



Since 1911

APPLICATION

To Construct, Operate, Use, Maintain and/or
Remove Within a County Right-of-Way,
or to Close a County Road

Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, Michigan 49417
(616) 842-5400
permits@ottawacorc.com

Applicant Job No. _____

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 governing body or 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 this application. A Contractor who makes application on behalf of a property owner or utility must provide documentation of authority to apply for a permit. When an Applicant hires a Contractor to perform the work, the Permit Holder is the Applicant and Contractor and BOTH assume responsibility for provisions of the Permit, and the Ottawa County Road Commission's Procedures and Regulations for Permitted Activities.

APPLICANT

CONTRACTOR

Name _____ Company _____ Address _____ City/State/Zip _____ Phone _____ Email _____	Name _____ Company _____ Address _____ City/State/Zip _____ Phone _____ Email _____
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By signing, applicant agrees to the General Conditions and Specifications and any additional permit terms and requirements.

Signature _____ Date: _____

PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLIES TO THE TYPE OF WORK REQUESTED BY THE APPLICATION

Driveway: Commercial Residential **Drive Surface:** Bituminous Concrete Gravel

Utility: Sanitary Sewer Water Storm Sewer Gas Electric Telecommunications

Fiber Cable Phone

Sidewalk or Non-Motorized Path

Ditch Enclosure or Drainage Improvement

Other _____

Description and Location:	
Township _____	Section No. _____

THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION: 1. Permit Fee 2. Checklist 3. Plans 4. Bond 5. Cert. of Insurance

THE FOLLOWING ITEMS MUST BE STAKED PRIOR TO THIS APPLICATION SUBMITTAL: Commercial Driveways, Residential Driveways, Franchise Utilities (except Telecommunications), Sidewalks, Non-Motorized Paths, Ditch Enclosures, and Drainage Improvements.

GENERAL CONDITIONS & SPECIFICATIONS

1. **FEES AND COSTS.** Permit Holder shall be responsible for all fees and/or costs required by the Commission in connection with issuance of this permit and shall deposit same as determined at the time the permit is issued.
2. **SPECIFICATIONS.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Commission and must comply with the Commission's current requirements and specifications on file at its offices, including, but not limited to, the Ottawa County Road Commission's Procedures and Regulations for Permitted Activities and M.D.O.T. specifications.
3. **PERMIT.** This permit is subject to accompanying supplemental specifications or those on file with the Road Commission, including, but not limited to, the Ottawa County Road Commission's Procedures and Regulations for Permitted Activities, and Act 200 of Public Acts of 1969 and amendments. The person in charge of the work shall have the permit, specifications, approved plans and sketches in his possession at the work site at all times.
4. **BONDS.** The Permit Holder shall furnish the County Road Commission with a minimum surety bond in the amount of \$5,000 or such higher amount as required by the County Road Commission guaranteeing performance in accordance with the Road Commission's specifications and its Procedures and Regulations for Permitted Activities. By furnishing such bond funds, the Permit Holder and contractor agree to comply with the Ottawa County Road Commission's Procedures and Regulations for Permitted Activities, including, but not limited to, those imposing liability upon the Permit Holder and contractor for attorney fees and costs incurred by the Ottawa County Road Commission in any action to collect and/or permanently retain the bond funds. The County Road Commission may retain any portion of a bond deposited herewith which in the opinion of the Road Commission shall be necessary to cover any expense or damage incurred by it through the granting of this permit, and the bond or the balance thereof shall be returned to the applicant upon completion of the work to the satisfaction of the County Road Commission.
5. **INSURANCE.** A Certificate of Insurance in the amount of \$300,000 minimum property damage and \$1,000,000 minimum public liability protecting the Ottawa County Road Commission against any and all claims for damages arising from operations covered by the permit shall be provided by the Permit Holder. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with return receipt required to the Road Commission. For additional information and details regarding insurance requirements and exception, refer the Ottawa County Road Commission's Procedures and Regulations for Permitted Activities, Section IV. A. 4.
6. **INDEMNIFICATION.** Permit Holder shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgments to which the Commission, its officers, or employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Commission, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
7. **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 AT LEAST TWO (2) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY ONE (21) CALENDER DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
8. **NOTIFICATION OF START AND COMPLETION OF WORK.** Permit Holder must notify the Commission at least 48 hours before starting work and must notify the Commission when work is completed.
9. **TIME RESTRICTIONS.** All work shall be performed Mondays through Saturdays daylight hours, unless written approval is obtained from the Commission, and work shall be performed only during the period set forth in this permit.
10. **SAFETY.** Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site traffic controls shall comply with Michigan Manual of Uniform Traffic Control Devices. If highway is to be closed at any time due to construction, the Contractor shall notify the Commission two (2) working days in advance of said closure to allow the Commission to determine a detour route. The signing of said detour shall be the responsibility of the Contractor.
11. **RESTORATION AND REPAIR OF ROAD.** Permit Holder agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and to repair any damage to the road right-of-way which is the result of the facility whenever it occurs or appears. In any action by the Ottawa County Road Commission against the Permit Holder for installation of non-conforming or defective work in a Right-of-Way under its jurisdiction, the Permit Holder is responsible for the Ottawa County Road Commission's attorney fees and costs.
12. **LIMITATION OF PERMIT.** This permit does not relieve Permit Holder from meeting other applicable laws and regulations of other agencies. Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.
13. **REVOCAION OF PERMIT.** The 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 Commission.
14. **VIOLATION OF PERMIT.** This permit shall become immediately null and void if Permit Holder violates the terms of this permit and alter, relocate or remove its facilities, at its expense, at the request of the Commission.
15. **ASSIGNABILITY.** This permit may not be assigned without the prior approval of the Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
16. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL.** The Road Commission's Engineer shall specify if trenches or excavations under or adjacent to the road surface shall be sheeted or shored and braced in such a manner as to prevent settlement of foundation material supporting the pavement. Excavated material shall be stockpiled in locations that do not obstruct motorist's vision or interfere with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the highway unless permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
17. **CROSSING ROADBED.** When crossing by boring or jacking the top of casing shall be placed to a depth of not less than 4 feet below the road surface and not less than 4 feet below the bottom of ditches. The service pipe shall be enclosed in a casing of sufficient size to permit removal and replacement of the service pipe without removing the casing. When crossing is allowed by cutting and trenching, all work must conform to requirements included in "Attachment for Additional Requirements."
18. **TRIMMING OR REMOVING TREES OR SHRUBS.** The permission of abutting property owner must be obtained and in case of removal all timber and branches must be properly and promptly removed from the highway right-of-way. The right of the abutting property owner to the wood resulting from trimming or removal must be observed. All tree trimming or removal must be completed within 60 days of the date of this permit.
19. **OPERATIONAL INSURANCE.** Any pipeline company transporting oil, gas or other dangerous products by a pipeline located within the road right-of-way may be required by the Board of County Road Commissioners of Ottawa County to furnish property damage and public liability insurance and bond to protect the Board of County Road Commissioners, Ottawa County as against all liabilities for the operation of such pipeline in an amount to be set by the Board of County Road Commissions as a condition of the granting of a permit.