



CITY OF
St. Joseph

City of St. Joseph

Engineering Department

700 Broad Street, St. Joseph, Mi 49085

Phone: (269) 983-5541

Fax: (269) 985-0346

Permit # _____

RIGHT-OF-WAY USE APPLICATION AND PERMIT FORM

PERMIT TO CONSTRUCT, OPERATE, USE AND/OR PERFORM MAINTENANCE, WITHIN THE CITY RIGHT-OF-WAY

APPLICATION FORM	
APPLICANT: This form acts as an application for the Right of Way (ROW) permit. It must be completely filled out before it will be reviewed. If approved, this form becomes the official ROW permit for the work described herein . If Owner hires a contractor to perform work, the <u>contractor</u> shall assume responsibility for the all permit provisions and requirements. Applicant must contact MISS DIG Systems Inc. (Dial 811) as required by state law.	

A: RIGHT-OF-WAY ACTIVITY (Please print in Ink or Type)

ADDRESS OF PROPOSED WORK/ACTIVITY:	
---	--

OWNER:

NAME:		MAILING ADDRESS:	
CITY:	STATE:	ZIP:	EMAIL:
DAYTIME PHONE:	CELL:	FAX:	

APPLICANT/CONTRACTOR:

NAME:		MAILING ADDRESS:		CONTACT NAME:	
CITY:	STATE:	ZIP:	EMAIL:		
OFFICE PHONE:	CELL:	FAX:			

PROPOSED START DATE:		PROPOSED COMPLETION DATE:	
-----------------------------	--	----------------------------------	--

DESCRIPTION OF WORK (Attach additional sheets as necessary):

COST OF CONSTRUCTION:	
------------------------------	--

B: APPLICANT REQUIRED TO SUBMIT THE FOLLOWING:	VERIFICATION (OFFICE USE ONLY)
SKETCH OF PLAN (LOCATION, WORK TO BE COMPLETED, TRAFFIC CONTROL, ETC)	
CERTIFICATE OF LIABILITY INSURANCE WITH CITY AS CERTIFICATE HOLDER PER SECTION 26-18 OF THE CITY ORDINANCE	
150% OF CONSTRUCTION COST (MINIMUM OF \$5,000) LICENSE AND PERMIT BOND OR CASHIERS-CHECK/CASH IN LIEU OF BOND	
QUOTE AUTHORIZED BY OWNER OR COST ESTIMATE SHEET FOR WORK WITHIN THE CITY RIGHT-OF-WAY	

C: APPLICANT / AUTHORIZED AGENT SIGNATURE

"I, Applicant/Authorized Agent, hereby affirm that the information on this application is true to the best of my knowledge and belief. I agree to comply with all terms and conditions of the Right-Of-Way Use permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit. I agree that the above construction or repair includes all work to restore the Right-Of-Way to an as-before or better condition and shall be in accordance with the specifications of the City of St. Joseph. The applicant further consents that if the work under this permit is not completed in the specified time period that the City of St. Joseph may do the work and charge the applicant for the cost."

SIGNATURE:		DATE:	
PRINT NAME OF APPLICANT:		TITLE:	
APPROVED BY:		DATE:	

