

**Monroe County Road Commission  
Permit Engineering Department**

840 S. Telegraph Road  
Monroe, MI 48161

734-240-5132 Phone  
734-240-5131 Fax

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

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

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

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

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

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

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

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

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

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

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

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

Project (plan) Number \_\_\_\_\_ Type of Work:  Utility Service Connection

Overhead Utility Install, New Poles  Overhead Utility Install, Existing Poles

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)

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

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

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

\_\_\_\_\_

# MONROE COUNTY ROAD COMMISSION

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## 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," two (2) sets of detailed plans shall be submitted for review. Any review fees required per the current Monroe County Road Commission Escrow and Fee Schedule shall be paid at time of submittal, along with a transmittal letter and a completed "Application for Utility Installation & Maintenance or Use of Right of Way Permit," in order to be considered 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. Review comment/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.

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## GUIDELINES FOR PREPARING UTILITY PERMIT APPLICATIONS

Any utility company proposing work within the road right-of-way not included in the “Allowable Blanket Permit Activities” shall complete an “Application for Utility Installation & Maintenance or Use of Right-Of Way Permit ” form. This form shall be filled in as completely as possible. Detailed construction drawings (2 sets) shall be submitted along with the application. (See attached “Utility Plan Permit Requirements”)

Note: Based on the scope of the project, additional information may be required including but not limited to, drawings showing road right-of-way signed and sealed by a Professional Licensed Surveyor.

In order to accommodate all of the usual utilities within the 66' right-of-way preferred locations have been established as follows:

<u>Utility</u>	<u>Location</u>	<u>Range</u>
Electric Power	32' from centerline of R/W	30' - 33'
Telephone/Aerial	32' from centerline of R/W	30' - 33'
Telephone/Buried	31' from centerline of R/W (opposite gas)	30' - 32'
Gas	31' from centerline of R/W (opposite telephone)	30' - 32'
Sanitary Sewer	19' from centerline of R/W	19' - 23'
Water	19' from centerline of R/W (opposite sanitary)	19' - 23'
Storm Sewer (ditch)	26' from centerline of R/W (both sides)	24' - 28'
Cable TV	32' from centerline of R/W	30' - 33'

If necessary to deviate from the above specified locations and guidelines, contact the Road Commission Engineering Department for a review of conditions prior to completing the proposed plan.

Once a distance from centerline of right-of-way is established, it shall be maintained. When a utility is located on a parallel private easement and it becomes necessary to enter onto the County road right-of-way at isolated locations, the utility shall be kept as close to the right-of-way line as possible.

Placement of additional cables or gas lines shall be located on the same side of the road and as close to the existing cable or gas line as possible, providing the existing cable or

gas line is located at the location noted above. No more than two parallel lines of the same utility company will be permitted within the road right-of-way, provided that they are on the same side of the road.

Crossing of all paved roads and paved driveways shall be bored. Minimum depth of 48 inches below paved surface and 36 inches below ditch or culvert bottom shall be maintained. The excavation for the bore pit shall be located at existing ditch bottom, or a least ten (10) feet from edge of pavement or five (5) feet back of curb, whichever is closer to road right-of-way.

When existing cables or gas lines lie within the influence of the shoulder of the road, repair/replacement may be placed over culverts if 30" of cover or more can be maintained, otherwise, bore under and maintain 12" separation. Contact shall be made to the Road Commission Engineering Department for a review of conditions prior to completing the proposed plan.

Structures, i.e. pedestals, power nodes, rectifier beds, shall be placed at 32' from centerline of right-of-way or as convenient next to existing utility poles. (see plan submittal guidelines)

Any work proposed within the Monroe County Road Commission right-of-way involving a County Drain the applicant shall contact the Monroe County Drain Commissioners office for additional permit requirements (734-240-3101).

If determined at time of application, please provide the contractor information including mailing address and contact telephone number. A contractor will need to be determined prior to issuance of a permit.

Prior to permit issuance, a certificate of liability insurance for the applicant and/or contractor shall be placed on file at the Permit Office. Contact our office for additional information regarding the details of this requirement.