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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK STUEDLE
DIRECTOR

August 14, 2013

Mr. John Niemela, Director
County Road Association of Michigan
417 Seymour, Suite One
Lansing, Michigan 48933

Mr. Matt Bach, Director of Communications
Michigan Municipal League
1675 Green Road
Ann Arbor, Michigan 48105-2530

Mr. Ronald W. Brenke, P.E.
Executive Director
ACEC/Michigan, Inc.
215 N. Walnut Street
Lansing, Michigan 48933-1155

Dear Mr. Niemela, Mr. Bach and Mr. Brenke:

Reminder of Permit Requirements for Local Agency Projects

The Michigan Department of Transportation's (MDOT's) Local Agency Program (LAP) Unit is reminding local agencies of the permit requirements for local agency projects, originally outlined in a letter dated July 31, 2006. LAP staff continues to observe that some local agencies are submitting their final proposal documents either without all the required permits or have not coordinated their final plans and special provisions with the requirements of the issued permits. In addition, many local agencies are late in obtaining permits from MDOT to work in the trunkline right of way (ROW). These actions lead to many last minute issues and have caused delays in fund obligations, which could have been avoided.

Local agencies are required to submit all the required permits and approvals to the appropriate LAP staff engineer before the staff engineer can request fund obligation. These permits include those issued by MDOT, as well as, those issued by other agencies such as U.S. Fish & Wildlife Service, U.S. Army Corps of Engineers, Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR), State Historic Preservation Office (SHPO), County Road Commissions, County Drain Offices, and affected municipalities. MDOT includes copies of all permits in the bid proposal. All permits are required to be in the proposal document and address the appropriate agency's review comments in the final plans, special provisions, and cost estimate.

All local projects that will use any part of the trunkline ROW require a specific MDOT permit for this use. Examples include:

- Construction within the trunkline ROW.
- Construction generally within local ROW but adjoins or crosses the trunkline ROW.
- Construction totally within the local ROW but with proposed traffic control to be located within the trunkline ROW.

Please note that annual permits issued by MDOT to local agencies for maintenance or other types of work do not apply to local agency construction projects.

Local agencies can obtain this project specific MDOT permit by using the Michigan Business One Stop

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(MBOS) online service and coordinating reviews and approvals with the local MDOT Transportation Service Center (TSC) permit engineer. Information regarding the MDOT permit process can be found at our website www.michigan.gov/mdot. If you click on the "[About MDOT](#)" link, click "[Highway Development](#)", under the "[Development Services Division](#)" link you will find a link to our "[Right of Way Construction Permits](#)". Instructions for local agencies to follow when completing permit applications using the trunkline are in the section headed "Michigan Business One Stop" at the link titled "[MBOS Instructions for Government Agencies, Schools, and Colleges](#)". The MDOT website also includes links to appropriate TSC permit staff.

We strongly recommend that local agencies and their engineering consultants contact the TSC permit engineer early in the design phase of the local project to discuss the project, review the permit requirements and project schedule, and to coordinate any traffic signal modifications required. This coordination is an important step because if a project is complex or involves work on any MDOT traffic signal equipment, it may take months to review the project and process the permit application which can result in delays to the local project.

We are asking that you provide the agencies you represent with this information. If they have any questions regarding setting up a Michigan Business One Stop account, please contact Joe Rios at (517) 241-2103. For any other questions please contact me at (517) 335-2233.

Sincerely,



Larry Doyle, P.E.
Local Agency Programs Engineer