

**THE CITY OF BURTON - DEPARTMENT OF PUBLIC WORKS**  
**Phone: (810) 742-9230      4093 Manor Drive - Burton, Michigan 48519**

APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY, AND FINAL GRADE RESTORATION.

<b>PERMIT NO.</b> _____ <b>DATE</b> _____ <b>FEE \$50.00      REC.</b> _____
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If a contractor is to perform the construction entailed in this application and permit, and is supplying the deposit, he will fill out the information block provided, and thereby assume responsibility, along with the applicant, for any provisions of this application and permit which apply to him.

Applicant's name (Property Owner, Corp., City, Township, etc.) _____ (Date) _____	Contractor's name (Individual, Company, etc.) _____ (Date) _____
Applicant's Mailing Address _____	Contractor's Mailing Address _____
Applicant's Phone Number _____	Contractor's Phone Number _____
Applicant's Signature _____ (if other than Property Owner give _____)	Contractor's Signature _____ (if signing for Contractor give Title _____)

The above named Applicant and/or Contractor hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right of way; or close to a City Street, Road, or Alley as indicated in the attached plans and specifications. For a period commencing \_\_\_\_\_ and \_\_\_\_\_

House Number or Location	Road	Nearest Intersection
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Install in R.O.W. driveway to DPW specifications. If open ditch, install C.S.P. for driveway purposes. Restore ditch to grade prior to construction, place topsoil and seed or sod. A \$500 cash bond or certified check & insurance required at time of issuance of building permit for R.O.W. restoration, site grading, seeding and mulching. Any damage to the public utilities (ie., water valve, driveway culvert, etc.) in the R.O.W. will result in reduction of amount of bond returned. Failure to properly install a lawn will result in a reduction of amount of bond returned and/or the delay of issuance of the Certificate of Occupancy. \*City crews will clean streets without any further notice to the permit holder & place a lien to property under permit, if street is not cleaned on a daily basis. **FINAL GRADE RESTORATION:** consists of but not limited to positive drainage, a lawn with substantial germination of grass seed and/or placement of sod. Final grade must be free of debris and mowable after establishment of lawn. **CONCRETE DRIVE:** 5" reinforced or 6" non-reinforced minimum depth concrete at a minimum of 3500 PSI. **ASPHALT DRIVE:** 5" minimum depth asphalt placed in at least 2 courses. **GRAVEL DRIVE:** 6" minimum depth limestone or road gravel with a paved approach on paved streets. **PAVED APPROACH:** use concrete drive and/or asphalt drive specs. **CULVERT:** install 12" minimum diameter X 24' minimum - 40' maximum length CSP for driveway purposes. CSP must match setback setback of adjacent tubes unless otherwise approved. Call (810) 742-9230 to schedule inspection prior to placement of concrete, gravel, asphalt, culvert or any other approved material being placed in the Right of Way. Place proper safety signage and/or barricades as required by MDOT and enforced by the City of Burton DPW.

**All driveways on paved streets shall be paved to the R.O.W. line unless otherwise approved by the DPW Director/City Engineer and/or his designee.**

The above stated intentions will be carried out in the manner applied for and in accordance with plans, specifications, map and statements filed with the Department of Public Works as part of this application and if said permit is granted, the above named applicant agrees to do the following:

- To operate and maintain the structure covered by this permit at his own expense.
- Give notice to the Department of Public Works at least 48 hours prior to commencement of operations covered by this permit. By fax (810) 742-8015 or by phone (810) 742-9230.
- In any and all operations under this permit, meet all requirements of the City of Burton Specifications and Supplemental Specifications set forth on the reverse side of this application and permit.
- Take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit and use safety devices which are approved by the Department of Public Works.
- Save harmless the Department of Public Works against any and all claims for damages arising from operations covered by this permit and upon request, furnish insurance coverage or a protective liability policy naming the Department of Public Works as insured for the term of this permit \_\_\_\_\_ personal injury and \_\_\_\_\_ property damage for operations covered by this permit.
- Surrender the permit herein applied for, cease operations, and surrender all rights thereunder whenever notified to do so by the Department of Public Works because of their need for the area covered by the permit or because of a default in any of the conditions of the permit.
- Immediately remove, alter, relocate at applicant's own expense the facility for which this permit is granted, if requested by the Department of Public Works to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the Department of Public Works reimburse the Department of Public Works for it's cost in doing same.
- Upon request, file a certified check in the sum of \_\_\_\_\_ acceptable to the Department of Public Works and conditioned upon performance of the conditions of the permit and compliance with all requirements of law. (Rec. No. \_\_\_\_\_)
- A permit as requested in the foregoing application subject to the conditions to which applicant therein agrees, is hereby granted for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_. The period applied for and granted in this application and permit covers activity within the right-of-way. The obligation to operate, use and/or maintain the facility to the satisfaction of the Department of Public Works remains in force as long as the facility exists and is within an area under jurisdiction of the Department of Public Works.

