



Department of Public Works - Permitting

DPW Permit Application

City of Auburn Hills
Department of Public Works
1500 Brown Road
Auburn Hills, MI 48326

For Official Use Only

Permit Number

Property Address

The DPW Permit Application is used for construction, operation and/or maintenance within the City of Auburn Hills right-of-way and adjacent to City utilities and easements. This application is also used for parking lot repaving, utility installation/repairs, and other permitting/inspection work under the purview of the Department of Public Works. Permit and plans must be submitted in paper format.

Applicant Information

Name		Company (If Applicable)	
Phone Number	Fax Number	Email	
Mailing Address		City	State Zip Code

Contractor Information

☐ Work to be Completed by Applicant

Primary Contact		Company	
Phone Number	Fax Number	Job Number	
Mailing Address		City	State Zip Code

Property Information

The above named applicant makes application for a permit to CONSTRUCT, OPERATE, USE AND/OR MAINTAIN within or adjacent to the part of the right-of-way under the jurisdiction of the City described as follows, or construction under the purview of the Department of Public Works (provide property address or nearest address, parcel ID number, and/or route of proposed right-of-way work):

Property Address _____ Auburn Hills, MI 48326

Additional Details:

Description of Work

Detailed description of the desired facility and/or activity is as follows (include size, length, and type of facility); if under-ground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement; if crossing under roadbed, describe method:

The above stated intentions will be carried out in accordance with plans, specifications, maps and statements filed with the City as part of this application and if said application is granted, the above named applicant agrees to the following:

1. Secure a permit from the City of Auburn Hills prior to the commencement of construction or maintenance operations. If a contractor is to perform the construction or maintenance entailed in this application, he/she shall secure a permit from the City prior to the commencement of construction or maintenance operations and thereby assumes responsibility, along with the applicant, for any provisions of this application which apply to him/her.
2. Any and all construction proposed under this application will meet all requirements of the City together with the Supplemental Specifications set forth on this application for permit.
3. Save harmless the City against any and all claims for damages arising from operations covered by this application and furnish proof of insurance covered for the term of the permit issued. Insurance coverage shall be for public liability, property damage and workman's compensation at limits deemed acceptable to the City of Auburn Hills. **The City of Auburn Hills to be named as additional insured on the general liability.**
4. Surrender the permit herein applied for and surrenders all rights thereunder whenever notified to do so by the City of Auburn Hills because of its need for the area covered by the permit or because of a default in any of the conditions of the permit.
5. Immediately remove, alter, relocate or surrender the facility for which this application is granted if requested by the City of Auburn Hills to do so under termination of this application and upon failure to do so, will reimburse the City for the cost of removing, altering or relocating the facility.
6. The permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.

Signature

Date

Non-Utility Permit	Utility Permit (Metro Act)	Utility Permit (Non-Metro Act)
<p>Deliver to: City of Auburn Hills Department of Public Works 1500 Brown Road Auburn Hills, MI 48326</p> <p>Include: Completed Permit Application Plans/Drawings of Proposed Work</p>	<p>Mail or Deliver to: City of Auburn Hills City Clerk's Office 1827 N. Squirrel Road Auburn Hills, MI 48326</p> <p>Include: Completed Permit Application Four (4) Copies of Plans/Drawings</p>	<p>Mail or Deliver to: City of Auburn Hills Department of Public Works 1500 Brown Road Auburn Hills, MI 48326</p> <p>Include: Completed Permit Application Three (3) Copies of Plans/Drawings \$550 Check – Engineering Review Fee</p>

For Official Use Only

\$ _____

Parking Lot

\$ _____

Engineering Review Fee

\$ _____

Res. Drive Approach

\$ _____

Other: _____

\$ _____

Com. Drive Approach

\$ _____

TOTAL

This permit is hereby approved, subject to the conditions to which the applicant therein agrees. The obligation to operate, use and/or maintain the facility to the satisfaction of the City of Auburn Hills remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the City of Auburn Hills.

