

# ALLEGAN COUNTY ROAD COMMISSION



## PERMITS MANUAL

### **STANDARD SPECIFICATIONS and ADMINISTRATIVE RULES regulating all work or activity on and over County Roads**

Common/Policies/Permits Manual 2012

PERMITS MANUAL  
INCLUDING  
ADMINISTRATIVE RULES, PERMIT FORMS, AND FEE SCHEDULE  
REGULATING  
ALL WORK OR ACTIVITY

Adopted by  
ALLEGAN COUNTY ROAD COMMISSION  
DECEMBER 1, 2012  
PURSUANT TO; ACT 200, PUBLIC ACTS OF 1969  
and ACT 212, PUBLIC ACTS OF 1980

ALLEGAN COUNTY ROAD COMMISSION  
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Michigan Department of Transportation Construction and Material Specifications used in this Manual are from the current edition of “Standard Specifications for Construction”. Numbers shown in parenthesis ( ) refer to specific sections in that manual.

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## DEFINITIONS

**Backfill** – Replacement of soil around and over a pipe or drainage structure.

**Bedding** – Organization of soil or other approved material to support a pipe or structure.

**Board** – Board of County Road Commissions, and its duly appointed agents.

**Bury** – Depth of top of pipe or structure below grade of roadway ditch.

**ACRC** – Allegan County Road Commission.

**Cap** – Rigid structural element surmounting a pipe.

**Carrier** – Pipe directly enclosing a transmitted fluid (liquid or gas).

**Casing** – A larger pipe enclosing a carrier.

**Coating** – Material applied to or wrapped around a pipe.

**Conduit or Duct** – An enclosed tubular runway for protecting wires or cables.

**County** - Allegan County

**County Engineer** – Managing Director of the Allegan County Road Commission or agent.

**Cradle** – Rigid structural element below and supporting a pipe.

**Direct Burial** – Installing a utility underground without encasement by plowing.

**Encasement** – Structural element surrounding a pipe.

**Encroachment** – Unauthorized use of highway right-of-way or easements as for signing, fences, building, etc.

**Flexible Pipe** – A plastic, fiberglass, or metallic pipe having large ratio of diameter to wall thickness which can be deformed without undue stress.

**Frontage** – Private property line abutting the right-of-way.

**Gallery** – An underpass for two or more pipelines.

**Grounded** – Connected to earth or to some extended body which serves instead of the earth whether the connection is intentional or accidental.

**Grout** – A cement mortar or a slurry of fine sand or clay, as conditions govern.

**HMA** - Hot Mix Asphalt.

**Highway, Street, Subdivision Street, or Road** – A general term denoting a public way for purposes of vehicular travel, including the entire area with the right-of-way.

**Inspector** - Inspector of the Allegan County Road Commission.

**Jacket** – Encasement by concrete poured around a pipe.

**Manhole** – An opening in an underground system which workmen or others may enter.

**MDOT** – Michigan Department of Transportation.

**MUTCD** – The current version of the “Manual on Uniform Traffic Control Devices”.

**Overfill** – Backfill above a pipe or structure.

**Permittee** – Permit applicant, contractor, or agent of either.

**Permit Inspector** – An employee of the Allegan County Road Commission assigned the duty of issuing permits and inspecting work sites for permit compliance.

**Right-of-Way** – A general term denoting land property, or interest therein, usually in a strip, acquired for or devoted to transportation purposes as established by the Road Commission or the apparent right-of-way line.

**Rigid Pipe** – A welded or bolted metallic pipe or reinforced, prestressed, or pretensioned concrete pressure pipe designed for diametric deflection of less than 1.0%.

**Roadbed** – That portion of the roadway between the outside edges of the finished shoulders.

**Road Commission** – Allegan County Road Commission.

**Roadside** – A general term denoting the area adjoining the outer edge of the roadway.

**Roadway** – The portion of a highway, including shoulders, for vehicular use.

**Semi-rigid pipe** – A large diameter concrete or metallic pipe designed to tolerate diametric deflection up to 3.0%.

**Sidefill** – Backfill alongside a pipe.

**Slab** – Slab between but not contacting pipe or pavement.

**Sleeve** – Short casing through pier or abutment of highway structure.

**Traveled way** – the portion of the roadway for the movement of vehicles.

**Trenched** – Installed in a narrow open excavation.

**Untrenched** – Installed without breaking ground or pavement surface, such as jacking or boring.

**Vent** – Appurtenance to discharge gaseous contaminants from casings.

**Walled** – Partially encased by concrete poured alongside the pipe.

## I GENERAL

### A. PROCEDURE

Permits are required for utilizing any portion of County Road rights-of-way by any person, partnership, association, corporation, or governmental entity to construct, operate, maintain, or remove a facility or perform any other work except sidewalk installation or repair.

Reasonable permit requirements and a schedule of fees may be adopted. Fees to be charged sufficient to cover only the necessary and actual costs applied in a reasonable manner for the issuance of the permit and for review of the proposed activity, inspection and related expenses. After the work authorized in the permit has been completed, itemization of all costs shall be supplied upon request of the permit holder. (Act 212, PA 1980 MCLA 224.19b)

Applications are to be submitted on the appropriate forms of the Road Commission. After the application is given a permit number and is signed by the Permit Inspector, it becomes a permit.

The permit does not relieve the applicant from meeting any applicable requirements of law or of other public bodies or agencies.

Any rules or regulations mentioned on the application/permit form and not mentioned in this manual are applicable.

All applications shall meet the following basic requirements before they are accepted for processing:

1. Each Application shall be completely filled out and signed by the applicant and contractor, if known.
2. Plans or drawings shall accompany each copy of this application unless otherwise not required, showing existing highway pavement, ditches, right-of-way, and property lines, highway appurtenances, utilities, and dimensions thereof. Permit applications from utility companies will not require other utility locations to be shown.
3. A Permit and Inspection Fee Schedule (Schedule "A") is attached to and made a part of this policy. See Schedule "A".

