

**INGHAM COUNTY ROAD DEPARTMENT  
2014 PERMIT FEE SCHEDULE**

Permit Type	1998 Permit Fee	2002 Permit Fee	2004 Permit Fee	2006 Permit Fee	2014 Permit Fee
<b>UTILITY PERMITS:</b>					
Overhead Installations	\$30	\$75	\$120	\$150	\$150
Underground Installations (No Road Crossings)	\$60	\$75	\$120	\$150	\$150
Underground Installations (Open Cut Road Crossings)	\$125 per open cut	\$75 plus \$120 / cut	\$120 plus \$120 / cut	\$150 plus \$120 / cut	\$150 plus \$120 / cut
Underground Installations (Bored Road Crossing)	\$60 plus \$60 / bore	\$75 plus \$60 / bore	\$120 plus \$60 / bore	\$150 plus \$60 / bore	\$150 plus \$60 / bore
Annual Sprinkler Permit	N/A	\$150	\$150	\$150	\$150
Annual Maintenance - Municipal	N/C	N/C	N/C	N/C	N/C
Annual Maintenance - Private	\$40	\$150	\$150	\$150	\$150
<b>ROADS AND RIGHT-OF-WAY:</b>					
Modifications or Installations within the Road Right-of-way	\$30	\$75	\$120	\$150	\$150
Tree Removal or Trimming within the Road Right-of-way	N/C	\$25	\$35	\$40	\$40
Landscaping in the Road Right-of-way	\$30	\$75	\$120	\$150	\$150
Land Divisions	\$25 per parcel split	\$75 plus \$25 / split	\$120 plus \$25 / split	\$150 plus \$25 / split	\$150 plus \$25 / split
<b>TRANSPORTATION PERMITS:</b>					
Annual Cab Card for Oversize or Overweight Vehicles	\$100	\$100	\$100	\$100	\$100
Single Moves	\$15	\$25	\$25	\$25	\$25
Haul Routes - Farm & Milk Haulers (During spring weight restrictions)	\$30 single \$100 mult.	\$33 single \$105 mult.	\$39 single \$115 mult.	\$42 single \$120 mult.	\$42 single \$120 mult.
Public Utilities - (During spring weight restrictions)					\$100 multi.
Haul Routes - All Others	\$320	\$500	\$500	\$500	\$500
House and Small Structure Moves	\$85	\$150	\$150	\$150	\$150
Road Closures for Parades, Block Parties, Marathons, etc.	N/C	N/C	N/C	N/C	N/C
Road Closures for Construction	\$40	\$75	\$120	\$150	\$150
Overhead Banners	N/C	N/C	N/C	N/C	N/C

Permit Type	1998 Permit Fee	2002 Permit Fee	2004 Permit Fee	2006 Permit Fee	2014 Permit Fee
<b>DRIVEWAY PERMITS:</b> (Includes Installation and \$30 Permit Fee)					
Residential or Field Drive Installation (12"x 24' culvert w/ 8 yds of gravel)	\$280	\$350	\$382	\$393	\$500
Residential or Field Drive Installation (12"x 36' culvert w/ 8 yds of gravel)	\$330	\$400	\$424	\$437	\$556
Residential or Field Drive Installation (12"x 24' culvert without gravel)	\$155	\$200	\$212	\$219	\$279
Residential or Field Drive Installation (12"x 36' culvert without gravel)	\$205	\$260	\$276	\$284	\$361
Residential or Field Drive culverts greater than 12-inches in diameter and 36-feet in length are special requests that must be justified by the applicant and approved by the County Highway Engineer.					
Residential or Field Drive Installation (12"x 48' culvert w/ 8 yds of gravel)	\$373	\$430	\$456	\$470	\$598
Residential or Field Drive Installation (12"x 48' culvert without gravel)	\$248	\$315	\$334	\$344	\$438
<b>DRIVEWAY PERMITS CONTINUED:</b>					
Modifications to Existing Residential or Field Driveways (Resurfacing, etc.)	\$20	\$30	\$30	\$30	\$30
Commercial Driveways (New or replacement)	\$75 plus \$50 / add'l	\$150 plus \$50 / add'l	\$150 plus \$50 / add'l	\$150 plus \$50 / add'l	\$150 plus \$50 / add'l
Modifications to Existing Commercial Driveways	\$50	\$75	\$120	\$150	\$150
<b>MISCELLANEOUS PERMITS:</b>					
All Other Activities Requiring Permits that are not Listed Above	\$30	\$75	\$120	\$150	\$150
NOTE: Additional 8 yards of gravel cost = \$100 per load. Two additional loads maximum.					

