APPLICATION AND PERMIT
to construct, operate, maintain use and/or
remove within a city road right-of-way

Permit Number_____
Issuance Date_____
Application Fee $50.00

CITY OF HOUGHTON 616 Shelden Avenue, P.O. Box 606, Houghton MI 49931, 906-482-1700
If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit.

APPLICANT	CONTRACTOR
NAME: _____	NAME: _____
MAILING ADDRESS_____	MAILING ADDRESS_____
_____	_____
TELEPHONE NUMBER_____	TELEPHONE NUMBER_____
Applicant's Signature_____	Contractor's Signature_____
Title_____ Date_____	Title_____ Date_____

ATTACHMENTS REQUIRED

Plans and Specs. Yes____ No____ Bond_____
Proof of Insurance Yes____ No____ Other_____

Liability Insurance Carrier:_____
Worker's Compensation Insurance Carrier: _____

APPLICATION

Applicant and/or Contractor request a Permit for the purpose indicated in the attached plans and specifications at the following location: CITY OF HOUGHTON
Name of Street/Road_____
between _____and _____
for a period beginning _____and ending_____
and agrees to the terms of the permit.
Work to be done:_____
_____
_____

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above, subject to the following terms agreed to by the Permit Holder. When Applicant hires a Contractor the "*Permit Holder*" is the Applicant and the Contractor.

RECOMMENDED FOR ISSUANCE:

_____Investigator

_____Date _____Title

CITY OF HOUGHTON, HOUGHTON MICHIGAN

By_____

By_____

By_____

1. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the City of Houghton and must comply with the City's current requirements and specifications on file at its offices and MDOT specifications.

2. **Fees and Costs.** Permit Holder shall be responsible for all fees incurred by the City of Houghton in connection with this permit and shall deposit estimated fees and costs as determined by the City, 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 City of Houghton at the time permit is issued.

4. **Issuance.** Permit Holder shall furnish a Certificate of Insurance in the following amounts, naming the City of Houghton, its employees and agents as co-insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with return receipt required to the City of Houghton. Certificate provided must indicate the name of the insurance company, the policy number, and the policy period, policy descriptions, and be signed by the insurance agent.

Auto Liability:	$250,000 Bodily Injury/Property Damage, including statutory Michigan No-Fault and Uninsured Motorists.
General Liability:	$500,000 Bodily Injury $250,000 Property Damage
Workers' Compensation:	Statutory coverage $100,000 Employers Liability

5. **Indemnification.** Permit Holder shall hold harmless and indemnify and keep indemnified the City of Houghton, it's employees and agents, from all claims, suits and judgments to which the City and its employees may be subject and for all costs and actual attorney's fees which may be incurred on account of injury to persons or damage to property, including property of the City, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the City, 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 of 1974, as amended. CALL MISS DIG AT (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY ONE (21) 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 City of Houghton at least 48 hours before starting work and must notify the City of Houghton when work is completed.

8. **Time Restrictions.** All work shall be performed Mondays through Fridays between 8:00 A.M. and 5:00 P.M. unless written approval is obtained from the City of Houghton, and work shall be performed only during the period set forth in this permit.

9. **Safety.** Permit Holder agrees 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 or Uniform Traffic Control Devices.

10. **Restoration and Repair of Road.** 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.

11. **Limitation of Permit.** This permit does not relieve Permit Holder from meeting other applicable laws and regulations or 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 owners. Permission may be required from the adjoining property owners.

12. **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 City of Houghton.

13. **Violation of Permit.** This permit shall become immediately null and void if Permit Holder violates the terms of this permit, and the City of Houghton may require immediate removal of Permit Holder's facilities, or the City may remove them without notice at Permit Holder's expense.

14. **Assignability.** This permit may not be assigned without the prior approval of the City of Houghton. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of this permit.

15. This permit is subject to supplemental specifications on file with the City of Houghton and Act 200 of Public Acts of 1969.

CITY OF HOUGHTON
ROAD RIGHT-OF-WAY PERMITS

Permits are required for any utility work done within the City of Houghton street right-of-way or any work that requires disrupting of a city street surface. Applications are to be submitted on the appropriate forms to the City of Houghton Clerk's office, 616 Shelden Avenue, Houghton.

After the application has been given a permit number and is signed by the City of Houghton Public Works Director (or his representative), and the permit fee is received, it becomes a permit.

The permit does not relieve the applicant from meeting any applicable requirement of the law or of other public bodies or agencies.

1. All applications must meet the following basic requirements before they are accepted for processing:
    a. Each application shall be completely filled out and signed by the applicant and contractor (if known).
    b. A detailed set of **construction** and **restoration** plans must be submitted with the permit application.
        i. Any city street that is disturbed must be restored with 12 inches of compacted, clear fill and 3 inches of hot asphalt. (Compacted to MDOT specs). If existing asphalt is thicker than the above, the contractor must match thickness to existing.
        ii. All other areas must have at least five inches of good top soil and must be planted with good MDOT roadside seed mix with a layer of mulch covering the seed.
        iii. All work zones must follow MDOT traffic control guidelines.
        iv. Cold patch is for a temporary patch and is not considered hot mix asphalt.
        v. The use of saw cut asphalt pieces as a permanent repair is not accepted, it must be hot mix asphalt.
    c. All disturbed areas must be restored within 15 days after project completion.
2. The City of Houghton reserves the right of inspection of any construction or reconstruction within the City of Houghton right-of-way.
3. Forty-eight hours notice is required before commencement of any operation covered by the permit.
4. The permitee shall have a copy of the permit available at the site during construction.
5. A permit shall be surrendered to the City of Houghton for cause shown or default of any provisions of the permit.
6. Work authorized by the permit shall be completed to the satisfaction of the City of Houghton Public Works Director on or before the completion date shown on the permit. An extension of time in writing may be granted for cause shown.

7. Bond. The City of Houghton Public Works Director may require a bond to protect the City against the cost of completing or repairing faulty construction or damages caused to City roads or road right-of-way, and to cover the necessary and actual costs of review of the proposed activity, inspection, and related expense. Acceptable types of bonds may be a certified check, cashier's check or money order payable to the City or cash bond deposit in a City of Houghton account. Bonds may be furnished by either the applicant or the contractor as approved by the City of Houghton Public Works Director. Contractors may post yearly blanket bonds where the estimated work going on at one time shall not exceed the amount of the bond.
8. Insurance. A permitee shall hold harmless the City of Houghton against any claim for damages arising from his negligence or his contractor's negligence in operations covered by the permit. The Contractor must have $500,000 bodily injury & $250,000 property damage general liability insurance and statutory coverage & $100,000 employer's liability workman's compensation insurance. The name of the insurance company and workman's compensation insurance company shall be identified on the permit form. **Proof of insurance must accompany the application**. Proof must include names of both the BI/PI insurance company and the workman's compensation insurance company.
9. Enforcement. If a person fails to comply with the provisions of any permit or fails to obtain an appropriate permit the City of Houghton may stop any activities for which a permit is required until adequate corrections have been made. Costs incurred by the City in correcting failure to comply with the terms and conditions of the permit, failure to obtain a permit, or defective workmanship or materials shall be borne by the applicant or persons undertaking activity. The applicant, or his representatives, shall perform all work and pay all cost in connection with permitted activities.
10. Fee. The fee for the above permit shall be $50 and this fee will double if work starts before the application is approved.
    a. **Fines. Any restoration work not completed within 15 days of project completion is subject to a fine of $100.00 per day until completion of restoration.**
    b. **Permit covers R.O.W. work up to 500 feet, additional fee of $50.00 for each additional 500 feet of R.O.W. work will be required.**