

**CITY OF TAWAS CITY  
OFFICE OF PUBLIC WORKS**

P O Box 568  
Tawas City, MI 48764  
989 362 8688

FOR OFFICE USE ONLY
Date of Application: _____
Permit No.: _____
Date of Issuance: _____
Date of Expiration: _____

**APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE CITY OF TAWAS CITY RIGHT-OF-WAY AND /OR PUBLIC EASEMENT (Code of Ordinances, Chapter 24)**

*This form acts as an application for the permit and upon approval becomes the final permit for the work described herein.*  
The applicant listed below hereby makes application for a permit to CONSTRUCT, OPERATE, USE and/or MAINTAIN IMPROVEMENTS within the part of the right-of-way and/or public utility easement under the jurisdiction of the City of Tawas City described as follows: **Company Name:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

*\*\*A detailed description of the desired facility and/or activity is as follows: (Include sizes, length, type of facility; if underground indicate depth below surface; if parallel to the road indicate distances from inside edge of pavement, if crossing under roadbed, describe method.)*

**Description of work to be performed:** \_\_\_\_\_

**THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION:**

- \_\_\_\_\_ **\*\*Plans, specifications and location of facility**
- \_\_\_\_\_ **Certificate of Insurance of Contractor’s Workers Compensation and Commercial General Liability Insurance LISTING THE CITY AS ADDITIONALLY INSURED (requirements on Page 3)**
- \_\_\_\_\_ **Soil Erosion and Sedimentation Control Plan/Permit (when applicable)**
- \_\_\_\_\_ **Traffic plan in cases of street closures (when applicable)**

The above stated intentions will be carried out according to plans, specifications, maps and statements filed with the City of Tawas City as part of this application, and if said application is approved, the above named applicant agrees to do the following:

1. Secure a permit from the City of Tawas City before the commencement of construction or maintenance operations. If a contractor is to perform the construction or maintenance entailed in this application, he shall secure a permit from the City of Tawas City prior to the commencement of construction or maintenance operations and thereby assumes responsibility, along with the applicant, for any provisions of this application, which may apply to him.
2. Any and all construction proposed under this application will meet all requirements of the City of Tawas City together with the Supplemental Specifications on page two (2) of this application for permit.
3. Save harmless the City of Tawas City against any and all claims for damages arising from operations covered by this application and furnish proof of insurance coverage for the term of the permit issued. Insurance coverage shall be for public liability, property damage and workman’s compensation at limits deemed acceptable to the City of Tawas City.
4. Surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant’s own expense the facilities for which this permit is granted whenever ordered to do so by the City of Tawas City because of the need for the area covered by this permit for public uses or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the City of Tawas City, reimburse the City of Tawas City for its cost in doing same.
5. Nothing in this application shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to impair anyway any existing rights granted in accordance with the constitution or laws of this State.

**Contact City Hall 989-362-8688 a minimum of two working days prior to construction to schedule an inspection.**

Bond: \$ _____	_____	_____
Insp. Deposit: <b>\$100.00</b>	Applicant’s Printed Name	Signature
Single Permit Fee: <b>\$ 10.00</b>	_____	_____
Annual Permit: <b>\$ 50.00</b>	Applicant’s Address	_____
<b>Total:</b> \$ _____	_____	_____
Final Inspection Date _____	City/State/Zip	Phone
Refund Date _____	E-Mail: _____	_____

*(Please make sure to complete page 3 and page 4)*

The application as requested is hereby **approved**, subject to the conditions to which applicant therein agrees. The obligation to operate, use and/or maintain the facility to the satisfaction of the City of Tawas City remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the City of Tawas City.

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

APPROVED BY: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date of Approval \_\_\_\_\_

## SUPPLEMENTAL SPECIFICATIONS

**1. INTENT:** Since a permit will have to be secured from the City of Tawas City prior to the start of any construction or maintenance operations proposed by this application, it is the intent of these supplemental specifications to be incorporated as part of the plans or specifications required for this proposed work.

**2. EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL:** The City of Tawas City 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 road and in such a manner that it will interfere as little as possible with the flow of traffic. Sod and topsoil 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 and/or public utility easement. In the latter case, the material shall be leveled and trimmed in an approved manner.