TIM ZEBELL, CITY ENGINEER

CONTRACTOR SHALL CALL FOR A FORM INSPECTION A MINIMUM OF 24 HOURS PRIOR TO POURING CONCRETE

PERMIT EXPIRES: _____

CITY OF ST. JOSEPH SPECIFICATIONS
FOR CONSTRUCTION ACTIVITIES WITHIN
THE CITY RIGHT-OF-WAY

1. All work in the City Right-of-Way requires a Permit issued by the City Engineer. A permit shall be obtained forty-eight (48) hours in advance of work unless an emergency exists. Failure to procure a Permit prior to commencing work shall result in a fine of \$100.00.
2. All Contractors must be insured and bonded. Bonding will be in the amount of 150% of the estimated construction cost within the Right-of-Way or \$5,000.00 whichever is greater. Insurance requirements are listed in Section 26-18 of the City Code of Ordinances.
3. No work shall commence within the Right-of-Way limits until proper traffic control devices, as described by the Michigan Manual for Uniform Traffic Control Devices (MMUTCD), are in place.
4. Barricades to be used shall conform to the MMUTCD Type III, Type II, or Type I.
5. All openings in paved surfaces shall be sawed in parallel lines or rectangles.
6. All granular backfill material shall be Class I, II, or III, as defined in the Michigan Standard Specifications of Construction unless otherwise approved by the City Engineering Department.
7. All granular backfill material to be placed in 12" lifts and compacted with a vibratory compactor.
8. Concrete mix to be 5 ½ - 6 bag per cubic yard unless otherwise approved by the City.
9. Any construction activities that remove or damage any part of a public sidewalk ramp shall require the permit holder to comply with the current Michigan Department of Transportation's standard plan for sidewalk ramps when repairing or replacing. This may require complete reconstruction of the ramp to achieve the required slopes.
10. Detectable warning panels shall be cast iron in material and brick red in color unless approved otherwise by the City.
11. Restoration of street shall conform to the original street surface and subsurface conditions. If street material is concrete the restoration shall include doweling to the existing pavement
12. Restoration of any green space shall consist of a minimum of four (4) inches of screened top soil, seeded with a good quality of grass seed with 10-6-4 fertilizer, and straw mulch shall be spread over the area. High velocity blankets shall be used on any slope of 1:4 or steeper or as directed by the Engineering Department. Slopes greater than 1:3 are not permitted unless existing conditions dictate and approved by the Engineering Department.
13. For all underground construction activities using trenchless construction techniques, a post construction assessment via CCTV will be required for any sewer main (sanitary and storm) with the potential to be damaged by the work. The sewer mains will be identified by the City Engineering Department. A copy of the video from the assessment shall be provided to the City for review. Post construction assessments shall be completed within 10 working days of the completion of the trenchless construction. Should the applicant fail to complete the CCTV assessment, the City will complete the work and charge the applicant the direct cost plus a \$250 administrative fee.

NOTE: Any excavation involving water or sanitary sewer systems may require a permit from the Water and/or Building Departments in addition to a Right-Of-Way Permit.

SITE LOCATION: _____

SEE ATTACHED SKETCH INSTRUCTIONS



**Know what's below.
Call before you dig.**

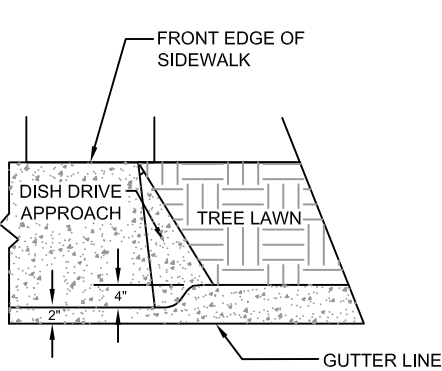
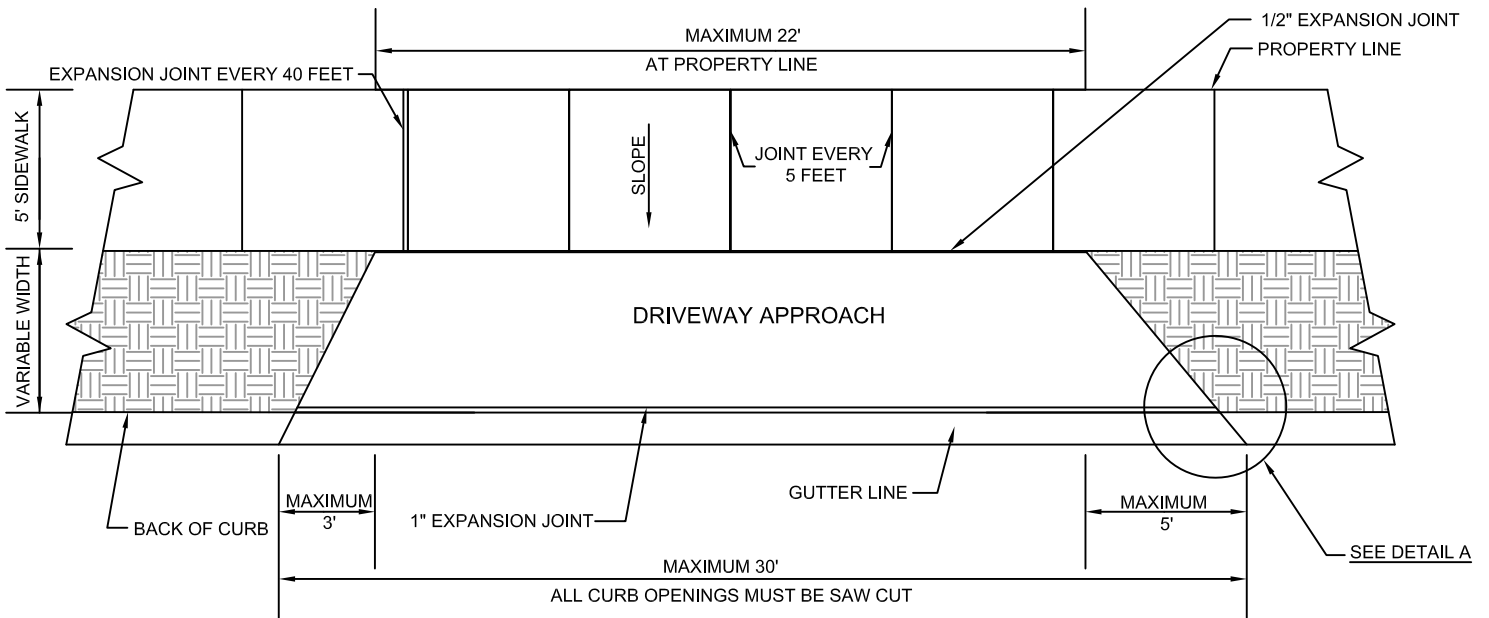
RIGHT-OF-WAY USE APPLICATION and PERMIT FORM