### B. BASIC MINIMUM REQUIREMENTS

1. The Road Commission reserves the right of inspection of any construction or reconstruction within the highway right-of-way.
2. Five (5) days notice may be required before commencement of an operation covered by permit.
3. The permittee shall have a copy of the permit available at the site during construction.

B. BASIC MINIMUM REQUIREMENTS (continued)

4. A permit shall be surrendered to the Road Commission for cause shown or default of any provision of the permit.
5. Work authorized by the permit shall be completed to the satisfaction of the Road Commission on or before the completion date shown on the permit. Extension of time may be granted for cause shown.
6. Excavation work within the right-of-way, including the installation of utility pipes and cables shall not be permitted between November 15<sup>th</sup> and March 31<sup>st</sup> except by special authorization of the County Engineer.

C. DEPOSITS

1. Deposits are required to protect the Road Commission against the cost of completing or repairing faulty construction and to recover the necessary and actual costs for review of the proposed activity, inspection, and related expenses.
2. Acceptable types of deposits may be a certified check, cashier's check, money order payable to the Road Commission, or cash deposited with the Road Commission.
3. Under certain conditions, a surety bond executed on standard bond forms furnished by the Road Commission may be accepted.
4. The type and amount of a deposit shall be determined by the Permit Inspector.
5. Deposits may be furnished by either the applicant or the contractor, as approved by the Permit Inspector.
6. Contractors may post a blanket deposit yearly; however, the estimated work going on at any one time shall not exceed the amount of the bond.

D. INDEMNITY AND INSURANCE

1. A permittee shall save harmless the Road Commission against any claim for damages arising from his negligence or his contractor's negligence in operations covered by this permit.
2. General liability insurance carried by an applicant or contractor will usually be acceptable.
3. Certificates are to be issued to the Road Commission in the following amounts: \$1,000,000, property damage, each occurrence, and \$1,000,000, personal injury, each occurrence.

I GENERAL (continued)

D. INDEMNITY AND INSURANCE (continued)

4. Certificates of Insurance requirements may be waived for permits for residential and farm drives, tree trimming or removal and other minor work when performed by the applicant or his contractor.

E. RESOLUTIONS

1. Resolutions adopted by the governmental unit in cases where the applicant is a city, village, township, or county, may be used in lieu of a Bond or Insurance Certificate.
2. The Road Commission's Standard Resolution Form can be used, or the form may be used as a guide for adequate wording and content.
3. The Permit Inspector may require a construction performance bond from a contractor doing permit work for a governmental unit, in addition to the resolution.

II UTILITY PERMITS

A. This group includes the following:

1. Public and private utilities for electric power, communication lines, water, gas, oil, petroleum products, steam, chemicals, sewage, drainage, irrigation, and similar lines.
2. Such utilities may involve underground, surface or overhead facilities, either singularly or in combination.

B. MAJOR CONSTRUCTION

1. Communication lines and electrical power.
2. Street lights.
3. Gas, water, sewer, oil, and other products, mains, pipelines, or other facilities.
4. Buried communication lines, and electrical conduit or cable.

C. MINOR CONSTRUCTION (May be covered by Annual Permit)\*

1. Routine maintenance, inspection and modernization of communications, or electrical power lines which does not include extension or relocation of the lines.
2. Routine maintenance, inspection and modernization of underground facilities involving no relocation or extension.

## II UTILITY PERMITS (continued)

### C. MINOR CONSTRUCTION (continued)

3. Installation of individual service connections.
4. Adding guys and anchors to existing utility poles.
5. Landscaping and incidental tree trimming.

\*Advance notice shall be given in writing of maintenance activities covered by an annual permit when such activity involves disturbing the traveled portion of the road or shoulders. (Emergency repairs excepted.)

Refer to CONSTRUCTION SPECIFICATIONS which will apply to most of the work covered under UTILITY PERMITS.

### D. LOCATION

1. Utility lines shall be located in accordance with the Road Commission's published policy and standard plan for the location of utilities within the public road right-of-way.
2. In general, utility lines shall be located to minimize the need for later adjustment to accommodate future highway improvements and to permit servicing such lines with minimum interference to highway traffic.
3. Longitudinal installations shall be located on a uniform alignment as near as practicable to the right-of-way so as to provide a safe environment for traffic operation and to preserve space for future highway improvements or other utility installations.
4. To the extent feasible and practical, utility line crossings of the highway shall cross on a line generally perpendicular to the highway alignment.
5. Conditions which generally are unsuitable or undesirable for pipeline crossings shall be avoided. These include locations such as deep cuts, near footings of bridges and retaining walls, across intersections at grade on ramp terminals, at cross drains where flow of water, drift, or streambed load may be obstructed; within basins of an underpass drained by a pump, if pipeline carries a liquid or liquefied gas; and in wet or rocky terrain where it will be difficult to attain minimum bury.
6. No utilities will be allowed to attach to bridges or culverts.



### III UTILITY LOCATIONS

A. Communication lines, telephone poles, cable conduit, cable television, and sanitary sewer lines shall be located on the South and West side of the road centerline.

1. Buried Communication lines – 15 feet to 18 feet from centerline.
2. Aerial or Buried Communication lines – 28 feet or 32.5 feet from centerline.
3. Cable conduit or buried communication lines alternate location – 31 feet from center-line.
4. Cable television, buried cable – 16 feet to 18 feet from centerline. Aerial cable – 25 feet to 30 feet from centerline.
5. Sanitary sewer line – centerline.

