

Application for Road Right-of-Way Ditch Cleanout

Permit Office
 2600 E. Beaver Road, Kawkawlin, MI 48631
 Phone: 989.686.4610
permitagent@baycoroad.org

Permit # _____
 Issued _____

| | | |
|---|---------|--|
| Applicant's Name (Property Owner, Corp., City, or Twp.) | Date | Contractor's Name (Individual Company, Etc.) |
| Mailing Address | | Mailing Address |
| City | State | Zip Code |
| Contact Person | | Contact Person |
| Phone Number | Mobile | Phone Number |
| Email | | Email |
| Road Name | Between | (Road Name) And (Road Name) |
| Township/City | Section | Property Tax ID# |

Permit Request Type: Ditch Cleanout - Attached to this permit application is a checklist which is required to be completed by the applicant prior to application review.

Detailed Description:

Payment Type: Cash Check # _____

By checking this box and submitting this application, applicant has received and agrees to comply with the Bay County Road Commission's current Revised Permit Rules, Standards and Specifications for Work Within the Right-of-Way, Overhead and Underground Construction, Driveways, Banners and Parades, and the permit attachments

OFFICIAL USE BELOW THIS LINE ONLY - PERMIT NOT VALID UNLESS SIGNED BY AN AUTHORIZED BCRC PERSONNEL.

Permit Application Fee: \$ _____ Receipt No. _____ Date _____

Proof of Insurance: Yes No Bond Required: Yes No \$ _____ Amt.

Grade Sheet /

Sketch Attached: Yes No *(with elevations & length requests)*

Culvert Required: Yes No _____ Size (In) Culvert End Treatment _____

Staked for Install: Yes No *(Headwalls are **Not Permitted** unless specifically stated herein)*

Comments/Special Instructions:

Authorized Signature (Permit Agent/Engineer)

Signed _____ Date _____

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 811 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 2011 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

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.