

**UTILITY PERMIT APPLICATION**

Permit No. \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION I – TYPE OF PERMIT REQUEST (Check One Only)**

- Utility Construction Permit
  - New Build       Replacement
- Utility Relocation Permit (for MDOT SHA Projects)  
MDOT SHA Project Number: \_\_\_\_\_
- Utility Construction or Relocation Permit Extension  
Permit Number to be extended: \_\_\_\_\_
- Blanket Permit (Utility infrastructure maintenance, Tree trimming & Emergency work)
- Remarks/Reason for need of extension: \_\_\_\_\_

**SECTION II – UTILITY INFORMATION**

Company (Name): \_\_\_\_\_ Project Contact (Name): \_\_\_\_\_  
 Address: \_\_\_\_\_ Title: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SECTION III – LOCATION & DESCRIPTION OF FACILITIES UNDER PERMIT**

**A. LOCATION OF WORK**

MDOT SHA Route #: \_\_\_\_\_ Also known as (street name): \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 County: \_\_\_\_\_ Job ID or Utility Company's Ref. #: \_\_\_\_\_

**B. DESCRIPTION OF PROPOSED UTILITY WORK**

Intend to deactivate or take out of service? \_\_\_\_\_

- Routine Maintenance & Repair of Existing Utilities     Construction/Relocation of Underground Utilities
- Construction/Relocation of Aerial Utilities             Other (Specify) \_\_\_\_\_

Description of proposed work (brief summary of Section V questions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No Pavement Cuts     Pavement Cut (Trenching/Test Pits)     Trenchless Installation (Specify): \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Duration of Work: \_\_\_\_\_

**SECTION IV – TRAFFIC CONTROL INFORMATION**

Posted Speed Limit: \_\_\_\_\_

**TRAFFIC NOTES/TRAFFIC CONTROL PLAN: (Check one only)**

- Expressway/Freeway Highway TCP       Secondary Highway TCP       Site Specific TCP

Traffic Control Permits are required for all work performed on MDOT SHA rights-of-ways

Date Traffic Control Permit Application submitted to MDOT SHA: \_\_\_\_\_

Will sidewalk closure(s) be required to perform this work? (Yes/No): \_\_\_\_\_ If yes, a plan for rerouting pedestrian traffic must be included with the application.

Traffic Control Manager (Name): \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION V – QUESTIONS (To be completed for Utility Construction and Relocations Permits only)**

1. Will aerial wires or cables be installed within the public rights-of-way under this permit? (Yes/No) \_\_\_\_\_ If yes, complete the following.
  - a) Total length of aerial utility installations (To be measured longitudinally along the centerline of the utility. Multiple wires or cables on the same poles that provide the same type of utility service shall be measured as one installation.): \_\_\_\_\_ LF
  - b) Total number of new poles to be installed within the public rights-of-way: \_\_\_\_\_ each
  - c) Total number of existing poles to be relocated within the public rights-of-way: \_\_\_\_\_ each
  - d) Total number of new guys to be installed within the public rights-of-way: \_\_\_\_\_ each
  - e) Will placement of facilities comply with MDOT SHA ADA compliance policy: (Yes/No) \_\_\_\_\_
  
2. Will underground utilities be installed within the public rights-of-way under this permit? (Yes/No) \_\_\_\_\_ If yes, complete the following:

In the following table list all of the underground utilities to be installed within the public rights-of-way under this permit. (Length shall be measured longitudinally along the utility. Multiple conduits or cables within the same trench that provide the same type of utility service shall be measured as one utility installation. Include manholes and/or handboxes.

Location			Length installed under the roadway or paved shoulders	Length outside paved areas
Street	From	To		
Total Length of Underground Utilities:				

3. Will excavation of sidewalk(s) be required to install utilities under this permit? (Yes/No) \_\_\_\_\_  
 If yes, what type of sidewalk will be excavated? (Bituminous concrete, hydraulic cement concrete, brick paver, etc.

**Note:** Any sidewalk closure(s) shall require a plan for rerouting pedestrian traffic included with this application. \_\_\_\_\_

**SECTION VI – CERTIFICATION**

I hereby certify that I have authorization to make this application and that the information is complete and correct. I understand that false statement or misrepresentations could results in, among other things, revocation of the application or permit.

It is also hereby agreed and understood that in consideration of the approval of this application that: (i) the applicant agrees to all the terms and conditions of the permit issued; and (ii) the proposed construction shall be performed and completed in accordance with all applicable County, State, and Federal laws, rules, regulations and ordinances, and subject to the inspection and control of MDOT SHA; and that all plans and other documents submitted by the applicant for approval by the MDOT SHA in connection with this application are hereby made a material part of this application.

\_\_\_\_\_

Print Name
Signature
Date

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

**Notes:**

1. Submit proof that the Traffic Manager listed on the application is certified.
2. It is the applicant’s responsibility to obtain any additional permits, approvals or licenses from other agencies which may be required.
3. For Utility Construction Permits, the applicant must complete Section V.
4. Items A through D below are to be submitted as an electronic copy and as many hard copies as requested by the District. Each hard copy package is to be neatly folded to an 8½” X 11” size.
  - a. A copy of the permit application
  - b. A copy of an 8½” X 11” vicinity map (Scale no smaller than 1” = 2000’) with the area of work indicated with a colored pen or pencil
  - c. A copy of the plans for the proposed work within the MDOT SHA right-of-way showing the location in relation to the roadway
  - d. A copy of the Traffic Control Plan or applicable standard

**Return to:**