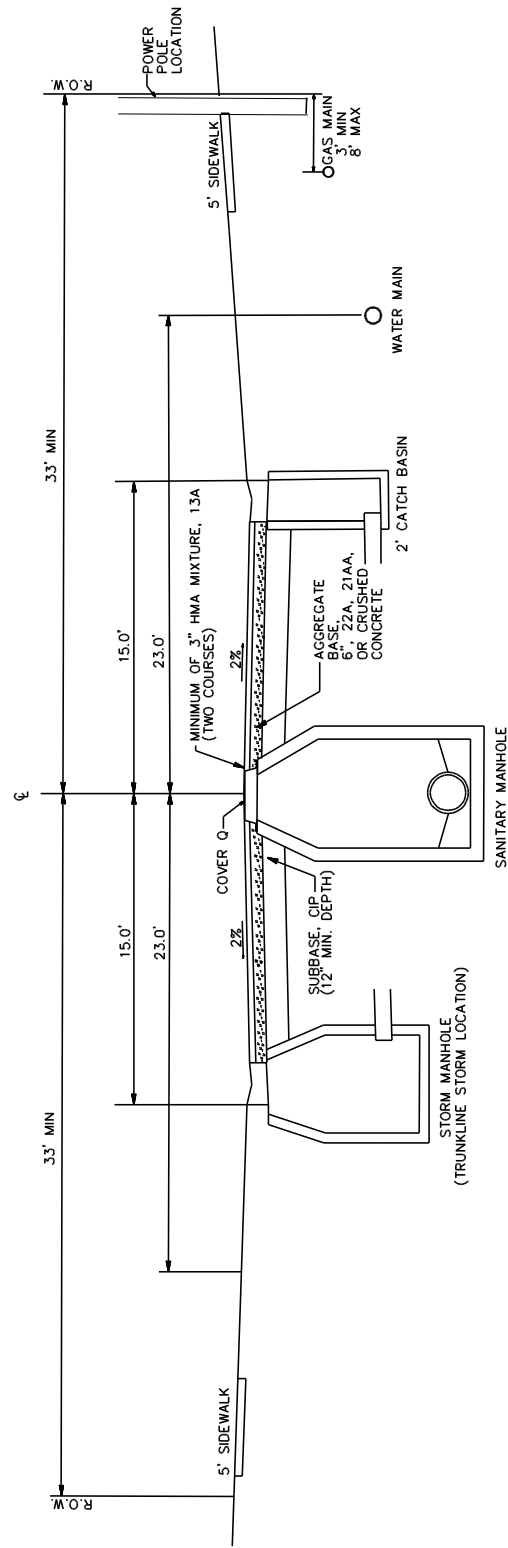
B. Gas lines, electrical service poles, electric cables, and water mains shall be located on the North and East side of the road centerline.

1. Gas lines – 25 feet to 30 feet from centerline.
2. Electric service poles – 32.5 feet from centerline.
3. Electric buried cable – 32 feet from centerline.
4. Water mains – 23 feet from centerline.

C. Storm sewer may be located on either side of the road centerline at such distance as may be necessary to accommodate curb and gutter placement.

The policy may be modified when it is felt necessary upon consideration of engineering information submitted by the utility or developer.

ALLEGAN COUNTY ROAD COMMISSION  
UTILITY LOCATION DIAGRAM



(NO SCALE)  
DECEMBER 2012

MATERIALS AND WORKMANSHIP SHALL COMPLY  
WITH CURRENT MICHIGAN DEPARTMENT OF  
TRANSPORTATION STANDARD SPECIFICATIONS

#### IV DRIVEWAY PERMITS

##### A. DEFINITIONS

1. Circle Driveway – A private driveway that enters and leaves private property at two points within the same frontage.
2. Commercial Driveway – A driveway serving a commercial establishment, industry, governmental or educational institution, hospital, church, apartment building, or other large traffic generator.
3. Divided Driveway – A driveway designated so that traffic leaving the highway is separated from traffic entering the highway.
4. Driveway Construction – Construction of a new driveway, approaches, installation of drainage culverts, any change or reconstruction of existing driveways, grades or surfaces within the right-of-way.
5. Field Entrance Driveway – A driveway serving a farmyard, cultivated or uncultivated field, timberland, or undeveloped land not in use.
6. Residential Driveway – A driveway serving a private home.
7. Utility Structure Driveway – A driveway serving a utility structure requiring only occasional access.

##### B. DRIVEWAY PERMITS – GENERAL

1. The permit fee will include the cost for the Road Commission's inspector to make the initial investigation visit and one follow-up compliance inspection visit to the driveway site. Additional visits, as required, will be charged for at cost.
2. At the initial visit to the driveway site, the inspector will determine whether or not a culvert pipe is necessary and what diameter and length such culvert pipe shall be.
3. The inspector will also determine at the initial visit whether the location of the driveway, as proposed, meets the minimum requirement for safe sight distance both for the property owner's/proprietor's vehicle and the vehicles traveling on the public roadway.
4. All driveway construction work and culvert installation shall be done in accordance with Road Commission standards and specifications. The work may be done by a licensed contractor or by the owner of the property.

IV DRIVEWAY PERMITS (continued)

5. The issuance of a Driveway Permit by the Road Commission does not exempt the property owner from compliance with local zoning ordinances, building codes or building permit requirements.

C. RESIDENTIAL DRIVEWAYS

1. One residential driveway shall be permitted for each platted lot or for unplatted residential property with less than 100 feet of frontage provided a minimum of 550' of stopping sight distance is available.
2. One additional residential driveway may be permitted for residential property for each 70 feet in excess of the first 100 feet of frontage provided a minimum of 550' of stopping sight distance is available.
3. Two residential driveways may be permitted on the same property in lieu of #2 above, to serve a circle driveway if the frontage of the property is 80 feet or more provided a minimum of 550' of stopping sight distance is available.
4. Residential driveways on the same property shall be at least 45 feet apart, center to center.
5. If located adjacent to an uncurbed intersecting highway, the point of curvature of the driveway radius shall be at least 50 feet from the edge of pavement of the intersecting highway.
6. All residential driveways and farm field drives shall be surfaced with processed road gravel or better within the right-of-way.