SKETCH/DRAWING REQUIREMENTS

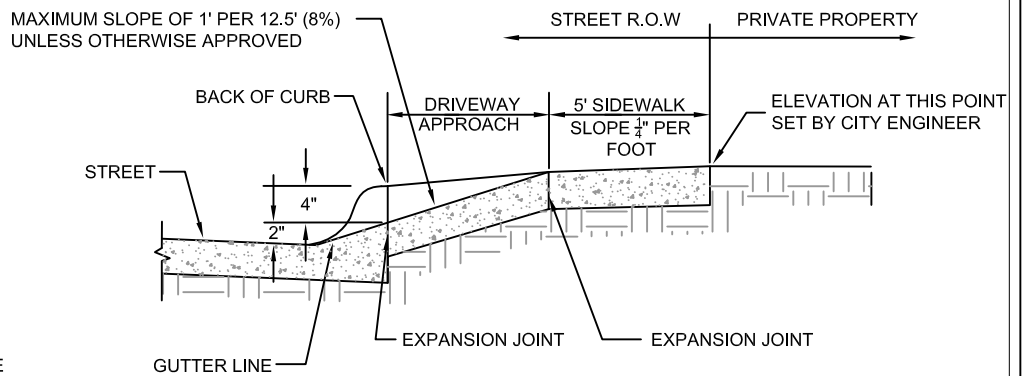
Note: A plan view drawing (at a minimum) is required for all Standard Use Right-Of-Way Permits. The applicant may use this form or attach a labeled plan view drawing. The drawing must include the following information as pertinent to the review of the application:

1. Property lines, dimensions, and known monuments.
2. Location, dimensions, and recorded easements, if applicable.
3. Location and dimensions of driveways, sidewalks, driving lanes, and parking spaces.
4. Proposed driveway grades shall be indicated both within the public right-of-way and between the property line and the front of the building.
5. Locations of existing and proposed utilities, including water, sewer, fire hydrant, electricity, gas, phone and cable TV infrastructure, if applicable.
6. Show the topography as it relates to the right-of-way construction such as adjacent slope for cut and fills, soil stabilization, or retaining walls. (Any retaining wall or system of retaining walls greater than four (4) feet must be engineered), if applicable.
7. Identify the proposed storm water management measures as related to the existing and/or proposed drainage facilities.
8. Proposed method of erosion control and soil stabilization.
9. Proposed utilities shall be labeled with material type, size, and use, if applicable.

SIDEWALK AND DRIVEWAY STANDARDS



DETAIL A



SECTION THRU DRIVE APPROACH

NOTES:

SIDEWALK CONCRETE SHALL EITHER BE 5 1/2 OR 6 BAG CEMENT MIX.

