

LAKES AREA SEWER AUTHORITY
SEWER CONNECTION PROCEDURES

Dated: April 26, 2010

1. General Application Process

90 days before it is mandatory to connect to the sewer, residents will be notified by mail or hand delivery (see attached example notice) that sewer is available for connection. At that time, permit applications will be available at the office of the Lakes Area Sewer Authority (LASA), 88040 North M-40, Lawton, Michigan 49065, from 8:00 a.m. to 11:00 a.m., Monday through Friday. Permit applications will also be posted to the Big Fish Lake (www.bigfishlakemi.com) and Gravel Lake (www.gravellake.org) Association web sites. The cost for the permit is \$80.00 payable to the LASA, and includes the cost of one (1) final inspection. The application and permit must be completed, submitted, and officially authorized by LASA prior to the work being started. The permit application is to be signed by the contractor or the homeowner, depending on who is doing the work. NOTE: The homeowner holds the direct liability for any damages incurred and should verify adequate insurance coverage of any contractor before hiring. After the permit is issued, the Building Sewer should be installed. The entire length of the Building Sewer cannot be backfilled until after the final inspection. The Building Sewer cannot be connected to the Sewer Lead until the final inspection. Said Building Sewer/Sewer Lead connection must be made under the observation of the inspector and must be made by a LASA authorized/licensed contractor or plumber. Up to the connection point, the work may be done by either the homeowner or contractor. Inspection requests for the plumbing portion of the job, as well as submittal of the as-built drawings, are made through the LASA office with 24 hours notice prior to the requested inspection date. A drop box will be available for evening requests.

Each respective Road Commission (Cass and Van Buren County) is also requiring that the contractors/homeowners complete and obtain a Right-of-Way (ROW) permit before installing each connection. Permit application forms can be obtained at the LASA or Road Commission offices. Each Road Commission has kindly waived the cost for the individual ROW permits. However, for those contractors working in Van Buren ROW around Gravel Lake, an Application for Annual Permit must also be submitted for each contractor before beginning any work. The permit fee is \$100.00 and the permit is valid for one (1) year after the date of issuance. Copies of the three (3) different permit applications (Cass County ROW Permit/Van Buren County ROW Permit/Van Buren County Application for Annual Permit – Contractors Only) are attached to this Sewer Connection Procedure package.

See Article V, Building Sewers and Connections, of the respective LASA/Township Sewer Connection, Use and Rate Ordinances for a complete description of the connection requirements.

“Building Sewer” is defined as the extension from the Building which conveys the discharge of Sewage to the Public Sewer System and its components or other place of disposal (usually on private property).

“Sewer Lead” is defined as that portion of the Public Sewer System which connects to the sewer main located in the public right-of-way and extends approximately therefrom to the property line, for connection to the Building Sewer.

2. Specific Requirements of Contractors

As previously stated, the connection of the Building Sewer to the Sewer Lead can only be made by a contractor or plumber authorized and licensed by the LASA. Any Person desiring to construct a Sewer Lead or connect a Building Sewer to a Sewer Lead or uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenances thereof, must secure an annual license from the LASA. The license shall be issued on the basis of the LASA's fiscal year. The Person applying for such license shall pay a license fee of \$50 and execute unto the LASA and deposit with the LASA, a cash bond or irrevocable letter of credit in the sum of \$5,000, conditioned that he will faithfully perform all work with due care and skill, and in accordance with the laws, rules, codes, and regulations, established under the authority of the Township, LASA and the County pertaining to sewers and plumbing. This bond shall state that the Person will indemnify and save harmless the Township, the LASA, the County, and owner of the premises against all damages, costs, expenses, outlays and claims of every nature and kind arising out of mistakes or negligence on his part in connection with the Sewer Lead installation and/or connection as prescribed in the Sewer Ordinance. Such bond shall remain in force and must be executed for a period of one (1) year, except that, upon such expiration, the bond shall remain in force as to all penalties, claims and demands that may have accrued thereunder prior to such expiration. The licensee shall also provide to the LASA, evidence of public liability insurance insuring

LAKES AREA SEWER AUTHORITY
SEWER CONNECTION PROCEDURES - CONTINUED

the interest of the Township, the LASA, the County, the property owner, and all persons, for all damages caused by accidents attributable to the work, with limits of \$100,000 for one (1) Person, \$300,000 for bodily injuries per accident, and \$100,000 for property damages.