Requirements for hard surfaced residential driveway will be the following; concrete surfaces will not be allowed in the right-of-way.

- a. MDOT Spec. 22A road gravel, 21AA road gravel, or crushed concrete, 6 inches thick, HMA surface 36A, or 13A, 3" thick.

OR

- b. HMA, full depth, 36A or 13A, 6" thick, minimum 2 lifts.

#### IV DRIVEWAY PERMITS (continued)

##### C. RESIDENTIAL DRIVEWAYS (continued)

7. Low Usage Driveways: All driveways serving cultivated fields, timberland, undeveloped land, or utility structures, are designated as “low usage driveways”. The driveway surface shall be a minimum of 6” thick compacted of MDOT Spec. 22A road gravel, 21AA road gravel, or crushed concrete.
8. Joint Drives: Joint residential driveways will not be permitted.
9. Grade: The grade of a residential or field entrance driveway shall not exceed 10% within the right-of-way. Driveway will not be allowed to cause runoff to enter the roadway.

##### D. COMMERCIAL DRIVEWAY PERMIT

1. The owner must submit a drawing showing existing roadway, location of building, both proposed and existing, and appurtenances and dimensions thereof, and details of internal traffic circulation, parking facilities and relationship to property owners.
2. Permit applicant shall specify number and type of drives, anticipated type and volume of traffic, type of roadside development and other operational considerations.
3. The permit applicant shall deposit an amount of money with the Road Commission sufficient to cover the permit fee, inspection of the paving forms, and field inspection by the Road Commission inspector.

##### E. DRAINAGE

1. The run-off water from driveways shall not adversely affect the drainage pattern of the existing road.
2. Storm drainage from private property shall not be discharged on the highway right-of-way.

##### F. GRADE OR PROFILE

1. The grade of all driveways between the highway edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder.
2. The grade of a commercial drive shall not exceed 5.0% within the right-of-way.
3. The paved surface of any driveway may extend up to and abut the roadway pavement, but shall not be higher than the edge of the roadway nor designed or constructed so as to drain water onto the surface of the roadway.

IV DRIVEWAY PERMITS (continued)

G. SURFACE AND BASE

1. The area of a commercial driveway approach within road right-of-way shall conform to one of the following specifications (concrete drives may only be installed adjacent to concrete curb and gutter):

a. In driveways carrying vehicles heavier than passenger cars or a frequency of use greater than 100 vehicles per day, the following MDOT specification material shall be used:

(1) MDOT Spec. 22A Road Gravel, 21AA Road Gravel, or Crushed Concrete, 8 inches thick (compacted) and HMA Mixture 4C, 4” thick,

OR

(2) MDOT Spec. P1 concrete 8 inches thick,

OR

(3) HMA base 4 inches thick, 3C, and 2 inches of HMA surface 4C.

b. In driveways carrying passenger cars only at a frequency use less than 100 vehicles per day, the following materials may be used:

(1) MDOT Spec. 22A road gravel, 6 inches thick, (compacted) and HMA Mixture - 13A, 3 inches thick.

OR

(2) MDOT Spec. P1 concrete 6 inches thick.

## V PERMITS FOR PARADES, BANNERS, AND TEMPORARY CLOSURES

- A. Permits are required to temporarily close a road or subdivision street, or a section thereof, for the purpose of a celebration, parade, festival, bicycle tour, dog sled race, automobile tour, marathon foot race, block party or similar activity. A permit is also required to temporarily place a banner, sign, or decoration in such a manner so that it will be overhanging the travelled way of a road or street.

Requests for permits issued under this section of this policy shall be made by an authorized official of the governing body of a city, village, township, or charter township or an authorized representative of an organized association, club, or group.

1. Requests for the temporary closing of a highway shall indicate the time and date the highway is to be closed to traffic, the date and time the highway is to be reopened to traffic, and such other information as the Road Commission may require.
2. No permit shall be issued for the partial or complete closing of a highway unless the Road Commission is satisfied that adequate arrangements have been made for the handling of highway traffic during such closure.
3. All barricades, traffic control devices, lights, flagpersons, or traffic control persons, are to be furnished or provided for by the requesting party or organization.
4. The Road Commission may require a Bond and proof of liability insurance coverage as a condition to issuing a permit under this section.
5. The banner or decoration shall be securely fastened and be at least 18 feet above the surface of the traveled way.

## VI PERMITS FOR PRIVATE ENGINEERS AND SURVEYORS

- A. Permits will be required for all private engineering, seismographic or land surveying field crews doing any work in the county road rights-of-way.
- B. Permits may be obtained for periods of up to one year or for any monthly, weekly, or daily period.
- C. Field crews, when working in road rights-of-way, must comply with the current Michigan Manual of Uniform Traffic Control Devices to provide advance warning to the motoring public.
- D. A certificate of liability insurance coverage must be furnished prior to the issuance of a permit.

## VII CONSTRUCTION PERMITS – GENERAL SPECIFICATIONS

A. BORING AND JACKING: When crossing the road bed with pipe, the bore-and-jack method shall be used unless otherwise authorized by the County Engineer.

1. Casing shall be used on all pipe placed under the roadway unless otherwise directed by the County Engineer.
  - a. Where pipelines are encased, the encasement shall extend a suitable distance beyond the slope or ditch lines.
  - b. Casing pipes shall be sealed at the ends with a flexible material to prevent flowing water and debris from entering the annular space between the casing and the carrier.
2. The leading edge of the pipe must always precede the auger by  $\frac{1}{2}$  times the diameter of the pipe.
3. Soil borings may be required at boring pit locations, and the cost of these borings will be at the expense of the applicant.
4. Face of boring pits shall be located not closer than 10 feet from the edge of pavement.
5. Backfill for all excavations shall be compacted to at least 95% of maximum density.

