



Village Of Lawrence
157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
Telephone (269) 674-8161
Fax (269) 674-3004

APPLICATION FOR ANNUAL PERMIT

(To construct, operate, maintain use and/or remove within a Village right-of-way)

APPLICANT		ATTACHMENTS REQUIRED	
NAME _____		BOND (if required _____)	
MAILING ADDRESS _____		PROOF of Insurance _____	
_____		YES _____ NO _____	
TELEPHONE NUMBER _____		P.I. \$ _____ P.D. \$ _____	
APPLICANT'S SIGNATURE _____		OTHER _____	
TITLE _____	DATE _____		

IMPORTANT: Your insurance policy MUST carry the VILLAGE OF LAWRENCE as an "Additional Insured." A certificate of Insurance must also be filed with the VILLAGE OF LAWRENCE.

CONTRACTOR/UTILITY ANNUAL PERMIT

ISSUED DATE _____ EXPIRES _____
(Expiration is concurrent with Insurance)

NOTE: Issuance of this Annual Permit does NOT waive your responsibility for obtaining individual single-site location permits in advance of EACH job.

ANNUAL PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the terms on the reverse side agreed to by the permit holder.

Permit issued by _____

OFFICE USE ONLY
Date permit picked up _____

Date _____

By _____

POLICY FOR WORKING WITHIN THE RIGHT-OF-WAY

1. Both the applicant/utility company and the installing contractor must obtain an annual permit to work in the right-of-way.
2. A permit is necessary for each work area or project within the right-of-way, e.g., pole installations, buried cables, gas lines, switching stations, etc. Permission from the property owner is a responsibility of the permit applicant.
3. Each driveway requires a permit. (process, fees, consequences)
4. Maintenance and repair (isolated locations) of existing facilities and emergency work will be covered under your annual permit. Construction of new installations requires plans and a separate permit for each project. This work is NOT covered by the annual permit.
5. All above ground structures (poles, guy wires, etc.) should be placed at 31 to 33 feet from the centerline of the right-of-way. A Plan Detail Sheet showing the proposed structures must be submitted with the permit application.
6. Utility or other installations placed on private easements or acquired right-of-way and work related to the use of the public right-of-way will require plans and a permit to work in the public right-of-way.
7. Permits may be revoked when the utility or contractor does not display proper traffic control devices and/or flag person when necessary and as determined by the Department of Public Works Superintendent.
8. Open cuts will not be allowed on concrete or asphalt roadways. Special projects with open cuts on gravel roadways will require plans, specifications and separate review and authorization by the Department of Public Works. Any work in the roadway adjacent to work in the right-of-way must be performed by the Lawrence Department of Public Works or permitted licensed contractor. In addition, when work requires destruction of asphalt, concrete, grass, sidewalk, trees, mailboxes, etc. in the right-of-way, the Village will be responsible for restoration of the grass, sidewalk, mailboxes, trees and road bed only. If the shoulder portion of the right-of-way is paved, the Village will be responsible for its complete restoration including asphalt. The Contractor will be responsible to restore asphalt or concrete portions of driveways if disturbed.
9. Construction drawings/prints must accompany the permit application. As a minimum, prints will show location of all permanent structures (poles, cables, gas lines, stations, valves, etc.) in relation to centerline, edge of metal, or section line. Other data or dimensions as may be required by the Department of Public Words Superintendent will be submitted by the applicant.
10. When trees are removed, stumps within 8 feet of the traveled roadway must be ground out.
11. It is the responsibility of the Utilities to assure that the contractors and subcontractors who work under their permits have sufficient equipment to handle large tree trunks, stumps, wood, etc., and remove them from the right-of-way at the time the work is done. Overnight hazards will be properly marked with lighted devices after approval by Village Street Administrator.
12. Village is not responsible for issues arising from installations made prior to the approval date of this policy.

STIPULATIONS PERTAINING TO PERMITS

1. Specifications. All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Village of Lawrence and must comply with the current requirements and specifications.
2. Fees and Costs. Permit holder shall be responsible for all fees incurred by the Village in connection with this permit and shall deposit estimated fees and costs determined by the Village at the time the permit is issued.
3. Bond. Permit Holder shall provide a cash deposit, letter of credit or bond in a form and amount acceptable to the Village at the time the permit is issued.
4. Insurance. Permit Holder shall furnish proof of liability and property damage insurance in the amount of a minimum of \$10,000 naming the Village of Lawrence as an insured. Such insurance shall cover a period not less than the timeframe of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with return receipt to the Village of Lawrence.
5. Indemnification. Permit Holder shall hold harmless and indemnify and keep indemnified the Village, its officers and employees from all claims, suits, and judgments to which the Village, its officers, or employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or property, including property of the Village, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Village, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
6. Miss Dig. The Permit Holder must comply with the requirements of Act 53 of Public Acts 1974, as amended. Call Miss Dig at (800) 4822-7171 at least three working days, but not more than twenty one calendar days, before you start work. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. Notification of Start and Completion of Work. Permit Holder must notify the Village at least 48 hours before starting work and must notify the Village when work is completed.
8. Safety. Permit Holder agree to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site conditions shall comply with Michigan Manual of Uniform Traffic Control devices.
9. Restoration and Road Repair. Permit holder agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and to repair any damage to the road right-of-way which is the result of the facility whenever it occurs or appears.
10. Limitation of permit. This permit does not relieve Permit Holder from meeting other applicable laws and regulation of other agencies. Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owner. Permission may be required from adjoining property owners.
11. Revocation of Permit. The permit may be suspended or revoked at will and the Permit Holder shall surrender this permit and alter, relocate, or remove its facilities at its expense at the request of the Village of Lawrence.
12. Violation of Permit. This permit shall become immediately null and void if Permit Holder violates this permit and the Village of Lawrence may require immediate removal of Permit Holder facilities, or the Village may remove them without notice at Permit Holder's expense.
13. Assign ability. This permit may not be assigned without the prior approval of the Village. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.
14. This permit is subject to supplemental specifications on file with the Village of Lawrence and Act 200 of Public Acts 1969.
15. For concrete or asphalt drives – see special regulations for concrete and/or asphalt driveway placement.