfare. Permit valid only if favorable driving and traffic provisions prevail.
- The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked loaded or unloaded on the highway at any time.
- Vehicles shall be registered as required by the Michigan vehicle code and will not violate any statute or valid ordinance, rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation.
- The driver of the vehicle shall carry copies of this permit and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, motor carrier officer or Road Agency employee or duly authorized road agency agent.
- Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings or the road, including the structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of said vehicle or load. The applicant shall assure that the road agency is held harmless of any claim arising out of or related to the moving of said vehicle, load or its presence on or use of the highway by said vehicle and load. The applicant agrees to reimburse the agency for any damage resulting from disregard of this permit.
- Permits are not valid if insurance expires. Applicant to present evidence that at least the following insurance coverage shall be in full force and effect on each vehicle while operating on the public highways under special permit:

Bodily Injury liability - each person	\$500,000.00
Bodily Injury liability - each accident	\$1,000,000.00
Property Damage liability - each accident	\$1,000,000.00
Single Limit Policy	\$1,000,000.00
Worker's Compensation	Statutory Coverage

**AGENCY CONTACT INFORMATION**

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS

- 8) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement. The applicant may be required to deposit a reasonable inspection fee and to furnish a good and sufficient cash bond to cover any damage that might occur to roads, bridges, or highway structures, by the movement of vehicles and objects under the proposed permit.
- 9) Permits will not be issued for oversize or overweight vehicles or loads which can be readily dismantled, reduced or otherwise rearranged to come within the legal limits. Permits will in no way supersede posted axle loading limits on any bridge or highway. The applicant agrees to reimburse the Road Agency for any damage resulting from disregard of such postings.
- 10) The equipment shall be loaded on the vehicle in such a manner to reduce to a minimum the excess over statutory size or weight limitations and the least width or length dimensions becomes the width of the load. The Applicant shall verify the route is clear of overhead obstructions prior to any movements. Striking or damage to any structure or facility will be perceived to be noncompliance with this section and will result in termination of this permit.
- 11) The Road Agency may temporarily suspend or revoke a Super Move Permit, either in its entirety or in respect to certain of its provisions, due to seasonal conditions, other special conditions or if it is in the interest of the public's safety.
- 12) Movement to be made during periods of reduced traffic. Vehicles traveling under this permit shall maintain a distance of not less than 2,000 feet apart.
- 13) The movement requires the display of clean, plain, red or orange flags of at least 18 inches square. One flag shall be displayed at each of the four corners of the vehicle or load; and if any portion of the load extends beyond the width of the corner flag, one additional flag shall be displayed at the widest point on each side of the vehicle or load. Flags should be securely fastened by at least one corner or securely mounted on a staff.
- 14) When width exceeds 12 feet or the length exceeds 80 feet the load shall be followed by one escort vehicle (passenger car or pickup truck) reasonable distance in rear of the movement with at least one flashing amber light on top of cab. When moving on 4 or more lanes load to be also preceded by one escort vehicle (passenger car or pickup truck) a reasonable distance in front of the movement with at least one flashing amber light on top of cab. Amber lights are to be visible for 360 degrees for a distance of 500 ft.
- 15) Permit not valid on highways which are posted for lighter than normal loadings and vehicle exceeds axle loadings as posted, or when restricted loadings are in effect.
- 16) The vehicle covered by this permit shall not exceed 35 M.P.H. at any time.
- 17) To be towed by at least a 1 1/2 ton truck with dual wheels. Applicant shall insure vehicle has adequate HP and braking to pull the load. Auxiliary power unit required on move.
- 18) Police supervision of traffic required on move. Permit not valid for movement when wind velocity exceeds 25 MPH. Permit valid only if favorable driving and traffic conditions prevail. Movement must minimize the obstruction of normal flow of traffic. Continuous two-way communication is required between escort vehicles and the towing vehicle. The transporting of a Building or Special Load is allowed only when the surface condition of the highway is not slippery.
- 19) In the event of a breakdown or unavoidable delay, an attempt shall be made to remove the building from the highway. If the building cannot be removed it shall be clearly marked with warning lights and shall be attended by personnel to assist in directing traffic.
- 20) A building may be moved between the side rails of bridges if the horizontal clearance between such rails exceeds the width of the building by at least 12 inches. If the width of the building is greater than the horizontal clearance of any bridge, the building must be loaded on the moving equipment in such manner that the under side of supporting cross members will clear the rails by at least 12 inches at all times.
- 21) A load shall be arranged to effect the minimum dimensions for height, length or width. All hydraulic attachments or mechanisms must be securely immobilized with adequate chains and binders. Vehicles must have air or lift axles on ground.
- 22) A uniform fee schedule has been established, additional fees may be assessed based on the administrative costs incurred by Road Agency for the issuance of the permit consistent with MCL 257.725(6).