### B. OPEN CUTTING (WHEN ALLOWED)

1. The pavement or gravel surface shall be cut back so that the opening is at least one foot wider on each side than the width of the trench.
2. If the pavement is asphalt or concrete, the pavement shall be cut by sawing unless otherwise approved.
3. Unless approved by the County Engineer, open cuts will not be allowed during the period November 15<sup>th</sup> through March 31<sup>st</sup>.

### C. BACKFILLING AND COMPACTION OF BACKFILL

1. Backfill shall be placed in two stages: First, sidefill to the level of the top of pipe, and second, overfills to former surface grade.
  - a. Placed in 6-inch layers to within 6 inches of the existing gravel surface and to within one foot of the existing paved surface, to a density of 95%.
  - b. The final 6 inches shall be MDOT Spec. 22A Road Gravel, 21AA Road Gravel, or Crushed Concrete, compacted.



VII CONSTRUCTION PERMITS – GENERAL SPECIFICATIONS (continued)

C. BACKFILLING AND COMPACTION OF BACKFILL (continued)

- c. All backfill will be subject to check by Controlled Density Method (205.03.4 a).
2. Sand-Gravel backfill material shall consist of approved bank-run or gravel or an approved mixture of sand with gravel or stone (205.03.4).

D. DEPTH OF COVER MATERIAL

1. Gas pipes, underground electric cables, underground telephone cables, and all other underground utilities shall be placed at a depth that will provide not less than 30 inches of cover.
2. Individual service lines extending from transmission lines may be placed at a depth that would provide less than 30 inches of cover, but in no case less than 18 inches of cover at the discretion of the County Engineer.

E. DISPOSAL OF EXCAVATED MATERIAL

1. Excavated material shall be stockpiled in such locations that it does not obstruct vision or unduly interfere with safe travel on the highway.
2. The applicant shall dispose of all surplus material outside of the right-of-way, or the material if suitable, may be leveled on the right-of-way in an approved manner.

F. SURFACE RESTORATION: The roadway and shoulder surface shall be restored when it has been open cut or damaged during or as a result of the construction activity. Extensive scarring, cracking, or settlement shall be considered as damage. Asphalt restoration to be up to 100' as deemed necessary.

1. ASPHALT SURFACE

- a. Local Roads. Any asphalt surface shall be restored by placing 4 inches (two lifts) of HMA 13A.
- b. Primary Roads. Any HMA surface shall be restored by placing 2-1/2 inches of HMA 3C, then 2 courses of 1-1/2 inches each of HMA 4C.
- c. If HMA material is not available, a minimum of 3 inches of compacted cold patch asphalt over 12 inches of compacted gravel base MDOT Spec. 22A may be used. The Board will require the removal of this patch and replacement with HMA pavement when it becomes available.

VII CONSTRUCTION PERMITS – GENERAL SPECIFICATIONS (continued)

F. SURFACE RESTORATION (continued)

2. GRAVEL ROADS

- a. All trenches are to be backfilled with approved material to within 12 inches of the surface within the limits of the roadbed. The top 12 inches within the roadbed will be filled with processed road gravel MDOT Spec. 22A, 21AA Road Gravel, or Crushed Concrete, immediately after the trench is backfilled and compacted.
- b. Fill shall not be mounded to allow for settling; such settling as may occur shall be filled back even with the roadway surface.

3. SHOULDER RESTORATION Shoulders shall be restored when they have been removed or disturbed during, or as a result of the construction activity.

- a. The shoulder shall be restored to be as good or better than the former condition prior to construction.
- b. If the shoulders are contaminated with excavated material, the contaminated portion shall be removed and replaced with admixed gravel MDOT Spec. 22A.
- c. Shoulder restoration shall be done as soon as possible immediately following the installation. Such restoration shall be done piece-meal dependent upon the scope and duration of the construction.

4. RESTORATION OF RIGHT-OF-WAY

- a. Ditches, ditch slopes and other areas within the right-of-way shall be restored to their original condition.
- b. All culverts and ditch enclosures removed in good condition shall be relaid in proper position. Culverts and other drainage structures that cannot be reused shall be replaced in accordance with current Road Commission standards and to the satisfaction of the County Engineer.
- c. Slopes shall be restored to Class A tolerances (205.03.N) Areas where vegetation has been disturbed or removed shall have vegetation restored by the methods selected based on the criteria as shown in section (816) of the current MDOT Standard Specifications for Construction.

VII CONSTRUCTION PERMITS – GENERAL SPECIFICATIONS (continued)

F. SURFACE RESTORATION (continued)

5. LAND MONUMENTS AND PROPERTY CORNERS Land monuments and property corners shall not be moved or otherwise disturbed except as directed by the County Engineer.

G. MANHOLE COVERS, GRADE

1. Height of manhole covers shall be determined as follows:
  - a. If the manhole falls within a paved road, the cover shall be flush with the pavement.
  - b. If the manhole falls within a gravel road or the shoulder of the paved road, the cover shall be 6 inches below the surface.
  - c. If the manhole falls within a ditch, the cover shall be either sufficiently lower than the bottom of the ditch to allow for normal ditch maintenance or the ditch shall be relocated around the manhole and away from the road with a stable earth berm around the manhole.
2. The type of manhole cover is at the discretion of the County Engineer.

H. DUST CONTROL IN THE WORK ZONE

1. The permittee shall maintain his work area in a safe, dust free condition until all work is completed in a given area.
2. This will include the removal of material (mud, dirt, etc.) tracked onto the road surface.
3. Dust control shall be provided on any unpaved detour, bypass and shoulder which is to be used by traffic.
4. Any material to be used for dust control must be approved by the County Engineer.

