

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. All permit applications must include detailed plans and specifications in a form acceptable to the Public Works Supervisor or Village Administrator.
3. Above ground, permanent installations to be located in the public right-of-way or on any public property shall be subject to the following additional requirements:
 - a. All plans, including photographs of proposed installations, to be submitted to the Public Works Supervisor for review and comment.
 - b. Plans shall be accompanied by specific explanation of need for above ground installation, options considered and supported finding of fact that below ground or private property installation is not feasible.
 - c. Following preliminary plan approval by the Public Works Supervisor, plans shall be forwarded to the Village Administrator for final review and approval.
4. 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.
5. 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.
6. Contractor/subcontractor to include complete traffic safety plan which shall include a complete explanation of all activities that may cause interruption of pedestrian, bicycle, vehicular or other traffic flow and their expected duration.
 - a. Plans to include detour signing, barricade installation, and all other necessary precautions to ensure the protection of the public safety.
 - b. **Traffic plan must be submitted and approved by the Village of Shelby Police Department.**
7. Plans to include complete explanation of any potential for conflict with any existing use of the right-of-way
8. 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.
9. 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.
10. 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.
11. 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.

12. PLAN SUBMITTAL CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Technical specifications |
| <input type="checkbox"/> Cross section details for pavement/walk repairs | <input type="checkbox"/> Photographs of location |
| <input type="checkbox"/> Traffic safety/control plan approved by Public Safety | <input type="checkbox"/> Explanation of activities and impacts |
| <input type="checkbox"/> Schedule of activities | <input type="checkbox"/> Project Bond/Deposit |
| <input type="checkbox"/> Scale plan view drawings of existing topography and proposed work | |



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

Check all that apply

Right-of-Way Permit

- \$50.00 for work in the Right-of-Way
- \$50.00 + \$500 deposit for termination of water and sewer connections

Water Lateral

- \$50.00 replace existing
- \$300.00 New Tap

Sewer Lateral

- \$50.00 replace existing
- \$300.00 New Tap

Contractor

Name of Contractor: _____

Contact Person: _____ Phone: _____

Address: _____

City/State/Zip: _____ Email: _____

Emergency (24 hr.) contact person information: _____

Job Address: _____

Homeowner Name(s): _____

Proposed activity & location(s): _____

Date activity will begin: _____

Date activity will be complete: _____

Subcontractor(s): _____

Contact: _____

Address: _____

Phone: _____ Email: _____

1. Insurance

What is Company's Contractor License expiration date with the State of Michigan? _____

Proof of Insurance: _____

Bond Submitted: _____

Proof of Workers Compensation: _____

RIGHT-OF-WAY WORK MAY NOT TAKE PLACE UNTIL THE PERMIT HAS BEEN ISSUED

In accordance with Michigan Public Act 174 of 2013, it is required by law to contact the Miss Dig System, by calling 811, three business days prior to any excavation.

Signature of Applicant: _____ Date: _____

Print Name: _____

| | | |
|-------------------------|-----------------------|--------------------|
| <i>Office Use Only</i> | | |
| Permit #: _____ | Date Received: _____ | Fee: _____ |
| Date of Approval: _____ | Date of Denial: _____ | Approved by: _____ |



2. Specifications for Street Restoration

HMA Base

Aggregate base for HMA streets shall meet the requirements of 22A in Section 902 of the current MDOT Standard Specifications for Construction. HMA for base, leveling, and surface courses shall be as specified, and shall conform to the requirements of Section 501 of the current MDOT Standard Specifications for Construction. Aggregate base for HMA streets shall be placed in accordance with Section 302 of the current MDOT Standard Specifications for Construction.

Underground Sprinkling Equipment

Underground sprinkling lines, valves & heads, and water system curb stops and boxes are specifically excluded from the pay items. The Contractor shall take the necessary precautions to preserve this equipment during construction. Any underground sprinkling equipment disturbed by the Contractor shall be replaced at the Contractor's expense. All underground sprinkling equipment shall be replaced in a timely fashion so as to minimize damage to the lawn areas. The Contractor will be responsible for any lawn damage caused by delayed replacement of the sprinkling equipment.

Turf Restoration

All areas of established turf shall be replaced as nearly as possible to their original condition. Topsoil shall be placed at a minimum depth of four (4) inches over all areas disturbed by the Contractor's operations. The sub grade shall be graded to conform to the adjacent contours and shall be approved by the Owner's Engineer before placing topsoil. The topsoil shall then be placed in accordance with Section 816 of the current MDOT Standard Specifications for Construction. The soil shall be dark, organic natural surface soil, exclusive of muck or peat, suitable for the establishment of grass or other vegetable growth. All lawn areas shall be seeded with Class A seed. Seed mixtures, application rates, and methods shall be in accordance with Section 816 of the current MDOT Standard Specifications for Construction. Seasonal limitations on seeding in Section 816 of the current MDOT Standard Specifications for Construction are waived. The Contractor shall repeat the seeding procedure as often as necessary to produce a close stand of weed-free grass.

Concrete Restoration

The Contractor shall replace all concrete sidewalk, drives, curb and gutter, and pavement removed during the installation of the utility or broken by the Contractor. Concrete shall meet the requirements for Grade S2 Concrete as specified in Section 701 of the current MDOT Standard Specifications for Construction. Other materials shall meet the requirements of the applicable portions of the current MDOT Standard Specifications for Construction. The thickness of the concrete shall be the same as the concrete adjacent to the trench but shall not be less than four (4) inches. The alignment and grade and the contour and finish of the surface shall be the same as the concrete adjacent to the trench unless otherwise directed by the Owner's Engineer. Pavements, walks, and drives shall be saw cut at the edges of the trench or removed to existing joints. The depth of the saw cut shall not be less than the full depth of the concrete. The forms and joints and the methods of placing, curing, and protection shall be consistent with standard practice and shall meet all the requirements of the current MDOT Standard Specifications for Construction for the various items.

