

**Monroe County Road Commission  
Permit Engineering Department**

840 S. Telegraph Road  
Monroe, MI 48161

734-240-5102 Phone  
734-240-5101 Fax

**APPLICATION FOR UTILITY INSTALLATION/MAINTENANCE/REPAIR**

Application Date \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_

**Contractor Name** \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_

Road Name \_\_\_\_\_ Between \_\_\_\_\_ and \_\_\_\_\_

Township \_\_\_\_\_ Section # \_\_\_\_\_ Side of Road - N S E W (circle)

**Type of Work:**  Electric  Gas  Telephone  Cable/Fiber Optic  Water  Sanitary  Storm Sewer

Project (plan) Number \_\_\_\_\_

Overhead Utility Install, New Poles       Overhead Utility Install, Existing Poles       Tree Removal

Underground Utility Install, New       Underground Utility Maintenance/Repair/Removal

Sanitary and/or Water Main       Storm Connection       Utility Service Connection

Check all that apply:     Bored       Trenched       Plowed       Aerial       N/A

Please provide Impact Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Proposed End Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Total Footage \_\_\_\_\_

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**ROAD COMMISSION USE**

Fees (the amount of permit fee and other fees will be determined upon review)      AR# \_\_\_\_\_

Application    \$ \_\_\_\_\_      Inspection \$ \_\_\_\_\_      Other \$ \_\_\_\_\_

Permit      \$ \_\_\_\_\_      Deposit/Bond    \$ \_\_\_\_\_      Other \$ \_\_\_\_\_

Engineer/Inspector Comments: \_\_\_\_\_

\_\_\_\_\_

# MONROE COUNTY ROAD COMMISSION

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840 S. Telegraph Rd. · Monroe, Michigan 48161 · (734) 240-5132 · Fax: (734) 240-5101  
www.mcrc-mi.org

## UTILITY PLAN SUBMITTAL REQUIREMENTS

When a utility company plans work within the road right-of-way that does not fall within the Allowable Blanket Permit Activities, one (1) set of detailed plans, a transmittal letter and a completed Application for Utility Installation & Maintenance or Use of Right of Way Permit form shall be submitted for review. The application shall include the Impact Statement on effects of the construction, operation, and maintenance of the utility upon all land formations within the right of way. Any review fees required per the current Monroe County Road Commission Escrow and Fee Schedule shall be paid at time of submittal. Review comments/approval turnaround times will range from two (2) to four (4) weeks.

Plans shall be submitted on letter, legal, or 24"x36" sized paper. Drawings shall be scaled and not be smaller than 1" =50' horizontal, 1" =5' vertical. All submitted plans for review shall include the following information:

- Vicinity map.
- Overall map of the entire system on one (1) sheet of the plans.
- Clearly labeled horizontal locations of proposed utility and existing utilities, including all appurtenant structures used for access or maintenance. All offsets shall be referenced from centerline of right of way.
- Details for any structure (i.e., pedestal, node, grounding apparatus, etc.) proposed within the road right of way.
- Method of utility installation.
- Appropriate drive details, if an access drive is required.
- Owners of record and addresses for parcels involved within the permit.
- Location of the physical road, road right of way, Monroe County Drain Commissioner county drains, roadside ditches and all easements of record within the project limits.
- Copies of any proposed easements and any property owner's written consent or documentation when required.
- Location and size of all tree removals.
- Noted methods of traffic control, soil erosion control and restoration of disturbed ground, as governed by the Michigan Manual on Uniform Traffic Control Devices, the Michigan Department of Environmental Quality, and MDOT specifications.

Additional information may be required including, but not limited to, the following for special cases:

- Existing topography from centerline of right of way to ten (10) feet beyond right of way or easement on the impacted side of road in one (1) foot contour intervals.
- Proposed grading plan when grade changes exceed 0.5 feet.
- Site plans and restoration plans for the areas to be used for the mobilization, storage and operations of equipment, personnel and materials in the construction of the utility.
- Various engineering information (civil, mechanical, electrical, etc.) submitted, signed and sealed by a licensed Professional Engineer of the State of Michigan.
- Drawings showing road right-of-way signed and sealed by a Professional Licensed Surveyor.