



**VILLAGE OF WOLVERINE LAKE  
OAKLAND COUNTY, MICHIGAN**

**RIGHT OF WAY WORK PERMIT APPLICATION  
COMMERCIAL PROPERTY ONLY**

**FOR VWL USE ONLY**  
Date Application Received: \_\_\_\_\_  
Permit No: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

hereby makes APPLICATION for a permit to CONSTRUCT, OPERATE, USE and/or MAINTAIN or to TEMPORARILY CLOSE A VILLAGE ROAD within the part of the right-of-way of roads(s) under the jurisdiction of the Village.

**A detailed description of the desired facility and/or activity is required in the space provided below:**

(Include size, length, type of work; if underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed, describe method). THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE:

- 1. 3 sets of plans, specifications and location of facility.
- 2. Traffic plan and detour route in cases of street closures.

**PLEASE CHECK THE APPROPRIATE DESCRIPTION(S) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Approach/Private Drive Access | <input type="checkbox"/> Landscaping/Grading    | <input type="checkbox"/> Public Utility ( i.e. electric, gas, telephone) |
| <input type="checkbox"/> Soil Boring/Monitoring Well   | <input type="checkbox"/> Sanitary / Storm Sewer | <input type="checkbox"/> Water main                                      |
| <input type="checkbox"/> Cable TV                      | <input type="checkbox"/> Pathway / Sidewalk     | <input type="checkbox"/> Sign / Subdivision Entrance Marker              |
| <input type="checkbox"/> Other                         |   |  |

The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the Village as part of this application, and if said application is approved, the above named applicant agrees to abide by the CONDITIONS contained on page two. Since a permit will have to be secured from the Village prior to the start of any construction or maintenance operations proposed by this application, it is intended that the SUPPLEMENTAL SPECIFICATIONS, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

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<b>FEE SCHEDULE FOR COMMERCIAL PROPERTY ONLY</b>		Effective 06-27-19
Site Review Fee: \$75.00	All permit fees and bond determined upon site review of Engineer.	
Proof of Insurance Required <input type="checkbox"/>	Pollution Liability Required <input type="checkbox"/>	
<b>MAKE CHECKS PAYABLE TO THE VILLAGE OF WOLVERINE LAKE</b>		

**AS A CONDITION OF THE APPROVAL OF THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:**

1. The applicant agrees to secure a permit from the village prior to the commencement of construction or maintenance operations. If a contractor is to perform the construction maintenance entailed in this application, the contractor shall secure the permit from the Village prior to the commencement of construction or maintenance operations and thereby assumes responsibility ; along with the applicant, for any provisions of this application which apply to them.
2. Any and all construction proposed under this application will meet all requirements of the Village together with the Supplemental Specifications set forth on the application for permit.
3. The applicant agrees to save harmless, indemnify, defend, and represent the Village of Wolverine Lake and it's employees and consultants against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the creation, operation, use, or continuing existence of the structure or facility covered by the permit or for any other work done within Village road right-of-way whether or not specifically authorized or in conformance with the description of activities for which the permit was issued. Applicants agree and understand that the obligations set forth herein are binding upon their successors, transferors, assigns, sureties, and guarantors. Maintain insurance of a type and in an amount in conformance with the Village's established requirements and provide certificates of insurance in a type and amount which shall assure conformance with the Village established requirements is currently in force.
4. The applicant agrees to surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense the facilities for which this permit is granted whenever ordered to do so by the Village because of the need for the area covered by this permit for public uses or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the Village, reimburse the Village for its cost in doing same.
5. Nothing in this application shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to impair anyway any existing rights granted in accordance with the constitution or laws of this State.
6. The obligation to construct, operate, use and/or maintain the facility to the satisfaction of the Village remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the Village. The applicant is obliged to repair any damage to the road and right-of-way which is a result of the facility and which occurs or appears after the permit licenses is released.
7. **ADDITIONAL CONDITIONS:**

**SUPPLEMENTAL SPECIFICATIONS**

1. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL:** The Contractor and/or the Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Co. shall assume the full responsibility for this protection.

Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the right-of-way unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
2. **BACKFILLING AND COMPACTING BACKFILL:** All trenches, holes, pits, and other excavations shall be filled with sound earth or with sand-gravel if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill compaction will be subject to check by the Controlled Density Method (minimum 95%). Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current standards of the Village of Wolverine Lake.

Sand-gravel backfill material shall consist of approved bank-run sand or gravel or an approved mixture of sand with gravel or stone. All of the material shall be of such size that it will pass through a screen having 2-1/2 inch square openings, unless otherwise authorized.

Any excavation within right-of-way outside traveled portion of road must be maintained until all settlement has occurred and must be restored and seeded or sodded as directed. The permit will not be released until the Village is satisfied that no further settlement will occur.
3. **CROSSING ROADBED BY TUNNELING OR BORING AND JACKING:** When the pipe is installed by tunneling without cutting the existing pavement, the tunnel shall be adequately sheeted or shored to prevent the sides on top from collapsing or the pavement from settling or cracking.

When the pipe is installed by boring and jacking, the leading edge of the pipe must always precede the auger.

The tunnel backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Sand gravel shall conform to the requirements given in paragraph 3. All remaining voids around the installation shall be filled by pressure grouting or another method approved by the Traffic-Safety Department.

Tunnel and boring and jacking pits shall be at least 10 feet from the edge of the pavement unless otherwise approved.
4. **CROSSING BY CUTTING GRAVEL ROADS:** All trenches are to be backfilled with approved material to within 12 inches of surface within the limits of the roadbed. Backfill methods will be as described in paragraph 3. All surplus excavated material will be disposed of as described in paragraph 2. The top 12 inches within the roadbed will be backfilled with processed road gravel (M.D.O.T. 22-A). Trenches outside of the roadbed will be backfilled in accordance with paragraph 3.
5. **CROSSING BY CUTTING PAVEMENT AND TRENCHING:** When this method is approved by the Village, the pavement shall be cut so that the opening is a minimum of 5 feet wide and at least 1 foot wider on each side than the trench. When applicable, Standard Plan or Utility Trenches (E4-A-37) shall be used as a guide. In no case shall an open cut result in a remaining slab width of less than 5 feet from patch to an existing joint. The cut shall be made by sawing to a minimum depth of 5 inches. Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint a minimum of 3 feet. Backfill shall be made with sand-gravel as specified in paragraph 5. After the backfill has been placed by control density method and thoroughly compacted, the pavement shall be replaced with a temporary surface of approved hot-mixed bituminous material and later replaced with new pavement of the original type and quality by the Permit Licensee unless other provisions are included in the permit.
6. **DEPTH OF MATERIAL:** Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and the pipe.
7. **TREE TRIMMING OR REMOVAL:** All trees that may be affected by the proposed construction shall be shown on the plans. The plan must clearly indicate which trees are proposed to be removed, trimmed and/or tunneled. This work, if approved, must be done in accordance with current village Standards, including advance notification of abutting property owners.
8. **DISPOSAL OF GROUNDWATER:** Roadside drainage systems – open ditches, storm sewers, etc.- shall not be used for the disposal of water pumped from below the surface of the ground unless specifically allowed by the Village of Wolverine Lake. Details such as volume and frequency of discharge, erosion control, duration of use, N.P.D.E.S. permit and other pertinent information as may be required must be submitted with the application for such permission.
9. Any proposed operation in the right-of-way not covered by the above specifications, submitted with the application, shall be done in accordance with additional specifications or instructions deemed necessary by the Village of Wolverine Lake.