

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

As referred to herein:

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

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

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

1. GENERAL

- a. All proposed utility installations within county road right-of-way shall be under the domain of the Board of Ingham County Road 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 Commission 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.
- c. 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 ICRC 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. Permits for installation of new underground electric service feeds to be installed under the road's pavement structure (gravel, asphalt or concrete) may be waived. Typically, the Board will require underground service installations be performed under a Permit. Only under special conditions might the Permit requirement be waived.
- e. Permits for installation of new natural gas service feeds to be installed under the road's pavement structure (gravel, asphalt or concrete) may be waived. Typically, the Board will require underground service installations be performed under a Permit. Only under special conditions might the Permit requirement be waived.

- 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 ICRC 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. If Permit requirements are waived, all blanket permit utility crossings of county roads shall be performed using directional boring methods. Open cut methods require Permit application and approval. Directional 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 1/2-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 the road commission no later than the next road commission 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 commission 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.
- e. 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.
- f. 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.