I. DISPOSAL OF WATER

1. Any water disposed of by the Permittee in excess of normal agricultural runoff of natural precipitation into the County Road Commission road drainage system, must be approved by the County Engineer in advance of any discharge.

VII CONSTRUCTION PERMITS – GENERAL SPECIFICATIONS (continued)

I. DISPOSAL OF WATER (continued)

- a. The Permittee must furnish information relative to the location of discharge points and the date of discharge.
2. The outletting of subsurface water into roadside ditches will generally be unacceptable.
3. The Permittee agrees to do all necessary restoration of the road drainage system and to either alter dewatering operations or to cease altogether for public safety.
4. All well points shall be located as far from the travelled way as possible.

J. MAINTAINING TRAFFIC AND TRAFFIC CONTROL (812)

1. Signs and signing:

- a. The signs, sign support standards, barricades, and traffic control devices necessary for the protection of traffic in accordance with the current MUTCD shall be furnished by the Permittee.
- b. The Permittee shall not begin any operations in a given area until all of the stop signs and street name signs have been reset, auxiliary barricades erected, and flasher lights attached to all required barricades.
- c. Traffic control signs and street name signs shall be removed, temporarily reset, and maintained by the Permittee. The traffic control signs shall be reset in locations where required by law and continue to serve their intended purposes. The signs shall be mounted so as to be easily visible to traffic. All signs shall comply with the current version of the MUTCD.
- d. The Permittee shall be responsible for placement and maintenance of all temporary construction signing. The permittee shall relocate and maintain the temporary signs, as directed by the County Engineer. Upon completion of the project, traffic control signs will be reset in their proper position by the Permittee.
- e. All signs erected or relocated by the Permittee shall be at the expense of the Permittee. All erected and existing signs which are damaged during the course of construction will be replaced with signs meeting the current requirements of the MUTCD.

VII CONSTRUCTION PERMITS – GENERAL SPECIFICATIONS (continued)

J. MAINTAINING TRAFFIC AND TRAFFIC CONTROL (continued) (812)

2. Partial Closure of Roads: When partial closure of a road is approved by the County Engineer for purposes of open-cut crossings or construction within or immediately adjacent to the travelled portion of the road, the following requirements shall apply:
  - a. All required signing shall be in place and bypass lanes, if required, shall be completed before the partial closure begins. All temporary signing will comply with the current version of the MUTCD.
  - b. All Traffic Regulators must review the training requirements described in the current edition of the Michigan Manual on Uniform Traffic Control Devices Part 6, Chapter 6E, prior to performing work.
  - c. After working hours, signs which are not appropriate shall be covered or removed so that traffic will not be confused.
  - d. When a partial closure must remain in effect overnight, proper lighting will be required.
  - e. When traffic conditions warrant, in the opinion of the County Engineer, the County Engineer reserves the right to require the Permittee to cease operations and to restore the road to full use during period of peak traffic hours.
  
3. Detours
  - a. Signing for all approved detours will be installed by the Permittee at the expense of the Permittee. The Permittee must give the Road Commission at least 72 hours advance notice, not including Saturdays, Sundays, or Holidays, for all detours.
  - b. The Road Commission shall be responsible for notifying all concerned parties when the detour will be in effect and when the road has been reopened with the detour no longer in effect.
  - c. The Permittee shall be responsible for any necessary repairs or improvements of the detour route to maintain the route and to repair any damage as a result of the detour.

J. MAINTAINING TRAFFIC AND TRAFFIC CONTROL (continued) (812)

4. Refusal or Revocation of Permit

a. None of the provisions contained in this section shall be construed to limit the authority of the authorized representative of the Board to refuse to issue permits when the conditions of the roads are such that the Contractor's operations would cause harm or injury to the highway and/or the travelling public.

b. Failure of a Contractor or Permittee to comply with permit provisions shall be just cause to revoke any such permit issued to the Contractor or Permittee.

5. Trees: A Contractor or Permittee before destroying, removing, trimming, tunneling or boring any trees shall comply with the provisions necessary to the issuance of a permit for such work. A separate permit will not be required in addition to the construction permit.

VIII ROADSIDE MOWING

The Allegan County Road Commission allows private parties to mow the roadsides of county roads and has the authority to regulate such mowing pursuant to act 200, Public Acts of 1969 and Act 212, Public Acts of 1980.

1. A permit must be applied or in person at the Road Commission office, prior to commencing work.
2. Insurance coverage provision in the amounts of \$1,000,000, property damage, each occurrence, and \$1,000,000 personal injury, each occurrence, will be required. Also proof of Worker's Compensation Insurance will be required.
3. The initial mowing of any county roadside must be completed by August 31, of any year. Additional mowing, if applicable, may be completed at any time. Earlier completion dates may be required by individual townships.

IX TREES

A. Permit Requirements

1. A permit will be required for any tree removal, trimming, or tunneling.
2. Permits may be obtained from the Permit Department of the Road Commission.

IX TREES (continued)

3. The applicant will be required to provide location, size, and species of trees affected. A Contractor must show on the construction plans or on separate sheets similar to the plans, the above information in such a way that is readily identifiable in the field. He must also indicate thereon which individual trees he proposes to remove, tunnel, or trim and extent of trimming.
4. Before destroying or removing any trees larger than 4 inches in diameter, located within the presumed 66-foot right-of-way, written permission must be obtained from the owner of record of the land where the tree is located. The Road Commission shall require a copy of the approval signed by the owner of record of the property abutting the presumed right-of-way.