3. Pipe Materials and Construction Methods

a. PIPE MATERIALS:

i. Direct bury (gravity):

1. 4" diameter service leads - Schedule 40 PVC pipe (or equivalent) with glued or premium joints only.
2. 6" diameter service leads - Schedule 40 PVC pipe (or equivalent) with glued or premium joints or SDR 35 PVC pipe with push-on type joints.

Primer for Schedule 40 pipe shall be purple dye tinted so that it is visible during inspection. Pipe must be laid from the house to the main sewer line with a minimum fall of 1/8" per foot for 4" pipe and 1/16" per foot for 6" pipe. Minimum depth of bury is 18". All materials and installation shall be in accordance with the applicable plumbing codes.

ii. Directional Drilling:

1. All service lead sizes – SDR 11 High Density Polyethylene (HDPE) matching the internal diameter of SDR 21 PVC. Equivalent SDR 11 HDPE pipe sizes are 2" PVC - 2" IPS HDPE; 2 1/2" PVC - 3" IPS HDPE; 4" PVC - 4" DIPS HDPE; 6" PVC - 6" DIPS HDPE. Alignment and grade for directionally drilled gravity pipe will be inspected through the use of light testing. No drilled pipe may contain joints between the entering and exiting pits.

- b. CONNECTION TO THE SEWER TAP: The connection to the 6" public Sewer Lead shall be made with flexible rubber connectors with stainless steel bands, FERNCO, or equal (watertight). If 6" pipe is used it shall be a 6" x 6" connector and if 4" pipes are used it shall be a 6" x 4" connector. If a 2"+/- pipe is used for pumped connections, necessary fittings shall be installed to increase the pipe size prior to the aforementioned 6" x 4" or 6" x 6" connectors.
- c. CLEANOUTS: One (1) cleanout (minimum 4" size) shall be installed at the connection of the private sewer to the public sewer. This cleanout shall be terminated 2" below grade with a watertight plug. Additional cleanouts shall be installed, one (1) at the house connection and then one (1) for every 100' of service length and at every change of direction. All cleanouts shall be permanently marked by a 1/2" x 18" rebar taped to the cleanout and set 2" below grade.
- d. SEWAGE EJECTOR/GRINDER PUMPS: An electrical permit is required for a sewage ejector. Complete and submit an electrical permit with the respective Township inspector prior to beginning work. The cost of the permit is contingent on the specifics of work required. The pumps must be sized for the needed flow and head conditions. The maximum dose per cycle of the pump shall be 100 gallons, minimum of 50 gallons. The sewage pump shall be installed in a tank designed for its intended use. The tank must provide a maximum of 100 gallons per dose. The forcemain from the sewage ejector shall be a minimum of 2" diameter unless an approved grinder pump is used. The forcemain shall be terminated into the side of the cleanout at the public sewer with a water tight fitting, no less than 6" above the invert. Access at grade to the ejector or grinder pump is required.
- e. EXISTING SEPTIC TANKS: All septic tanks must be pumped by a licensed waste hauler, of which a copy of the receipt must be given to LASA along with the as-built drawing. After the tank is pumped, it must be filled prior to final inspection. The plumbing inspector must be able to see that the tank is disabled and filled – they cannot be covered until they have been inspected. Septic tanks cannot be used as ejector pump tanks. A new watertight tank, as approved by the plumbing inspector, may be set within the existing septic tank prior to filling if site conditions limit available options for placement of the new tank.

