

CITY OF EAST LANSING

OCCUPATION AND USE OF STREET/ALLEY RIGHT-OF-WAY APPLICATION FORM (UTILITY)

Rev. 03/14

Submit application & attachments to:
dwppermits@cityofeastlansing.com

Engineering Department, City of East Lansing
410 Abbot Road, East Lansing, Michigan 48823

Phone: (517) 337-9459
Fax: (517) 337-3943

APPLICATION INFORMATION: TO BE COMPLETED BY UTILITY COMPANY

Project Location: _____
(Street Address)

Cross Street Information:
From: _____ To: _____

Application Completed by: _____
(Print Name)

Date: _____ Phone: _____
Email: _____ Fax: _____

UTILITY COMPANY

Name: _____
Address: _____
Phone: _____
Email: _____

CONTRACTOR

Name: _____
Address: _____
Phone: _____
Email: _____

Description of work (include utility sizes, depth, length, crossings to be bored, concrete and bituminous replacement, etc.):

Road Cut Required: Yes No

Curb, Approach or Sidewalk Removal Required: Yes No

Estimated area of roadway opening (if applicable): _____ x _____ = _____ Sft
Length (Ft) Width (Ft) Area (Sft)

Approximate Start Date: _____

Completion Date: _____

Project plans are attached: Yes No

Detour plans are attached: Yes No

AS-BUILTS SHALL BE SUBMITTED WITHIN 30 DAYS OF COMPLETION DATE

Liability insurance is required prior to the issuance of this application. See back of permit for minimum insurance limits.

ADDITIONAL INFORMATION REQUIRED:

- All applications must be accompanied by a sketch showing the locations and extent of the work proposed. A more detailed drawing may be required prior to issuance of this permit.
- FOR ALL WORK REQUIRING CLOSURE OF A LANE, ROAD OR SIDEWALK THE APPLICANT MUST PROVIDE A TRAFFIC AND/OR PEDESTRIAN CONTROL PLAN FOR A REVIEW AND APPROVAL BEFORE A PERMIT WILL BE ISSUED.**
- List additional documents accompanying this application:

COMPANY/OWNER AND CONTRACTOR HEREBY ACKNOWLEDGES THAT HE/SHE AS FAMILIARIZED HIMSELF/HERSELF WITH AND AGREES TO ABIDE BY THE CONDITIONS SET FORTH UNDER THE CITY OF EAST LANSING ENGINEERING STANDARDS AND CHAPTER 38 & 34 OF THE CITY OF EAST LANSING CITY CODE.

Permit Application; Standard Permit & Approval Conditions; Standard Constructon Details and other information can be viewed online at:
<http://www.cityofeastlansing.com/Home/Departments/PublicWorks/EngineeringDivision/ConstructionPermitApplications/>

Utility/Contractor Signature: _____ Date: _____ Phone: _____

APPROVAL CONDITIONS

for

OCCUPATION AND USE OF CITY OF EAST LANSING STREET RIGHTS-OF-WAY

Rev. 03/14

1. **RIGHT-OF-WAY** - Approval of this permit only applies to work within the East Lansing public right-of-ways. It is the Applicant's responsibility to verify the right-of-way location in the field during construction and to obtain proper approval from the individual property owners for work occurring outside of the public right-of-way. **Contact the City's Planning, Building & Development Department at (517) 319-6857 for additional permits required for work outside the right-of-way.**
2. **SPECIFICATIONS** – When applicable, all work shall be completed in conformance with current City of East Lansing Engineering Department Construction Specifications and Details and in conformance with the East Lansing City Code.
3. **MAINTENANCE OF UTILITIES** – The Applicant shall protect existing utilities within the work area. The Applicant shall be responsible for any damage to existing utilities caused by the operations undertaken with this permit.
4. **SAFETY** - The Applicant shall provide and maintain all necessary traffic control devices to insure a safe work area and properly control traffic. The types and placement of traffic control signs and barricades shall be in accordance with the recommendations established 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.
5. **MISS DIG** – The Applicant shall call Miss Dig (1-800-482-7171) at least 72 hours prior to beginning any excavation.
6. **PAVEMENT CUTS** - All pavement edges must be squared, straight and not undermined. Replacement shall match the existing cross section unless otherwise specified. Unless otherwise approved, backfill on major streets shall be with controlled density flowable fill to the bottom of the paved base for bituminous streets and to the bottom of the concrete for concrete streets. Backfill within the right-of-way and for all other streets and alleys shall be MDOT Class II fill material and shall be compacted to 95% of its maximum density. Unless otherwise specified, the aggregate base for bituminous streets and alleys shall be 8 inches of 22A Aggregate and shall be compacted to 98% of its maximum density. Unless otherwise specified, the temporary wearing surface shall be 4 inches of compacted cold patch.
7. **TREE PROTECTION** - All trees within the work area shall be properly protected from damage. The contractor shall not operate or park trucks or equipment within the drip line of any tree. If damage to a tree occurs, the contractor shall contact the City's Environmental Service Administrator immediately at (517) 337-9459.
8. **IDEMNIFICATION** – The Applicant and his/her/their contractor(s) shall maintain appropriate levels of insurance for bodily injury and property damage. The City of East Lansing does not assume any liability or maintenance responsibilities resulting from its approval of the facility installed, used or maintained by this permit. The Applicant shall save harmless the City of East Lansing 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 done under this permit. The City of East Lansing must be listed as a certificate holder and as a co-insured on this policy.

In accordance with Chapter 38-34 of the East Lansing City Code, the minimum liability insurance limits shall be:
 - a. \$100,000 for injury to, or death of, any person in any one accident.
 - b. \$300,000 for any one accident resulting in injury to, or death of, more than one person.
 - c. \$100,000 for damage to property in any one accident.
9. **HOURS OF OPERATION** - City Code Chapter 26, Section 81 (6) prohibits construction on Sundays and on all other days between the hours of 8:00 PM and 7:00 AM, unless otherwise approved by the City Manager.
10. **RESTORATION** – The Applicant shall be responsible for restoration of the entire work area to an equal or better condition.
11. **FUTURE USE OF RIGHT OF WAY** - Approval of this permit application shall not diminish the City of East Lansing's future use of the street/alley right of way. The City of East Lansing reserves the right to require the Applicant to remove and/or relocate all or part of the facility covered by this permits which may be in conflict with the City's desired use of the right-of-way. Such removal and/or relocations shall be without cost to the City of East Lansing.
12. **SOIL EROSION CONTROL** - Silt Fencing and Filter Fabric shall be placed and maintained as necessary to prevent the erosion of soil into sewers, open drains and/or ditches. See Chapter 34 of the East Lansing City Code and the City of East Lansing's Soil Erosion and Sedimentation Control operating procedures for additional requirements.