Authorizing Employee

Signature

Date

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SUPPLEMENTAL SPECIFICATIONS FOR WORK PERFORMED IN RIGHT-OF-WAY

1. **INTENT:** Since a permit will have to be secured from the City prior to the start of any construction or maintenance operations proposed by this application, it is the intent of these supplemental specifications to be incorporated as part of the plans or specifications required for this proposed work.
2. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL:** The City shall specify if trenches or excavations under or adjacent to the road surface shall be sheeted, shored and/or braced in such a manner as to prevent caving, loss, or settlement of foundation material supporting the pavement. Excavated material shall be stacked in such locations that it does not obstruct vision on the traveled portion of the road and in such a manner that it will interfere as little as possible with the flow of traffic. Any traffic control or lane closures shall meet the Michigan manual of traffic control devices. CONTRACTOR must accommodate normal traffic flow on public streets in work zones, and a means of ingress and egress to businesses and residential properties at all times. Sod and top soil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the highway unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
3. **BACKFILLING AND COMPACTING BACKFILL:** All trenches, holes and pits, where specified, shall be filled with sound earth or with sand-gravel if so required, placed in successive layers not more than 6 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill subject to check by the Controlled Density Method (minimum 95%). Sod and top soil shall be replaced.

Sand-gravel backfill material shall consist of approved bank-run sand or gravel or a mixture of approved sand or stone screenings in the mixture. All of the material shall be of such size that it will pass through a screen having 2 ½" square openings, unless otherwise authorized.

Any excavation within right-of-way outside traveled portion of road must be maintained until all settlement has occurred and must be reshaped and seeded.

All excavation within traveled portion of road must be backfilled with sand and compacted. Special requirements to be determined by type of surface.

4. **CROSSING ROADBED BY TUNNELING:** When the pipe is installed by tunneling, boring or jacking without cutting the existing pavement, the backfill shall be made by tamping or dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Sand-gravel shall conform to the requirements given in **Specification 3**.

5. **CROSSING BY CUTTING GRAVEL ROADS:** All trenches are to be backfilled with approved material to within 12" of surface within the limits of the roadbed. Backfill methods will be as described in **Specification 3**. All surplus excavated material will be disposed of as described in **Specification 2**. The top 12" within the roadbed will be backfilled with 8" of 4A limestone or slag topped with 4" of processed road gravel (M.S.H.D. 22-A). Trenches outside of the roadbed will be backfilled in accordance with **Specification 3**.
6. **CROSSING BY CUTTING PAVEMENT AND TRENCHING:** When this method is used, the pavement shall be cut back so that the opening is at least 12" wider on each side than the width of the trench. In all concrete surfaces or bases, edges of trenches shall be formed by the use of a concrete saw. The pavement shall be broken in such a manner as to allow the reinforcing steel, if any, to protrude a sufficient distance for lapping or tying with similar reinforcement in the pavement patch. Backfill shall be in accordance with **Specification 3**. After the backfill has been thoroughly compacted, the pavement shall be replaced with processed road gravel (M.S.H.D. 22-A) stabilized with chloride until such time as the pavement can be replaced with new pavement by the Permit Licensee. Maintenance of the temporary pavement will be assumed by the City if Contractor fails to do so and cost incurred will be deducted from Permit Licensee's deposit.
7. **DEPTH OF COVER MATERIAL:** Pipes shall be placed to a depth that will provide not less than 4' of cover between the top of roadway surface and the pipe.
8. **TREE TRIMMING OR REMOVAL:** A special permit will be required for any proposed tree trimming or removal.
9. Any proposed operation in the right-of-way not covered by the above specifications submitted with this application shall be done in accordance with additional specifications or instructions deemed necessary by the City or its duly authorized representative.
10. **THE FOLLOWING MUST BE ATTACHED TO APPLICATION WHEN APPLICABLE:**
 - A. Plans, specifications and location of facility.
 - B. Traffic plan in cases of street closures.