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Notes: \_\_\_\_\_  
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— OFFICE USE ONLY —

## DRIVEWAY / DITCH ENCLOSURE PERMIT APPLICATION WITHIN A COUNTY ROAD RIGHT-OF-WAY

FOR DRIVEWAY REQUIREMENTS SEE: [MCRC PROCEDURES & REGULATIONS FOR PERMIT ACTIVITIES](#)

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Permit Type:**

- Residential Driveway     Commercial Driveway     Utility Driveway     Field Driveway     Ditch Enclosure     Other \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Road Name: \_\_\_\_\_

Exact Location (if different than mailing): \_\_\_\_\_

PIN: \_\_\_\_\_

Contractor: \_\_\_\_\_

Expected date of work: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tube Size: \_\_\_\_\_ CMP or DWP  
Catch Basin: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
— OFFICE USE ONLY —

1. **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 and M.D.O.T. specifications.
2. **Fees and Costs.** Permit Holder shall be responsible for all fees incurred by the Commission in connection with this permit and shall deposit estimated fees and costs as determined by the Commission, at the time the permit is issued.
3. **Insurance.** Permit Holder shall furnish proof of liability and property damage insurance in the amount stated on this permit naming the Commission as an insured. 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 Commission.
4. **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
5. **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) CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
6. **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.
7. **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 conditions shall comply with Michigan Manual of Uniform Traffic Control Devices.
8. **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.
9. **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.
10. **Revocation 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.
11. **Violation of Permit.** This permit shall become immediately null and void if Permit Holder violates the terms of this permit, and the Commission may require immediate removal of Permit holder's facilities, or the Commission may remove them without notice at Permit Holders expense.
12. **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.
13. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Ads of 1969.

## **SUPPLEMENTAL SPECIFICATIONS:**

- 1. PERMIT** - The individual in charge of the work shall have the permit and the approved plans or sketches in their possession on the job at all times.
- 2. EXCAVATING AND DISPOSAL OF EXCAVATED MATERIAL** - The Contractor and/or the Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Company shall assume the full responsibility for this protection and shall not proceed in these areas before approval of methods by the Commission. Excavated Material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will interfere as little as possible with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated materials. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the highway unless the 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.
- 3. BACKFILLING AND COMPACTING BACKFILL** - All trenches, holes, and pits shall be filled with sound earth or with sand-gravel if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill compaction will be subject to check by the Controlled Density Method. Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with the Michigan Department of State Highways and Transportation Standard Specifications.  
Sand-gravel backfill material shall consist of approved bank-run sand or gravel or a mixture of approved sand or stone screenings with gravel of crushed stone, provided that there shall be a substantial excess of sand or stone screenings in the mixture. All of the material shall be of such size that it will pass through a screen having 2 1/2 inch square openings, unless otherwise authorized
- 4. CROSSING BY CUTTING GRAVEL AND TRENCHING** - All trenches shall be backfilled with sand-gravel as specified in paragraph 3, or material acceptable to the Commission, to within 6 inches of surface of traveled portion of road. Place 8 inches of 22 A gravel in trench on traveled portion of road.
- 5. CROSSING ROADBED BY BORING OR JACKING** - When the pipe is installed by boring or jacking without cutting the existing pavement, the backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Sand-gravel shall conform to the requirements given in paragraph 3.
- 6. CROSSING BY CUTTING PAVEMENT AND TRENCHING** - When this method is approved by the Commission, the pavement shall be cut back so that the opening is at least one foot wider on each side than the width of the trench. In all concrete surfaces or bases, edges of trenches shall be formed by the use of a concrete saw. The pavement shall be broken in such a manner as to allow the reinforcing steel to protrude a sufficient distance for lapping or tying with similar reinforcement in the pavement patch. In all asphalt surfaces or bases, the material shall be cut in a straight line. Backfill shall be made with crushed stone or sand-gravel as specified in Item 3. After the backfill has been placed by the controlled density method, the pavement shall be replaced with new pavement of the original type and quality, unless at a season of the year when it is not feasible to replace pavement in kind, in which case a temporary surface of bituminous material shall be placed, and later replaced with pavement of original type at the applicant's expense.
- 7. DEPTH OF COVER MATERIAL** - Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and the top of the pipe, and not less than 3 feet below bottom of ditches to the top of the pipe, unless otherwise authorized by the Commission.
- 8. TREE TRIMMING OR TREE REMOVAL** - (a) Contact and secure permission of the abutting property owner where necessary (b) Dispose of all limbs, logs, stumps, and litter in a manner acceptable to the Commission. (c) Comply with any additional supplemental provisions deemed necessary to protect the interests of the Commission.
- 9. INSPECTION** - In all cases the applicant or contractor shall notify the Commission 48 hours in advance of when the work will commence so, if necessary, arrangements may be made to have an inspector present while the work is in progress. The applicant or contractor may be billed for the necessary expenses of the inspector.
- 10.** Any operation in the right-of-way not covered by the above specifications, submitted with this permit, shall be done in accordance with Commission requirements.
- 11.** Full compliance is required with any regulations of the Public Service Commission and Municipal or County Regulations.

## **THE FOLLOWING MUST BE ATTACHED TO APPLICATION WHEN APPLICABLE:**

- 1.** Deposit - except for residential driveways and local units of government.
- 2.** Plans, specifications and location of facility.
- 3.** Copy of resolutions - for local units of government.
- 4.** Traffic plan in case of street closures.