LAKES AREA SEWER AUTHORITY
SEWER CONNECTION PROCEDURES - CONTINUED

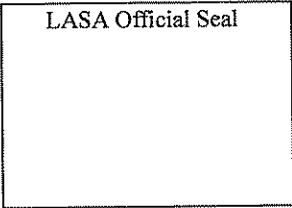
4. Other Applicable Rules and Notes

- a. The sewage connection procedures described above are based upon the minimum State Plumbing and County Health Requirements and are for the health, safety, and welfare of the entire community.
- b. This is a sanitary sewer system only. No eaves, sump pumps, or footing drains shall be hooked to the system. Failure to comply with this requirement is a direct violation of the LASA and Township Sewer Ordinances and will result in prosecution to the fullest extent of the law.
- c. Soil erosion barriers must be in place when working on the lake side of all properties.
- d. **LASA Permits to connect will not be issued to Contractors who are in non-compliance on previous connections. Connections to the system without the required permits are subject to legal action.**
- e. **BILLING FOR SERVICE:** Once there has been a final inspection, the billing for the use of the sewer will begin the following month, or at the end of the ninety (90) day period as noted in the residents' letter, whichever comes first. The monthly use fee is \$45.00 per REU.

Your cooperation and compliance is greatly appreciated.

We thank you.

LAKES AREA SEWER AUTHORITY



No. _____
Permit Fee \$80.00

**LAKES AREA SEWER AUTHORITY
SEWER PERMIT APPLICATION
PHONE: (269) 624-4022**

NOTE: PLEASE PROVIDE 24 HOUR NOTICE FOR INSPECTION

Owner _____
Address _____
Phone # _____

Property Location (Twp.) _____
Address _____
Phone _____

Contractor:

(Name) (Telephone No.)

(Address) (City) (State) (Zip Code)

(License No.) (Expiration Date)

USE OF BUILDINGS

_____ Residence _____ Commercial
_____ # of Accessed Taps _____ # of Accessed Taps

Per Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972

NOTICE

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not.

The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. All work shall be installed in accordance with the state plumbing code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the township plumbing inspector.

Signature of Contractor or Homeowner

Date

At time of inspection to receive approval, these items must be completed:

1. As-built piping diagram completed and submitted
2. Piping correctly installed
3. If pump needed, electrical permit must be obtained and posted
4. Cast iron clean-out installed (taps within street or paved area)
5. If re-inspection is required, a fee of \$25.00 is due prior to inspection
6. If installation is not approved, the contractor and homeowner will be notified. No new work to be commenced or new permits issued until corrections are made.

LAKES AREA SEWER AUTHORITY

EXAMPLE

NOTICE OF ORDER TO CONNECT

PLEASE TAKE NOTICE that at the June XX, 2010 Lakes Area Sewer Authority (LASA) meeting, the Board authorized all customers tributary to Lift Stations 1, 2, 3, 6 and Grinder Stations 4, 7, 8 and 9, to connect into the Lakes Area Sewer System as of July XX, 2010. This includes most of the customers on the _____ side of _____ Lake, the _____ side of _____ Lake, and _____ side of _____ Lake, as shown on the attached map. You have ninety (90) days from July XX, 2010 to tap-in to the system. Failure to tap-in will be a violation of the LASA and Township Ordinances. Permits from the LASA must be obtained prior to connection. Please refer to the enclosed Sewer Connection Procedures for permit requirements.

LAKES AREA SEWER AUTHORITY

Type of Permit
(Circle)

Right-of-Way
Logging
Pier
Maint & Repair
Tree Trimming
Service Connect
Annual Run
Annual Parade

PRIOR TO ANY
CONSTRUCTION
CALL
1-269-445-8611
FOR INSPECTION SERVICES

72 HOURS BEFORE YOU DIG
DIAL
MISS DIG
1-800-482-7171

BOARD OF COUNTY ROAD COMMISSIONERS
County of Cass, Michigan
PO Box 68 • 340 N. O'Keefe Street
CASSOPOLIS, MICHIGAN 49031
Telephone 1-269-445-8611
Fax 1-269-445-2376

GENERAL PERMIT

PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE ROAD RIGHT - OF - WAY

Annual Permits Expire September 30th of Current Year

NUMBER
DATE
PREPARED BY

This permit shall be null and void if substantial construction has not occurred by _____. If a contractor is to perform the construction work authorized by this permit and is supplying the bond, he will fill out the information block below, and thereby assumes responsibility along with the PERMIT HOLDER for all provisions of this permit. The PERMIT HOLDERS attention is called to the General Conditions on the reverse side of this permit.

