



# City of Potterville

## Driveway, Right-of-Way, and Sidewalk Application and Permit



319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641  
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If a contractor is to perform the construction entailed in this application and permit, and is supplying the deposit, and bond, they will fill out the information block provided, and thereby assumes the responsibility, along with the applicant, for any provisions of this application and permit which apply to them.

Application No.: \_\_\_\_\_  
Permit No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Fee: \_\_\_\_\_

### APPLICANT (PROPERTY OWNER)

### SITE CONTRACTOR

Contact Person: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### REQUIRED ATTACHMENTS:

Site Plan: Received: YES NO  
Drawings of Proposed Work: Received: YES NO  
Bond (see item 3 on second page): Received: YES NO Amount of Bond: \_\_\_\_\_  
Insurance Policy (see item 4 on second page): Received: YES NO Amount of Policy: \_\_\_\_\_

**Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:**

**Address of Property:** \_\_\_\_\_ **Parcel Number:** - - - -

**Road Side Location (circle one):** North East South West

**Cross Roads:** Between \_\_\_\_\_ and \_\_\_\_\_

**DPW Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application/Permit approval (only one signature required):**

\_\_\_\_\_  
City of Potterville Department of Public Works Date

\_\_\_\_\_  
City of Potterville Engineer Date

1. **SPECIFICATIONS** – All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the City of Potterville Department of Public Works (DPW) and must comply with the DPW current requirements and specifications on file at its office and applicable Eaton County Road Commission (ECRC) and/or Michigan Department of Transportation (MDOT) specifications.
2. **FEES AND COST** – Permit Holder shall be responsible for all fees incurred by the DPW in connection with this permit and shall deposit estimated fees and costs as determined by the DPW, at the time the permit is issued.
3. **BOND** – Permit Holder shall provide a cash deposit and/or letter of credit in a form and amount acceptable to the DPW at the time permit is issued.
4. **INSURANCE** – Permit Holder shall furnish proof of liability and property damage insurance in the amount stated in the current Permit Policy naming the DPW and employees 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 Commission.
5. **INDEMNIFICATION** – Permit Holder shall hold harmless and indemnify and keep Indemnified the DPW, its officers and employees from all claims, suits, and judgement to which the DPW, 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 DPW, whether due to the negligence of the permit Holder or the joint negligence of the Permit Holder and the DPW, arising out of 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 Public Acts of 1974, as amended. CALL MISS DIG BY DIALING 811 (3) 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.
7. **NOTIFICATION OF START AND COMPLETION OF WORK** – Permit Holder must notify the DPW at least 48 hours before starting work and must notify the Commission when work is completed.
8. **TIME RESTRICTIONS** – Contact the DPW regarding working hours. Inspections performed between 8:00 a.m. and 3:30 p.m. will be billed at regular hourly rates. All other inspection times will be billed at overtime rates.
9. **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 complete. All work site conditions shall comply with Michigan Manual of Uniform Traffic Control Devices.
10. **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.
11. **LIMITATIONS 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.
12. **REVOCAION OF PERMIT** – This 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 upon the request of the DPW.
13. **VIOLATION OF PERMIT** – This permit shall become immediately null and void if Permit Holder violates the terms of this permit, and the DPW may require immediate removal of Permit Holder's facilities, or the DPW may remove them without notice at Permit Holder's expense.
14. **TRAFFIC CONTROL SIGNS** – Traffic control signs that require relocation as part of permit activity within the road Right-of-Way shall not be removed without prior approval of the DPW or controlling agency. Removal and relocation of signs shall be by the DPW and the cost of same will be billed to the Permit Holder.
15. **DRIVEWAYS** - No part of a new driveway, including the culvert, curb opening, or radius shall extend in front of the adjacent property. The approval for a curb cut in a subdivision area shall be made by a representative of the DPW. After completion of the curb cut it shall be inspected by a DPW representative.

All driveways shall also meet the Zoning Ordinance Definition as listed in Section 3.2 14., which states, "Driveway: A space on a lot, not to exceed in width thirty (30) percent of the width of the lot or thirty-six (36) feet whichever is less, except where such space forms an apron to the entrance of a garage, specifically designated and used by licensed motor vehicles to provide access from parcels of land to a public or private street. For parcels that occupy a corner lot the total width of all driveways shall not exceed thirty (30) percent of the width of the street address."