Permit Type	2004 Permit Fee	2006 Permit Fee	2014 Permit Fee
<b>SPECIAL DRIVEWAY PERMITS:</b> (Includes Installation and \$30 Permit Fee)			
<b>18" CULVERT SIZES</b>			
Residential or Field Drive Installation (18" x 24' culvert w/ 8 yds of gravel)	\$462	\$474	\$603
Residential or Field Drive Installation (18" x 30' culvert w/ 8 yds of gravel)	\$504	\$516	\$656
Residential or Field Drive Installation (18" x 36' culvert w/ 8 yds of gravel)	\$545	\$558	\$710
Residential or Field Drive Installation (18" x 42' culvert w/ 8 yds of gravel)	\$587	\$599	\$762
<b>24" CULVERT SIZES</b>			
Residential or Field Drive Installation (24" x 24' culvert w/ 8 yds of gravel)	\$519	\$531	\$676
Residential or Field Drive Installation (24" x 30' culvert w/ 8 yds of gravel)	\$575	\$587	\$747
Residential or Field Drive Installation (24" x 36' culvert w/ 8 yds of gravel)	\$630	\$642	\$817
Residential or Field Drive Installation (24" x 42' culvert w/ 8 yds of gravel)	\$686	\$698	\$888
<b>30" CULVERT SIZES</b>			
Residential or Field Drive Installation (30" x 24' culvert w/ 8 yds of gravel)	\$595	\$607	\$772
Residential or Field Drive Installation (30" x 30' culvert w/ 8 yds of gravel)	4670	\$682	\$868
Residential or Field Drive Installation (30" x 36' culvert w/ 8 yds of gravel)	\$745	\$757	\$963
Residential or Field Drive Installation (30" x 42' culvert w/ 8 yds of gravel)	\$820	\$832	\$1059
<b>36" CULVERT SIZES</b>			
Residential or Field Drive Installation (36" x 24' culvert w/ 8 yds of gravel)	\$740	\$752	\$957
Residential or Field Drive Installation (36" X 30' culvert w/ 8 yds of gravel)	\$851	\$863	\$1098
Residential or Field Drive Installation (36" x 36' culvert w/ 8 yds of gravel)	\$962	\$974	\$1279
Residential or Field Drive Installation (36" x 42' culvert w/ 8 yds of gravel)	\$1074	\$1086	\$1382

<b>42" CULVERT SIZES</b>			
Residential or Field Drive Installation (42" x 24' culvert w/ 8 yds of gravel)	\$732	\$744	\$947
Residential or Field Drive Installation (42" x 30' culvert w/8 yds of gravel)	\$852	\$864	\$1099
Residential or Field Drive Installation (42" x 36' culvert w/ 8 yds of gravel)	\$977	\$989	\$1258
Residential or Field Drive Installation (42" x 42' culvert w/ 8 yds of gravel)	\$1092	\$1100	\$1399
<b>48" CULVERT SIZES</b>			
Residential or Field Drive Installation (48" x 24' culvert w/ 8 yds of gravel)	\$805	\$817	\$1039
Residential or Field Drive Installation (48" x 30' culvert w/ 8 yds of gravel)	\$933	\$945	\$1202
Residential or Field Drive Installation (48" x 36' culvert w/ 8 yds of gravel)	\$1060	\$1072	\$1364
Residential or Field Drive Installation (48" x 42' culvert w/ 8 yds of gravel)	\$1188	\$1200	\$1527

**INGHAM COUNTY ROAD DEPARTMENT  
2014 PERMIT FEE SCHEDULE**

	<u>New Conditions</u>	<u>Fee</u>
<b>UTILITY PERMITS:</b>		
Overhead Installations	Requires R/W permit. Intended for work within the road right-of-way.	\$150.00
Underground Installations (No Road Crossing)	Requires R/W permit. Intended for work within the road right-of-way, but parallel to and outside the paved roadway (each utility).	\$150.00
Underground Installations (Open Cut Road Crossing)	Requires R/W permit, plus (fee) for each open cut road crossing, and pavement restoration bond (see pavement restoration schedule).	\$150.00 plus \$120.00 for each crossing
Underground Installations (Bored Road Crossing)	Requires R/W permit, plus (fee) for each bored road crossing.	\$150.00 plus \$60.00 for each crossing
Annual Sprinkler Permit	Blanket permit for sprinkler system installation and maintenance. Proof of insurance req'd.	\$150.00
Annual Maintenance - Municipal	Blanket permit for certain activities as described in future Board Policy. Proof of insurance req'd.	N/C
Annual Maintenance - Private	Blanket permit for certain activities as described in future Board Policy. Proof of insurance req'd.	\$150.00
<b>ROADS AND RIGHT-OF-WAY:</b>		
Modifications or Installations Within the Road Right-of-Way	R/W Permit - a bond may be required if deemed necessary by ICRC.	\$150.00
Tree Removal or Trimming	Tree Permit - written approval may be required from neighbors. See Supplemental Specifications.	\$40.00
Landscaping	Requires R/W permit. A bond may be required if deemed necessary by ICRC.	\$150.00
Land Division	Requires R/W permit, plus (fee) for each parcel in the proposed development. ICRC not accountable for denied drive locations.	\$150.00 plus \$25.00 for each parcel split
<b>TRANSPORTATION PERMITS:</b>		
Annual Cab Card for Oversize or Overweight Vehicles	Cab Cards issued to power unit only.	\$100.00
Single Moves	Oversize or overweight vehicles	\$25.00
Haul Route - Farm & Milk Haulers	During spring weight restrictions only.	\$42.00 single move \$120.00 multi.
Public Utilities	During spring weight restrictions only.	\$100.00 multi.
Haul Routes - All others	Requires cash bond. Approval or denial by Board action.	\$500.00

House and Small Structure Moves	Permit fee plus escort, signing, and signal modification costs. Deposit required.	\$150.00
Road Closures for Parades, Block Parties, Marathons, etc.	Issued to municipalities only.	N/C
Road Closures for Construction	Intended for one or two day closures. Permit fee plus cost of signs, barricades & labor. Minimum \$500 deposit required.	\$150.00
Overhead Banners	Issued to municipalities only.	N/C

#### **DRIVEWAY PERMITS:**

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Residential Permit Fee	Applies to all residential driveway permits	\$30.00
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*Note: All of the following residential and field driveway fees include the **\$30 residential permit fee.***