THE DRIVE-APPROACH AND SIDEWALK WITHIN THE DRIVE IS 6" THICK, THE REMAINING SIDEWALK IS 4" THICK.

ALL EXPANSION JOINTS SHALL BE THOROUGHLY CLEANED OF ALL CONCRETE AFTER PLACING THE CONCRETE.

FOR 6" THICK SIDEWALK: SIDEWALK AND DRIVE-APPROACH USE 2"x6" WOODEN FORMS.

FOR 4" THICK SIDEWALK: SIDEWALK AND DRIVE-APPROACH USE 2"x4" WOODEN FORMS (OR STEEL FORMS).

IF CURB AND/OR GUTTER SHALL BE REPLACED, POUR CONCRETE SEPARATE FROM THE APPROACH; THEN WHEN CONCRETE HAS SET, PLACE EXTENSION JOINT AND CONTINUE TO POUR APPROACH.

IF CONCRETE SAWING AND/OR BREAKING-OUT THE CURB AND GUTTER IS NECESSARY, THEN THE CONTRACTOR MUST CONTACT THE CITY ENGINEERING OFFICE PRIOR TO EXCAVATION.

ALL SIDEWALK RAMPS, INCLUDING LANDING, DAMAGED OR REMOVED BY CONSTRUCTION ACTIVITIES SHALL BE REPLACED TO CONFORM TO THE CURRENT MDOT STANDARD PLANS FOR SIDEWALK RAMPS (R-28 SERIES)

ANY SIDEWALK RAMP BEING CONSTRUCTED OR REPLACED AT AN INTERSECTION OF TWO ROADWAYS WILL REQUIRE A DETECTABLE WARNING SURFACE, AS SHOWN IN THE MDOT STANDARD PLANS. DETECTABLE WARNING PANELS SHALL BE CAST IRON IN MATERIAL AND BRICK RED IN COLOR

Section 6F.63 Channelizing Devices**Standard:**

01 **Designs of various channelizing devices shall be as shown in Figure 6F-7. All channelizing devices shall be crashworthy.**

Support:

02 The function of channelizing devices is to warn road users of conditions created by work activities in or near the roadway and to guide road users. Channelizing devices include cones, tubular markers, vertical panels, drums, barricades, and longitudinal channelizing devices.

03 Channelizing devices provide for smooth and gradual vehicular traffic flow from one lane to another, onto a bypass or detour, or into a narrower traveled way. They are also used to channelize vehicular traffic away from the work space, pavement drop-offs, pedestrian or shared-use paths, or opposing directions of vehicular traffic.

Standard:

04 **Devices used to channelize pedestrians shall be detectable to users of long canes and visible to persons having low vision.**

05 **Where channelizing devices are used to channelize pedestrians, there shall be continuous detectable bottom and top surfaces to be detectable to users of long canes. The bottom of the bottom surface shall be no higher than 2 inches above the ground. The top of the top surface shall be no lower than 32 inches above the ground.**

Option:

06 A gap not exceeding 2 inches between the bottom rail and the ground surface may be used to facilitate drainage.

Guidance:

07 *Where multiple channelizing devices are aligned to form a continuous pedestrian channelizer, connection points should be smooth to optimize long-cane and hand trailing.*

08 *The spacing between cones, tubular markers, vertical panels, drums, and barricades on roadways with a posted work zone speed limit of 45 mph or greater should be placed at 50 feet when used for taper channelization, and a distance of 100 feet when used for tangent channelization.*

08a *The spacing between cones, tubular markers, vertical panels, drums, and barricades on roadways with a posted work zone speed limit of less than 45 mph should not exceed a distance in feet equal to 1.0 times the work zone speed limit in mph when used for taper channelization, and a distance in feet equal to 2.0 times the work zone speed limit in mph when used for tangent channelization.*

09 *When channelizing devices have the potential of leading vehicular traffic out of the intended vehicular traffic space as shown in Figure 6H-39, the channelizing devices should be extended beyond the downstream end of the transition area a distance of 100 feet on roadways with a posted work zone speed limit of 45 mph or greater or a distance in feet of 2.0 times the speed limit on roadways with a posted work zone speed limit less than 45 mph.*

Option:

10 Warning lights (see Section 6F.83) may be added to channelizing devices in areas with frequent fog, snow, or severe roadway curvature, or where visual distractions are present.

