



# UTILITY RIGHT-OF-WAY PERMIT

PERMIT ADDRESS: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

PERMIT FEE: \$25.00

PERMIT # \_\_\_\_\_

(Cash, check, certified check or cashiers check payable to Village of Spring Lake accepted)

Date Project will Begin: \_\_\_\_\_

Date Project will End: \_\_\_\_\_

### Application Information

Business/Property Owner: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Contractor Information

Business: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

24 Hr Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Description of Work

Proposed Activity: \_\_\_\_\_

\_\_\_\_\_

Are any street lane/sidewalk/pathway closures anticipated? Yes:  No:

If **yes**, a traffic control plan must be attached. Please describe (provide attachment as needed): \_\_\_\_\_

\_\_\_\_\_

### Restoration

Entity responsible for restoration of right-of-way (please check box)

Applicant:  **OR** Subcontractor:

Sq ft of Sidewalk: \_\_\_\_\_ Ln ft of Curb: \_\_\_\_\_ Sq ft Pathway: \_\_\_\_\_

Sq ft of Asphalt: \_\_\_\_\_ Sq ft of Lawn: \_\_\_\_\_

Bond Submitted:  Bond Amount: \$ \_\_\_\_\_

Insurance Certification on File: Contractor:  Sub Contractor:

**I hereby certify that the above information is accurate, that I have read the "permit requirements" on Pg. 2, that the public liability insurance is carried by me, and that worker's compensation is in effect where applicable.**

Office use only

Reviewed by: \_\_\_\_\_

DPW Director or designee: \_\_\_\_\_ Date: \_\_\_\_\_

Village Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Village Manager

Signed: \_\_\_\_\_

Name of Applicant/ Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

## PERMIT REQUIREMENTS

1. No Street, sidewalk, apron or any public property shall be disturbed in any way without first obtaining a permit signed by the Village Manager.
2. All permit applications must include detailed plans and specifications in a form acceptable to the Director of Public Works.
3. Above ground, permanent installations to be located in the public right-of-way or on any public property shall be subject to the following additional requirements:
  - a. All plans, including photographs of proposed installations, to be submitted to the Director of Public Works for review and comment,
  - b. Plans shall be accompanied by specific explanation of need for above ground installation, options considered and supported finding of fact that below ground or private property installation is not feasible.
4. Applicant shall submit or have on file with Village Hall current Certificate of Insurance providing minimum insurance requirements for proposed work in an amount not less than \$1,000,000 per occurrence with a \$1,000,000 aggregate.
5. Bond or cash deposit with The Village of Spring Lake is required in an amount not less than \$5,000.00 to totally restore right of way plus any amount deemed reasonable by the Director of Public Works, exceeding the \$5,000.00 bond, to cover any exposure to the use and function of all public installations within or adjacent to work area.
6. Contractor/subcontractor to include complete traffic safety plan which shall include a complete explanation of all activities that may cause interruption of pedestrian, bicycle, vehicular or other traffic flow and their expected duration. Plans to include detour signing, barricade installation and all other necessary precautions to ensure the protection of the public safety. **Traffic plan must be submitted and approved by The Village Manager** and be compliant with the MMUTCD. Also, the traffic control plan shall outline street and/or sidewalk closure time frames. Sidewalks shall be restored prior to noon on Fridays unless prior approval by The Village Manager.
7. Plans to include complete explanation of any potential for conflict with any existing use of the right-of-way.
8. Contractor and/or subcontractor to **notify Director of Public Works seven (7) days in advance of mobilization**, unless it is deemed an emergency. In the case of an emergency approval, the contractor and/or subcontractor, along with the Crew Leader, will meet on site to determine if emergency approval is necessary.
9. The Department of Public Works is to be notified **24 hours in advance of proposed final pouring of concrete, placing of asphalt or placement of any permanent installation** and preparations must be inspected and approved by the Director or the designated representative before final application of materials.
10. Unless otherwise specified or shown on the plans, all areas disturbed by construction operations shall be restored to the original condition thereof as determined by the Village of Spring Lake.
11. Applicant **must provide** a soil erosion and sediment control plan or an Ottawa County permit number as needed.