Residential or Field Driveway (new or replacement with gravel)	Includes ICRD location inspection, cost to install 12"x 24' CMP culvert and 8 yards of gravel	\$500.00
	Includes ICRD location inspection, cost to install 12"x 36' CMP culvert and 8 yards of gravel	\$556.00
	Includes ICRD location inspection, cost to install 12"x 48' CMP culvert and 8 yards of gravel	\$598.00
Residential or Field Driveway (new or replacement w/o gravel)	Includes ICRD location inspection, cost to install 12"x 24' CMP culvert	\$279.00
	Includes ICRD location inspection, cost to install 12"x 36' CMP culvert	\$361.00
	Includes ICRD location inspection, cost to install 12"x 48' CMP culvert	\$438.00
Modifications to Exist. Residential or Field Driveway (includes resurfacing)	Includes ICRD location inspection of field drives. Field drives cannot be used as residential drives unless its location is approved by ICRD.	\$30.00
Commercial Driveways (new or replacement)	\$150 for first driveway and \$50 for each additional driveway. Includes ICRD location inspection. All construction by applicant.	\$150.00
Modifications to Existing Commercial Driveways	Each driveway	\$150.00

#### **MISCELLANEOUS PERMITS:**

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All other required permits that are not listed above	May require a bond. Approval or denial to be Board action.	\$150.00
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Contact the Ingham County Road Department, Permit Unit at (517) 676-2200 to obtain permit application information.

**INGHAM COUNTY ROAD DEPARTMENT  
SUPPLEMENTARY PERMIT SPECIFICATIONS  
FOR UTILITY INSTALLATIONS**

As referred to herein:

“Board” shall denote the Board of Ingham County Commissioners or its duly appointed agents.

“Utility” shall denote any cable, conduit, pipe, structure, or similar facility installed within the county road right-of-way.

“Contractor” shall denote an individual or legal entity contracted to perform a proposed utility’s installation.

1. GENERAL

- b. All proposed utility installations within county road right-of-way shall be reviewed and approved by means of a permit issued by the Board, regardless of the type, size, location, or installation method. The Board shall have absolute authority over any work to be performed within the county road right-of-way and shall exercise said authority at its discretion. The Board reserves the right to impose, at its discretion, cash bond requirements for any permit granted. The cash bond may be used to reimburse the Board for work not performed by the Contractor, restoration of roadways caused by Contractor activities, costs associated with detour signing, and other reasonable expenses incurred by the road commission.
- c. The Board shall have the authority to direct any work or stop any work, permitted or not permitted, that in its opinion is not being performed to the Board’s satisfaction. All costs for corrective work or work stoppages shall be the responsibility of the Contractor.
- d. To issue a utility installation permit, the applicant must provide drawings that illustrate all the work to be performed, the method of installation, and materials to be used. If road or lane closures are proposed, along with the information required below, the approximate start and completion date shall be provided on the permit application.

2. ROAD CROSSINGS

- a. All proposed utility crossings of county roads shall be performed using methods other than open cut methods unless otherwise permitted by the Board. The following are general specifications or provisions to be followed when installing utilities using methods other than open cut methods.
  - 1. The methods of utility installation described in this section include, but are not limited to, tunneling, bore and jacking, and directional boring. These methods represent preferred installation methods and are employed to allow installation of utility road crossings without closing the road to through traffic or damaging the existing road pavement. The Board, at its discretion, may require that a particular installation method be employed by the Contractor.
  - 2. When a utility is to be installed by tunneling methods, the tunnel shall be adequately sheeted and shored to prevent the tunnel walls from collapsing and the road pavement from settling or cracking.
  - 3. When a utility is to be installed by bore and jacking methods, a casing pipe will be required with the utility to be installed inside the casing pipe. The annular space between the utility and the casing pipe shall be filled and sealed using pressure grouting or other approved methods.
  - 4. All shafts or pits not sheeted and shored shall be located, at least, 10 feet off the edge of road pavement in rural sections and 6 feet behind the back of curb in urban sections.
  - 5. If any settlement or other changes in grade occur in the vicinity of the utility crossing within one year of the work, upon notification the road shall be immediately reconstructed to the proper grade at the Contractor’s expense. In addition, damage to the roadway embankment, shoulder, and pavement shall also be immediately repaired to the Board’s satisfaction.

6. Unless otherwise approved by the Board, all utilities shall have a minimum cover of 4 feet below the road surface. Where approved construction plans indicate cover greater than 4 feet, the plan depth shall govern.
  7. All costs for maintaining traffic, including flagging operations, shall be the responsibility of the permitted party. Traffic control shall be erected in accordance with the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) or as directed by the Board. Modifications to traffic control measures may be ordered by the Board, at its discretion, and the cost of any modifications shall be the responsibility of the Contractor. Once work is completed for the day, traffic control signs which are not appropriate shall be covered or removed so that the motoring public is made aware of the road's condition and how to safely traverse through the work zone.
  8. If, in the opinion of the Board, traffic conditions warrant suspension of utility installation operations and restoration of a road's full capacity, the Contractor shall comply immediately. All costs associated with such an action shall be borne by the Contractor.
- b. If the Board permits a proposed utility crossing of a county road using open cut methods, the following general specifications or provisions shall be followed:

1. Large projects that involve many utility crossings and or may extend for several months shall be completed in "sections". The intent being, that once a particular crossing, of many, is completed or a 1/4 mile "section" of a multi-mile utility has been installed, the Contractor shall restore the road and right-of-way to the satisfaction of the Board before moving on to the next crossing or section of utility installation.
2. In general, open cut utility crossings will not be allowed during winter months.
3. Open cut utility crossings shall be performed during off-peak traffic hours unless specifically permitted by the Board. Off-peak hours vary, but they are typically between the hours of 9:00 am to 3:00 pm.

Unless otherwise approved by the Board, all utilities shall have a minimum cover of 4 feet between the utility and the road surface. Where approved construction plans indicate cover greater than 4 feet, the plan depth shall govern.

