

## **Procedure for Filling out a Block Party/Road Closure Permit Application**

Fill in the spaces under Owner/Applicant and sign.

Fill out the information in the next section regarding time location and purpose. Do not sign this section.

Send the application to the Kalamazoo Township Board to be put on the agenda for approval at the next possible board meeting.

After approval by the board the application will be sent to the Kalamazoo County Road Commission for their approval, they will return it to the Township and you will be contacted.

Copies of the application will be given to the Fire and Police Departments.

Please plan on up to four weeks to receive notice of your approval.

Application may be dropped off or sent to [molly@ktwp.org](mailto:molly@ktwp.org) or faxed to (269) 381-6930.



# APPLICATION AND PERMIT

**TO CONSTRUCT, OPERATE, MAINTAIN, USE AND/OR REMOVE IMPROVEMENTS WITHIN A COUNTY ROAD RIGHT-OF-WAY**

Board of County Road Commissioners of Kalamazoo County, Michigan  
 3801 East Kilgore Road, Kalamazoo, Michigan 49001  
 Telephone: (269) 381-3171 Fax: (269) 381-1760  
["http://www.kcrc-roads.com"](http://www.kcrc-roads.com)

Permit Fee	Permit Number
Other	Date Issued
Receipt Number	

If owner hires a contractor to perform work, **BOTH** shall assume responsibility for the provisions of this Application and Permit.

APPLICATION					
OWNER/APPLICANT — Please Print			CONTRACTOR — Please Print		
Name			Name		
Street			Street		
City	State	Zip	City	State	Zip
Day Phone	Evening Phone	Fax Number	Day Phone	Evening Phone	Fax Number
APPLICANT SIGNATURE			TITLE		DATE
x _____			_____		_____

I/We do hereby make application for a permit for the purpose indicated below and/or as provided in the attached plans and specifications at the following location:

**Charter Township of Kalamazoo**

Begin:

Completion:

Road Name and Address (EXACT)	Location (cross streets between which property is located or nearest main intersection)			
Purpose	Plans and Specifications	Yes	No	
	Proof of Insurance	Yes	No	
	Other			

I/We certify the accuracy of facts set forth in this application, and agree to the following:

1. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
2. Failure to object within ten (10) days to the permit as issued constitutes acceptance of the permit as issued.
3. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
4. Permittee has read, acknowledges, and agrees to terms and conditions on page 2 of this form.

If Authorized Agent, I certify that I am acting as Authorized Agent on behalf of the Charter Township of Kalamazoo

AUTHORIZED AGENT SIGNATURE	TITLE	DATE
x _____	_____	_____

**REMINDER: IF APPLYING FOR DRIVEWAY PERMIT, DRIVEWAY LOCATION MUST BE STAKED AND IDENTIFIED BY PROPERTY ADDRESS AND OWNER'S NAME**

**PERMIT - FOR KCRC USE ONLY BELOW THIS LINE**

Additional KCRC requirements:

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Permit is granted in accordance with the foregoing application for the period stated above, subject to and incorporating the Terms and Conditions set forth on page 2 of this form.

**When Owner hires a Contractor, the Permittee is both the owner and the Contractor.**

Approved & Issued By:  
 KCRC AUTHORIZED SIGNATURE

TITLE

DATE

## Application and Permit — Terms and Conditions

1. **Grant of Application.** In the event the Kalamazoo County Road Commission acts favorably on the Application and grants a permit, the applicant(s), for purposes of this Application and Permit, shall be deemed the permittee(s).
2. **Specifications.** All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with and approved by the Kalamazoo County Road Commission (KCRC) and must comply with the KCRC's current requirements and specifications included in its Construct, Operate, Maintain, Use and/or Remove Improvements Within the County Road Right-of-way Policy on file at its offices, and MDOT specifications, if applicable.
3. **Fees and Costs.** The permittee(s) shall be responsible for all fees incurred by the KCRC in connection with this permit and shall deposit estimated fees and costs as determined by the KCRC, at the time the permit is issued.
4. **Escrow.** The permittee(s) shall provide a cash deposit or letter of credit, as may be required, in a form and amount acceptable to the KCRC at the time permit is issued.
5. **Insurance.** The permittee(s) shall furnish proof of liability insurance in accordance with the Board's Requirement for Insurance Policy. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be canceled without ten (10) days advance written notice by certified mail, with return receipt required, to the KCRC.
6. **Indemnification.** The permittee(s) shall hold harmless and indemnify and keep indemnified the KCRC, its officers, board members, agents, and employees from all claims, suits and judgments to which the KCRC, its officers, board members, or employees may be subject, and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the KCRC, whether due in whole or in part to the negligence of the permittee(s), or the negligence in part of the KCRC, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
7. **Miss Dig.** The permittee(s) must comply with the requirements of PA 53 of 1974, as amended, being M.C.L. 460.701 et seq. CALL MISS DIG AT (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The permittee(s) assume(s) all responsibility for damage to or interruption of underground utilities.
8. **Notification on Start and Completion of Work.** The permittee(s) must notify the KCRC at least 72 hours before starting work and must notify the KCRC when work is completed.
9. **Restriction of Subsurface Construction During Winter Season.** New construction activities shall not start after November 1st. However, emergency repair of existing utilities will be permitted after notice to the KCRC.
10. **Safety.** The permittee(s) agree(s) to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site conditions shall comply with Michigan Manual of Uniform Traffic Control Devices, which may be reviewed at KCRC offices.
11. **Restoration and Repair of Road.** The permittee(s) agrees to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and to repair any damage to the road or right-of-way, which is the result of the facility whenever it occurs or appears.
12. **Soil Erosion and Sedimentation.** The permittee(s) shall comply with the requirements of the Natural Resources and Environmental Protection Act, Part 91 of PA 451 of 1994, as amended being M.C.L. 324.9101 et seq., and implement all applicable measures controlling soil erosion and sedimentation.
13. **Limitation of Permit.** This permit does not relieve the permittee(s) from meeting other applicable laws and regulations of other agencies. The permittee(s) is/are responsible for obtaining additional permits or releases, which may be required in connection with this work from other governmental agencies, public utilities, private entities and individuals, including property owners. Permission may be required from the adjoining property owners.
14. **Revocation of Permit.** This permit may be suspended or revoked at will. Upon the KCRC's request and at the permittee's expense, the permittee(s) shall surrender the permit and alter, relocate or remove the facilities for which the permit was granted.
15. **Violation of Permit.** This permit shall become immediately null and void if the permittee(s) violate(s) the terms of this permit. The KCRC may require immediate removal of the permittee's facilities, or may remove them without notice at the permittee's expense.
16. **Assignability.** This permit may not be assigned without the prior approval of the KCRC. If approval is granted, the assignor shall remain liable until work is completed and the assignee shall be bound by all the terms of this permit.
17. **Supplemental Specifications.** This permit is subject to supplemental specifications on file with the KCRC and PA 200 of 1969, as amended being M.C.L. 247.321 et seq.