



# RIGHT OF WAY PERMIT APPLICATION

(Chap. 96, Ord. 169)

**METRO ACT**  
**Act No. 48 of 2002**  
 Does this work fall under  
 the Metro Act?  
 YES                      NO

## APPLICANT INFORMATION

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

## DESCRIPTION AND LOCATION OF WORK

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

Underground Installation: \_\_\_\_\_ L.F.                      Aerial Installation: \_\_\_\_\_ L.F.

**CHECK LIST:**

\_\_\_ Completed application

\_\_\_ Map (2 hard copies & 1 electronic)

\_\_\_ Proof of Insurance

\_\_\_ Fee (check, cash or money order)

\_\_\_ Bond

**FEE CALCULATION**

Application fee:	\$1500
Review and processing fee:	\$30
Aerial lineal feet x 15 cents:	_____
Underground lineal feet x 30 cents:	_____
Aerial square feet x \$1:	_____
Underground square feet x \$1.60:	_____
<b>TOTAL</b>	_____
<b>Bond (separate check to be returned upon completion)</b>	<b>\$2000</b>



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

1. **Notice:** The Village’s engineering consultant and property owners in the affected area must have at least 48 hours written notice prior to the start of construction. The permittee shall provide the Village Engineer with a 24 hour emergency number at which a named representative of the utility can be reached in an emergency. A list of all contractors working within the permitted area, with names and telephone numbers, must be made available.
2. **Excavations:** Whenever an open cut excavation is under, or within, 3 feet of existing and/or proposed sidewalks, driveways or pavement, the trench shall be backfilled with porous material compacted in layers to maximum density. Backfilling shall commence as soon as the utility has been installed. Under no circumstances shall an excavation remain open overnight without proper barricading.
3. **Crossing Asphalt or Concrete:** Where trenches cross asphalt or concrete driveways, or pavement, a saw shall be used for the removal of asphalt or concrete and a minimum ¾’ saw cut shall be made on each side of the part to be removed. Full slab removal and replacement of concrete will be allowed. Replace all pavement in like pavement.
4. **Restoration:** All areas outside of the shoulder, or in the greenbelt between the curb and the sidewalk that are disturbed by construction shall be restored by fine grading with topsoil and sod, in accordance with MDOT 1990 Standard Specifications for Construction in Sections 6.53 and 8.21, unless otherwise noted on the approved plans, or, by agreement with the Village, by use of seed, fertilizer and mulch, in accordance with MDOT 1990 Standard Specifications for Construction in Sections 6.50 and 8.21.
5. **Shoulder Restoration:** Shoulder areas shall be restored with compacted 22A aggregate admixed with 20 pounds of NaCl (rock salt) per ton of aggregate, according to MDOT Standard Specifications for Construction in Section 3.09.
6. **Ditch Restoration:** Ditches destroyed by construction shall be restored to standard cross-section and grade. All ditches shall be maintained and kept reasonably free from debris and sediment until final acceptance.
7. **Restoration Guideline:** Restoration, including disturbed areas, ditches, shoulders and pavement replacement shall follow construction as closely as predictable to minimize soil erosion and sedimentation of the ditches. If weather conditions prevent the restoration of the disturbed paved areas for an extended period of time, then an approved temporary replacement must be found and used.
8. **Tree and Shrub Dripline:** Where underground work or proposed utilities encroach under the branch spread of trees or shrubs, then the proposed structures, or conduit, shall be relocated outside of the tree or shrub dripline, or the utilities shall be installed by boring the distance of the branch spread. There shall be no trimming of trees allowed for the installation of overhead lines without written permission from the affected property owner and the Village.
9. **Transplanting:** Trees or shrubs to be transplanted shall be transplanted by tree spade only, and in accordance with the Village Transplant Detail. All damaged trees and shrubs shall be replaced, or restored, by a licensed professional arborist, in accordance with the Village standards and as directed by the Village.
10. **Rights-of-Way:** All work in rights-of-way, or in the traveled roadway, which may disturb the normal flow of vehicular or pedestrian traffic will employ roadway closure or partial closure practices, as delineated in the Michigan Manual of Uniform Traffic Control Devices and the standard established by the Village Engineer.
11. **“MISS DIG”:** The permittee shall subscribe to and be a member of MISS DIG, and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.
12. **Identification of Vehicles and Equipment:** All vehicles and equipment utilized by the permittee’s contractor or subcontractors for installation, maintenance or service of its system, shall be identified by an appropriate name, or logo and all field employees of permittee or the permittee’s contractor or subcontractors shall possess and display proper identification upon request of any resident or Village employee.
13. **Soil Erosion and Sediment Control:** All construction shall be in accordance with Title V – Chapter 49 (Ordinance No. 8577), Soil Erosion and Sediment Control. Contractor shall correct any violation at the direction of the City Inspector.
14. **“As Built” Plans:** Upon completion, either the contractor or the utility company will supply the Village with 2 paper sets and one electronic set of “as built” plans of the installation. Plans should be sent to this office as soon after project completion as possible, such time delay not to exceed 90 days after project completion.

Please advise the Village at 248-644-0044, at least twenty-four (24) hours prior to start of construction, so that spot checks can be scheduled while your construction crews are on the site.