



### RIGHT-OF-WAY (ROW) PERMIT APPLICATION

A Right-of-Way permit is required prior to use of, constructions within, or the temporary closure of any part of the public right-of-way under the jurisdiction of the City of Grand Ledge. This form acts as an application for the permit and upon approval, becomes the final permit for the work/activity described herein. **SUBMIT FORM: Attn. Rebecca Tanner, Department of Public Services 310 Greenwood St. Grand Ledge, MI 48837, or email to rtanner@cityofgrandledge.com.**

TO BE COMPLETED BY APPLICANT											
<b>Application will not be processed with incomplete information.</b>											
<b>APPLICANT IS:</b> (Choose One) <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <span style="float: right;"><b>DATE OF APPLICATION:</b> _____</span>											
<b>CONTACT</b>	<table style="width:100%; border: none;"> <tr> <td style="border: none; padding: 2px;">Name: _____</td> <td style="border: none; padding: 2px;"><b>LOCATION OF WORK / ACTIVITY:</b></td> </tr> <tr> <td style="border: none; padding: 2px;">Phone: _____</td> <td style="border: none; padding: 2px;">_____</td> </tr> <tr> <td style="border: none; padding: 2px;">Email: _____</td> <td style="border: none; padding: 2px;">_____</td> </tr> <tr> <td style="border: none; padding: 2px;">Address: _____</td> <td style="border: none; padding: 2px;">_____</td> </tr> <tr> <td style="border: none; padding: 2px;">_____</td> <td style="border: none; padding: 2px;">_____</td> </tr> </table>	Name: _____	<b>LOCATION OF WORK / ACTIVITY:</b>	Phone: _____	_____	Email: _____	_____	Address: _____	_____	_____	_____
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Phone: _____	_____										
Email: _____	_____										
Address: _____	_____										
_____	_____										
<b>DESCRIPTION OF WORK / ACTIVITY:</b>											
_____ _____ _____											
<b>WORK / ACTIVITY BEGINS:</b> _____ <b>ENDS:</b> _____											
<b>TYPE OF WORK / ACTIVITY</b>	<input type="checkbox"/> Building Construction: Dumpster Placement, Sidewalk Closure, Scaffold Erection <input type="checkbox"/> Curb Cut (\$50.00 fee) <input type="checkbox"/> Driveway: New/Repair/Expansion <input type="checkbox"/> Parking Lot: New/Repair/Expansion <input type="checkbox"/> Electric/Gas: Installation/Repair <input type="checkbox"/> Lawn Irrigation: Installation <input type="checkbox"/> Telecommunication: Installation/Repair <input type="checkbox"/> Trees/Landscaping: Planting/Trimming/Removal <input type="checkbox"/> Water/Sanitary & Storm: New/Repair <input type="checkbox"/> Other (Please Describe): _____										
<b>ATTACHED TO APPLICATION AS APPLICABLE</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> Property Dimensions/Description  <input type="checkbox"/> Existing / Proposed Driveways <input type="checkbox"/> North Indicator  <input type="checkbox"/> Maps/Plans <input type="checkbox"/> Proof of Insurance  <input type="checkbox"/> Other: _____         </td> <td style="width: 30%; padding: 5px; text-align: center; border: 2px solid black;"> <b>DO NOT WRITE IN THIS BOX</b>   <input type="checkbox"/> Building Department (if applicable)            Permit No. _____             Zoning Permit Required <input type="checkbox"/> Y <input type="checkbox"/> N         </td> </tr> </table>	<input type="checkbox"/> Property Dimensions/Description <input type="checkbox"/> Existing / Proposed Driveways <input type="checkbox"/> North Indicator <input type="checkbox"/> Maps/Plans <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Other: _____	<b>DO NOT WRITE IN THIS BOX</b>  <input type="checkbox"/> Building Department (if applicable) Permit No. _____  Zoning Permit Required <input type="checkbox"/> Y <input type="checkbox"/> N								
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<p>The undersigned hereby certifies that the information and statements provided on this application are true, accurate, and complete; in addition, the applicant has reviewed and accepted the City of Grand Ledge Right-of-Way Terms and Requirements.</p>											
<table style="width:100%; border: none;"> <tr> <td style="width: 60%; border: none; padding: 2px;">           _____            Applicant Signature, representing: _____         </td> <td style="width: 40%; border: none; padding: 2px;">           _____            Date Submitted         </td> </tr> </table>		_____ Applicant Signature, representing: _____	_____ Date Submitted								
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## RIGHT-OF-WAY (ROW) PERMIT TERMS AND REQUIREMENTS