Please Print or Type

Applicant's Name (Property Owner, Corp., City, County, Etc.) (Date)

Contractor's Name (Individual, Company, Etc.) (Date)

Applicant's Mailing Address

Contractor's Mailing Address

City State Zip Code

City State Zip Code

Phone Number

Phone Number

Applicant's Signature (If other than Property Owner give Title)

Contractor's Signature (If signing for Contractor, give Title)

THIS PERMIT SHALL NOT BE ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE BOARD

In consideration of the permit holder agreeing to abide by and conform with all of the terms and conditions herein set forth, a permit is hereby issued to the above-named parties to construct, operate, use, and/or maintain a facility within the road right-of-way.

Location _____ ROAD _____ LIMITS _____ TOWNSHIP OR CITY _____ Sect.# _____

ALTERATION OR REMOVAL MAY BE REQUIRED BY THE BOARD AT ANY TIME (See General Condition No. 7)

A general description of the facility is as follows: (Indicate size, length, type, use, method of crossing road. For underground construction give depth to top of facility. Indicate distance from centerline of facility to centerline of road and near edge of road surface. Specify other pertinent detail.)

FOUR (4) HOURS INSPECTION COST WILL BE ASSESSED WHEN THE ROAD COMMISSION IS NOT NOTIFIED PRIOR TO ANY CONSTRUCTION.

FINANCIAL REQUIREMENTS	COUNTY WORK ORDER NO.	REQUIRED ATTACHMENTS	The construction and work described above shall be accomplished in accordance with approved plans, specifications, maps, and statements filed with the Board and which are incorporated and made a part of this permit. The General Conditions on the reverse side of this sheet and Sheet 2 are also an integral part of this permit. The permit held by the owner and/or contractor shall not be valid unless Sheet 2 is attached thereto.
		PLANS <input type="checkbox"/> BOND <input type="checkbox"/>	
Bond _____		INSURANCE:	
Review Fee _____		On File _____	
Inspection Deposit _____		Expires _____	

RECEIPT: Received of _____

in the amount of _____

CHECK# _____ Receipt No. _____

to be applied in accordance with the terms of the above permit.

DATE _____ Cashier _____

RECOMMENDED FOR ISSUANCE:

PERMIT DEPARTMENT _____ DATE _____

ENGINEER-MANAGER _____ DATE _____



VAN BUREN COUNTY ROAD COMMISSION
 325 W. JAMES STREET, P.O. BOX 156
 LAWRENCE, MICHIGAN 49064
 Telephone: (269) 674-8011 Fax: (269) 674-3770

APPLICATION AND PERMIT FOR WORKING IN THE ROAD RIGHT-OF-WAY

(to construct, operate, maintain use and/or
 remove within a county road right-of-way)

<u>APPLICANT</u>	<u>CONTRACTOR</u>
NAME: _____	NAME: _____
CURRENT ADDRESS: _____	ADDRESS: _____
Telephone/Fax: _____	Telephone/Fax: _____
(Applicant's Signature) _____	FEE: \$50.00 (Plus expenses)

