

**Board of County Road
Commissioners of
St. Joseph County,
Michigan**
20914 M-86
Centreville, MI 49032
P: 269-467-6393
F: 269-467-4433
www.stjoeroads.com



PERMIT NUMBER: _____
 DATE ISSUED: _____
Permit expires 6 months from issue date.
 Permit Fee Paid: \$ _____
 Escrow Fee Paid: \$ _____
 Bond Fee Paid: \$ _____
 Total Paid: \$ _____
 Receipt # & Date: _____
 To be Billed: _____
 *Insurance on File: Y / N
 Plans on File: Y / N

APPLICATION AND PERMIT to construct, operate, maintain use and/or maintain within the Road Right-of-way

If a contractor is hired to perform the work, **BOTH** must complete this form and **BOTH** assume responsibility for the provisions of this Application and Permit.

<u>APPLICANT</u>	<u>CONTRACTOR/SUBCONTRACTOR</u>
NAME _____	NAME _____
MAILING ADDRESS _____	MAILING ADDRESS _____
TELEPHONE _____	TELEPHONE _____
EMAIL _____	EMAIL _____

APPLICANT'S NAME (PRINTED) _____	CONTRACTOR'S NAME (PRINTED) _____
DATE _____	DATE _____
Applicant's Signature _____	Contractor's Signature _____

APPLICATION

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location:

CITY _____ / or TOWNSHIP _____ SECTION(S) _____

NAME OF ROAD _____ BETWEEN _____ AND _____

FOR A **6 month** PERIOD BEGINNING _____ AND ENDING _____

AND AGREES TO THE TERMS OF THE PERMIT (BRIEF DESCRIPTION OF WORK) _____

Please attach drawing or supporting documentation.

PERMIT

A PERMIT IS GRANTED IN ACCORDANCE WITH THE FOREGOING APPLICATION FOR THE PERIOD STATED ABOVE, SUBJECT TO THE TERMS AGREED TO BY THE PERMIT HOLDER ON THE REVERSE SIDE. *WHEN APPLICANT HIRES A CONTRACTOR, THE PERMIT HOLDER IS THE APPLICANT AND THE CONTRACTOR/SUBCONTRACTOR. Failure to notify the area foreman for all road bores and allowable open cuts 48-hours in advance so they are available to inspect the open bore before closing could result in forfeiture of escrow or Bond. This does not mean leaving the bore open overnight.*

<p>RECOMMENDED FOR ISSUANCE</p> <p>Approved by: _____</p> <p>Title _____ Date _____</p>	<p>BOARD OF COUNTY ROAD COMMISSIONERS</p> <p>ST. JOSEPH COUNTY, MICHIGAN</p> <p>APPROVED ON _____</p>
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Foreman Notified Date: _____ Via: Text: _____ Phone: _____ Email: _____

Inspected Date: _____ Inspected via: Picture _____ On-site Visit _____

Inspected by Foreman: _____ Escrow Refund Date: _____

Escrow # 283- _____

TERMS AND CONDITIONS

1. **Specifications:** All work performed under this permit must be done in accordance with the application, plans, specifications, maps and statements filed with the St. Joseph County Road Commission (SJCRC) and must comply with the SJCRC's current procedures and regulations on file at its offices and the current MDOT Standard specifications for construction, if applicable.
2. **Fees and Costs:** The Permit Holder shall be responsible for all costs incurred by the SJCRC relating to review of this application and shall deposit estimated fees and costs as determined by the SJCRC, at the time the permit is issued. Prior to permit issuance a deposit of the estimated fees and costs as determined by the SJCRC, will be required at the time the permit is issued.
3. **Bond or Escrow:** The Permit Holder shall provide either a Performance Bond in the amount of \$20,000.00 (Twenty-thousand dollars) or a cash escrow deposit of \$500.00 (per bore) to the SJCRC at the time the permit is applied for should a road bore be required. This escrow is refundable providing the applicant/contractor notifies the road commission to inspect the road bore 48 business hours prior to closing it up.
4. **Escrow Forfeiture:** If any rule/term in this document is not abided, the permit holder is deemed to be in non-compliance. In the case of non-compliance by any permit holder who has made an escrow deposit for a road bore and is deemed to be in non-compliance by SJCRC staff, the entire escrow deposit shall be forfeited and not returned to the issuing person or organization.

MINIMUM INSURANCE REQUIREMENTS FOR ALL PERMITTED ACTIVITIES PERFORMED BY CONTRACTORS

(Except permits related to transportation, wireless service, video service, and telecommunications service.)

General Liability	\$1,000,000 each occurrence for property damage and bodily injury
	\$2,000,000 products/completed operations aggregate
	\$2,000,000 aggregate

In addition, the General Liability insurance policy shall be endorsed to add the Board as an "Additional Insured Party" on the policy. The endorsement must state:

"The Board of County Road Commissioners of the County of St. Joseph, the Road Commission of St. Joseph County and their officers, agents, and employees, are named as additional insured parties as their interest may appear."