Standard:

11 **Warning lights shall flash when placed on channelizing devices used alone or in a cluster to warn of a condition. Except for the sequential flashing warning lights discussed in Paragraphs 12 and 13, warning lights placed on channelizing devices used in a series to channelize road users shall be steady-burn.**

Option:

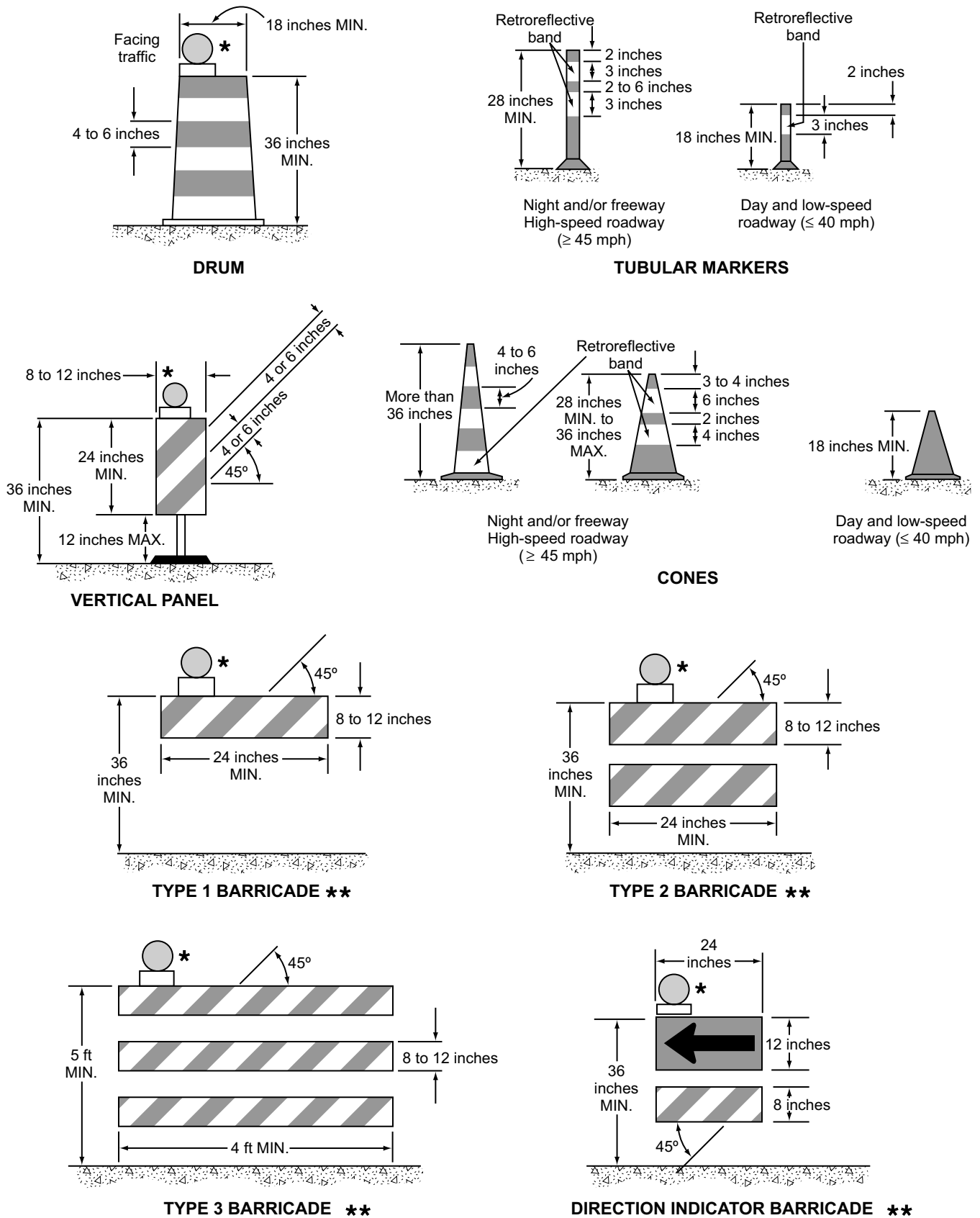
12 A series of sequential flashing warning lights may be placed on channelizing devices that form a merging taper in order to increase driver detection and recognition of the merging taper.