Title	Date	Title	Date
<u>ATTACHMENTS *IF REQUIRED</u>		IMPORTANT: Your insurance policy MUST carry the following statement as an "Additional Insured": "The Board of County Commissioners, The Board of County Road Commissioners, The Road Commissioners, The Van Buren County Road Commission, and Governmental Bodies performing permit activities under a maintenance contract, and all officers, agents, and employees of all the above, for claims arising out of, under, or by reason of operations covered by the permit issued to the permittee."	
*Plans & Specs. _____			
*Bond _____			
Proof of Insurance (See "Additional Insured")			
YES _____	NO _____		
P.I. \$ - _____	P.D. \$ - _____		
OTHER: _____			

APPLICATION

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location (Provide a sketch of location):

TOWNSHIP: _____ SECTION: _____ ROAD NAME: _____
 between _____ and _____ For a period beginning _____ And ending _____

And agrees to the terms of the permit shown of the reverse side of this form. The exact location is as follows: _____

Describe what you plan to do: _____

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Applicant. When the Applicant hires a Contractor, both the Applicant and Contractor assume responsibility.

Permit Issued by: _____

OFFICE USE ONLY

Date Permit Mailed: _____

Date Permit Faxed: _____

Date: _____

By: _____

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325 W. JAMES STREET, P.O. BOX 156
LAWRENCE, MICHIGAN 49064
TELEPHONE (269) 674-8011 FAX (269) 674-3770

READ AND KEEP

PROVISIONS FOR WORKING WITHIN THE RIGHT-OF-WAY

1. Both the applicant/utility company and the installing contractor must obtain an Annual permit to work in the right-of-way.
2. A permit is necessary for each work area or project within the right-of-way, e.g., pole installations, buried cables, gas lines, switching stations, etc. Permission from the property owner is a responsibility of the permit applicant.
3. Each driveway requires a permit.
4. Maintenance and repair (isolated locations) of existing facilities and emergency work will be covered under your annual permit. Construction of new installations requires plans and a separate permit for each project. This work is NOT covered by the Annual permit.
5. All above ground structures (poles, guy wires, etc.) should be placed at 31 to 33 feet from the centerline of the right-of-way. A Plan Detail Sheet showing the proposed structures must be submitted with the permit application.
6. Utility or other installations placed on private easements or acquired right-of-way and work related to the use of the public right-of-way will require plans and a permit to work in the public right-of-way.
7. Permits may be revoked when the utility or contractor does not display proper traffic control devices and/or flag persons when necessary and as determined by the Road Commission's Inspector.
8. Open cuts will not be allowed on concrete or asphalt roadways. Special projects with open cuts on gravel roadways will require plans, specifications and separate review and authorization by the Road Commission's Engineer. The Permit Holder must notify the Road Commission of open cuts on any roadway a minimum of 48 hours in advance of commencement of the project, and when the work has been completed, so that Central Dispatch can be notified of the road closure/opening.
9. Construction drawings/prints as well as a traffic control plan must accompany the permit application. As a minimum, prints will show location of all permanent structures (poles, cables, gas lines, stations, valves, etc.) in relation to centerline, edge of metal, or section line. Other data or dimensions as may be required by the Road Commission's Engineer will be submitted by the applicant.
10. When trees are removed, stumps within 8 feet of the traveled roadway must be ground out.
11. A bond may be requested as stated under Item 3 on the reverse side of the permit application.
12. It is the responsibility of the Utilities to assure that the contractors and subcontractors who work under their permits have sufficient equipment to handle large tree trunks, stumps, wood, etc., and remove them from the right-of-way at the time the work is done. Overnight hazards will be properly marked with lighted devices.

