

THE BOARD OF COUNTY ROAD COMMISSIONERS, COUNTY OF BAY, MICHIGAN
 2600 E. BEAVER ROAD, KAWKAWLIN, MI 48631, Phone (989) 684-1010, Fax (989) 686-8929, Email permitagent@baycoroad.org

APPLICATION AND PERMIT FOR WORK WITHIN RIGHT-OF-WAY,
 OVERHEAD AND UNDERGROUND CONSTRUCTION, DRIVEWAYS, BANNERS AND PARADES
 If 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.

 Permit No.

 Date of Issuance

Applicant's name (Property Owner, Corp., City, Township, Etc.) _____ Date _____
 Applicant's Mailing Address _____
 City _____ State _____ Zip Code _____
 Applicant's Telephone No. _____
 Applicant's Signature _____
 Title _____ Date _____

Contractor's name (Individual Company, Etc.) _____ Date _____
 Contractor's Mailing Address _____
 City _____ State _____ Zip Code _____
 Contractor's Telephone No. _____
 Contractor's Signature _____
 Title _____ Date _____

FINANCIAL REQUIREMENTS

Application Fee \$ _____
 Permit Fee \$ 20.00
 Est. Inspect. Fee \$ _____
 Bond \$ _____
 Deposit \$ _____
 Other \$ _____
 To Be Billed \$ _____
 Receipt Number _____
 Dated _____

ATTACHMENTS REQUIRED

Plans and Specs *See attachment requirements
 Bond _____
 Proof of Insurance
 Yes _____ No _____
 P.I. \$ _____ P.D. \$ _____
 Other _____

APPLICATION

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

City _____ / or Township _____ Section _____
 Name of Road _____ between _____ and _____
 For a period beginning _____ and ending _____
 and agrees to the terms of the permit.

Type of Permit Requested: Private contractor to perform ditch clean-out on public roadside ditch
under the jurisdiction of the Bay County Road Commission.

*All items included in the ditching checklist shall be marked and
addressed by the contractor prior to permit issuance.

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above. By submitting this application and accepting this permit, Permit Holder agrees to all the terms and conditions shown above, on the reverse side of this form and in the Bay County Road Commission's Residential Driveway Policy and Revised Permit Rules, Standards and Specifications for Work Within the Right-of-Way, Overhead and Underground Construction, Driveways, Banners and Parades. *When Applicant hires a Contractor, the "Permit Holder" is the Applicant and the Contractor.*

RECOMMENDED FOR ISSUANCE

 Investigator

 Date Title

White – Permit Office
 Yellow – Permit Holder
 Pink – District Foreman

**THE BOARD OF COUNTY ROAD COMMISSIONERS
 COUNTY OF BAY, MICHIGAN**

By _____ Chairman
 By _____ Vice-Chairman
 By _____ Member

1. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the application for this permit and must comply with the Board's Residential Driveway Policy and Revised Permit Rules, Standards and Specifications for Work Within the Right-of-Way, Overhead and Underground Construction, Driveways, Banners and Parades.
2. **Fees and Costs.** Permit Holder shall be responsible for all fees incurred by the Board in connection with this permit and shall deposit estimated fees and costs as determined by the Board, at the time the permit is issued.
3. **Bond.** Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Board at the time permit is issued.
4. **Insurance.** Permit Holder shall furnish proof of liability and property damage insurance in the amount stated on this permit naming the Board 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 Board.
5. **Indemnification.** Permit Holder shall hold harmless and indemnify and keep indemnified the Board, its officers and employees from all claims, suits and judgments to which the Board, 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 Board, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Board, 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) FULL WORKING DAYS (EXCLUDING SATURDAYS AND SUNDAYS), 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 Board at least five (5) days, excluding Sundays and Holidays, before starting work and must notify the Board when work is completed.
8. **Time Restrictions.** All work shall be performed Mondays through Fridays between 8:00 A.M. and 5:00 P.M. unless written approval is obtained from the Board, and work shall be performed only during the period set forth in this permit.
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 completed. All work site conditions shall comply with the 1994 Michigan Manual of Uniform Traffic Control Devices, as amended.
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. **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.
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 its expense at the request of the Board.
13. **Violation of Permit.** This permit shall become immediately null and void if Permit Holder violates the terms of this permit, and the Board may require immediate removal of Permit Holder's facilities, or the Board may remove them without notice at Permit Holder's expense.
14. **Assignability.** This permit may not be assigned without the prior approval of the Board. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
15. **Authority.** This permit is issued in accordance with Section 19b of PA 1909 No. 283C IV and Section 5 of 1969 PA 200 compiled at MCL224.19b and MCL247.325 respectively.

