



City Of Houghton
Building and Zoning Department
616 Sheldon Ave. Houghton MI 49931
906-482-1700

PERMIT# _____

RIGHT OF WAY PERMIT APPLICATION

Applicant must attach applicable drawings and traffic plans to this permit application

Applications can be submitted via mail to the address listed above or by sending to ryan.avendt@cityofhoughton.com

APPLICANT INFORMATION

NAME: _____ COMPANY: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ EMAIL: _____

CONTRACTOR INFORMATION

Permits are **not fully valid** without the name and contact information of the assigned contractor.

Failure to provide this information within 24 hours of the work start date will **void permit approval**.

NAME: _____ COMPANY: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
PHONE (24HR): _____ EMAIL: _____

PERMIT TYPE	LENGTH IN FEET	NEW	REPLACE	MODIFY	REPAIR	TRAFFIC CONTROL
☐ RESIDENTIAL DRIVEWAY		☐	☐	☐	☐	☐
☐ COMMERCIAL DRIVEWAY		☐	☐	☐	☐	☐
☐ ROAD CLOSURE		☐	☐	☐	☐	☐
☐ SIDEWALK		☐	☐	☐	☐	☐
☐ ELECTRIC UTILITY		☐	☐	☐	☐	☐
☐ TELEPHONE UTILITY		☐	☐	☐	☐	☐
☐ FIBER OPTIC UTILITY		☐	☐	☐	☐	☐
☐ GAS UTILITY		☐	☐	☐	☐	☐
☐ WIDE LOAD		-	-	-	-	☐
☐ DUMPSTER WITHIN RIGHT OF WAY		-	-	-	-	☐
☐						

LOCATION: _____

EXPECTED START DATE: _____

EXPECTED COMPLETION DATE: _____

DESCRIPTION OF WORK: _____

- ☐ I attest all material and construction methods conform to the most current MDOT & City of Houghton Standard Specifications
☐ I attest that I have read and will comply with the SUPPLIMENTAL SPECIFICATIONS attached to this permit application

DATE: _____

APPLICANT SIGNATURE: _____

City of Houghton Building and Zoning notes and approval

APPROVED BY: _____ Date: _____



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RIGHT OF WAY PERMIT APPLICATION SUPPLEMENTAL SPECIFICATIONS

1. **RIGHT OF WAY:** Permit approval is only for the City of Houghton public right of ways. Applicants may not enter private property without written permission. Right of way staking and determination of right of way locations is at the expense of the applicant. All other necessary permits, including but not limited to DEQ, soil erosion and other jurisdiction, are sole responsibility of applicant. Issuance of this permit does not relieve Permit Holder from meeting any and all requirements of law, or of other public bodies or agencies.
2. **PERMIT** The foreman in charge shall have the permit and approved plans on the job site at all times.
3. **REVOCACTION.** 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 at the request of the City of Houghton. It is understood that the rights granted herein are revocable at the will of the City of Houghton and that the Permit Holder acquires no rights in the right-of-way and expressly waives any right to claim damages or compensation in case this permit is revoked.
4. **CROSSING ROADBED BY TUNNELING:** When pipe is installed by tunneling, boring or jacking without cutting the existing pavement, the backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around installation. The concrete shall be composed of one part Portland cement and 10 parts of sand-gravel by volume.
5. **RESTORATION:** Any area which is affected in any manner by the permitted activity must be returned to its original condition, or better. Restoration shall include but not limited to topsoil, sod, seed, sidewalk, curb, gutter and pavement. All restoration must be satisfactory to the Zoning and Building Department.
6. **TRAFFIC CONTROL:** Traffic control for all work within the City right of way must be provided in accordance with the Michigan Manual of Uniform Traffic Control Devices. A 'Traffic Control Plan' MUST be submitted with the permit application IF lane/road closures are to continue after dusk.
7. **INSPECTION:** In all cases the applicant shall notify the Permit Agent when the work will commence. If necessary arrangements may be made to have an inspector present while the work is in progress. This may be done by calling the Building and Zoning Department at 906-482-1700 at least 48 hours prior to start of work.
8. **UTILITIES:** All proposed utilities must maintain 3 feet of separation between any City Utility. All proposed utilities must have a minimum bury or cover of 36" within the right of way and 48" under the roadway. **Abandoned utilities:** utilities to be abandoned 12" and larger must be either grouted full or completely removed.
9. **DUMPSTER WITHIN ROADWAY:** All dumpsters placed within the roadway shall require a right of way permit. Any dumpster left within the roadway overnight shall be made visible to vehicular traffic by means of high intensity, lighted, type III barricade at each end of the dumpster. Reinforcement pads must be placed under the dumpster before setting to ensure the road surface is not damaged. In no circumstance shall trash or debris be left within the right of way for more than 12 hours. Permit Holder may be required to close the sidewalk if construction equipment has to continually cross the sidewalk to gain access to the dumpster.
10. **INSURANCE.** The Permit Holder shall furnish proof of general liability insurance in amounts not less than \$1,000,000 each occurrence and general aggregate, proof of automobile liability in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$500,000 for bodily injury per person. Such proof of insurance shall include a valid certificate of insurance demonstrating that the City of Muskegon as an additional insured party on the policy. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be canceled without 30 days advance written notice to the City of Houghton, by certified mail, first-class, return receipt requested. This permit is invalid if insurance expires during the authorized period of work described herein.
11. **INDEMNIFICATION.** In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify and hold harmless the City of Houghton and its commissioners, officers, agents, and employees from and against any and all claims, actions, proceedings, liabilities, losses, and damages thereof, and any and all costs and expenses, including legal fees, associated therewith which the City of Houghton may sustain by reason of claims for or allegations of the negligence or violation of the terms and conditions of this permit by the Permit Holder, its officers, agents, or employees, arising out of the work which is the subject of this permit, or arising out of work not authorized by this permit, or arising out of the continued existence of the operation or facility, which is the subject of this permit.
12. **SIDEWALKS AND TEMPORARY ACCESSIBILITY:** It is the intent of the City to follow MDOT and ADA standards. The *Michigan Manual of Uniform Traffic Control Devices* details how to properly close and/or detour a sidewalk. MDOT also has several Special Provisions relating to temporary pedestrian facilities. Construction areas near high density of pedestrians or known accessibility areas of concern are expected to follow these guidelines to the fullest. Copies of related figures can be provide upon request.

Any operation in the right of way not covered by the above specifications, MDOT Standards or the City of Houghton Standard Specifications, shall be done in accordance with instructions of the City Manager or appointee