4. All costs for maintaining traffic, including flagging operations, shall be the responsibility of the permitted party. For road closures intended to last one or two days, the contractor will submit a deposit with the permit application, the Ingham County Road Department will set up, maintain, and dismantle the road closure, the actual costs incurred will be subtracted from the deposit and the remainder returned to the contractor. If incurred costs exceed the deposit, the contractor will be billed for the overage. For road closures intended to last an extended period of time, the Contractor shall set up, maintain, and dismantle the closure per the approved detour plan. Regardless, traffic control shall be erected in accordance with the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) or as directed by the Board. All traffic control schemes are to be approved prior to the beginning of work. Modifications to traffic control measures may be ordered by the Board, at its sole discretion, and the cost of any modifications shall be the responsibility of the Contractor.
5. If a proposed road closure is not permitted, at least one lane of traffic shall be maintained with proper flagging operations in effect throughout the work day. Road cuts shall be backfilled, flush with the driving surface at the end of each working day, appropriately signed, and opened for overnight traffic. Depending on traffic volumes and other conditions, the Board may require the permit applicant to provide by-pass lanes (either paved or unpaved) to maintain traffic.
6. Maintenance of open cut work zones is the responsibility of the Contractor and shall be in effect 24 hours a day for the duration of the work.



### 3. PAVEMENT AND GRAVEL SURFACE REMOVAL AND REPLACEMENT

a. All proposed open cut utility installations or existing utility installations needing corrective reconstruction shall conform to the following specifications or provisions:

1. All pavement to be removed shall be saw cut, full depth, to its removal limit and carefully removed as to not damage the saw cut edge. All damaged edges shall be subsequently saw cut and removed back to sound pavement. The pavement removal limit shall extend, at least, 1 foot beyond both sides of the open cut trench.
2. Both bituminous and concrete pavement removal shall have a minimum width of 6 feet, be perpendicular to the centerline of the road, and extend the full width of existing lanes. Diagonal pavement removal and replacements will not be allowed unless approved by the Board.

Concrete pavement removal limits are to utilize existing joints whenever possible. The minimum distance between a concrete replacement slab and an existing pavement joint shall be 5.5 feet unless approved by the Board. The Contractor shall verify concrete pavement removal limits with the Board prior to pavement replacement.

b. Pavement replacement and gravel road surface restoration shall conform to the following specifications or provisions:

1. Aggregate base material under pavement shall be a minimum of 8-inches thick and meet MDOT 21AA or 22A aggregate specifications, as determined by the Board. The proposed aggregate base material shall conform to the characteristics of the insitu aggregate base material as much as possible. Bituminous pavement replacement shall either match the existing pavement thickness or be 4-inches thick, whichever is greater, and utilize hot mix asphalt materials that meet or exceed MDOT 13A bituminous mix specifications. Concrete pavement replacement shall either match the existing pavement thickness or be 7-inches thick, whichever is greater, and utilize high early strength concrete that meets or exceeds MDOT specifications. Concrete pavement patch size and geometry shall be determined by the Board and shall be doweled into the existing concrete pavement. Aggregate surfaced roads and shoulder material shall be a minimum of 6-inches thick and meet MDOT 22A or 23A aggregate specifications. Aggregate base shall be compacted to 95% of its maximum density, hot mix asphalt is to be compacted to 97% of its maximum density, and aggregate shoulder material shall be sufficiently graded and compacted to prevent standing water and erosion problems.
2. The finished driving surface shall be installed to conform to the vertical profile of the existing roadway and not exhibit "dips" or "humps" that are noticeable to the motoring public. "Mounding" over excavations to allow for future settlement will not be permitted. If settling or upheavals occur at pavement replacement locations, the Contractor may be required to remedy the situation. Failure to do so may result in a stoppage of subsequent work or denial of subsequent permits.
3. Bituminous pavements shall not be replaced using lifts that exceed 250 lbs/syd (2 1/4 inches thick). A tack coat emulsion shall be applied between successive lifts of bituminous paving.
4. Replacement concrete pavement shall be doweled into adjacent pavement using 18-inch long by #9 and #5 epoxy coated deformed bars. The dowels shall be drilled, inserted 9-inches, and grouted in accordance with current MDOT specifications. Dowels installed along the pavement edge, parallel to the lane lines (#9), shall be spaced at 18-inches on center. Dowels installed along the pavement edge, perpendicular to the lane lines (#5), shall be spaced at 24-inches on center.
5. Composite pavements, such as asphalt overlaying concrete pavement shall be replaced to match the existing pavement structure using the same provisions described above. If approved by the Board, composite pavements may be replaced with full depth asphalt equal in thickness to the existing pavement structure.

#### 4. BACKFILLING AND COMPACTION

- a. All utility trenches, holes, bore pits, and other excavations within the county road right-of-way shall be backfilled with granular material that meets or exceeds MDOT class III material. Excavation backfill shall be placed and compacted to 95% of its maximum density in successive layers that are no more than 12-inches thick. In-place backfill density shall be verified and reported to the Board by an independent testing laboratory. The cost of said verification and reporting shall be the responsibility of the Contractor. The above backfilling and compaction provisions shall apply to that portion of the subgrade that is within the influence of the roadway pavement structure, including the shoulder. Refer to MDOT Trench Detail "B". Failure to meet said backfill and compaction requirements may result in a stoppage of subsequent work, replacement of deficient backfill, and denial of subsequent permits.
- b. All under drain systems and similar facilities destroyed or disturbed due to the utility installation shall be rebuilt using similar materials and in a manner that completely restores their function.