DITCH MAINTENANCE CHECKLIST

Revised: 12/30/11

Contractor _____
Address _____
City/State/Zip _____
Cert. Storm Operator # _____
Phone _____



Permit Submittal Requirements

- SUBMIT** - Soil Erosion Control Permit and approved erosion control plan, to be approved prior to construction (BCDC)
- SUBMIT** - a copy of your site specific temporary traffic control plan (TTCP), to be approved prior to construction
Note: TTCP SHALL be compliant with MMUTCD
Note: Road closures are not permitted without prior authorization
- SUBMIT** - a detailed plan with elevations of the proposed ditching work, to be approved prior to construction
Plan Details
Identify the point of beginning and point of ending for the proposed work (all dimensions shall be referenced to road intersection centerlines to the nearest 1 foot)
Identify all existing culvert, frontage sewer and field tile inlets (include location, length and size)
Identify elevations, existing and proposed of the ditch and road centerline at 100 foot increments
Identify existing invert elevations of all culverts and pipe(s) within the ditch
NOTE: THE DITCH FORESLOPE shall NOT be disturbed.
NOTE: Excavation shall be within the BCRC dedicated public right of way
***attachment** -sample sketch template, not required but for use if desired.

Construction & Inspection Requirements

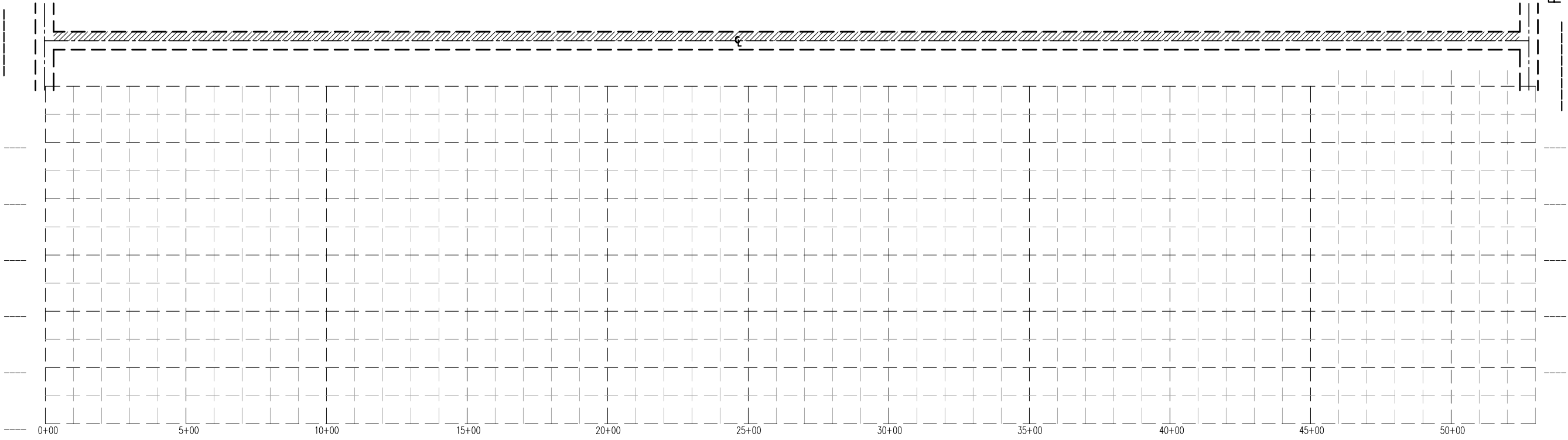
- IDENTIFY**- all existing utilities and do not disturb.
Contact - Miss Dig system and local utility companies.
- NOTIFY** - emergency services and schools if work will impede roadway access.
- EROSION CONTROL INSPECTION**- shall comply with BCDC Soil Erosion & Sedimentation Control Requirements
Erosion Control Requirements
Submit: A permit will be required from the Bay County Drain Commission.
Install - at a minimum seed and mulching of all disturbed areas, **grass must grow**. May also include temporary check dams, silt fence, mulch blankets, etc. refer to erosion control attachment.
Inspect - and fill out the inspection form (one time per week and after any storm event)
Maintain - erosion control's until such time the site is "stable", may require re-seeding **vegetation must establish**
Submit - Inspection reports to BCRC following closeout of erosion inspection.
NOTE: Responsible for all erosion control activities required for performing the proposed ditching
NOTE: Inspector shall be a Certified Storm Water Operator pursuant to the MDEQ requirements
***attachment** -inspection report shall be completed and submitted