**3. BACKFILLING AND COMPACTING BACKFILL:** All trenches, hole, and pits shall be filled with sound earth or with sand-gravel if so provided, placed in successive layers not more than 6 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill subject to check by the Controlled Density Method (minimum 95%). Sod and topsoil shall be replaced.

Sand-gravel backfill material shall consist of approved bank-run sand or gravel or a mixture of approved sand or stone screenings in the mixture. All the material shall be of such size that it shall pass through a screen having 2 1/2 inch square openings and meet the requirements of MDOT class II material, unless otherwise authorized.

Any excavation within the right-of-way outside traveled portion of road must be maintained until all settlement has occurred and must be reshaped and seeded. All disturbed areas outside of roads, shoulders, driveways, and sidewalks must be restored with vegetation. Previously sodded areas shall be restored with 3 inches of screened topsoil and class 'A' sod. Other areas shall be restored with 4 inches of screened topsoil and fertilizer, seed and mulch.

All excavation within traveled portion of road must be backfilled with sand and compacted. Special requirements to be determined by type of surface.

**4. CROSSING ROADBED BY TUNNELING:** When the pipe is installed by tunneling, boring or jacking without cutting the existing pavement, the backfill shall be made by tamping a dry mix of lean concrete into place to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Sand-gravel shall conform to the requirements given in paragraph 3.

**5. CROSSING BY CUTTING GRAVEL ROADS:** All trenches are to be backfilled with approved material to within 12 inches of surface within the limits of the roadbed. Backfill methods will be as described in paragraph 3. All surplus excavated material will be disposed of as described in paragraph 2. The top 12 inches within the roadbed will be backfilled with 8" of 4a limestone topped with 4" of 21AA limestone. Trenches outside of the roadbed will be backfilled in accordance with paragraph 3.

**6. CROSSING BY CUTTING PAVEMENT AND TRENCHING:** When this method is used, the pavement shall be cut back so that the opening is at least 12 inches wider on each side than the width of the trench or to the nearest slab joint, whichever is greater. In all concrete surfaces or bases, edges of trenches shall be formed by the use of a concrete saw. The pavement shall be broken in such a manner as to allow the reinforcing steel, if any, to protrude a sufficient distance for lapping or tying with similar reinforcement in the pavement patch. Backfill shall be in accordance with paragraph 3. After the backfill has been thoroughly compacted, the pavement shall be replaced with 21AA limestone stabilized with chloride until the permit licensee can replace the pavement with new pavement. Maintenance of the temporary pavement will be assumed by the City of Tawas City if the Contractor fails to do so and cost incurred will be deducted from the Permit Licensee's deposit.

**7. DEPTH OF COVER MATERIAL:** Pipes shall be placed to a depth that will provide not less than 4 feet of cover (6.0 feet minimum cover for public water main) between the top of roadway surface and the pipe.

**8. TREES:** This permit will be required for any proposed tree trimming or removal in the road right-of-way and/or public easement. Tree roots shall be bored a distance of 1 foot for each 1 inch of trunk diameter for underground utility installations. When tree roots are required to be cut, a 'DOSKO' root cutter/disc trencher or approved equal shall be utilized.

**9. DRIVEWAYS AND SIDEWALKS:** All driveways and sidewalks that are damaged during construction or maintenance activities shall be replaced to the nearest joint with concrete on a compacted sand base. Driveways and sidewalks through driveways shall be 6 inches thick in residential areas and 8 inches thick in all other areas. Sidewalks not in driveways shall be replaced with 4-inch thick concrete on a compacted sand base.

**10. MAILBOXES:** Single mailbox supports shall be a single wood post 4 inch by 4 inch or 4.5 inch diameter set no deeper than 24 inches. Multiple mailbox installation shall be with single supports separated by a clear distance of 3/4 of the height of the nearest support or a gang mailbox support in accordance with United States Postal Bulletin 21892, 4-27-95 and 'A GUIDE FOR ERECTING MAILBOXES ON HIGHWAYS' by the American Association of State Highway and Transportation Officials (AASHTO). Brick mailbox supports and other non-breakaway supports are specifically prohibited and will be removed by the City of Tawas City.

