



# CITY OF PORTLAND, MICHIGAN

## Application and Permit to Construct, Operate, Use and/or Maintain within the Right-of-Way

<b>APPLICANT</b>	Name		*Submit form with applicable documents to City Hall or via email to: <a href="mailto:dpw@portland-michigan.org">dpw@portland-michigan.org</a>	
	Address			
	City	Phone		
<b>OWNER</b>	Name		Work to commence:	
	Address		Work to end:	
	City	Phone	ATTACHED TO APPLICATION:	
<b>CONTRACTOR</b>	Name		<input type="checkbox"/> Map	<input type="checkbox"/> Proof of Insurance
	Address		<input type="checkbox"/> Plans	<input type="checkbox"/> Copy of Resolution
	City	Phone	<input type="checkbox"/> Bond	<input type="checkbox"/> Other
			<input type="checkbox"/> Specification	

LOCATION OF WORK:

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DESCRIPTION OF WORK:

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*The undersigned hereby certifies that the information and statements provided on this application are true, accurate, and complete; in addition the applicant has reviewed and accepted the City of Portland Standard Conditions for working in the City of Portland right-of-way.*

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DATE SUBMITTED

EMAIL ADDRESS

SIGNATURE

PERMIT GRANTED UNDER FOLLOWING CONDITIONS: \_\_\_\_\_

(SEE PAGE 2 FOR FURTHER DETAILS) \_\_\_\_\_

CITY MANAGER/DIRECTOR OF PUBLIC WORKS	POLICE CHIEF <i>(If Applicable)</i>

*Permit requires two of three signatures for approval.*

A PERMIT as requested in the forgoing application subject to the conditions to which applicant therein agrees, is hereby granted for the period commencing: \_\_\_\_\_ and ending \_\_\_\_\_.

**NOTE: This permit does not relieve applicant from meeting any applicable requirements of law.**

**STANDARD CONDITIONS FOR WORKING IN THE CITY OF PORTLAND RIGHT-OF-WAY:**

- Permit holder must have contractor's general liability insurance with a general aggregate of at least \$1 million and \$500,000 each occurrence (bodily injury and property damage). Section 34.113 of the City Code of Ordinances requires a bond for any excavations on City property.
- ALL underground utility work requires MISS DIG notification. If flags or paint marking the utility locations are not visible, the permit holder must contact the City of Portland and request the City utilities be located and remarked before proceeding.
- All bores beneath City streets must include inner duct or conduit (direct bury is not allowed).
- Bores that cross the roadway must be at a depth to avoid hitting utilities and roadway improvements. Water lines are typically buried between 5-7 feet, sanitary and storm sewer depth varies and manholes should be checked by the permit holder to determine approximate depth at the location where work is to be done. Electric is typically located 3-4 feet below grade; usually under the sidewalk. Roadway under drain is typically located 2-3 feet below the top of the curb.
- If sidewalk or trail is removed it must be replaced within 14 days. Trail must be replaced with hot mix asphalt MDOT mix design 13A to match existing depth but in no event less than 220 lbs per sq. yard with 6' of 22A gravel base compacted to not less than 95% modified Michigan cone. If it is outside of MDOT seasonal limitations for paving, the excavation shall be filled to grade with 22A gravel until seasonal limitations can be met.
- The foreman in charge of the work shall have the permit and approved plans or sketches in his possession on the job at all times.
- No work shall be started in the right-of-way, after 12:00 (noon) on Friday, or permitted on Saturday or Sunday, legal holidays, before 7:00 A.M., or after 6:00 P.M. on weekdays, except by express permission.
- The Public Works Director shall be notified at the time a street is closed and immediately after re-opening. Streets shall remain open to traffic if possible. The Public Works Director can be reached at 517-647-6129.
- All areas disturbed by construction under this permit shall be restored to the condition existing prior to construction.
- The application shall provide and maintain all necessary traffic control devices to insure a safe work area and properly controlled traffic. The types and placement of traffic control signs and barricades shall be in accordance with the recommendations in the current edition of the Michigan Manual of Uniform Traffic Control Devised (MMUTCD) and shall be maintained at all times. All traffic control devices that are not in use shall be promptly removed or covered.

**REMARKS:** \_\_\_\_\_  
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