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



# Seasonal Public Utility Transportation

NON-EMERGENCY EXEMPTION  
PER MCL 257.722(6)

Year Valid \_\_\_\_\_

Permit Number
Fee
Inspection/Other
Receipt Number

Applicant	Utility
Name: _____	Name: _____
Address: _____	Email: _____
City/St/Zip: _____	Phone: _____

Contact	Contact
Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____

Permittee shall have a copy of this permit as approved by the Road Agency in his/her possession while performing the relevant non-emergency work.

Permittee must notify the \_\_\_\_\_ by fax, or electronically at least one business day (24 hours) prior to the movement; and shall have a copy of the notification in his/her possession while performing the relevant no-emergency work.

Use of restricted roads during weight restrictions will be minimized and only utilized when necessary to perform work using the public utility vehicle or vehicle configuration (shown below) and that non-restricted roads shall be used for travel when available for route travel.

Year	Make/Model	VIN	Unit No.	License No.
By signing this permit application, I certify that I have read and will abide by the rules and regulations on the back of this sheet.				
Authorized Signature	Title		Date	

**This Area for Road Agency Use Only**

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit.

Approved and issued: \_\_\_\_\_  
 Authorized Signature Title Date

**AGENCY CONTACT INFORMATION**

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS

- 1) Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and /or owner of the vehicle subject to appropriate legal action.
- 2) Applicant shall provide notification to the road agency, using a notification application provided by the road agency, when requesting access to operate on restricted roads. Applicant shall provide notification to the road agency, via facsimile or electronically, not later than one business day (24 hours) before the time of intended travel. If the road agency determines that the condition of a particular road under its jurisdiction makes it unusable, the road agency may deny access to all or any part of that road. The denial shall be made and communicated via facsimile or electronically to the Applicant within one business day after receiving notification that the Applicant intends to perform non-emergency work that requires use of that road. Any notification that is not disapproved within one business day after the notice is received by the road agency is considered approved.
- 3) The permit travel on seasonally restricted roads during weight restrictions will be minimized and only utilized when necessary to perform work using the public utility vehicle or vehicle configuration. Unrestricted roads shall be used for travel when available and for routine travel.
- 4) The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked loaded or unloaded on the highway at any time.
- 5) Vehicles shall be registered as required by the Michigan Vehicle Code and will not violate any statute or valid ordinance, rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation.
- 6) The driver of the vehicle shall carry copies of this permit, the route notification form and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, motor carrier officer or duly authorized road agency agent. Permit not valid unless accompanied by supplemental route notification.
- 7) Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings or the road, including the structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of said vehicle or load. The Applicant shall assure that the road agency is held harmless of any claim arising out of or related to the moving of said vehicle, load or its presence on or use of the highway by said vehicle and load. The applicant agrees to reimburse the road agency for any damage resulting from disregard of the permit.
- 8) Permits are not valid if insurance expires. Applicant shall present evidence that at least the following insurance coverage shall be in effect on each vehicle while operating on the public highways under special permit:

Bodily Injury Liability - each person	\$500,000.00
Bodily Injury Liability - each accident	\$1,000,000.00
Property Damage Liability - each	\$1,000,000.00
Accident - Single Limit Policy	\$1,000,000.00
Worker's Compensation	Statutory Coverage
- 9) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement. The applicant may be required to reimburse the road agency for any damage that might occur to roads, bridges or highway structures, by the movement of vehicles and loads under the proposed permit.
- 10) The public utility vehicle weight shall not exceed "Normal Legal Loading" which is: 18,000 lbs/single axle; 13,000 lbs/tandem axle; 16,000 lbs/tandem axle on a designated county route. For all axle configurations the weight shall not exceed 700 lbs/inch of tire width. Permits will in no way supersede posted axle loading limits on any bridge/structure or highway.
- 11) The road agency may temporarily suspend or amend a permit, either in its entirety or in certain of its provisions, due to seasonal or other special conditions.
- 12) Vehicles used for public utility work must display signage on the outside of the vehicle to identify the vehicle as operating on behalf of the public utility.
- 13) The fee schedule shall be established by the cost allocation method.

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



Permit Number
Fee
Inspection/Other
Receipt Number

# Annual Transportation Permit

In compliance with MCL 257.725

\$100 Annual Permit Fee per Power Unit

Applicant	Contact
-----------	---------

Name: _____ Address: _____ City/St/Zip: _____	Name: _____ Email: _____ Phone: _____ Fax: _____
---	--

It is understood this Special Move Permit is being issued for vehicles with the following axle loading or overall dimensions and that exceeding these limits will void this permit. Failure to follow the Rules and Regulations on page 2 will void this permit.

MAXIMUM ALLOWABLE AXLE LOADING Spacing Between Axles (per MCL 257.725)		MAXIMUM OVERALL DIMENSIONS (per MCL 257.725)	
9 feet or over (single axle)	22,500 lbs.	Width	12'-6"
9 feet or over (1 tandem assembly only)	20,000 lbs.	Height	13'-6"
More than 3'-6" feet, but less than 9 feet	16,250 lbs.	Length of any combination	75'-0"
Less than 3'-6" feet	11,250 lbs.	Length of truck or power unit	45'-0"

Maximum load on any wheel shall not exceed 700 pounds per inch of tire width.  
Not valid on any posted bridge or road

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This permit is issued to the power unit described below, this power unit can be in combination with any legal trailer complying with the conditions on this permit and the rules and regulation on page 2.

Year	Make/Model	VIN	Unit No.	License No.
Applicant Signature		Title	Date	

### This Area for Road Agency Use Only

A permit is granted for the stated period and is subject to conditions on the reverse side of this permit.

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Approved and issued: Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



## RULES AND REGULATIONS

- 1) Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or false information given on the application. Failure to comply with the conditions of this permit shall be just cause for the immediate suspension or revocation of any or all permits and the operator and /or owner of the vehicle subject to appropriate legal action.
- 2) Oversize permits are issued for daylight hours only, Monday through Saturday. Permits are not valid from 12 noon on the day preceding and continuing until daylight of the 1st day after the holidays here listed: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas, except with the approval of the Permits Department when emergency repair movements are necessary in the best interest of public safety and welfare. Permit valid only if favorable driving and traffic provisions prevail.
- 3) The movement shall not impede other traffic in an unreasonable manner and at no time shall traffic be blocked from use of the highway. Vehicles and loads shall not be parked loaded or unloaded on the highway at any time.
- 4) Vehicles shall be registered as required by the Michigan Vehicle Code and will not violate any statute or valid ordinance, rule or regulation by any state agency or sub-division of the state. Vehicles are to comply with all statutory provisions as to other permits, licensing, motor vehicle equipment and operation.
- 5) The driver of the vehicle shall carry copies of this permit and rules in the vehicle to which it applies and shall have these documents available for inspection by any police officer, motor carrier officer or Road Agency employee or duly authorized road agency agent.
- 6) Applicant shall be responsible for any damage caused to wires, mailboxes, trees, buildings or the road, including the structures and appurtenances, and shall reimburse the appropriate parties for any damage caused by the moving of said vehicle or load. The Applicant shall assure that the road agency is held harmless of any claim arising out of or related to the moving of said vehicle, load or its presence on or use of the highway by said vehicle and load. The applicant agrees to reimburse the road agency for any damage resulting from disregard of the permit.
- 7) Permits are not valid if insurance expires. Applicant to present evidence that at least the following insurance coverage shall be in full force and in effect on each vehicle while operating on the public highways under special permit:

Bodily Injury Liability - each person	\$500,000.00
Bodily Injury Liability - each accident	\$1,000,000.00
Property Damage Liability - each accident	\$1,000,000.00
Single Limit Policy	\$1,000,000.00
Worker's Compensation	Statutory Coverage

- 8) Permits will be issued only for vehicles owned by the applicant or operated under a bona fide lease or rental agreement. The applicant may be required to deposit a reasonable inspection fee and to furnish a good and sufficient cash bond to cover any damage that might occur to roads, bridges, or highway structures, by the movement of vehicles and objects under the proposed permit.
- 9) Permits will not be issued for oversize or overweight vehicles or loads which can be readily dismantled, reduced or otherwise rearranged to come within the legal limits. Permits will in no way supersede posted axle loading limits on any bridge or highway. The applicant agrees to reimburse the Road Agency for any damage resulting from disregard of such postings.
- 10) The equipment shall be loaded on the vehicle in such a manner to reduce to a minimum the excess over statutory size or weight limitations and the least width or length dimensions becomes the width of the load. The Applicant shall verify the route is clear of overhead obstructions prior to any movements. Striking or damage to any structure or facility will be perceived to be noncompliance with this section and will result in termination of this permit.
- 11) The Road Agency may temporarily suspend or revoke a Single Move Permit, either in its entirety or in respect to certain of its provisions, due to seasonal conditions, other special conditions or if it is in the interest of the public's safety.
- 12) The vehicle shall not be loaded or unloaded within the outer shoulder limits of any county road unless permitted by an officer or the Road Agency.
- 13) The movement requires the display of clean, plain, red or orange flags of at least 18 inches square. One flag shall be displayed at each of the four corners of the vehicle or load; and if any portion of the load extends beyond the width of the corner flag, one additional flag shall be displayed at the widest point on each side of the vehicle or load. Flags should be securely fastened by at least one corner or securely mounted on a staff.
- 14) When width exceeds 12 feet or the length exceeds 80 feet the load shall be followed by one escort vehicle (passenger car or pickup truck) reasonable distance in rear of the movement with at least one flashing amber light on top of cab. When moving on 4 or more lanes load to be also preceded by one escort vehicle (passenger car or pickup truck) a reasonable distance in front of the movement with at least one flashing amber light on top of cab. Amber lights are to be visible for 360 degrees for a distance of 500 ft.
- 15) Permit not valid on highways which are posted for lighter than normal loadings and vehicle exceeds axle loadings as posted, or when restricted loadings are in effect.
- 16) The vehicle covered by this permit shall not exceed 35 m.p.h. at any time.
- 17) A uniform fee schedule has been established, additional fees may be assessed based on the administrative costs incurred by Road Commission for the issuance of the permit consistent with MCL 257.725(6).

### AGENCY CONTACT INFORMATION

Permit Section \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



## WIRELESS PERMIT TO WORK WITHIN, OCCUPY, MAINTAIN OR TEMPORARILY CLOSE A COUNTY ROAD RIGHT-OF-WAY

### APPLICANT INFORMATION

An applicant is defined as an owner or authorized representative of a wireless service provider or wireless infrastructure provider who applies for a permit to construct, operate, use, and/or maintain a wireless facility, utility pole or wireless support structure within the right-of-way for the purpose outlined within the application. An authorized representative who makes application on behalf of the owner of the wireless facility, utility pole or wireless support structure must provide documentation of authority to apply for a permit.

