



INSTRUCTIONS TO APPLY FOR UTILITY INSTALLATION/REPAIR PERMIT

1. Fill in the utility installation/repair permit application as completely as possible, including applicant/property owner and contractor information, if known at the time of application (contractor shall be provided prior to permit issuance). This application has “fill-in form” capability to then print for submittal, if you have obtained the application by email or via the website.
2. Detailed construction drawings (three sets), signed and sealed by a licensed professional engineer along with an itemized estimate of cost for all work in the County road right-of-way shall be submitted along with the permit fee (see excerpt below). Additional information may be required based on the scope of the project involved, however, please allow thirty days for review and comment of a plan submittal.
3. Return the completed application, three sets of plans and permit fee to:

Washtenaw County Road Commission
Permit Engineering Section
555 N. Zeeb Road
Ann Arbor, MI 48103
(734) 761-1500 Phone
(734) 761-3737 Fax

4. Pertinent Permit Fees are scheduled as follows:
 - Overhead Utility Installation, Permit Fee- \$200.00
 - Underground Utility Installation, Permit Fee- \$200.00
 - Utility Service Connection Permit Fee- \$125.00
 - Sanitary, Water Main, or Storm Connection, Permit Fee- \$200.00
 - Open Cut Road Crossings, Permit Fee- \$250.00
 - Bore Road Crossings, Permit Fee- \$150.00
 - Plan Review & Field Inspection –*Regular work hours* are 7:00 a.m. – 3:30 p.m., Monday – Friday, except holidays observed by the Road Commission. Costs will be billed at the current hourly rate for the employee and equipment involved, plus fringe benefits and overhead. *Overtime* costs will be billed at 1 ½ times the current hourly rate for the employee involved, plus the regular rate for the equipment involved, plus fringe benefits and overhead.
 - The applicant will be liable for any and all permit review and inspection fees, unless otherwise noted on the permit application. Any unexpended fund balance will be refunded following the completion of work. An invoice with an itemized statement will be generated for deficit accounts on a monthly basis. Non-payment of an invoice will result in suspension of the review process or a Stop Work Order during construction.
 - Cash advances, as determined by the Road Commission, will be paid by the applicant prior to permit issuance. Security will be provided by the applicant, as determined by the Road Commission, to ensure proper construction and restoration in the right-of-way. Security for Right-of-Way restoration will be provided in the form of an irrevocable bank letter of credit, cash or cashier’s check. Surety bonds, on forms provided by the Road Commission, are acceptable alternatives for utility permits only.
5. A certificate of general liability insurance for the contractor naming the Washtenaw County Road Commission additionally insured and certificate holder shall be placed on file with the Permit Section. Contact our office at 734.761.1500 or via the website at www.wcroads.org for additional insurance requirements.
6. An original signature from the applicant and contractor shall be obtained upon permit issuance.

If you have any questions concerning this process, please contact the Permit Engineering Section at the Washtenaw County Road Commission at 734.761.1500 between the hours of 7:00 a.m. and 3:30 p.m., Monday-Friday.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER	<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p> <p style="text-align: center; background-color: yellow;">INSURERS AFFORDING COVERAGE</p>
INSURED	<p>INSURER A:</p> <p>INSURER B:</p> <p>INSURER C:</p> <p>INSURER D:</p> <p>INSURER E:</p>

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS																			
	<p>GENERAL LIABILITY</p> <p><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY</p> <p><input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR</p> <p>_____</p> <p>GEN'L AGGREGATE LIMIT APPLIES PER:</p> <p><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC</p>				<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">EACH OCCURRENCE</td><td style="width:20%;">\$</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td>\$</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$	FIRE DAMAGE (Any one fire)	\$	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$	GENERAL AGGREGATE	\$	PRODUCTS - COMP/OP AGG	\$							
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.</p> <p style="text-align: center; background-color: yellow;">AUTHORIZED REPRESENTATIVE</p>
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Washtenaw County Road Commission
Permit Engineering Section
 555 N. Zeeb Road
 Ann Arbor, MI 48103
 (734) 761-1500 Phone
 (734) 761-3737 Fax

APPLICATION FOR UTILITY INSTALLATION/REPAIR PERMIT

Date of Application _____ Application # _____

APPLICANT/ PROPERTY OWNER

CONTRACTOR

 Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Contact Person _____ Contact Person _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email: _____ Email: _____

Site Location _____ Between _____ And _____

Township _____ Side of Road N S W E Tax ID/Plan # _____

Type of Work Overhead Utility Install, New Poles Overhead Utility Install, Existing Poles

Underground Utility Install, New Underground Utility Maintenance/Repair/Removal

Utility Service Connection

Provide a description of the type of proposed work, supplemental to detailed construction plans.

ROAD COMMISSION USE

Permit	\$	Receipt #	Cash Deposit OR LOC OR Surety Bond	\$	Receipt #
Inspection	\$			\$	LOC #
Advanced Account #				\$	Surety #
Other	\$	Receipt #	Other	\$	Receipt #

Comments: _____

Inspector Signature _____ Date _____