



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

*A Right-of-Way Permit is required prior to the use of, construction within, or the temporary closure of any part of the right-of-way under the City's jurisdiction. This form acts as an application for the permit and serves as the permit for the work/activity described upon approval.*

**TO BE COMPLETED BY APPLICANT – Application will not be processed with incomplete information**

**Applicant**

Contact Person		Company Name	
Address	Phone	Email	

**Contractor**  Check if same as applicant

Contact Person		Company Name	
Address	Phone	Email	

**Property Owner** (if applicable)

Name		
Address	Phone	Email

**Location of Work**

Street Address or Description of Location
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**Work/Activity** (Check ALL that apply)

<input type="checkbox"/> UTILITIES (Electric, Gas, Telecommunication, etc.) <input type="checkbox"/> DRIVEWAY APPROACH <input type="checkbox"/> PARKING LOT APPROACH <input type="checkbox"/> STREET/CURB CUT <input type="checkbox"/> WATER/SEWER SERVICE (New/Repair) <input type="checkbox"/> CLOSURES (Sidewalk, Traffic Lane, Entire Street) <input type="checkbox"/> BUILDING CONSTRUCTION OR REPAIRS (Affecting ROW) <input type="checkbox"/> Construction Equipment/Dumpster Placement
Description of Work/Activity
Subcontractor Names (if any) and Contact Information (Attach additional sheet, if necessary)

**Required Documents**

<input type="checkbox"/> Project Drawing (Showing dimensions, work areas, driveways, etc.) <input type="checkbox"/> Barricading/Safety Plan <input type="checkbox"/> Proof of Insurance (City named as additional insured) <input type="checkbox"/> Other: _____
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**Certification**

The undersigned certifies that he/she is authorized to make this application and agrees to complete the work in accordance with the representations on this application, the standards and codes of the City of Jonesville, and any conditions of approval for the permit.	
Applicant Signature	Date