<b>APPLICANT</b>	Name:	<b>Authorized Representative</b>	Company:
	Address:		Address:
	Phone No:                      Cell No:		Phone No:                      Cell No:
	Fax No:		Fax No:
	Email Address:		Email Address:
	I the Applicant/Representative request a permit for the following work within the right of way of a county road:		
Plans and specifications <input type="checkbox"/> Y <input type="checkbox"/> N      Proof of insurance <input type="checkbox"/> Y <input type="checkbox"/> N      Self Insured <input type="checkbox"/> Y <input type="checkbox"/> N MCL 224.19b (Telecom. or Video Services Providers) <input type="checkbox"/> Y <input type="checkbox"/> N                      MCL 224.19b (disturbance of ROW) <input type="checkbox"/> Y <input type="checkbox"/> N Antennas <input type="checkbox"/> Y <input type="checkbox"/> N                      Facilities <input type="checkbox"/> Y <input type="checkbox"/> N                      Wireless Support Structure <input type="checkbox"/> Y <input type="checkbox"/> N Number of Facilities _____                      Poles, New <input type="checkbox"/> Y <input type="checkbox"/> N                      Pole by Others, New <input type="checkbox"/> Y <input type="checkbox"/> N Colocation Utility Poles <input type="checkbox"/> Y <input type="checkbox"/> N                      Colocation Authority Poles <input type="checkbox"/> Y <input type="checkbox"/> N                      Make Ready Request <input type="checkbox"/> Y <input type="checkbox"/> N LOCATION: County Road _____ Between _____ And _____ Township _____ Section <input type="checkbox"/> T <input type="checkbox"/> R      Side of Road                      Property ID _____ DATE: Work to begin on _____; Work to be completed by _____			

Application No. \_\_\_\_\_

Permit No. \_\_\_\_\_

Permit fee: \_\_\_\_\_

Inspection/Other: \_\_\_\_\_

Date Issued: \_\_\_\_\_

## WIRELESS PERMIT

The term "Permit Holder" in the terms and conditions set forth on the reverse side hereof, refers to the applicant and the contractor, where applicable. By performing work under this permit, the Permit Holder acknowledges and agrees that this permit is subject to all the policies, procedures, terms and conditions set forth herein, including on the reverse side hereof. Failure to comply with any of said rules, regulations, terms and conditions shall render this permit NULL AND VOID.

	FEE TYPE	AMOUNT	RECEIPT NO	DATE	
<b>REQUIREMENTS</b>	Permit Fee				Work Order No.: _____ Letter of Credit \$ _____ <input type="checkbox"/> Y <input type="checkbox"/> N
	Make Ready Fee				Surety Bond \$ _____ <input type="checkbox"/> Y <input type="checkbox"/> N
	Colocation Rate				Retainer Letter <input type="checkbox"/> Y <input type="checkbox"/> N
	Inspection Fee				Approved Plans on File <input type="checkbox"/> Y <input type="checkbox"/> N
	Bond				Certificate of Insurance <input type="checkbox"/> Y <input type="checkbox"/> N
	Other				Self-insurance Request <input type="checkbox"/> Y <input type="checkbox"/> N
	To Be Billed				

OTHER REQUIREMENTS:

Recommended for Issuance By:

Approved By:

\_\_\_\_\_

\_\_\_\_\_

1. **Specifications.** All proposed work contained in this permit must be performed in accordance with the application, plans, specifications, maps and statements filed with the County Road Commission ("Road Commission"), and must comply with any modifications requested by the Road Commission and must comply with the Road Commission's applicable procedures and policies on file at its offices and if applicable, MDOT's Standard Specifications for Construction as may be amended from time to time.
2. **Fees and Costs.** The Permit Holder shall be responsible for all costs incurred by the Road Commission relating to review of this application and shall deposit estimated fees, initial colocation rates and costs as determined by the Road Commission, at the time the permit is issued. Prior to permit issuance a deposit of the estimated fees and costs as determined by the Road Commission, will be required at the time the permit is issued. Subsequent to the initial installation covered by this permit, the Permit Holder shall reimburse the Road Commission for any additional costs incurred for its costs for inspection of additional work within the Right-of-Way that will unreasonably affect traffic patterns or obstruct vehicular or pedestrian traffic in the ROW.
3. **Bond.** The Permit Holder shall provide a cash bond, irrevocable letter of credit or surety bond in a form and amount acceptable to the Road Commission at the time permit is issued.
4. **Insurance.** Without limiting the Permit Holder's indemnification of the Road Commission, the Permit Holder shall provide a certificate of insurance evidencing Proof of General Liability (CGL) on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. Proof of automobile liability insurance covering any autos owned, non-owned or hired, and for situations in which no fault insurance does not apply having limits of at least \$1,000,000 for property damage per occurrence, and not less than \$1,000,000 for bodily injury per person, per occurrence. Proof of Workers' Compensation insurance as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If applicable, Proof of Professional Liability (Errors and Omissions) insurance appropriate to the Permit Holder's profession, with limits of no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. A "claims made" policy can be utilized for professional liability coverage, but only if(1) the Retroactive Date is shown on the certificate and is prior to the start of work, and (2) the insurance must be maintained, and evidence of insurance must be provided to the Road Commission, for at least five (5) years after completion of the work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Permit Holder must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work. Primary Coverage: For any claims related to this contract, the Permit Holder's insurance coverage shall be primary coverage as respects the Road Commission, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Road Commission, its officers, officials, employees, or volunteers shall be excess of the Permit Holder's insurance and shall not contribute with it. Notice of cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Road Commission with a 30-day cancellation provision. Waiver of Subrogation: The Permit Holder shall cause its insurance carrier(s) to grant to the Road Commission a waiver of any right to subrogation which any insurer of the Permit Holder may acquire against the Road Commission or its insurers. Self-Insured Retentions must be declared by the Permit Holder and approved by the Road Commission and shall not exceed \$25,000. Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A minus VII. Verification of Coverage: The Permit Holder shall furnish the Road Commission with original Certificates of Insurance including all required amendatory endorsements prior to beginning work. However, failure to obtain the required documents prior to the work beginning shall not waive the Permit Holder's obligation to provide them. Subcontractors: Permit Holder shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Permit Holder shall ensure that the Road Commission is an additional insured on insurance required from subcontractors. 12. Terrorism: TRIA terrorism Coverage is required.

**4.1 Additional Insured:** The Road Commission requires that the Permit Holder's general liability (CGL) and auto liability insurance policy contain an endorsement naming the Road Commission, its commissioners, its officers, officials, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Permit Holder including materials, parts, or equipment furnished in connection with such work or operations. In all cases, the additional insured endorsement must specify that its coverage is primary and non-contributory and extends to the full limits of the policy.

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 and hold harmless the Road Commission and its commissioners, officers, agents, volunteers and employees from and against any and all legal or equitable claims, allegations, actions, proceedings, liabilities, judgments, losses, costs, expenses (including attorney's fees), and damages arising out of (1) the installation, placement, maintenance, continued existence or the operation of wireless facility, utility pole, or wireless support structure which is the subject of this permit, or (2) the negligent performance or attempted performance of the work described in the

permit, or (3) the violation of the terms and conditions of the permit by the Permit Holder, its officers, agents, or employees, or (4) work performed or attempted to be performed by the Permit Holder that is not authorized by 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. The Permit Holder shall notify the Road Commission prior to performing routine maintenance when additional work within the Right-of-Way that will unreasonably affect traffic patterns or obstruct vehicular or pedestrian traffic in the right of way.
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.** The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection during Permit Holder's operations in accordance with the current *Michigan Manual of Uniform Traffic Control Devices, Part 6* and any supplemental specifications set forth herein. The Road Commission may require an additional permit for work in the right of way (CRA 100), if the work unreasonably affects traffic patterns or obstruct vehicular or pedestrian traffic in the right of way.
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. All repair work shall be performed within 60 days by the Permit Holder upon receiving written notice from the Road Commission. In the event the repair work is not completed within 60 days the Road Commission will perform the work. The Permit Holder shall be responsible for all documented costs incurred by the Road Commission for repairing damaged areas in the right of way or for emergency repairs performed by or on behalf of the Road Commission for the safety of the motoring public. Emergency repairs may 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 at the Road Commission's request, the Permit Holder shall surrender this permit or alter, relocate or remove its facilities. The Permit Holder acquires no rights in the right-of-way by virtue of this permit and expressly waives any right to claim damages or compensation in the event that this permit is revoked.
13. **Assignability.** This permit may not be assigned or transferred without the express written consent of 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; MCL §247.171 et seq and MCL 460.1301 et seq.