Automobile Liability - Bodily Injury and Property Damage (covering all owned, non-owned and hired automobiles)

\$2,000,000 combined limit aggregate
\$1,000,000 property damage per occurrence
\$500,000 bodily injury per person, per occurrence

WORKER'S COMPENSATION INSURANCE REQUIREMENTS FOR SJCRC CONTRACTORS AND SUBCONTRACTORS

Workers' Compensation Insurance – Part I	Statutory Limits
Employers Liability Insurance – Part II	\$500,000 Each Accident
	\$500,000 Disease - Each Employee
	\$500,000 Disease - Policy Limit

5. **Miss Dig:** The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended. CALL MISS DIG AT (800) 482-7171 or www.miss.dig.org AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS, BEFORE YOU START WORK. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
6. **Notification of Start and Completion of Work:** The Permit Holder must notify the Road Commission at least 48 business hours before starting work, **before backfilling begins and when work is completed**, and additionally as directed by the SJCRC.
7. **Time Restrictions:** All work shall be performed Mondays through Fridays between normal business hours unless written approval is obtained from the SJCRC, and work shall be performed only during the period set forth in this permit. Perform no work except emergency work, unless authorized by the SJCRC on Saturdays, Sundays or from 3:00 p.m. on the day proceeding until the normal starting time the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
8. **Safety:** Furnish, install and maintain all necessary traffic controls and protection during Permit Holder's operations in accordance with the *Michigan Manual of Uniform Traffic Control Devices*, Part 6 and any supplemental specifications set forth herein.
9. **Restoration and Repair of Road:** The construction, operation and maintenance of the activity covered by this permit shall be performed by the Permit Holder without cost to the SJCRC unless specified herein. The Permit Holder shall also be responsible for the cost of restoration and repair of the right-of-way determined by the SJCRC to be damaged as a result of the activity which is the subject of this permit. Restoration shall meet or exceed conditions when work is commenced and be in accordance with specifications. The Permit Holder shall be responsible for costs incurred by the SJCRC for emergency repairs performed by or on behalf of the SJCRC for the safety of the motoring public. Said repairs shall be performed with or without notice to the Permit Holder if immediate action is required. This determination shall be in the sole and reasonable opinion of the SJCRC.

10. **Limitation of Permit:** Issuance of this permit does not relieve Permit Holder from meeting any and all requirements of law, or of other public bodies or agencies. The Permit Holder shall be responsible for securing and shall secure any other permits or permission necessary or required by law from **cities, villages, townships, corporations, property owners, or individuals** for the activities hereby permitted. Any work not described by the application, including the time and place thereof, is strictly prohibited in the absence of the application for and issuance of an additional permit or amendment to this permit.
11. **Revocation of Permit:** This permit maybe suspended or revoked at will, the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the SJCRC. The Permit Holder acquires no rights in the right-of-way by virtue of this permit and expressly waives any right to claim damages or compensation in the event that this permit is revoked.
12. **Assignability:** This permit is not assignable and not transferable unless specifically agreed to by the SJCRC.
13. **Authority:** The statutory authority of the SJCRC to require compliance with permit requirements is predicated upon its jurisdictional authority and is set forth in various statutes including, without limitation and in no particular order, MCL §247.321 et seq; MCL §224.19b; MCL §560.101 et seq; and MCL §247.171 et seq.

NOTICE REGARDING MAKING OPEN CUTS OR BORING UNDER COUNTY ROADS

The St. Joseph County Road Commission would like to notify all farmers / contractors that permit requirements must be complied with when making open cuts or boring under county roads. Please refer to the back of the application.

The Road Commission also wants to make farmers / contractors aware that **open cuts across hard-surfaced roads will not be allowed under normal circumstances. Consideration will be given in special circumstances but require the Engineer or Manager to give prior approval.**

Irrigation water and electrical lines must be encased in plastic or steel the width of the right-of-way, and top of encasement shall be buried a minimum depth of 48" below the existing road surface. If not buried 48" or more and the line gets hit it becomes the applicant/contractor's responsibility for damages.

Application for the permit must be made at least one (1) week in advance, except in emergency repair situations. Applications shall not be issued for a duration of more than 60 days. After the financial and insurance obligations have been met, the permit will be reviewed by the Engineer or Manager for approval.

Applicants are reminded that all work shall be performed Monday through Friday, during road commission normal working hours, unless written approval is given by the Road Commission. Also, farmers/contractors must comply with MISS DIG requirements for locating underground utilities. Farmers/contractors are also responsible for notifying emergency personnel by calling 911 Central Dispatch at 269-467-4195 and the area school(s) of any road closures.

Work shall not commence until the signed permit is in the hands of applicant/contractor. The Road Commission must be notified at least 48 business hours prior to the work being performed, to allow for inspection by St. Joseph County Road Commission Personnel. Email either jmayuiers@sjcrc.com or bhinn@sjcrc.com to make arrangements for inspection.

Individuals requiring more information may contact the St. Joseph County Road Commission at 20914 M-86, Centreville, MI 49032, phone 269-467-6393.

Markers must clearly indicate the contact information and emergency phone number of the property owner.

Marker examples

Natural Gas Pipeline Utility Marker Posts



Multiple product options available

Water Pipeline Utility Marker Posts



Multiple product options available

Electric Cable Utility Marker Posts



Multiple product options available