



Right-of-Way Permit

Village of Shelby

218 N. Michigan Ave., Shelby, MI 49455 (p) 231-861-4400

Name of Applicant (Owner): _____ Email: _____

Name of Contractor performing work: _____

Contact Person: _____ Office Phone: _____ Cell: _____ Email: _____

A utility locate will need to be completed prior to any excavation, to arrange contact MISS Dig at 811.

Address/Location/Intersection of work to be performed: _____

Project Description: _____

Start Work Date: _____ End Work Date: _____

(Contact Public Works Supervisor at 231-742-9416 to schedule inspections.)

Method of Installation: eg. trench, directional bore, etc. _____

Type of Roadway Surface to be Disturbed: ☐ Asphalt Concrete ☐ Portland Concrete ☐ Gravel ☐ Other

If other please describe: _____

Will Curb & Gutter be removed? ☐ Yes ☐ No If so how many feet: _____

Will traffic be detoured? Please fill out the sketch area below with a site plan ☐ Yes ☐ No

All right-of-way permits are subject to the terms and conditions set forth in Chapter 1021 of the Village of Shelby Code of Ordinances.

Please Sketch Site Plan Here

(Show roadway, sidewalks, trees, curb & gutter, traffic control, and any other features necessary.)

This permit must be in the possession of the personnel working at the site.

Property Owner/Contractor: _____ Permit Issued By: _____

APPLICATION FOR RIGHT-OF-WAY PERMIT/UTILITY CONNECTIONS

Village of Shelby, 218 N. Michigan Ave., Shelby, MI 49455 Phone: (231) 861-4400

Website: www.shelbyvillage.com

PROCEDURE FOR RIGHT-OF-WAY PERMITS

1. No Street, sidewalk, apron or any public property shall be disturbed in any way without first obtaining a permit signed by the Public Works Supervisor or Village Administrator.
2. Permit applications may require detailed plans and specifications in a form acceptable to the Public Works Supervisor or Village Administrator.
3. Applicant shall submit or have on file at the Clerk's Office a current Certificate of Insurance providing minimum insurance requirements for proposed work in an amount not less than \$1,000,000 in general liability insurance and not less than \$500,000 in workers compensation insurance.
4. Bond or cash deposit with Village Treasurer required in an amount not less than estimated cost to totally restore right-of-way plus any amounts deemed reasonable by the Public Works Supervisor to cover any exposure to the use and function of all public installations within or adjacent to work area.
5. Contractor and/or subcontractor to **notify Public Works Supervisor 48 hours in advance of mobilization**, unless it is deemed an emergency.
 - a. In the case of an emergency approval, the contractor and/ subcontractor, along with the Village Staff, will meet on site to determine if emergency approval is necessary.
6. Public Works Supervisor to be notified **24 hours in advance of proposed final pouring of concrete, placing of asphalt, or placement of any permanent installation** and preparations must be inspected and approved by the Supervisor or the designated representative before final application of materials.
7. Violations of permit conditions subject to citation and fines imposed pursuant to Chapter 1021 of the Village of Shelby Code of Ordinances and each day the violation of the permit continues is a separate violation for purposes of this penalty provision.
8. Unless otherwise specified or shown on the plans, all areas disturbed by construction operations shall be restored to the original condition thereof as determined by the Village of Shelby.