In rural areas of the City of Potterville, a representative of the DPW shall determine whether a culvert is needed. In cases where a culvert is necessary, it will be the owner's responsibility to have it properly installed. The following minimum requirements shall be met;

- a. Necessary ditching to attain proper drainage through or away from the new driveway shall be done, as required by the Road Commission.
  - b. A minimum of 24 feet of 12-inch diameter corrugated metal pipe shall be used as a driveway culvert, a larger diameter or longer culvert may be necessary, depending on drainage conditions at the site (size and length of the culvert shall be determined by a DPW representative).
  - c. A minimum of one 5 cubic yard load of processed gravel be placed on the completed driveway.
  - d. Upon completion of driveway, if installed by owner, the DPW must be notified for final inspection.
16. **TIME PERIOD** – the period applied for and granted in this application and permit covers activity within the Right-of-Way. Failure of the applicant to begin work within one (1) year from date of issuance shall cancel this permit. Renewal may be obtained for an additional year upon payment of the permit fee. Failure to do so may result in forfeiture of the bonds, cash deposit and/or fees accompanying the permit. The obligation to operate, use, and/or maintain the facility to the satisfaction of the DPW remains in force as long as the facility exists and is within an area under the jurisdiction of the DPW.

#### SUPPLEMENTAL SPECIFICATIONS

1. **PERMIT** – The individual in charge of the work shall have the permit and the approved plans or sketches in his possession on the job at all times.
2. **EXCAVATION 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. Excavated material shall be stocked in such locations that it does not obstruct vision of the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the Right-of-Way 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. BERMS WILL NOT BE ALLOWED UNLESS SHOWN AND APPROVED ON THE PERMIT.
3. **FOR ALL ROAD CUTS ON HARD SURFACED ROADS; GRAVEL ROADS; AND/OR SHOULDER; THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS:**
  - a. For all Road Cuts that are deeper than 6 feet – Density Testing will be required from the Contractor, to assure that 95% compaction is attained.
  - b. On local roads, sand backfill shall be required for the entire road bed (road bed is defined as that portion of the roadway between the outside of the finished shoulder or shall extend 4 feet in back of curb line), with the top 6 inches of the restored cut to be gravel. This gravel may be gravel salvaged from the original cut if, in the opinion of the Road Commission Representative, it is a satisfactory quality. All primary roads required flowable fill.
  - c. For Road Cuts of hard surfaced roads, made between May 1<sup>st</sup> and October 15<sup>th</sup> – the Permittee is responsible for the Asphalt replacement.
  - d. For Road Cuts on hard surfaced roads, made between October 16<sup>th</sup> through April 30<sup>th</sup> – the Permittee shall be required to install a temporary "Asphalt Cold Patch" in the Road Cut and maintain through the winter until permanent Asphalt can be replaced.
  - e. GRAVEL ROAD CROSSINGS – All trenches across the roadbed shall be backfilled as specified in paragraph 3 to within 6 inches of the finished road surface. The top 6 inches shall be constructed with 23A aggregate.
4. **CROSSING ROADBED BY TUNNELING or BORING and JACKING** – When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the Installation shall be filled by a method approved by the DPW Inspector. Pressure grouting shall be required when deemed necessary. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing shall extend beyond the area of influence as defined in Section Three (3). Special consideration will be given when field conditions preclude these measurements.
5. **DEPTH OF COVER MATERIAL** – Depth of cover for underground facilities shall be determined at the time of application for a permit.
6. **TREE REMOVAL** – Written permission of the abutting property owner shall be required. Disposal of all limbs, logs, stumps and litter shall be done in a manner acceptable to the DPW and in accordance with Local and/or State requirements.
7. **RESTORATION and FINAL CLEAN UP** – Final Clean-up shall be such that it will provide a condition equal to or better than the original condition.
8. **PROTECTION OF ESTABLISHED SURVEY POINTS and DATUM** – The permit holder shall protect, preserve and/or restore at his own expense, any established survey points and datum within the limits of the work covered by this permit.
9. **TRAFFIC and SAFETY** – When this permit allows the closing of a road, or the use of the shoulder or one or more traffic lanes, or where construction is in proximity to the traveled portion of the road, all signs, signals, light, etc. shall be placed and maintained in accordance with the Michigan Manual of Uniform Traffic Control Devices. The contractor shall be responsible to erect and maintain at his own expense, all signs, signals, barricades, and other traffic control devices necessary.
10. Any operation in the Right-of-Way not covered by these specifications shall be done in accordance with the instructions of the County Highway Engineer and/or the Inspector assigned to the project.
11. Full compliance is required with any regulations of the Public Service Commission and/or Municipal and/or State Regulations.

**I acknowledge that if a permit is granted that the decision does not relieve me from compliance with all other federal, state and local laws and requirements. I also acknowledge I have read and can adhere to all specifications, requirements, and information listed on the second page of this application. I affirm that I am involved in this application and that the answers and statements herein contained, and the information provided is true, accurate, and correct. I understand that if it is not, this application and any approvals are void. I hereby give city officials permission to inspect the property to verify information and to verify compliance with rules and conditions. I also agree that I am able, financially, legally, and physically and I will commence this work, as approved, within one year.**

\_\_\_\_\_  
Applicant(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor(s) Signature(s)

\_\_\_\_\_  
Date