**Sub Contractor**

Business: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Sub Contractor**

Business: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**24 Hr Emergency Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Detailed Plans**



A large empty rectangular box for drawing detailed plans. In the top right corner of this box, there is a compass rose with the cardinal directions labeled: N (North) at the top, S (South) at the bottom, E (East) on the right, and W (West) on the left.



## SPECIFICATIONS FOR STREET RESTORATION

### HMA

When an aggregate surface is disturbed by the Contractor's operations, the edges of the existing aggregate surface shall be trimmed and shall be free of all foreign material before the new aggregate is placed. The sub grade shall be graded and compacted to the proper lines and grades to match the adjacent surface. The aggregate shall be placed in layers not to exceed six (6) inches and shall be compacted to 98% of its maximum unit weight in accordance with MDOT procedures. When a HMA surface is disturbed by the Contractor's operations, that surface shall be replaced at a thickness equal to the thickness of the existing pavement adjacent to the trench but not less than one and one-half (1-1/2) inches thick. If existing pavement is greater than two (2) inches in thickness, the replacement pavement shall be placed in two or more layers. Aggregate base shall be replaced at a thickness equal to the adjacent aggregate base (minimum six inches) as specified for aggregate patches above. After placement of the aggregate base but prior to its final shaping and compaction, the edges of the existing pavement shall be trimmed to straight lines a minimum of one (1) foot from the edge of the trench to permit a straight and uniform surface between the existing and new aggregate base. Trimming of the existing pavement shall be by sawing or other suitable means approved by the Owner's Engineer. The Contractor shall replace all valley gutters in patching areas and shall be considered part of the HMA replacement.

### HMA Base

Aggregate base for HMA streets shall meet the requirements of 22A in Section 902 of the current MDOT Standard Specifications for Construction. HMA for base, leveling, and surface courses shall be as specified, and shall conform to the requirements of Section 501 of the current MDOT Standard Specifications for Construction. Aggregate base for HMA streets shall be placed in accordance with Section 302 of the current MDOT Standard Specifications for Construction.

### Underground Sprinkling Equipment

Underground sprinkling lines, valves & heads, and water system curb stops and boxes are specifically excluded from the pay items. The Contractor shall take the necessary precautions to preserve this equipment during construction. Any underground sprinkling equipment disturbed by the Contractor shall be replaced at the Contractor's expense. All underground sprinkling equipment shall be replaced in a timely fashion so as to minimize damage to the lawn areas. The Contractor will be responsible for any lawn damage caused by delayed replacement of the sprinkling equipment.

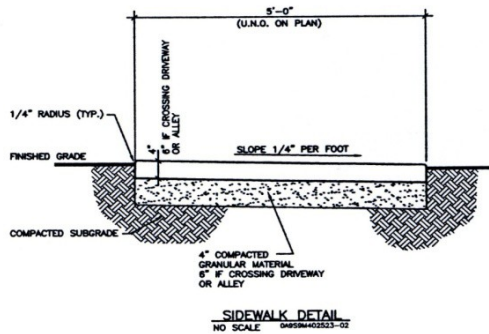
### Turf Restoration

All areas of established turf shall be replaced as nearly as possible to their original condition. Topsoil shall be placed at a minimum depth of four (4) inches over all areas disturbed by the Contractor's operations. The sub grade shall be graded to conform to the adjacent contours and shall be approved by the Owner's Engineer before placing topsoil. The topsoil shall then be placed in accordance with Section 816 of the current MDOT Standard Specifications for Construction. The soil shall be dark, organic natural surface soil, exclusive of muck or peat, suitable for the establishment of grass or other vegetable growth. All lawn areas shall be seeded with Class A seed. Seed mixtures, application rates, and methods shall be in accordance with Section 816 of the current MDOT Standard Specifications for Construction. Seasonal limitations on seeding in Section 816 of the current MDOT Standard Specifications for Construction are waived. The Contractor shall repeat the seeding procedure as often as necessary to produce a close stand of weed-free grass.