1. **RIGHT-OF-WAY PERMIT:** Approval of this permit only applies to work within the City of Grand Ledge public right-of-ways. This permit does not relieve the applicant from complying with any applicable requirements of other local, state, and federal agencies.
2. **SPECIFICATIONS:** All work shall be completed in strict conformance with all applicable City of Grand Ledge Codes and Ordinances.
3. **ADDITIONAL PERMITS:** No construction of any kind is permitted within the public right-of-way prior to issuance of a right-of-way permit from the City of Grand Ledge Public Service Department. Such permit may not be issued until a Zoning permit, or Building permit has been approved by the appropriate City of Grand Ledge Department.  
**City of Grand Ledge Building Department:** (517) 622-4756  
**City of Grand Ledge Zoning & Planning:** (517) 622-7928 x113
4. **UTILITY:** The applicant is responsible for protecting existing utilities within the work area and for any damage to utilities caused by the operations undertaken with this permit. **The applicant shall call Miss Dig (1-800-482-7171) at least 72 hours prior to beginning any excavation.**
5. **INSPECTION:** The applicant shall contact the applicable department(s) to schedule any necessary inspections for the activity authorized by this permit.
6. **HOURS OF WORK/ACTIVITY:** All construction and/or activities authorized by this permit must occur during the hours of 6:00 am – 10:00 pm, in accordance with Chapter 148-14 of the City of Grand Ledge Code, unless otherwise approved by the City Administrator.
7. **IDEMNIFICATION:** The applicant agrees to indemnify and hold harmless the City of Grand Ledge and its officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, City's attorney's fees, expenses, judgements and liabilities of any kind whatsoever arising out of the applicants work activity. It is further agreed that the applicant shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the applicant's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the applicant for services required to correct work arising out of the applicant's errors or omissions; however, the applicant shall be responsible for any payment to other consultants/Contractors to correct work arising from the applicant's errors and omissions. The applicant shall save harmless the City of Grand Ledge and its employees from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work performed under this permit.
8. **INSURANCES:** The applicant agrees to procure and maintain during the time frame of the work or activity the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A- A.M. Best rating, or equivalent: Workers Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability. In addition, the applicant agrees to procure and maintain an Umbrella Liability policy in the amount of \$2,000,000. Such insurance will protect the applicant and shall name the City of Grand Ledge and the Project site(s) as additional or co-insured's, but only to the extent of any negligence of the applicants and consistent with the terms and conditions of the applicants' insurance policies. It is understood and agreed by naming the City of Grand Ledge as additional insured, coverage afforded is considered to be primary and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.  
The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence on an occurrence basis coverage shall be maintained without interruption from date of commencement of operations under the contract until the date herein specified that coverage is no longer required. All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.
9. **SAFETY:** The applicant shall provide and maintain all necessary traffic control devices to insure a safe work area and properly controlled traffic. The types and placement of traffic control signs and barricades shall be in accordance with the recommendations in the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and shall be maintained at all times. All traffic control devices that are not in use shall be promptly removed or covered.
10. **STANDARDS FOR CONSTRUCTION:** All construction shall be performed in strict compliance with the City of Grand Ledge Construction Standards.
11. **RESTORATION:** All areas disturbed by construction authorized under this permit shall be restored to the condition equal to or better than what existed prior to construction.