

WASHTENAW COUNTY ROAD COMMISSION  
Permit Engineering Section  
555 N. Zeeb Road  
Ann Arbor, MI 48103

**The following is (1) a list of the activities which utility companies will be allowed to undertake in Washtenaw County road Right-of-Way under a 'Blanket Permit'; and, (2) a list of certain of the conditions under which such activities will be allowed:**

Section 1

ALLOWABLE BLANKET PERMIT ACTIVITIES

1. Maintenance, tree trimming with permission of abutting property owners (no tree removal without County Road Commission and abutting property owner's permission).
2. Repair existing underground conduit, buried cable, buried wire, and pipe (except under pavement).
3. Replacement of bad buried cable sections with like size up to 50 feet. Prints to be submitted for all cable section replacement. If new cable is to be placed outside immediate area (more than 2 feet away from existing location center line), special permission is required to do so.
4. Insertion of plastic pipe inserts or lining through existing mains (gas, water or sewer), in connection with maintenance and renewal programs, not requiring pavement cuts.
5. Install buried cable or wire loop or lateral to an existing pole in an existing pole line. This may include crossing of road by squeeze boring or pushing one pipe 2 inches or less in diameter.
6. Install, remove or replace load coil case on existing buried cable, or wire, including loop from main trench at one location only.
7. Replace open wires, single pair rural wire and/or drop wire with multiple line wire or small cable on same pole line not extending beyond the present wire.
8. Repair and maintenance of open wire, multiple type wire, drop wire and aerial cable.
9. Replace or add up to two poles within or beyond an existing pole line provided poles are not relocated laterally, and that no tree work is required because of increased pole height.
10. Repair and/or replace leaking, distressed, or otherwise damaged sections up to 50 feet of existing gas mains (except under pavement). Backfill and restore in accordance with county specifications.
11. Adding or replacing guys and anchors to poles parallel to road centerline or away from road centerline.
12. Install aerial drops, which do not require a new pole within road Right-of-Way outside of existing pole line, or install aerial drop along with intermediate pole in an existing pole line to permit installing aerial drop.
13. Crossing paved or blacktop roads for underground house service will be by squeeze bore, auger or moleing\* per the following conditions:
  - a. Maximum diameter of auger-2 ½ inches with no casing.
  - b. Maximum width of bore trench-18 inches.
  - c. Minimum depth below paved surface-48 inches, and 36 inches below ditch bottom.
  - d. Minimum distance from edge of paved or traveled way surface to bore pit-10 feet.  
Interior subdivision streets-5 feet from back of curb.
14. System tie-ins to existing gas mains (near side) facilities in county roadways from streets under municipal jurisdiction (except under pavement).

\*MOLEING-A single forward boring system (without removal of soil) and a return pass of reamer or shank with underground cable, water or gas line attachment.

## Section 1 (continued)

15. Crossing gravel roads for underground house service may be by trenching. Road to be restored to county specifications.
16. Inspect and maintain systems, valves and meters and their associated manholes.
17. Conduct soil borings outside of traveled way and perform survey work.
18. Install gas service lines to residential and commercial customers (limited to 2 inch. Near side-not under pavement).

## Section 2

### CONDITIONS FOR BLANKET PERMIT ACITIVITIES:

1. Emergency repairs may be made with notification being given to the Road Commission as soon as possible, and no later than the next Road Commission working day.
2. Immediate notification must be given for emergency (public safety, heath and welfare) operations, which involve cutting of pavement, and a special permit must be obtained as soon as possible.
3. The Road Commission office shall be notified of normal repairs in advance, in writing, of the approximate location and date of all work performed under this Annual Permit by the utility involved.
4. Traffic shall be maintained in accordance with the *Michigan Manual of Uniform Traffic Control Devices* and county specifications.
5. Soil boring operations shall be subject to the provisions of Act 315 of Public Acts of 1969.
6. Utility companies shall submit reports monthly to the Road Commission permit office listing location, date and type of activity for each activity performed under the blanket permit for that month.
7. Miss Dig to be notified prior to any work.

NOTE: This Blanket Permit is to remain in force until such time as written notice has been received of its cancellation by either party, and subject also to the payment of all annual fees and monthly billings in accordance with the conditions specified upon the invoices.

