



APPLICATION FOR RIGHT-OF-WAY PERMIT/UTILITY CONNECTIONS

Village of Shelby, 218 N. Michigan Ave., Shelby, MI 49455 Phone: (231) 861-4400

Email to: clerk@shelbyvillage.com

CC: dpwsupervisor@shelbyvillage.com, administrator@shelbyvillage.com

Pay by check, cash, or credit card in the office. Mail checks to the address above.

May 2025 Version

1. No Street, sidewalk, apron or any public property shall be disturbed in any way without first obtaining a permit signed by the Public Works Supervisor or Village Administrator.
2. Permit applications may require detailed plans and specifications in a form acceptable to the Public Works Supervisor or Village Administrator.
3. Applicants shall submit or have on file at the Clerk's Office a current Certificate of Insurance providing minimum insurance requirements for proposed work in an amount not less than \$1,000,000 in general liability insurance and not less than \$500,000 in workers compensation insurance.
4. Bond or cash deposit with Village Treasurer required in an amount not less than estimated cost to totally restore right-of-way plus any amounts deemed reasonable by the Public Works Supervisor to cover any exposure to the use and function of all public installations within or adjacent to work area.
5. Contractor and/or subcontractor to notify Public Works Supervisor 48 hours in advance of mobilization, unless it is deemed an emergency. In the case of an *emergency* approval, the contractor and subcontractor, along with the Village Staff, will meet on site to determine if emergency approval is necessary.
6. The Public Works Supervisor to be notified 24 hours in advance of proposed final pouring of concrete, placing of asphalt, or placement of any permanent installation and preparations must be inspected and approved by the Supervisor or the designated representative before final application of materials.
7. Violations of permit conditions subject to citation and fines imposed pursuant to Chapter 1021 of the Village of Shelby Code of Ordinances and/or other applicable Village laws and regulations. Each day the violation of the permit continues is a separate violation for purposes of applicable penalty provisions.
8. Unless otherwise specified or shown on the plans, all areas disturbed by construction operations shall be restored to the original condition thereof as determined by the Village of Shelby.
9. Contractors should inform owners of the property at least five (5) days prior to the work being conducted.



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Check all that apply:

Right-of-Way Permit

_____ \$50 for work in the Right-of-Way
_____ \$50.00 + \$500 deposit for termination
of water and sewer connections

Water Lateral

_____ \$50 replace existing
_____ \$300.00 New Tap

Sewer Lateral

_____ \$50 replace existing
_____ \$300.00 New Tap

Contractor

Name of Contractor: _____ Contractor License Number and Expiration: _____

Contact Person _____ Phone _____

Contractor Address including City/State/Zip _____

Email _____

Emergency (24 hr.) contact person information _____

Subcontractor(s) if applicable _____ Contact _____

Address including City/State/Zip _____

Phone _____ Email _____

Project*

Project Address _____

Homeowner Name(s) _____

Proposed activity & location(s) _____

Date activity will begin _____ Date activity will be complete _____

* Please attach construction/traffic control plans and any additional information that may be relevant to the application, as needed.

Insurance

Insurance Company Name _____ Policy Number _____

RIGHT-OF-WAY WORK MAY NOT TAKE PLACE UNTIL THE PERMIT HAS BEEN ISSUED

In accordance with Michigan Public Act 174 of 2013, it is required by law to contact the Miss Dig System, by calling 811, three business days prior to any excavation.

Signature of Applicant _____ Date _____

Print Name _____

Office Use Only

Permit # _____ Date Received _____ Date of Approval _____ Date of Denial _____

Fee Amount _____ Fee Received _____ Bond Amount _____ Bond Received _____

Certificate of Insurance Received _____ Proof of Workers Comp _____ Approved by _____



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1. Specifications for Street Restoration

HMA Base

Aggregate base for HMA streets shall meet the requirements of 22A in Section 902 of the current MDOT Standard Specifications for Construction. HMA for base, leveling, and surface courses shall be as specified, and shall conform to the requirements of Section 501 of the current MDOT Standard Specifications for Construction. Aggregate base for HMA streets shall be placed in accordance with Section 302 of the current MDOT Standard Specifications for Construction.

Underground Sprinkling Equipment

Underground sprinkling lines, valves & heads, and water system curb stops and boxes are specifically excluded from the pay items. The Contractor shall take the necessary precautions to preserve this equipment during construction. Any underground sprinkling equipment disturbed by the Contractor shall be replaced at the Contractor's expense. All underground sprinkling equipment shall be replaced in a timely fashion so as to minimize damage to the lawn areas. The Contractor will be responsible for any lawn damage caused by delayed replacement of the sprinkling equipment.

Turf Restoration

All areas of established turf shall be replaced as nearly as possible to their original condition. Topsoil shall be placed at a minimum depth of four (4) inches over all areas disturbed by the Contractor's operations. The sub grade shall be graded to conform to the adjacent contours and shall be approved by the Owner's Engineer before placing topsoil. The topsoil shall then be placed in accordance with Section 816 of the current MDOT Standard Specifications for Construction. The soil shall be dark, organic natural surface soil, exclusive of muck or peat, suitable for the establishment of grass or other vegetable growth. All lawn areas shall be seeded with Class A seed. Seed mixtures, application rates, and methods shall be in accordance with Section 816 of the current MDOT Standard Specifications for Construction. Seasonal limitations on seeding in Section 816 of the current MDOT Standard Specifications for Construction are waived. The Contractor shall repeat the seeding procedure as often as necessary to produce a close stand of weed-free grass.

Concrete Restoration

The Contractor shall replace all concrete sidewalks, drives, curb and gutter, and pavement removed during the installation of the utility or broken by the Contractor. Concrete shall meet the requirements for Grade S2 Concrete as specified in Section 701 of the current MDOT Standard Specifications for Construction. Other materials shall meet the requirements of the applicable portions of the current MDOT Standard Specifications for Construction. The thickness of the concrete shall be the same as the concrete adjacent to the trench but shall not be less than four (4) inches. The alignment and grade and the contour and finish of the surface shall be the same as the concrete adjacent to the trench unless otherwise directed by the Owner's Engineer. Pavements, walks, and drives shall be saw cut at the edges of the trench or removed to existing joints. The depth of the saw cut shall not be less than the full depth of the concrete. The forms and joints and the methods of placing, curing, and protection shall be consistent with standard practice and shall meet all the requirements of the current MDOT Standard Specifications for Construction for the various items.