General Requirements

- SPOILS** shall NOT be disposed of on a private party w/o written consent of the property owner. Spoils are contractor responsibility
- Any** and all damage caused by construction activities and shall be repaired at the contractor's expense. (This includes but is not limited to headwall failures due to over digging).
- No** cross culverts, driveway culverts or culvert headwalls shall be replaced under this permit.

RD

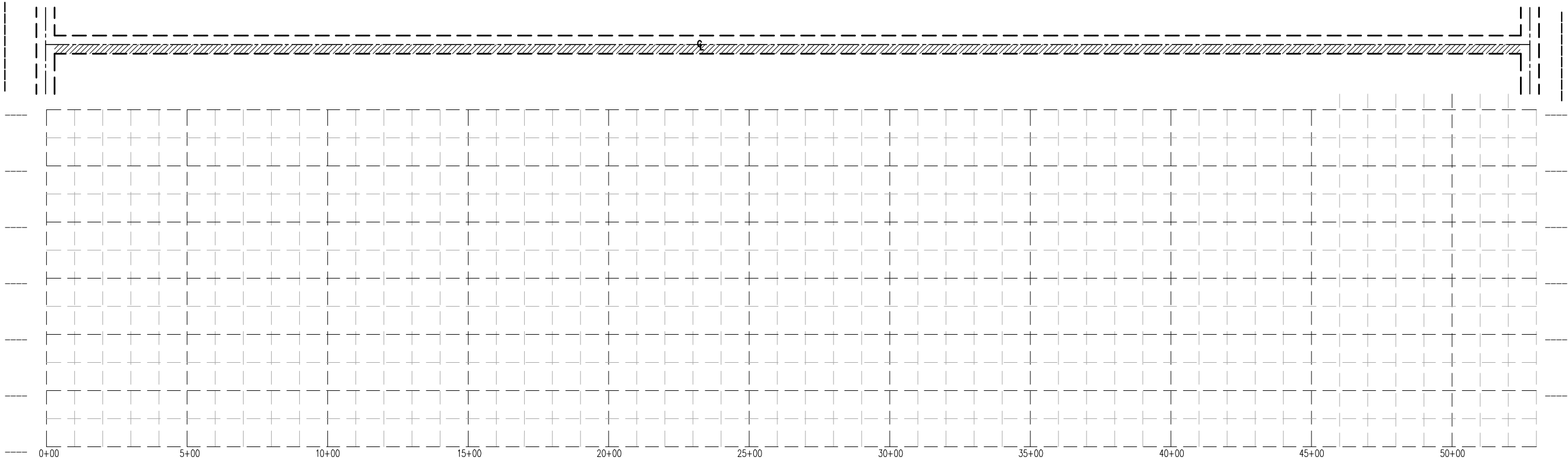
RD



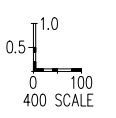
NORTH/WEST SIDE

RD

RD



SOUTH/EAST SIDE



N/W - CROSS ROAD

S/E - CROSS ROAD

ROAD

DATE

**BAY COUNTY ROAD COMMISSION
SOIL EROSION SEDIMENTATION INSPECTION LOG**

Project Name, Number & Description: _____	
Date: _____	Time: _____ Township: _____
Location: _____ Reason for Inspection: _____	
Observations: _____	
Corrective Actions Taken/Needed: _____	
Signature: _____	Print Name: _____
Site Sketch (If Necessary)	

REMEMBER TO REFER TO THE SITE PLANS OR SKETCH