Change 8/24/09

STIPULATIONS PERTAINING TO PERMITS

1. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Road Commission and must comply with the Road Commission's current requirements and specifications on file at its offices and MDOT specifications.
2. **Fees and Costs.** Residential permits are FREE; however, the Permit Holder (which is the Deed Holder to the property if you are applying for a Driveway Permit) shall be responsible for all fees incurred by the Road Commission in connection with this permit (if any) and shall deposit estimated fees and costs as determined by the Road Commission, at the time the permit is issued.
3. **Bond.** The Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Road Commission at the time the permit is issued.
4. **Insurance.** The Permit Holder shall furnish proof of liability and property damage insurance in the amount of a minimum of \$1,000,000 naming the Road Commission as an Additional 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 Road Commission.
5. **Indemnification.** The Permit Holder shall hold harmless and indemnify and keep indemnified the Road Commission, its officers and employees from all claims, suits and judgments to which the Road 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 Road Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Road 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.
6. **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 THREE (3) WORKING DAYS, BUT NO MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** The Permit Holder must notify the Road Commission at least forty-eight (48) hours before starting work and must notify the Road Commission when the work is completed so that Central Dispatch can be notified of any road closure/opening.
8. **Time Restrictions.** All work shall be performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., unless written approval is obtained from the Road Commission, and work shall be performed only during the period set forth in this permit.
9. **Safety.** The 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 the Michigan Manual of Uniform Traffic Control Devices.
10. **Restoration and Repair of Road.** The 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.
11. **Limitation of Permit.** This permit does not relieve the Permit Holder from meeting other applicable laws and regulations of other agencies. The 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.
12. **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 the Permit Holder's expense at the request of the Road Commission.
13. **Violation of Permit.** This permit shall become immediately null and void if the Permit Holder violates the terms of this permit and the Road Commission may require immediate removal of the Permit Holder's facilities, or the Road Commission may remove them without notice at the Permit Holder's expense.
14. **Assignability.** This permit may not be assigned without the prior approval of the Road Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
15. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Acts of 1969.
16. **FOR CONCRETE OR ASPHALT DRIVEWAYS – SEE "SPECIAL REGULATIONS FOR CONCRETE AND/OR ASPHALT DRIVEWAY REPLACEMENT".**
17. We are now requiring silt fencing to be installed along the right-of-way line between the construction site and the roadway. This is to prevent any excavated material from eroding into the drainage area. The fencing will also discourage any construction vehicles from accessing the sight or roadway through the right-of-way area.



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APPLICATION FOR ANNUAL PERMIT
 (to construct, operate, maintain use and/or
 remove within a county road right-of-way)

<u>APPLICANT</u>	<u>ATTACHMENTS REQUIRED</u>
Name: _____	Bond (if required) _____
Mailing Address: _____ _____	Proof of Insurance (See Additional Insured): Yes: _____ No: _____
Telephone No.: _____	P.I. \$ _____ P.D. \$ _____
(Applicant's Signature) _____	FEE: \$100.00
Title _____	Date _____

IMPORTANT: Your insurance policy **MUST** carry the following statement as an "Additional Insured":
**"The Board of County Commissioners, The Board of County Road Commissioners,
 The Road Commissioners, The Van Buren County Road Commission, and
 Governmental Bodies performing permit activities under a maintenance contract,
 and all officers, agents, and employees of all the above, for claims arising out of,
 under, or by reason of operations covered by the permit issued to the permittee."**

* * * * *

CONTRACTOR/UTILITY ANNUAL PERMIT:

ISSUED DATE: _____ EXPIRES: _____
 (EXPIRATION IS CONCURRENT WITH INSURANCE)

NOTE: Issuance of this Annual Permit does NOT waive your responsibility for obtaining individual single-site location permits in advance of **each** job.

ANNUAL PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the terms on the reverse side agreed to by the Permit Holder.

Permit Issued by: _____

Date: _____

OFFICE USE ONLY

Date Permit Mailed: _____

Date Permit Faxed: _____

By: _____

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325 W. JAMES STREET, P.O. BOX 156
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READ and KEEP