Standard:

13 **When used, the successive flashing of the sequential warning lights shall occur from the upstream end of the merging taper to the downstream end of the merging taper in order to identify the desired vehicle path. Each warning light in the sequence shall be flashed at a rate of not less than 55 nor more than 75 times per minute.**

14 **The retroreflective material used on channelizing devices shall have a smooth, sealed outer surface that will display a similar color day or night.**

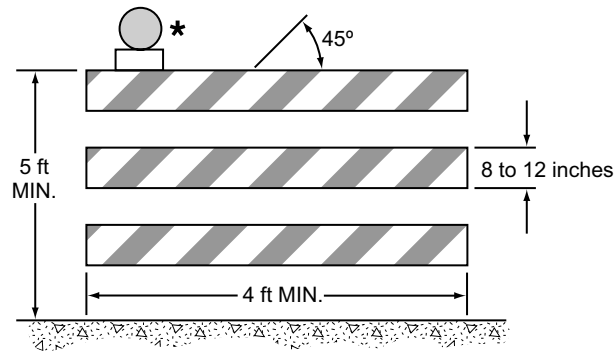
Figure 6F-7. Channelizing Devices (Sheet 1 of 2)



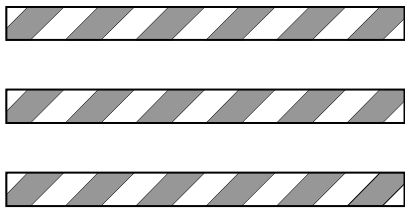
* Warning lights (optional)

** Rail stripe widths shall be 6 inches, except that 4-inch wide stripes may be used if rail lengths are less than 36 inches. The sides of barricades facing traffic shall have retroreflective rail faces.

Figure 6F-7. Channelizing Devices (Sheet 2 of 2)

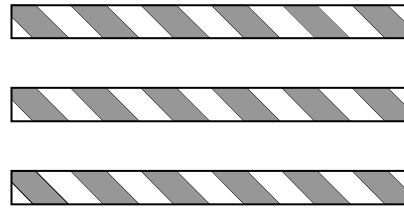


TYPE 3 BARRICADE **



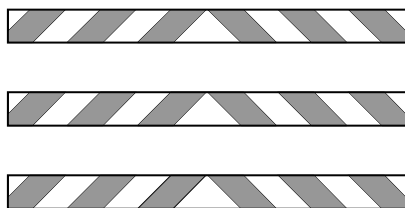
LEFT DIRECTIONAL

Where left turns are provided and/or vehicles are to pass to the left of the barricade, the barricade stripes should slope downward in the left direction from the center of the barricade or barricades.



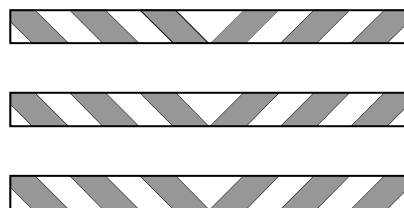
RIGHT DIRECTIONAL

Where right turns are provided and/or vehicles are to pass to the right of the barricade, the barricade stripes should slope downward in the right direction from the center of the barricade or barricades.



UNI-DIRECTIONAL

Where both right and left turns are provided at the point of the closure and/or vehicles may pass to the right or to the left of the barricade, the barricade stripes should slope downward in both directions from the center of the barricade or barricades.



TOTAL CLOSURE

Where no turns are intended, at the point of closure and vehicles shall not pass beyond the barricade, the stripes should be positioned to slope downward toward the center of the barricade or barricades.

* Warning lights (optional)

** Rail stripe widths shall be 6 inches, except that 4-inch wide stripes may be used if rail lengths are less than 36 inches. The sides of barricades facing traffic shall have retroreflective rail faces.

Option:

- ¹⁵ The name and telephone number of the highway agency, contractor, or supplier may be displayed on the non-retroreflective surface of all types of channelizing devices.

Standard:

- ¹⁶ **The letters and numbers of the name and telephone number shall be non-retroreflective and not over 2 inches in height.**