<b>RECOMMENDED FOR ISSUANCE:</b>	
(Investigator) Peter Wingblad	(Date)

(see reverse side of this application and permit for any additional conditions.)

DEPARTMENT OF PUBLIC WORKS  
 By \_\_\_\_\_ Robert D. Slattery, DPW DIRECTOR

NOTE: This permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.

## ADDITIONAL CONDITIONS

(continued from other side)

### SUPPLEMENTAL SPECIFICATIONS

1. **PERMIT** - The foreman in charge of the work shall have the permit and the approved plans or sketches in his possession on the job at all times.
2. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL** - The Director of Public Works shall specify if trenches or excavations under or adjacent to the road surface shall be sheeted, shored, and/or braced in such a manner as to prevent caving, loss or settlement of foundation material supporting the pavement.  

Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will interfere as little as possible with the flow of traffic. Sod and top soil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the highway unless the permit provides for disposal at approved locations within the right of way. In the latter case, the material shall be leveled and trimmed in an approved manner.
3. **BACKFILLING AND COMPACTING BACKFILL** - All trenches, holes and pits shall be filled with sound earth or with sand-gravel if so required, placed in successive layers not more than 6 inches in depth, loose measures, and each layer shall be thoroughly compacted by tamping and all backfill subject to check by the Controlled Density Method. Sod and top soil shall be replaced and necessary seeding done under the direction of the Department of Public Works Inspector. Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with Genesee County Road Commission and City of Burton Standard Specifications.  

Sand-gravel backfill material shall consist of approved bank-run sand or gravel or a mixture of approved sand or stone screenings with gravel or crushed stone, provided that there shall be a substantial excess of sand or stone screenings in the mixture. All of the material shall be of such size it will pass through a screen having 2 1/2 inch square openings, unless otherwise authorized.
4. **CROSSING BY CUTTING GRAVEL AND TRENCHING** - All trenches to be backfilled shall be made with sand-gravel as specified in paragraph 3, to within 6 inches of surface of traveled portion of road. Place 8 inches of 22B gravel in trench on traveled portion of road.
5. **CROSSING ROADBED BY TUNNELING OR BORING AND JACKING** - When the pipe is installed by Tunneling without cutting the existing pavement, all remaining voids around the installation shall be filled by a method approved by the Department of Public Works. When the pipe is installed by Boring and Jacking, the leading edge of the pipe must always precede the Auger.
6. **CROSSING BY CUTTING PAVEMENT AND TRENCHING** - When this method is approved by the Director of Public Works, the pavement shall be cut so that the opening is a minimum 5' wide and at least 1' wider on each side than the trench. In no case shall an open cut result in a remaining slab width of less than 5' from patch to an existing joint. The cut shall be made by sawing to a minimum depth of 5". Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3' and the remaining slab from patch to existing joint to be a minimum of 3'. Backfill shall be made with sand-gravel as specified in paragraph 3. After the backfill has been thoroughly compacted, the pavement shall be replaced with new pavement of the original type and quality, unless at a season of the year when it is not feasible to replace pavement in kind, in which case a temporary surface of bituminous material shall be placed, and later replaced with pavement of original type at the applicant's expense.
7. **DEPTH OF COVER MATERIAL** - Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and the pipe, and not less than 3 feet below bottom of ditches.
8. **TREE TRIMMING OR TREE REMOVAL** - [a] Secure permission of the abutting property owner. [b] Dispose of all limbs, logs, stumps and litter in a manner acceptable to the Department of Public Works. [c] Comply with any additional supplemental provisions deemed necessary to protect the interest of the Department of Public Works.
9. **INSPECTION** - In all cases the applicant shall notify the Director of Public Works when the work will commence so, if necessary, arrangements may be made to have an inspector present while the work is in progress. The applicant may be billed for the necessary expense of the inspector.
10. Any operation in the right of way not covered by the above specifications, submitted with this permit, shall be done in accordance with instructions of the Director of Public Works.
11. Full compliance is required with any regulations of the Public Service Commission and/or applicable local ordinances.

**THE FOLLOWING MUST BE ATTACHED TO APPLICATION WHEN APPLICABLE:** 1.) Deposit, except for residential driveways and local units of government. 2.) Plans, specifications and locations of facility. 3.) Copy of resolution - for local units of government. 4.) Traffic plan in case of street closure. 5.) In cases of banner applications, legend must be shown.