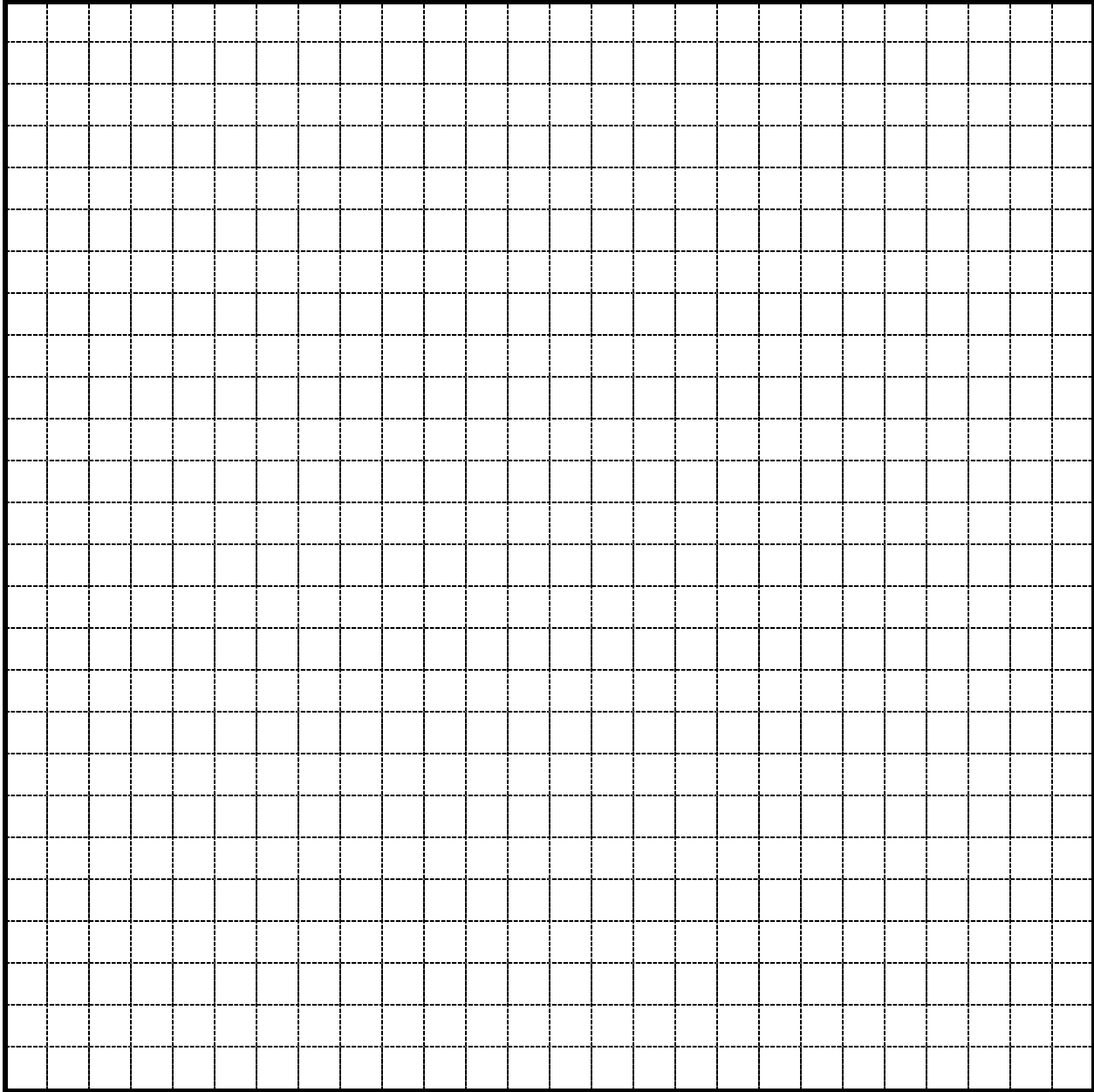
**City Use Only**

Fee Paid	Date Received	Receipt Number	Application Number
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## RIGHT-OF-WAY (ROW) PERMIT APPLICATION DRAWING

A plan drawing is required for all Right-of-Way Permits. The applicant may use the form below or attach a separate drawing. The drawing must include all of the following information, as pertinent to the proposed work/activity: property address(es), lot lines, dimensions, and known monuments; location and dimension of recorded easements, if applicable; proposed driveway grade in the ROW; street, lane, and sidewalk closures, as well as traffic or pedestrian detours; barricading plan (required for any street or sidewalk closure).

The applicant is responsible for verifying property lines and easement locations. It may be necessary to obtain a property survey. Information shown on the drawing is assumed to have been verified by the applicant.



### City Use Only

<input type="checkbox"/> Approved with Standard Conditions <input type="checkbox"/> Approved with Standard Conditions and Additional Conditions (see attached) <input type="checkbox"/> Denied	Reason(s) for denial:
Street Superintendent/Authorized Official Signature	Date

**City of Jonesville**  
**Standard Conditions for Work/Activity in the City Right-of-Way**

**Effect of Permit** – Permit approval is for City of Jonesville rights-of-way only. The Applicant/Permittee may not enter private property without permission of the owner. Necessary permits by any other state, county, or other permitting agency are the sole responsibility and expense of the Permittee. Issuance of the permit does not relieve the Permittee from complying with applicable laws and regulations, including those of other public bodies or agencies.

**Permit On-Site** – A copy of the approved permit shall be displayed and available for inspection by any representative of the City of Jonesville at the work location.

**Utilities** – Permittee is responsible for protecting existing utilities within the work area from damage caused by work allowed by this permit. Permittee shall call MISS DIG (1-800-482-7171) at least 72 hours prior to beginning excavation.

**Sidewalk and Temporary Access** – Construction near areas of high densities of pedestrian traffic and known accessibility needs shall provide alternate routes and access that comply with the establish standards of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and the Michigan Department of Transportation (MDOT).

**Safety and Traffic Control** – Permittee shall be responsible for maintaining a safe work area, in accordance with standard practices of the Michigan Occupational Safety and Health Administration (MIOSHA). Permittee shall insure properly controlled traffic in accordance with the standards of the MMUTCD.

**Specifications** – All work performed under this permit must be done in accordance with the plans, specifications, maps, and statements filed with this permit application and approved by the City, and shall comply with the requirements of the City's Code of Ordinances.

**Inspections** – Permittee shall contact the appropriate City utility department at least 48 hours in advance to schedule all necessary inspections for work authorized by this permit. Sanitary sewer inspection requests shall be directed to the Wastewater Treatment Plant at 517-849-9450. Water, storm sewer, and street inspection requests shall be directed to the Department of Public Works at 517-849-9772. Failure to schedule required inspections may result in additional fees or revocation of this permit.

**Restoration** – Any area affected by work authorized in this permit must be returned to its original condition or better. Restoration shall include, but is not limited to, sod, topsoil, seed, sidewalk, curb, gutter, and pavement.

**Revocation of Permit** – This permit may be suspended, revoked, or declared null and void if the Permittee violates the terms of this permit. The City may require alteration, relocation, and/or removal of all facilities for which the permit was granted at the Permittee's expense in the case of revocation.

**Indemnification** – The Permittee agrees to indemnify and hold harmless the City of Jonesville 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, actual City's attorney's fees, expenses, judgements, and liabilities of any kind whatsoever arising out of the Permittee's work activity. It is further agreed that the Permittee shall have the responsibility to the City 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 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 Permittee for services required to correct work arising out of the applicant's errors or omissions; however, the Permittee shall be responsible for any payment to other consultants/contractors to correct work arising from the Permittee's errors and omissions. The Permittee shall save harmless the City of Jonesville 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.

**Insurance** - At all times during the duration of the work authorized by this permit, the Permittee shall maintain Comprehensive General Liability Insurance with minimum limits of bodily injury of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate and with minimum limits for property damage of \$1 Million per occurrence and \$2 Million Dollars aggregate, as well as Workers Compensation Insurance in compliance with Michigan law. Permittee shall supply proof of insurance coverage to the City, and name the City of Jonesville as an additional insured on all coverages, except Workers Compensation.