#### 5. RESTORATION AND MAINTENANCE OF RIGHT-OF-WAY

- a. All drainage courses shall be restored with topsoil, seed, and mulch immediately after completion of utility installations. The Contractor shall employ and maintain soil erosion and sedimentation measures to stabilize all disturbed grounds per the Ingham County Drain Commissioner's (ICDC) standards. Disturbed drainage courses or backslopes that have steep grades, as determined by the Board, shall be stabilized with mulch blanket, rock check dams, or both. The Contractor shall follow ICDC and Michigan Department of Environmental Quality (MDEQ) Best Management Practices (BMS) for soil erosion and sedimentation control.
- b. All existing storm sewer, drainage structures, culverts, and similar facilities shall be protected during utility installation. If permitted by the Board and the structure owner, the Contractor may remove and replace said facilities if needed for utility installation. All replacement facilities shall be in accordance with current agency (owner) requirements for materials and construction standards, regardless of existing condition. Any damaged facilities left in place during utility installation shall be fully repaired to the satisfaction of the Board, or be replaced in accordance with current agency (owner) requirements. It is the responsibility of the contractor to research and obtain permission from the appropriate "owner" for the proposed work.
- c. All traffic signs requiring replacement or that need to be relocated due to utility installation shall be replaced or relocated by Ingham County Road Department personnel and their costs reimbursed by the Contractor.
- d. Encroachments (private installations) within the road right-of-way, such as fences, mailboxes, and hedges that must be removed due to utility installation may be replaced or re-installed, within the right-of-way, upon approval of the Board. In general, removed objects, other than mailboxes, cannot be re-installed within the road right-of-way. Please be aware that the Ingham County Road Department will not become involved with negotiations between the utility owner and property owners relative to encroachment removal and replacement, but the Board will ultimately approve or disapprove whether replacements are allowed, and their subsequent locations.
- e. The Contractor shall maintain a safe work area, free from dust and free from dirt and mud being tracked onto the adjacent roadway. The Contractor shall make arrangements to have paved roads swept and gravel roads treated with dust palliative for the duration of installation activities. If requested by the Board, the Contractor shall sweep roads or apply dust palliative within 4 hours of the request. Failure to do so may result in a stoppage of work.

#### 6. MANHOLE CASTING, VALVE, AND FIRE HYDRANT LOCATIONS

- a. Permitted utility manhole structures and vaults shall conform to the following specifications or provisions:
  1. In general, proposed manhole castings and valve boxes shall be located outside the paved

road surface and somewhere other than in the roadside ditch. If approved by the Board, manhole castings and valve boxes installed within a paved surface or parkway shall be located flush with the existing surface, manhole castings and valve boxes installed within the traveled portion of a gravel road shall be located 6-inches below the road's surface, and manhole castings and valve boxes installed in a ditch bottom shall be located, at least 12-inches below the ditch bottom. The contractor may be required to re-route the ditch around manhole castings and valve boxes, at the discretion of the Board.

2. Manhole castings and valve boxes shall not protrude from the backslope of the road or above the normal ground contour by more than 6-inches. The contractor may be required to adjust a manhole casting or re-grade the area, to the Board's satisfaction, at their expense.
3. Proposed manhole casting and valve box type shall be approved by the Board prior to the start of installation. If at any future time it is determined that the type of casting or valve box must be changed due to road reconstruction, widening, resurfacing, etc., the utility owner agrees, by performing under permit, to bear all costs for the change
4. Proposed fire hydrant installations shall be approved by the Board prior to the start of installation. If at any future time it is determined that the fire hydrant must be moved due to road reconstruction, widening, resurfacing, etc., the utility owner agrees, by performing under permit, to bear all costs for moving the fire hydrant.

## 7. TREE REMOVAL, TRIMMING, AND TUNNELING

- a. All tree removals, trimming, and tunneling within county road right-of-way shall be reviewed and approved by means of permit by the Board of Ingham County Commissioners. Any trees, regardless of their location, that cannot be protected due to utility installation or are in eminent danger of dying as a result of utility installation shall be removed by the Contractor. All stumps shall either be removed or ground flush with the average ground surface in the vicinity of the stump.
- b. Proposed tree removals, trimming, and tunneling shall be sufficiently illustrated on construction plans along with the tree's species and size so that a proper review and site visit can be performed.

Trees that are located close to proposed utility installations, in the county road right-of-way, and reside within maintained lawn areas shall be protected from above ground and below ground damage. Any trees, as described above, that are to be removed due to utility installation, shall only be removed after the Contractor has given notice to the adjacent property of the intent to remove the tree(s) and offered replacement trees. In general, the Board will require the Contractor to replace "lawn" trees removed due to utility installation. Replacement trees shall be planted outside the road right-of-way or at locations approved by the Board.

- c. All stumps, logs, limbs, and litter shall become the property of the utility installation contractor and be properly disposed of. The adjacent property owners have the right of ownership of wood felled within the right-of-way, therefore the Contractor shall offer to leave the felled wood for property owner use. Wood requested by the property owner shall be left outside of the county road right-of-way.

## 8. CONDUCT OF OPERATIONS

- a. The Contractor shall control and ensure that trucking operations related to utility installations adhere to the current Michigan Vehicle Code and restrictions imposed by the Board, including spring weight restrictions. Failure to do so will result in the truck operator being ticketed and may also result in a stoppage of work.
- b. Contractors, permitted or not permitted, who conduct utility installation operations in a manner detrimental to the Board's statutory obligation to maintain county roads reasonably safe for the public will be required to cease utility installation activities and correct all detrimental conditions immediately. If deemed necessary by the Board, cash deposits to cover the cost of a full-time ICRD inspector to ensure proper operations may have to be submitted to the Board before utility installation continues.