B. Disposal of Materials

1. All stumps, limbs, litter, and logs are to be disposed of outside of the road right-of-way.
2. The abutting property owner has the right to the wood, if he wants it, to dispose of as he sees fit.
3. Logs and major limbs may be cut into disposable lengths and piled neatly in the right-of-way, at least 10 feet from the travelled road for removal by others.
  - a. If, after 2 weeks, the wood has not been removed by others, the Permittee shall dispose of it.

C. Tunneling or Boring Under Trees

1. Tunneling or boring must be below the major root system and extend a distance of 1 foot on either side for each 2 inches or trunk diameter.
2. All voids around the tunneled or bored facility shall be backfilled with excavated material and thoroughly compacted to avoid settlement.
3. If the tree is severely damaged or dies within 1 year as a result of the tunneling or boring, the Permittee will be required to remove it at his own expense.

X     TRANSPORTATION PERMITS

A. GENERAL PROVISIONS

1. Permits will be issued only to the companies or individuals actually doing the transporting to move vehicles and/or loads which exceed the legal size and weight limitations provided that the vehicle and/or loads cannot be readily dismantled, reduced or otherwise rearranged to come within the legal limits.
2. All applications for permits to be issued under these regulations shall be in writing on forms provided by the Road Commission and properly executed by the owner of the vehicle for which the permit is being requested.
3. Prior to the issuance of permits under this section (Section IX), the Applicant shall furnish proof of insurance coverage naming the Allegan County Road Commission as an additional insured for the term of the permit for \$1,000,000, Bodily Injury and \$1,000,000, Property Damage for operations arising out of this permit.
4. The Permittee shall be liable for the payment of any and all claims, demands, lawsuits, and judgments arising directly or indirectly out of issuance of said permits, and for this purpose shall agree to defend, indemnify and save harmless the Board therefrom.
5. During the time of weight restrictions, as set forth in Act 300 of the Public Acts of 1949, as amended, (commonly referred to as Frost Law Restrictions) and at any other time when conditions are unfavorable, permits will not be issued for overweight loads. Permits issued for overweight vehicles and/or loads on a seasonal basis will not be valid during periods of reduced loading restrictions.
6. No special transportation permit will be issued which would allow vehicles to cross posted bridges and/or culverts while carrying loads which exceed the posted limitations. Any permit so issued will in no way supersede posted load limitations on any bridge or other highway structure.
7. No permit will be issued for overweight loads in excess of the licensed elected gross weight of the vehicle.
8. None of the provisions contained in this Section shall be construed so as to limit the authority of the authorized representative of the Board to refuse to issue Special Transportation Permits when the conditions of the road are such that above legal load limitations would cause harm or injury to the highway.



**B. SPECIAL TRANSPORTATION PERMIT – SINGLE MOVE BASIS**

1. Permits may be issued to move vehicles and/or loads exceeding the legal allowable height limitation of 13 feet–6 inches, provided that prior to the issuance of such permits, the proposed route is checked for interference with overhead facilities and other obstacles and that clearance shall first be obtained from all public and private corporations, and private individuals whose facilities may be affected by the proposed move.
2. Permits may be issued allowing vehicles and vehicles with trailers of excess width (over 8 feet) to travel on County Roads except that no permit shall allow width in excess of 14 feet without special permission therefore.
3. Permits may be issued for vehicles of excessive length as long as the movement of such vehicles will not jeopardize the safety of the travelling public, and will not cause unreasonable interference with normal traffic over county roads.
4. Special Transportation Permit
  - a. Permit will be issued on a single move basis.
  - b. An application for each permit must be submitted in person for approval prior to the issuance of said permit.
  - c. Proof of insurance, any bond, or deposit fee, and permit fee must be deposited with the Road Commission prior to issuance of permit and Cab Card.
5. Small buildings such as garages, farm sheds, construction sheds, etc., which do not exceed 13 feet-6 inches in height, 12 feet in width and 30 feet in length when loaded on a transport vehicle may be permitted to be moved under this type of permit under certain conditions. Buildings exceeding these dimensions will require a Permit to Move a Building.
6. MDOT standards for signing and flags on oversize loads shall be complied with.
7. Vehicles transporting loads exceeding 12 feet in width or 90 feet in overall length shall be protected by one or more pilot cars equipped with roof mounted amber revolving light.
8. Permits are not valid for moving on Sundays and Holidays, or at any time when weather, road or traffic conditions, create a potentially hazardous condition, except under special conditions.

C. EXTENDED SPECIAL TRANSPORTATION PERMIT

1. Permits may be issued to move oversize loads on an extended (up to one year) basis provided that the vehicles and loads do not exceed 13 feet 6 inches in height, 12 feet 6 inches in width, and up to 75 feet in combined length. This will also include mobile homes up to 14 feet wide, 80 feet in length with combined length not to exceed 95 feet.
2. All such permits will expire on December 31, and will be so marked.
3. Permits will be issued only for such vehicles as mobile cranes, lowboys, overlength or overwidth trailers, self-propelled construction machinery and pole trailers.
4. A written application must be submitted for approval with the permit fee prior to issuance of this type of permit.
  - a. Applicants will submit a list of equipment to be included on the permit.
  - b. It shall be the responsibility of the applicant to furnish copies of the permit to all units.
  - c. Permits are not valid for moving on Sundays and Holidays, or at any time when weather, road, or traffic conditions create a potentially hazardous condition.

D. SPECIAL PERMIT TO MOVE A BUILDING

1. Any applicant not known to normally engage in building moving shall be required to furnish proof of building moving experience to the satisfaction of the Road Commission. Such proof may include, but is not limited to, copies of past contracts and permits, photographs, and letters of reference.
2. Movement of houses and other buildings on county roads shall take place only when accompanied by an escort vehicle. No such movement shall be allowed between sundown and sunrise, or on Sundays and Holidays.
3. The permit shall designate the route to be taken and shall remain in force only as long as designated on the permit or it is necessary to complete the designated movement, or until revoked.
4. A permit to move a building or extraordinarily oversize load will be issued only if the applicant telephones or otherwise notifies the Road Commission office not less than 24 hours in advance of the proposed move and supplies the following information:
  - (a) The type, size, and weight of the load.

