

**CITY OF GAYLORD  
APPLICATION FOR WORK IN CITY RIGHT-OF-WAY**

Applicant Name: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Contact E-mail: \_\_\_\_\_

CITY CONTACT INFORMATION	
<b>ZONING:</b> Travis Hewitt	<b>(989) 732-4060</b>
305 E Main St, Gaylord, MI 49735	
<b>CITY ENGINEERS:</b> LS Engineering	<b>(989) 488-2626</b>
2508 W M-32, Gaylord, MI 49735	
<b>CITY ATTORNEY:</b> Wm Paul Slough	<b>(989) 732-2912</b>
145 N Otsego Ave, Gaylord, MI 49735	

***Unless already submitted, please include a valid CERTIFICATE OF INSURANCE and \$25,000 BOND naming the City of Gaylord.***

**Location of Project:** \_\_\_\_\_

**Description:** \_\_\_\_\_

- Authorization:**
- METRO Act Permit – City Ordinance §12.770
  - Franchise Agreement
  - City Approval in MDOT ROW (*MDOT Permit Required*) - MCL 247.183(1)
  - Other: \_\_\_\_\_

Preconstruction Meeting Waiver Requested

***THIS PERMIT MUST BE KEPT AT THE CONSTRUCTION SITE AT ALL TIMES  
AND MUST BE PRODUCED AT THE REQUEST OF ANY CITY EMPLOYEE OR OFFICER***

*PRECONSTRUCTION - Construction shall not begin without all preconstruction approvals:*

	<b>Approval By:</b>	<b>Date:</b>
City Attorney Application Approval:	_____	_____
Engineering Plan Approval:	_____	_____
Preconstruction Meeting Complete:	_____	_____

***DURING CONSTRUCTION – Plan engineer must supervise Contractor full-time on-site.***

*POSTCONSTRUCTION – This permit MUST be returned to the office of the City Attorney. Bond will not be released, and future permits will be denied if the following approvals are not timely received:*

	<b>Approval By:</b>	<b>Date:</b>
Engineering Receipt of “As-Built” Plans:	_____	_____
Confirmation of Site Restoration:	_____	_____

**COMMENTS:** \_\_\_\_\_

## City of Gaylord METRO/Franchise Permit Requirements and Information

The processing of METRO/Franchise permits for the city of Gaylord is outlined below:

1. Utility owner must submit a permit application to the City of Gaylord Treasurer
2. Treasurer will review and submit permit to the City of Gaylord Attorney and to City Engineers for review.
3. City Engineers will review, sign, and return permit for Preconstruction meeting scheduling
4. Utility owner will contact City Engineers to schedule a Preconstruction meeting; please ensure scheduling occurs at a minimum of 48 hours prior to the intended meeting.
5. Preconstruction meeting will be held
  - a. Preconstruction meeting may be WAIVED for service to single parcel if no adjacent properties or roadways will be disturbed.
  - b. If seeking waiver, select the correct option the application, submit a construction schedule, photos of site, and detailed site plan.
6. City Engineers will fully approve permit after preconstruction meeting and return to the City and Utility Owner Primary Contact for construction
7. Construction
8. After construction is complete, Utility Owner will contact City Engineers to schedule a Post-Construction Inspection
  - a. Post Construction meeting may be WAIVED for service to single parcel if no adjacent properties or roadways will be disturbed.
  - b. To obtain waiver, Contractor must submit post construction photos within 1 week of completion.
9. **Required restoration includes:**
  - a. **Removing ALL MissDig flags**
  - b. **Top Soil and Seed all disturbed grassy areas**
  - c. **Replace and restore all disturbed landscaping, including any impacted irrigation**
  - d. **Replace all removed concrete, HMA, or brick that was removed for construction**
  - e. **Any other necessary measures to restore the area to its preconstruction state.**
10. When the Inspection is complete, Utility owner will submit As-Built information to City Engineers.
11. City Engineers will sign permit as required (see below) and return to the City and Utility Owner for close-out.

### Responsibilities

Utility Owner:

- Submit permit application with detailed plans for the proposed work
- Contact City Engineers for scheduling in a timely manner
- Have a qualified representative on-site during all construction activities
- Acquire all required permits and keep them on-site during all construction activities
- Ensure Contractor is following all permit requirements and proper construction procedures, including restoration

Contractor:

- Submit MissDig ticket for all areas impacted by construction
- Attend all scheduled meetings
- Keep all fully approved permits on-site for the duration of construction
- Follow all Health and Safety standards for construction
- Complete all required restoration

City of Gaylord:

- Review permit applications
- Departments required at all meetings:
  - Department of Public Works
  - Water Department
  - Wastewater Department

City Engineers:

- Review permit applications and submitted plans in a timely manner
- Schedule and conduct Preconstruction and Post-Construction meetings
- Addressing questions, comments, and concerns from Utility Owner and City
- Update internal Scheduling Log and City Reviews Log
- Required Signatures:
  - Preconstruction Meeting
  - Issued for Use
  - Proof of Restoration
  - As-Builts Received