**Washtenaw County Road Commission**  
**Permit Engineering Section**  
555 N. Zeeb Road  
Ann Arbor, MI 48103  
(734) 327-6642 Phone  
(734) 761-3737 Fax

**APPLICATION FOR ANNUAL BLANKET UTILITY MAINTENANCE/SURVEYING PERMIT**

Date of Application \_\_\_\_\_ Application # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State MI Zip \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

(By signing this application for permit, I have read and agree to all terms and conditions that govern the activities of this permit.)

Location: Various County Roads

Township: Various Townships

Blanket activities and responsibilities within the Washtenaw County Road Commission right-of-way as listed on the attached guidelines are covered under this permit. To perform survey work within the Washtenaw County Road Commission right-of-way, including but not limited to, monument location, topo, section line work, subsurface exploration, stakeout, etc. NOTE: If for any reason there may be a question concerning your activities under this permit, contact the Permit Office at (734) 327-6642. Shall notify Road Commission 48 hours in advance, for inspection, before commencing work within the road right-of-way. All material used within the County road right-of-way shall conform with current MDOT specifications. SHALL NOTIFY PERMIT SECTION FOR FINAL INSPECTION UPON COMPLETION AND RESTORATION. By performing work under this permit, the permit holder and its contractor(s) acknowledge and agree that this permit is subject to all the rules, regulations, terms and conditions set forth on the reverse side hereof. Failure to follow any of said rules, regulations, terms and conditions shall render this permit NULL AND VOID.

Beginning Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Ending Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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**ROAD COMMISSION USE**

Permit & Administrative Fee Schedule (Board Action, September 9, 2003)

- Municipality –No Charge
- Public Utility -\$250.00
- Surveying -\$50.00

Comments \_\_\_\_\_

Recommended for Issuance By: \_\_\_\_\_ Date \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):	
INSURED	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

# DRAFT

RC02-395

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X		Required	Dates Required		MED EXP (Any one person)	\$
	<input type="checkbox"/>						PERSONAL & ADV INJURY	\$
	<input type="checkbox"/>						GENERAL AGGREGATE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO			** This policy also	Dates Required		BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS			required for			BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS			transportation permits			PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU- TORY LIMITS	OTH- ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Board of Washtenaw County Road Commissioners, The Washtenaw County Road Commission, and their officers, agents and employees are named as additional insured parties.

**CERTIFICATE HOLDER****CANCELLATION**

Washtenaw County Road Commission  
555 N. Zeeb Road  
Ann Arbor, MI 48103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Washtenaw County Road Commission  
Permit Engineering Section  
555 N. Zeeb Road  
Ann Arbor, MI 48103  
Phone (734) 327-6642  
Fax (734) 761-3737

### **BLANKET PERMIT ACTIVITIES NOTIFICATION**

All allowable blanket activities must be submitted on this form for notification purposes. It is the permit holder's responsibility to determine whether the request requires an application or notification to the Road Commission and submit appropriately.

Today's Date \_\_\_\_\_ WCRC Blanket Permit # \_\_\_\_\_

Company \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contractor \_\_\_\_\_ Contact \_\_\_\_\_ Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location \_\_\_\_\_ Between \_\_\_\_\_ And \_\_\_\_\_

Township \_\_\_\_\_ Section \_\_\_\_\_ Job \_\_\_\_\_ # \_\_\_\_\_

Type of Work \_\_\_\_\_

Beginning Date of work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please list any previous locations that require additional restoration, which will be completed during this period of activity: \_\_\_\_\_

Blanket permit activities remain in force until such time as written notice has been received of its cancellation by either party; and subject to the payment of all annual fees and monthly billings in accordance with the conditions specified upon the invoices.

#### **General Conditions of Blanket Permit:**

1. Emergency repairs may be made with notification being given to the Road Commission as soon as possible, and no later than the next Road Commission working day.
2. Immediate notification must be given for emergency (public safety, health and welfare) operations, which involve cutting of pavement, and a special permit must be obtained as soon as possible.
3. The Road Commission office shall be notified of normal repairs in advance, in writing, of the approximate location and date of all work being performed under this annual permit by the utility involved.
4. Traffic shall be maintained in accordance with the *Michigan Manual of Uniform Traffic Control Devices* and County specifications.
5. Soil boring operations shall be subject to the provisions of Act 315 of Public Acts of 1969.
6. Utility companies shall submit reports monthly to the Road Commission Permit Section listing location, date and type of activity for each activity performed under the blanket permit for that month.
7. Miss Dig to be notified prior to any work.