

**INGHAM COUNTY ROAD DEPARTMENT  
RIGHT-OF-WAY APPLICATION**

Application Number \_\_\_\_\_

Receipt Number \_\_\_\_\_

Upon approval by the Board of County Commissioners of Ingham County, Michigan, this permit allows the applicant to construct, operate, maintain, use and/or remove within a county road right-of-way. If the applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: _____	NAME: _____
MAILING ADDRESS: _____ _____	MAILING ADDRESS: _____ _____
TELEPHONE NO.: _____ FAX NO.: _____	TELEPHONE NO.: _____ FAX NO.: _____
SIGNATURE: _____	SIGNATURE: _____
TITLE: _____ DATE _____	TITLE: _____ DATE _____

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
PERMIT FEE: _____	PLANS & SPEC'S: <input type="checkbox"/> YES <input type="checkbox"/> NO CASH BOND: <input type="checkbox"/> YES <input type="checkbox"/> NO PROOF OF INSURANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT OF CASH BOND: _____ OTHER: _____ _____
OTHER: _____ _____	
CASH BOND: _____	
DEPOSIT: _____	
TO BE BILLED: _____	
DATED: _____	

**APPLICATION**

Applicant and/or contractor request a Permit and agrees to the terms of this Permit for the purpose indicated on the attached plans and specifications at the following location:

NAME OF ROAD \_\_\_\_\_ between \_\_\_\_\_ ROAD and \_\_\_\_\_ ROAD

SECTION(S) \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ INGHAM COUNTY, MICHIGAN

For a period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Remarks/Routing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INGHAM COUNTY ROAD DEPARTMENT  
301 Bush Street, P.O. Box 38, Mason, Michigan 48854  
Phone: (517) 676-9722 Fax: (517) 676-5914

RECOMMENDED FOR ISSUANCE:  
\_\_\_\_\_  
DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

**RIGHT-OF-WAY PERMIT RULES AND REGULATIONS**

1. **SPECIFICATIONS:** All work performed under this permit must be in accordance with the approved plans, specifications, maps, and statements filed with the Road Department. The work must comply with the Road Department’s current requirements and specifications and applicable MDOT specifications.
2. **FEES & COSTS:** The permit applicant shall be responsible for all fees and costs incurred by the Road Department in connection with this permit and shall deposit estimated fees and costs, as determined by the Road Department, at the time the permit is issued.
3. **CASH BOND:** The permit applicant shall provide a cash deposit, certified check, cashier’s check, money order, or irrevocable letter of credit drawn on a solvent bank for an amount acceptable to the Road Department at the time the permit is issued.
4. **INSURANCE:** The permit applicant shall furnish proof of liability and property damage insurance in the amount stated below naming the Road Department as an insured:
 

General liability – each occurrence .....	\$500,000.00
Automobile liability – each accident .....	\$1,000,000.00
Property Damage liability – each accident .....	\$1,000,000.00
Single Limit policy .....	\$1,000,000.00

Said insurance shall be effect for a period not less than the term of this permit and shall provide evidence that it cannot be cancelled without ten (10) days advanced written notice by certified mail with return receipt required to the Road Department.
5. **INDEMNIFICATION:** The Permit Holder shall hold harmless and indemnify, and keep indemnified, the Road Department, its officers and employees from all claims, suits, and judgments to which the Road Department, its officers and employees may be subject. The Permit Holder shall also hold harmless and indemnify, and keep indemnified, the Road Department, it officers and employees 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 Department, whether due to negligence of the Permit Holder or the joint negligence of the Permit Holder and the Road Department, arising out of the work under this permit, or in connection with the 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 TWO (2) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY ONE (21) CALENDAR DAYS BEFORE THE START OF WORK. The Permit Holder assumes all responsibility for damages to or interruption of underground utilities.
7. **NOTIFICATION OF START OF WORK AND COMPLETION OF WORK:** The Permit Holder must notify the Road Department at least 48 hours before starting work and must notify the Road Department when work is completed.
8. **TIME RESTRICTIONS:** All permitted work must be performed Mondays through Fridays between 8:00 AM and 5:00 PM unless written approval is obtained from the Road Department to work outside of those hours. The permitted work shall be performed during the period of time described on the permit unless an extension is granted by the Road Department. Additional permit fees may be required to consider a time extension.
9. **SAFETY:** The Permit Holder agrees to work under this permit in a safe manner and to keep the road right-of-way affected by this permitted activity in a safe condition until the work is completed and accepted by the Road Department. All work zone signing and flagging operations shall comply with the Michigan Manual of Uniform Traffic Control Devices and Road Department standards.
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, as determined by the Road Department, than its condition before the work began. The Permit Holder further agrees to repair any subsequent damage, as determined by the Road Department, to the road and right-of-way which is caused by the facility, or its maintenance, installed under this permit.
11. **LIMITATION OF PERMIT:** This permit does not relieve the Permit Holder from complying with regulations of other agencies or applicable laws. The Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from governmental agencies, public utilities, corporations, and individuals, including property owners. Permission may be required from adjoining property owners.
12. **VIOLATION AND REVOCATION OF PERMIT:** Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or by false information given on the application. Failure to comply with the conditions of this permit may be just cause for the immediate suspension or revocation of any or all permits and cause for the Road Department to use bond money to restore the road and right-of-way to its satisfaction. This permit may be suspended or revoked at will. The Road Department may require the Permit Holder to surrender this permit and alter or relocate its facilities within the right-of-way, or remove its facilities from the road right-of-way, at the permit holder’s expense. The Road Department reserves the right to remove facilities from the road right-of-way and recoup its costs from the Permit Holder.
13. **ASSIGNABILITY:** This permit may not be assigned without the prior written approval of the Road Department. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms and conditions of the permit.
14. This permit is subject to supplemental specifications, on file with the Road Department, and Act 200 of Public Acts of 1969, as amended.