



CITY OF PORTAGE

Application and Permit to Construct, Operate, Use and/or Maintain Within the Right-Of-Way or to Close a City Street

Permit # _____

Expires _____

A contractor is to perform the construction in this application and permit, will supply the deposit, will fill out the information block provided and thereby assumes responsibility along with the applicant for any provisions of the application which apply.

Applicant's Name (Property Owner, Corp. City, Township, Etc)		Contractor's Name (Individual, Company, Etc.)	
Applicant's Mailing Address		Contractor's Mailing Address	
City, State, Zip Code		City, State, Zip Code	
Applicant's Signature (If other than property owners, give title)	Date	Contractor's Signature (If signing for contractor, give title)	Date

The above named applicant hereby makes application for a Permit to Construct, Operate, Use and/or Maintain Within the Right-of-Way; or Close a City Street

On _____ (Street) From _____ (Street) to _____ (Street)

The exact location as follows: _____
(Give nearest address or distance and direction from nearest intersection)

The above named applicant will begin the work described on this permit on _____ and to complete the same on or before _____ detailed description of the desired facility and/or activity is as follows:

The applicant agrees to conform to all rules and regulations as set forth in Chapters 1022 and 1028 of the Codified Ordinances of the City of Portage. The applicant further agrees that all construction signing, traffic control and closures must be in conformance to Part VI, MMUTCD.

The applicant further agrees to comply with the requirements of Act 347, PA 1972 controlling soil erosion and sedimentation, if applicable, and to give notice to public utilities in accordance with Act 53, PA 1974 as amended, (Phone # 1-800-482-7171) and comply with each of the requirements of that act.

The applicant will request on this application any roadway lane restriction, closure or detour. Prior to implementation of any lane restriction, closure or detour approved by this permit, a minimum of 72 hours notice will be provided to the City of Portage Department of Transportation & Utilities at (269) 329-4422.

The applicant to verify location of centerline of Right-of-Way and relate dimensions on the drawing thereto.

Additional Requirements/Comments _____

Attached to the Application: Plans ☐ Bond ☐ Proof of Insurance ☐ Other ☐ _____

Approved _____ Date _____
(Transportation & Utilities Department)

☐ \$25.00 LOCAL STREET PERMIT FEE

☐ \$150.00 MAJOR STREET PERMIT FEE

RIGHT-OF-WAY USE APPLICATION and PERMIT FORM

Attachment: SKETCH PLAN

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

1. Property addresses, 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 hydrants, underground electric, gas, phone, cable and fiber optic infrastructures, where 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.

Right-Of-Way Sketch Plan Site Location: _____

(See Instructions, attached)



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

SPECIFICATIONS FOR OPEN CUTTING AND EXCAVATION OF THE CITY STREETS AND SIDEWALKS

1. All work in the City Right-of-Way requires a Permit issued by the Department of Transportation and Utilities. A permit shall be obtained seventy-two (72) hours in advance of work unless an emergency exists.
2. All Contractors and Subcontractors must be insured and bonded, meeting the following requirements:
 - a. Worker Compensation Statutory
 - b. Comprehensive General Liability \$1,000,000 Combined Single Limit (including sub-contractors)
 - c. Comprehensive Automobile Liability \$1,000,000 Combined Single Limit (Injury and Property Damage)
 - d. Umbrella or Excess Liability \$2,000,000

Additionally, a pavement repair bond of \$5,000/occurrence shall be paid in cash or a surety.

3. No work shall commence within the Right-of-Way limits unless proper safety measures (ex. barricades, cones, barrels) are on the job site.
4. Based upon the sketch provided, the Department of Transportation & Utilities will dictate the number and type of barricades necessary to properly protect the job site and provide the recommended MMUTCD traffic control configuration.
5. All openings in paved surfaces shall be in accordance with Standard Detail SD-165.
6. All backfill in pavement area shall be Class II, as defined in the City of Portage Contract Conditions and Specifications.
7. All granular backfill material shall be placed in 12" lifts maximum and compacted with a vibratory compactor.
8. Concrete mix shall be 5-1/2 sack per cubic yard. All aggregate shall be limestone or slag material.
9. Restoration of street shall conform to the original street surface and subsurface conditions.
10. Restoration of the curb lawn shall consist of a minimum of four (4) inches of processed top soil and seeded with a class "A" mixture with 12-12-12 fertilizer.
11. All questions regarding the permit process shall be directed to the Department of Transportation & Utilities at (269) 329-4422.