


**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 [dispatch@baycoroad.org](mailto:dispatch@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 \$ \_\_\_\_\_ 25.00  
 Est. Inspect. Fee \$ \_\_\_\_\_  
 Bond \$ \_\_\_\_\_  
 Deposit \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 To Be Billed \$ \_\_\_\_\_  
 Receipt Number \_\_\_\_\_  
 Dated \_\_\_\_\_

**ATTACHMENTS REQUIRED** 

Plans and Specs \_\_\_\_\_  
 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: Enclosure of an existing roadside ditch.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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.