**11. CULVERT INSTALLATION:** The City determines type, size, location and grade of culverts/tubes. The homeowner is responsible for the total cost of required materials and installation including black dirt and seed. Maintenance of the tube/culvert is the property owners' responsibility. Culverts on or adjacent to US-23 and M-55 must have a permit from MDOT. The City does not maintain ditches or culverts on private property. Water may not be directed onto other property unless it is part of a drainage system. Contact the City Hall 989-362-8688 a minimum of two working days prior to construction to schedule an inspection before covering.

**12.** Any proposed operation in the right-of-way and/or public easement not covered by the above specifications, submitted with this application shall be done in accordance with additional specifications or instructions deemed necessary by the City of Tawas City or its duly authorized representative.

**13.** The foreman in charge of the work shall have the approved permit and the plans in his possession on the job at all times.

## INSURANCE REQUIREMENTS

Contractor shall not commence work within the Public Right-of-Way and/or public utility easement until it has obtained the insurance required within this paragraph. All coverage's shall be written with insurance carriers acceptable to the City of Tawas City. If any insurance is written with a deductible or self-insured retention, Contractor shall be solely responsible for said deductible or self-insured retention. The purchasing of insurance shall not be a satisfaction of Contractor's indemnification of the City of Tawas City. Contractor is responsible to meet all MIOSHA requirements for on-the-job safety. Contractor shall procure and maintain during the term of the Permit insurance meeting the minimum requirements of the City of Tawas City (which may be revised from time to time), which minimum requirements are currently as follows:

- (a) **Workers Compensation Insurance** in accordance with all applicable statutes of the State of Michigan. Coverage shall include Employers Liability Coverage.
- (b) **Commercial General Liability Insurance** on an "Occurrence" basis with limits of liability not less than the specified amount per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:
  - (1) Contractual Liability
  - (2) Products and Completed Operations
  - (3) Independent Contractors Coverage
  - (4) Broad Form General Liability Extensions or equivalent.
  - (5) Coverage for X, C and U hazards if any trenching, digging or excavation work is to be performed.
  - (6) **\$300,000 Liability Limit** required - includes minor installing, maintaining, repairing, replacing and removing work within the Right-of-Way. No mechanical trenching, digging or excavation less than 30 days in duration.
  - (7) **\$500,000 Liability Limit** required - includes medium sized installing, maintaining, repairing, replacing and removing work within the Right-of-Way, including minor trenching and digging (no excavation) less than 30 days in duration.
  - (8) **\$1,000,000 Liability Limit** required - includes larger sized installing, maintaining, repairing, replacing and removing work within the Right-of-Way including trenching, digging and excavation over 30 days in duration.
  - (9) **\$3,000,000 Liability Limit** required - includes all major development projects with extensive installing, maintaining, repairing, replacing and removing work within the Right-of-Way including the placement of underground utilities and high hazard work.

Commercial General Liability Insurance as described above shall include an endorsement stating the following shall be an additional insured: **"The City of Tawas City, including all elected and appointed officials, employees, volunteers and all other individuals working on behalf of the City."**

Worker's Compensation Insurance and Commercial General Liability Insurance as described above shall include an endorsement stating that thirty (30) days advance written notice of cancellation; non-renewal, reduction and/or material change shall be sent to:

City of Tawas City  
Attn: City Clerk  
P O Box 568  
Tawas City, MI 48764

**Before final approval of the Permit, Contractor shall supply the following:**

- (a) One (1) copy of Certificate of Insurance of Contractor's Workers Compensation Insurance.
- (b) One (1) copy of Certificate of Insurance of Contractor's Commercial General Liability Insurance.
- (c) When requested by the City, one (1) complete copy of any policy of insurance required or supplied under this Contract. If any of the above coverage's expires during the term of this Contract, Contractor shall deliver renewal certificates and/or policies to the City Clerk at least ten (10) days prior to the expiration date. Alternatively, Contractor may satisfy the insurance requirements by providing evidence of participation in a funded self-insurance program, which the City determines to be acceptable in place of insurance.

Contractor acknowledges that the insurance requirements of the City may be revised from time to time and Contractor agrees to comply with any new requirements within thirty (30) days of receipt of written notice from the City of such revised requirements. Failure to comply with the requirements set forth in this Contract shall constitute grounds for revocation of any permit to construct, operate, use and/or maintain within the Right-of-Way and/or public utility easement.

**Contractor agrees to comply with the City's insurance requirements during the term of any such permit.**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