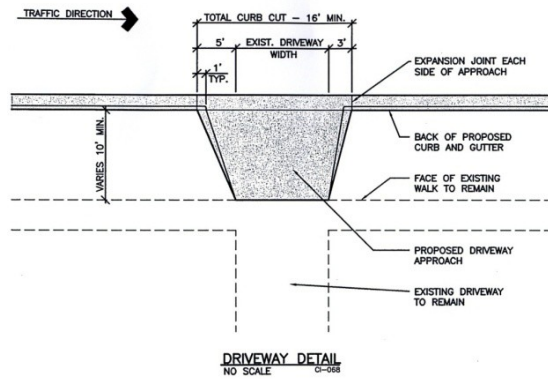
### Concrete Restoration

The Contractor shall replace all concrete sidewalk, drives, curb and gutter, and pavement removed during the installation of the utility or broken by the Contractor. Concrete shall meet the requirements for Grade S2 Concrete as specified in Section 701 of the current MDOT Standard Specifications for Construction. Other materials shall meet the requirements of the applicable portions of the current MDOT Standard Specifications for Construction. The thickness of the concrete shall be the same as the concrete adjacent to the trench but shall not be less than four (4) inches. The alignment and grade and the contour and finish of the surface shall be the same as the concrete adjacent to the trench unless otherwise directed by the Owner's Engineer. Pavements, walks, and drives shall be saw cut at the edges of the trench or removed to existing joints. The depth of the saw cut shall not be less than the full depth of the concrete. The forms and joints and the methods of placing, curing, and protection shall be consistent with standard practice and shall meet all the requirements of the current MDOT Standard Specifications for Construction for the various items.

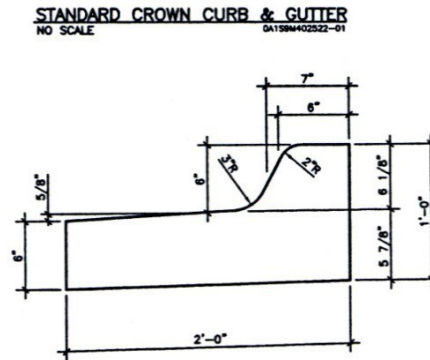
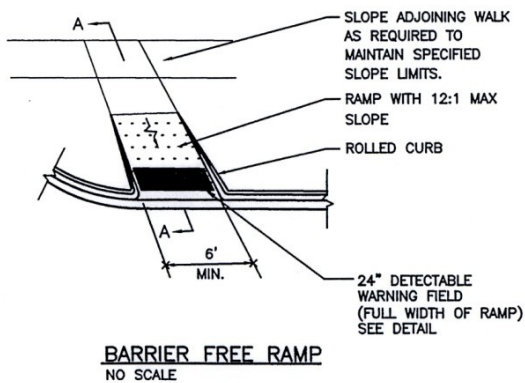
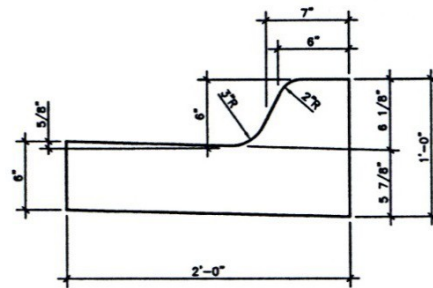
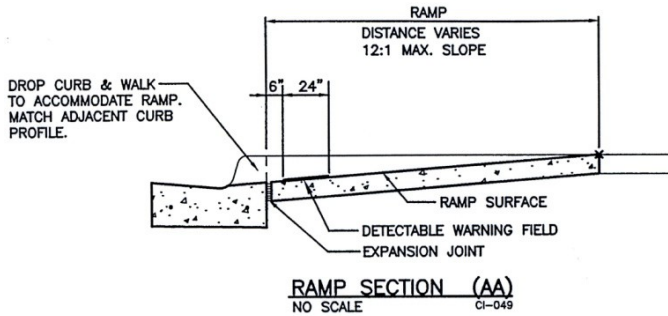
## SIDEWALK DETAIL



## DRIVEWAY DETAIL



## HANDCAP RAMP & CURB DETAIL



## DURALAST Detectable Warning Plate

**EJ PN - 00700722**