X TRANSPORTATION PERMITS (continued)

D. SPECIAL PERMIT TO MOVE A BUILDING (continued)

- (b) The proposed route of the move.
- (c) The time and date of the move.
- (d) Possible interference by trees or utility lines.

When received the permit is reviewed, approved, and faxed back to the applicant along with an invoice.

E. SEASONAL TRANSPORTATION PERMIT – MILK HAULERS

In compliance with Sec. 711, Public Act 300 of 1949, as amended, when necessary information is submitted in writing by a milk hauler requesting to transport legal weight loads on a highway during spring weight restrictions, a permit shall be granted upon approval by the Board of County Road Commissioners of Allegan County for the requested route on the application, under the following conditions and restrictions:

1. Permit must be carried in the vehicle.
2. Speed limit not to exceed 35 mph.
3. Normal legal loadings only.
4. Time of day.
5. The Board of County Road Commissioners have the right to suspend this agreement if weather or road conditions warrant such action.

F. SEASONAL TRANSPORTATION PERMIT – FARM PERMITS

1. Permits are issued to individuals and not to feed suppliers or contractors.
2. All suppliers must be listed on the application.
3. It will be the responsibility of all applicants to furnish copies of permits to their suppliers.
4. Permit covers feed, livestock, and commodities.
5. Permit is valid for the entire seasonal weight restriction period.

X TRANSPORTATION PERMITS (continued)

F. SEASONAL TRANSPORTATION PERMIT – FARM PERMITS (continued)

- a. Legal loading only.
  - b. 35 mile per hour speed limit on restricted roadways.
  - c. Permit valid 24 hours a day.
6. Violation of the permit voids the permit for the supplier or contractor deemed to be in violation of said permit.

XI DUSTLAYER APPLICATION PERMIT

- A. Application of approved dustlayer material by private or commercial operators is permitted under certain conditions set forth by the Road Commission.
1. A permit must be applied for in person at the Road Commission office.
  2. Insurance coverage provisions must be complied with.
  3. Enough advance notice should be given to enable the road to be graded to provide a suitable application surface.
  4. The surface of the roadway, prior to application, shall be dry and receptive to the application.
  5. The extent and frequency of the operation shall be such that at no time will there be any “run-off” of the application material.
  6. Regulations of the MDNRE shall be adhered to at all times.
  7. The Road Commission may, at their sole discretion, do any grading or other maintenance activities, and may cancel or alter the permit at any time.

SCHEDULE "A"

ALLEGAN COUNTY ROAD COMMISSION

PERMIT AND INSPECTION FEE SCHEDULE

Effective December 1, 2012

	<b>Permit Fees</b>	<b>Other</b>
<b><u>DRIVEWAYS</u></b>		
Residential Drive	\$50.00	
Field Drive	\$50.00	
Commercial Drive/Change of Use Permit	\$200.00	
Commercial Drive Improvement	\$200.00	
Private Road Approach	\$200.00	
Temporary Construction Drive	\$500.00	
<b><u>UTILITIES</u></b>		
Overhead Utility Installation	\$100.00	
Underground Utility Installation	\$100.00	
Sanitary, Water Main, Irrigation, Storm	\$200.00	Deposit may be required
Open Cut Crossing, If Allowed	\$200.00	Deposit may be required
Bored Crossings	\$100.00	
Annual Utility Permit, Maintenance & Repair	\$200.00	
Annual Utility Permit, Service Connections	\$200.00	
Annual Utility Permit, Tree Trimming	\$200.00	
<b><u>PLATS &amp; SITE CONDOMINIUM WITH PUBLIC ROADS</u></b>		
Preliminary Plat Review	\$500.00	
Plan Review	\$500.00	
Revisions	\$100.00	

<b><u>TRANSPORTATION PERMITS</u></b>		
Single Move	\$50.00	Deposit may be required
Extended Transportation	\$100.00	
Building & Special Move	\$100.00	
Milk Hauler	\$50.00	
Utility Seasonal Transportation Permit	\$50.00	
Agricultural Commodities Seasonal Transportation Permit	\$50.00	
<b><u>OTHER</u></b>		
Tree Removal	No Charge	\$20 per additional bore \$200 per mile
Surveying	No Charge	
Dustlayer	No Charge	
Parades, Events	\$10.00	
Soil Boring (up to 10 borings)	\$200.00	
Seismic Testing	\$200.00	
Test Wells	\$200.00 Ea.	
Wind Turbine Construction: All applicable permit fees above will apply and a deposit to be determined by the Allegan County Road Commission.		
Hydraulic Fracturing: All applicable permit fees above will apply and a deposit to be determined by the Allegan County Road Commission.		

## SCHEDULE “B”

### ALLEGAN COUNTY ROAD COMMISSION

#### SAMPLE BLANK FORMS

1. Application and Permit to construct, operate, maintain, use and/or remove within a county road right-of-way.  
– From CRA100 (Rev. 3/05) or Form 100
2. Application and Permit to move equipment, buildings, tanks, machinery, and mobile homes.  
– Single Move – Form 101
- 2a. Application and Permit to move equipment, buildings, tanks, machinery, and mobile homes.  
– Annual – Form 101A
3. Application and Permit to construct a driveway approach. – Form 103
4. Application and Permit to cut trees within the road right-of-way. – Form 104
5. Permit Construction Inspection Charges – Itemized Time Ticket Form 622
6. Request for Movement of Milk at Legal Weights During Weight Restrictions.

Note: These permit applications are available on the Allegan County Road Commission website as fillable forms at [www.alleganroads.org](http://www.alleganroads.org) in the Permits section.