

**KENT COUNTY ROAD COMMISSION
SPECIFICATIONS AND CONDITIONS
FOR HIGHWAY PERMITS
Effective May 2, 2005**

1. **Definition of Terms:** Whenever the term Road Commission is used in the following specifications it shall mean the Board of County Road Commissioners of the County of Kent. The term Engineer shall mean the County Engineer of the Road Commission or his authorized representatives. The term Contractor shall refer to the individual, firm, corporation, township, or municipality undertaking the execution of the work under the terms of the permit.
2. **Bonds and Insurance:** Surety Company Bonds in the amount of \$10,000.00 conditioned upon performance of the conditions of the permit and these specifications and compliance with all requirements of the law shall be filed with the Road Commission each year by contractors desiring to obtain highway permits through the year. Also, a certificate of insurance in the amount of \$200,000.00-\$500,000.00 public liability and \$100,000.00 property damage protecting the Kent County Road Commission against any and all claims for damages arising from operations covered by the permit shall be filed with the Road Commission each year.
3. **Additional Permits:** When the work involved is in connection with any sewer or water system, this permit is issued contingent on the contractor obtaining the necessary permit from the authorities in control of the system for making the proposed extensions and additions.
4. **Traffic Protection:** The contractor shall provide, erect, and maintain all necessary barricades, lights, and warning signs to properly safeguard traffic while this work is in progress. The contractor shall designate a foreman who shall be in responsible charge of the work. The contractor must give the foreman authority to carry out all the provisions contained in these Specifications and Conditions for Highway Permits. If the contractor fails or refuses to carry out these provisions at the time, and in a manner which in the opinion of the Engineer is necessary to protect and direct traffic, or if the contractor cannot be located and notified to do so, the Road Commission shall have the right to perform the work and the contractor shall reimburse the Road Commission for all charges incurred in the work.
5. **Interfering Structures:** In case it is necessary to move any building or structure above or below ground within the right-of-way of the highway, the same shall be replaced to the satisfaction of the Engineer. Underground structures damaged by boring shall be repaired or replaced.
6. **Construction Machinery:** All construction machinery shall be equipped with pneumatic tires when any work is done on blacktop or concrete surfaced pavements.
7. **Pavement Openings:** Structures shall be placed under pavement by boring and jacking, or cutting through the pavement and using an open trench. Tunneling will not be permitted. Cuts through concrete pavement shall be at right angles to the pavement centerline and shall be made at least six (6) inches wider on each side than the width of the trench with a minimum width of thirty-six (36) inches. Removal of all concrete pavement shall be done only with concrete saw and chisels operated by hand or compressed air. Pavement crushers of any type are prohibited. Openings shall be trimmed in straight lines with right angle corners and vertical edges. When openings are three (3) feet or less from expansion or construction joints, the pavement shall be removed to the joint.
8. **Crossing Roadbed by Boring and Jacking:** When the pipe is installed by boring and jacking, the leading edge of the pipe must precede the auger by a distance equal to one-half the diameter of the pipe. The method to be used shall be approved by the Engineer before work is started.
9. **Width of Trenches:** Open trenches shall be not less than two (2) feet wide, plus the diameter of the pipe, at the bottom of the excavation; and the maximum width shall be the diameter of the pipe, plus three (3) feet, or as stated on the permit. The slope of the excavated trench shall not be less than one to one.
10. **Cribbing:** Cribbing shall be used for all trenches where necessary to protect the road surface adjacent to the trench, for safety to the workmen, to safeguard other structures within the highway, and to prevent property damage.
11. **Excavated Material:** Excavated material shall be deposited so it will not interfere with moving traffic; and precautions must be taken to prevent excavated material from spilling out onto the travelled portion of the highway by temporary wooden retaining walls or other means approved by the Engineer.
12. **Backfill within Travelled Way:** Backfilling trenches within the travelled portion of the street or road, that is, between the shoulders or curb lines, shall be done as follows: Material shall be sand, gravel, or sandy gravel and shall be placed in successive layers not more than six (6) inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical compaction and all backfill subject to check by the Controlled Density Method showing a minimum of ninety-five percent(95%) Proctor. All material excavated from the trench, and not used in the backfill, shall be hauled away.
13. **Backfill Outside Travelled Way:** Backfilled trenches outside the travelled portion of the highway, that is, between the shoulders or curb and right-of-way lines, shall be done as follows: Material may be sand, gravel, or the material removed from the trench, if not frozen, except across driveways where the materials shall be sand, gravel, or sandy gravel. All backfill shall be placed in successive layers not more than twelve (12) inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical compaction and all backfill subject to check by the Controlled Density Method showing a minimum of ninety percent (90%) Proctor. Topsoil and sod shall be replaced in all trenches across lawns. All material excavated from the trench, and not used in backfill, shall be hauled away.
14. **Tree Roots:** When tree roots are removed because of trenching, the top of the trees shall be trimmed sufficiently to balance the loss of roots. This trimming shall be done by the contractor under the direction of the Kent County Road Commission at the contractor's expense. When tree roots are bored for underground utility installations, the distance shall be one (1) foot for each one (1) inch of trunk diameter.
15. **Temporary Crossings:** When directed by the Engineer, temporary crossing shall be provided over open trenches; and temporary wearing surface shall be placed over backfilled trenches to keep traffic moving or furnish access to abutting property.
16. **Replacing Wearing Surface:** Permanent wearing surface of bituminous material approved by the Engineer shall be placed in trenches on all blacktop surfaced roads. The thickness shall be equal to the depth of the original blacktop or three (3) inches, whichever is greater. Permanent wearing surface of seven (7) inches of road gravel approved by the Engineer shall be placed in trenches on all gravel or dirt roads. Permanent wearing surface on concrete surfaced roads shall be new concrete pavement of the same type, thickness, and quality as the original pavement. All permanent wearing surfaces shall be placed by the applicant at his own expense.
17. **Location of Facilities:** All facilities, both below ground and above ground, shall be located as directed by the Kent County Road Commission. Pipes shall be placed to a depth that will provide not less than four (4) feet of cover between top of roadway surface and the pipe. If at any time the position of the facility interferes with improvements to the highway, it shall be the responsibility of the applicant to move the facility to a location satisfactory to the Road Commission. All such moving shall be done at the expense of the applicant.
18. **Sidewalks:** New sidewalks shall be five (5) feet wide and shall be not less than four (4) inches thick. Material and construction shall comply with the requirements of the Michigan Department of Transportation current specifications for construction. Contractor shall grade off area on a straight line between finished sidewalk, and shoulder line or curb line; and any excess dirt shall be hauled away. The Engineer will furnish lines and grades for sidewalks.