- c. Dewatering water disposed of by the Contractor within the county road right-of-way must be approved by the Board in advance of any discharge and conform to Michigan Department of Environmental Quality (MDEQ) Best Management Practices (BMS) for soil erosion and sedimentation control. In general, discharge of water into roadside ditches for more than a couple of hours will not be allowed. If the Board deems it necessary that dewatering activities be modified or discontinued altogether, the Contractor shall comply and devise another method to complete their work. The Contractor, by performing under permit, accepts the responsibility of restoring the road right-of-way and affected drainage system to the satisfaction of the Board and the Ingham County Drain Commissioner after dewatering system removal.
- d. The Contractor shall store construction materials as far off the road so that the materials do not pose a hazard nor block the vision of the traveling public and those seeking egress and ingress to private property. Only materials to be installed immediately can be stored within the right-of-way. All other materials and equipment shall be stored outside of the right-of-way.
- e. For location of underground utilities, the Contractor shall call Miss Dig at 1-800-482-7171 a minimum of three working days prior to utility installation.

**INGHAM COUNTY ROAD DEPARTMENT  
SUPPLEMENTARY PERMIT SPECIFICATIONS  
ANNUAL "BLANKET" PERMITS**

As referred to herein:

"Board" shall denote the Board of Ingham County Commissioners or its duly appointed agents.

"Utility" shall denote any cable, conduit, pipe, structure, or similar facility installed within the county road right-of-way.

"Contractor" shall denote an individual or legal entity contracted to perform a proposed utility's installation.

6. GENERAL

- a. All proposed utility installations within county road right-of-way shall be under the domain of the Board of Ingham County Commissioners. The Board shall have absolute authority over any work to be performed within the county road right-of-way and shall exercise said authority at its discretion. The Ingham County Road Department reserves the right to impose, at its discretion, cash bond requirements for any permit granted. The cash bond may be used to reimburse the Board for work not performed by the Contractor, restoration of roadways caused by Contractor activities, costs associated with detour signing, and other reasonable expenses that have been incurred by the road commission or that may be incurred by the road commission in the future.
- b. The Board shall have the authority to direct any work or stop any work, permitted or not permitted, that in its opinion is not being performed to the Board's satisfaction. All costs for corrective work or work stoppages shall be the responsibility of the Contractor.

The following includes a list of activities which utility companies may be allowed to undertake in county road right-of-way under an annual "blanket" permit. Also included are supplemental conditions under which such activities are to be performed. All work is to be performed in accordance with Standard of the Industry methods, the ICRD Supplementary Permit Specifications for Utility Installations, and as directed by the Board.

2. ALLOWABLE BLANKET PERMIT ACTIVITIES

- a. Maintenance tree trimming. Tree removal is not allowed under the blanket permit process. A separate permit must be applied for and granted for all tree removals. The utility is to obtain permission from abutting property owner(s), prior to tree trimming.
- b. Repair of existing underground or overhead conduit, cable wire, pipe, or similar facility that is not within the influence of the road's pavement structure. Underground repairs needed within the road pavement or along the edge of road pavement (gravel, asphalt or concrete) require a separate Permit.
- c. Replacement or rehabilitation of existing underground or overhead conduit, cable wire, pipe, or similar facility that is not within the influence of the road's pavement structure.
- d. Installation of new aerial electric service feeds. Installation of new underground electric service feeds to be installed under the road's pavement structure (gravel, asphalt or concrete) by directional bore methods. The Board may require that selected underground service installations be performed under a separate Permit.
- e. Installation of new natural gas service feeds to be installed under the road's pavement structure (gravel, asphalt or concrete) by directional bore methods. The Board may require that selected underground service installations be performed under a separate Permit.
- f. Replacing, relocating, and adding utility poles, guy poles, and guy anchors as long as the proposed locations don't present a maintenance problem or hazard to the motoring public. The utility is urged to consult with ICRD regarding locations of above described facilities.
- g. Inspection and maintenance of existing systems, valves, meters, and similar facilities along with their associated manholes or vaults.

- h. Performance of survey activities for subsurface investigations and perform soil boring operations.

3. CONDITIONS FOR BLANKET PERMIT ACTIVITIES

- a. All blanket permit utility crossings of county roads shall be performed using directional boring methods. Open cut methods require Permit application and approval. Direction boring installations shall be subject to, but not limited to, the following conditions:
  - 1. All directionally bored utilities shall have a minimum of 4 feet of cover between the utility and the road surface. Directionally bored utilities shall have a minimum of 3 feet of cover between the utility and ditch bottoms.
  - 2. The maximum size utility to be installed under blanket permits, by directional bore methods shall be 2 ½-inch diameter.
  - 3. All directional bore pits shall be located, at least, 10 feet off the edge of road pavement in rural sections and 6 feet behind the back of curb in urban sections.
- b. Emergency repairs (involving public safety, health, or welfare) may be made to utilities without immediate notification being given to the road commission if the repairs are not within the influence of the road's pavement structure. Notification shall be given to the Road Department no later than the next Road Department working day.
- c. Immediate notification must be given to road commission personnel if emergency repairs (involving public safety, health, or welfare) involve open cutting a road's pavement structure. The utility shall make application and obtain a special R/W Permit for the work as soon as possible.
- d. The Road Department shall be given **written notification of all proposed annual permit work** prior to the start of work. The list shall be submitted weekly and include the work performed, a detailed location of the work, date work was performed, phone number, and contact person that can describe and answer questions about the work performed. Faxes are acceptable (517) 676-5914.