POLICY FOR WORKING WITHIN THE RIGHT-OF-WAY

1. Both the applicant/utility company and the installing contractor must obtain an **annual** permit to work in the right-of-way.
2. A permit is necessary for **each** work area or project within the right-of-way, e.g., pole installations, buried cables, gas lines, switching stations, etc. Permission from the property owner is a responsibility of the permit applicant.
3. Each driveway requires a permit.
4. Maintenance and repair (isolated locations) of existing facilities and emergency work will be covered under your annual permit. Construction of new installations requires plans and a separate permit for **each** project. This work is **NOT** covered by the annual permit.
5. All above ground structures (poles, guy wires, etc.) should be placed at 31 to 33 feet from the centerline of the right-of-way. A Plan Detail Sheet showing the proposed structures must be submitted with the permit application.
6. Utility or other installations placed on private easements or acquired right-of-way and work related to the use of the public right-of-way will require plans and a permit to work in the public right-of-way.
7. Permits may be revoked when the utility **or** contractor does not display proper traffic control devices and/or flag persons when necessary and as determined by the Road Commission's Inspector.
8. Open cuts will not be allowed on concrete or asphalt roadways. Special projects with open cuts on gravel roadways will require plans, specifications and separate review and authorization by the Road Commission's Engineer.
9. Construction drawings/prints as well as a traffic control plan must accompany the permit application. As a minimum, prints will show location of all permanent structures (poles, cables, gas lines, stations, valves, etc.) in relation to centerline, edge of metal, or section line. Other data or dimensions as may be required by the Road Commission's Engineer will be submitted by the applicant.
10. When trees are removed, stumps within 8 feet of the traveled roadway must be ground out.
11. A bond may be requested as stated under Item 3 on the reverse side of the permit application.
12. It is the responsibility of the **Utilities** to assure that the contractors and subcontractors who work under their permits have sufficient equipment to handle large tree trunks, stumps, wood, etc., and remove them from the right-of-way at the time the work is done. Overnight hazards will be properly marked with lighted devices.

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2. **Fees and Costs.** Residential permits are FREE; however, the Permit Holder (which is the Deed Holder to the property if you are applying for a Driveway Permit) shall be responsible for all fees incurred by the Road Commission in connection with this permit (if any) and shall deposit estimated fees and costs as determined by the Road Commission, at the time the permit is issued.
3. **Bond.** The Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Road Commission at the time the permit is issued.
4. **Insurance.** The Permit Holder shall furnish proof of liability and property damage insurance in the amount of a minimum of \$1,000,000 naming the Road Commission as an Additional 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 Road Commission.
5. **Indemnification.** The Permit Holder shall hold harmless and indemnify and keep indemnified the Road Commission, its officers and employees from all claims, suits and judgments to which the Road 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 Road Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Road 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.
6. **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 **THREE (3) WORKING DAYS, BUT NO MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK.** The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** The Permit Holder must notify the Road Commission at least forty-eight (48) hours before starting work and must notify the Road Commission when the work is completed so that Central Dispatch can be notified of any road closure/opening.
8. **Time Restrictions.** All work shall be performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., unless written approval is obtained from the Road Commission, and work shall be performed only during the period set forth in this permit.
9. **Safety.** The 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 the Michigan Manual of Uniform Traffic Control Devices.
10. **Restoration and Repair of Road.** The 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.
11. **Limitation of Permit.** This permit does not relieve the Permit Holder from meeting other applicable laws and regulations of other agencies. The 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.
12. **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 the Permit Holder's expense at the request of the Road Commission.
13. **Violation of Permit.** This permit shall become immediately null and void if the Permit Holder violates the terms of this permit and the Road Commission may require immediate removal of the Permit Holder's facilities, or the Road Commission may remove them without notice at the Permit Holder's expense.
14. **Assignability.** This permit may not be assigned without the prior approval of the Road Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
15. This permit is subject to supplemental specifications on file with the Road Commission and Act 200 of Public Acts of 1969.
16. **FOR CONCRETE OR ASPHALT DRIVEWAYS – SEE "SPECIAL REGULATIONS FOR CONCRETE AND/OR ASPHALT DRIVEWAY REPLACEMENT".**
17. We are now requiring silt fencing to be installed along the right-of-way line between the construction site and the roadway. This is to prevent any excavated material from eroding into the drainage area. The fencing will also discourage any construction vehicles from accessing the sight or roadway through the right-of-way area.