# **APPENDIX C: MDOT SSFC TABLE 401-1**

**Table 401-1: Pipe Alternatives for Culvert Classes**

Type of Pipe	Culvert Class (depth of cover, feet <sup>(a)</sup> )					
	Class A Culvert (1–10) <sup>(b)(c)</sup>	Class B Culvert (>10–16)	Class C Culvert (>16–23)	Class D Culvert (>23–33) <sup>(c)</sup>	Class E Culvert (1–3) <sup>(c)(d)</sup>	Class F Drive Culvert <sup>(e)</sup>
Reinforced concrete <sup>(f)</sup>	II	III	IV	V	IV	II
Non-reinforced concrete <sup>(g)</sup>	1	3	No	No	No	1, 3 <sup>(h)</sup>
Corrugated and spiral ribbed al-alloy	Yes	Yes	Yes	Yes	No	Yes
Corrugated and spiral ribbed steel	Yes	Yes	Yes	Yes	No	Yes
Dual-wall polymer-precoated galvanized steel	Yes	Yes	Yes	Yes	No	Yes
Smooth-lined corrugated plastic (CPE) <sup>(i)(j)</sup>	Yes <sup>(k)(l)</sup>	Yes <sup>(l)(m)</sup>	No	No	No	Yes <sup>(k)(l)</sup>
Corrugated polyvinyl chloride (CPV) <sup>(n)</sup>	Yes <sup>(k)(l)</sup>	Yes <sup>(l)(m)</sup>	No	No	No	Yes <sup>(l)</sup>

- (a) Cover, including the pavement structure, is defined as the height of fill above the top of the pipe measured to final grade.
- (b) Class A culvert applies when the culvert is outside the influence of proposed pavement or is beneath the influence of proposed pavement and the depth of cover is >3 feet but ≤10 feet.
- (c) Special design is required for fill heights <1 foot and >33 feet.
- (d) Class E culvert applies when the culvert is beneath the influence of proposed pavement and the depth of cover is 3 feet or less.
- (e) Class F culvert applies for driveway culverts (residential and commercial).
- (f) Roman numerals refer to the class of reinforced concrete pipe in accordance with AASHTO M170.
- (g) Arabic numerals refer to the class of nonreinforced concrete pipe in accordance with AASHTO M86.
- (h) Nonreinforced concrete pipe Class 1 is allowed for Class F culverts with a depth of cover of up to 10 feet. Nonreinforced concrete pipe Class 3 is allowed for Class F culverts with a depth of cover from 10 to 16 feet.
- (i) Provide CPE in accordance with AASHTO M294, Type S polyethylene pipe.
- (j) At least 2-foot cover if the culvert is outside the influence of proposed pavement (measured from top of pipe to final grade)
- (k) Allowed only for 36-inch-diameter pipe and under for CPE and CPV pipes. At least 3 feet of cover.
- (l) Refer to the Class A, B and F Bury Plastic Pipe Qualified Products List for approved manufacturers and products.
- (m) Allowed only for 12- to 24-inch-diameter CPE and CPV pipes.
- (n) CPV must conform to AASHTO M304.

**APPENDIX D: AMENDMENTS**

DATE:

DESCRIPTION



# **APPENDIX E: REFERENCE STANDARDS**