All costs for maintaining traffic, including flagging operations, shall be the responsibility of the permitted party. Traffic control shall be erected in accordance with the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) or as directed by the Board. Modifications to traffic control measures may be ordered by the Board, at its discretion, and the cost of any modifications shall be the responsibility of the Contractor. Once work is completed for the day, traffic control signs which are not appropriate shall be covered or removed so that the motoring public is made aware of the road's condition and how to safely traverse through the work zone.
- e. For location of underground utilities, the Contractor shall call Miss Dig at 1-800-482-7171 a minimum of three working days prior to utility installation.

**INGHAM COUNTY ROAD DEPARTMENT  
TRANSPORTATION PERMIT PROVISIONS**

1. GENERAL PROVISIONS

The statutes of the State of Michigan authorize Road Department's to issue Special Transportation Permits for the movement, over county roads, vehicles and/or loads which exceed the size or weight limitations specified by law. It is the purpose of the Ingham County Road Department to permit movement of necessary overweight and oversize vehicles or loads consistent with the following obligations:

- ◆ Protection of the motoring public from potential traffic hazards.
  - ◆ Protection of road surfaces, structures, and private property.
- f. Permits may be issued to the companies or individuals actually providing the transporting to move vehicles and/or loads which exceed the legal size and weight limitations provided that the vehicles and/or loads cannot be readily dismantled, divided, reduced, or otherwise rearranged to conform to legal limits.
- g. As a matter of general procedure, permits will not be issued for transportation of loads, on county roads, exceeding the maximum allowable gross axle loading by 40%, (maximum allowable gross axle loading) x (1.40) = max. load limit. Efforts should be made to move said vehicles or loads by some means other than by county road or to dismantle the object being moved to comply with the limitations. However, issuance of a Single Move Permit may be considered for limited movement of special loads if all efforts to utilize other means of transportation have been exhausted and if the object being moved cannot feasibly be reduced to comply with the limitations. A complete written explanation of the efforts researched and results shall be submitted, along with a properly completed application for permit, to move loads exceeding the maximum allowable gross axle loading by 40%.
- h. An overweight Permit, regardless of conditions, will not be issued or allowed if wheel loads exceed 700 lbs per inch of tire width, except for empty self-propelled scrapers, provided the scraper does not exceed 850 lbs per inch of tire width.
- i. Permits issued under these regulations will be of the following types:
1. **Extended Transportation Permit** (annual cab card) - issued for periods up to one year for vehicles and/or loads not exceeding the maximum allowable gross axle loading by 25%, (maximum allowable gross axle loading) x (1.25) = Extended Permit loading limit, 12'-6" maximum overall width, and 13'-6" maximum overall height.
  2. **Single Move Permit** - issued for oversize and/or overweight vehicles or loads that exceed the maximum allowable gross axle loading by 40%, (maximum allowable gross axle loading) x (1.40) = max. loading limit, empty self-propelled scrapers, 12'-6" maximum overall width, and 13'-6" maximum overall height.
  3. **Haul Route Application and Permit** - issued to allow a specific type of hauling over a specified route for periods up to one year.
  4. **Building Move Permit** - issued on a single move basis.
- j. As used herein "Board" shall mean the Board of County Commissioners of the County of Ingham and its duly appointed agents.
- k. All applicants for permits to be issued under these regulations shall be in writing and on forms issued by the Board and properly executed by the owner of the vehicle for which permit is being requested.
- l. Prior to the issuance of permits under these regulations, the Applicant shall furnish proof of motor vehicle insurance in the following recommended amounts:

Bodily Injury Liability - each person . . . . .	\$500,000.00
Bodily Injury Liability - each accident . . . . .	\$1,000,000.00
Property Damage Liability - each accident. . . . .	\$1,000,000.00
Single Limit Policy. . . . .	\$1,000,000.00
Worker's Compensation. . . . .	Statutory Coverage

- m. Permit fees shall be charged for permits issued under these regulations in order to defray the administrative cost in conjunction thereof. In addition to the permit fees, inspection fees will also be charged against specific permits that require additional services beyond those normally furnished by the Board.
- n. In addition to any amounts required to be posted as cash bonds, moving bonds, construction bonds or indemnification bonds under any of these sections herein the applicant shall be liable for the payment of any and, all claims, demands, law suits and judgements arising directly or indirectly out of issuance of said permits, and for this purpose shall agree to defend, indemnify and save harmless the Board there from. Surety bonds will not be accepted, pursuant to Board policy.
- o. During the time of weight restrictions as set forth in Act No. 300 of the Public Acts of 1949, as amended, (commonly referred to as Frost Law Restrictions) and at other such times during the year when the Board has adopted such restrictions, permits will not be issued for overweight loads. Permits issued for overweight vehicles and/or loads on a seasonal basis will not be valid during periods of reduced loading restrictions.
- p. It is the intent of the Board that no permit will be issued which would allow vehicles to cross posted bridges and/or culverts while carrying loads which exceed the posted limitations. Any permit so issued will in no way supersede posted load limitations on any bridge or other highway structure.
- q. None of the provisions contained in this document shall be construed so as to limit the authority of the authorized representative of the Board to refuse to issue Special Transportation Permits when the conditions of the road are such that above legal load limitations would cause harm or injury to the highway.
- r. Proof of insurance and bonds shall be deposited with the Board prior to issuance of a permit. Inspection fees and permit fees may be deposited with the Board prior to issuance of a permit.

2. **EXTENDED TRANSPORTATION PERMIT**

- a. Permits may be issued to move oversize and/or overweight vehicles and/or loads on an extended basis provided that the vehicles and loads:
  - 1. Do not exceed 13½ feet in height and 12½ feet in width.
  - 2. Do not exceed the maximum allowable gross axle loading by 25%, (maximum allowable gross axle loading) x (1.25) = Extended Permit loading limit.
  - 3. Do not exceed 700 lbs per inch of tire width.
  - 4. Do not exceed 75 feet in length for any combination.
- b. Extended Transportation Permits may be issued for periods up to one year in length. All such permits will expire on February 28th and will be so marked.
- c. Extended Transportation Permits may be issued for vehicles such as mobile cranes, lowboys, over length or over width trailers, self-propelled earth movers and pole trailers.
- d. A written permit application must be submitted along with the permit fee before the permit will be considered for approval and issuance. The review and approval process takes approximately 5 working days.



- e. Each truck listed on the Extended Transportation Permits shall bear a license plate.
- f. Extended Transportation Permits are void on Saturdays, Sundays and Holidays.

3. **SINGLE MOVE PERMIT**

- a. Single Move Permits may be issued to move vehicles and/or loads exceeding the legal allowable height limitations, provided that prior to the issuance of such permits, the proposed route is checked for interference with overhead facilities and other obstacles and that clearance shall first be obtained from all public and private corporations whose facilities may be affected by the proposed move.
- b. Single Move Permits may be issued allowing vehicles of excess width (over 8 feet) to travel on county roads except that no permit shall allow a width in excess of 12½ feet without special permission.
- c. Single Move Permits may be issued for vehicles of excessive length as long as the movement of such vehicles will not jeopardize the safety of the traveling public, and will not cause unreasonable interference with normal traffic over the county roads.
- d. Single Move Permits may be issued to carry loads exceeding the maximum allowable gross axle loading by up to 40%, (maximum allowable gross axle loading) x (1.40) = max. loading limit, providing that the requested permit is in the interest of the public and that the provisions in Section 1c have been satisfied.
- e. Small buildings such as garages, farm sheds, construction offices, etc. which do not exceed 13½ feet in height, 12 feet in width and 30 feet in length (360 sq. feet) when loaded on transport vehicle may be permitted to be moved under certain conditions. Buildings exceeding these dimensions will require a permit to move a building. Farm vehicles cannot be used as a towing vehicle.
- f. Vehicles transporting mobile homes or pre-built housing module which exceeds the legal maximum width shall be equipped with "OVERSIZED LOAD" signs in accordance with Michigan Department of Transportation Standards.
- g. Vehicles transporting loads exceeding 12 feet in width or 70 feet in overall length shall be protected by one or more pilot cars equipped with roof mounted amber revolving lights, and may be accompanied by an authorized employee of the Board with his or her time charged to the applicant.

4. **HAUL ROUTE APPLICATION AND PERMIT**

- a. Haul Route Permits may be issued to carry Class A loads over Class B roads on a seasonal or shorter term basis dependent on the route to be followed and the conditions of the roads to be traveled.
- b. A written permit application must be submitted along with the permit fee before the permit will be considered for approval and issuance. The inspection process takes approximately 10 working days and Board approval is required. Therefore, applicants should plan on making application for a Haul Route Permit, at least, 30 days in advance of need.
- c. Applicant must allow sufficient time for processing the application in order that a proper inspection can be performed of the road(s) along the proposed route.
- d. All permit fees, cash bonds and cash deposits, as determined by the Board, must be submitted prior to the issuance of the permit.
- e. Periodic inspections of the condition of the haul route roads will be made during the life of the permit. The applicant will be notified of any deficiencies requiring his attention. Deficiencies not addressed by the Permit Holder in a timely manner may be corrected by the Road Department at the expense of the applicant. The applicant will be invoiced for the cost of this work or the costs will be deducted from the cash bond.

- f. All Haul Route permits will expire on or before December 31st, of the year issued.
- g. Failure of the applicant to fulfill the terms of the permit is just cause for revoking the permit.
- h. All work over and above normal road commission maintenance work such as pavement repair, spot seal coating, shoulder restoration, application of dust control measures, grading, gravel resurfacing, and other related items which the Board determines was caused by the permitted activity will be performed by the Road Department at the expense of the applicant. The applicant will be invoiced for the cost of this work or the costs will be deducted from the cash bond.
- i. In the event that the applicant's type of operation can reasonably be expected to run continuously over a number of years and has a high volume of hauling movements, the Board may require that the haul route road(s) be upgraded, at the applicant's expense, to such an extent that a haul route permit is no longer required.

5. **BUILDING MOVE PERMIT**

- a. The applicant must be a "house mover" with prior experience moving buildings and shall procure any necessary permits which may be required by any municipality in which, or through which, the movement is to take place.
- b. The applicant shall post an indemnification bond sufficient in amount (minimum \$10,000.00) to reimburse the Board for any costs incurred or occasioned by the movement, and to guarantee the repair of any damages to the road or road appurtenances and the complete and satisfactory restoration thereof. The Board may require cash bonds, cash deposits, etc.

Movement of houses and other buildings on country roads shall take place only when accompanied by an authorized employee of the Board, with their time charged to the applicant. No such movement shall be allowed between sundown and sunrise. No such movement shall be allowed on a Saturday, Sunday or Holidays unless approved by the Board.

- c. The Building Move Permit shall designate the route to be taken and shall remain in force only as long as designated on the permit or as it is necessary to complete the designated movement, or until revoked.
- d. Permits to move a building will be issued as follows:
  - 1. An application for each permit must be submitted for approval, at least, 15 working days in advance of the anticipated moving day.
  - 2. Letters of clearance or approval from local units of government with jurisdiction along the route of the move and public or private utilities whose facilities are involved with the move must be filed with the application or submitted to the Board prior to the issuance of the permit.
  - 3. Trees that need to be trimmed/cut will require a separate permit. The applicant shall employ a licensed tree company and must obtain property owners permission to perform the work.