

IONIA COUNTY ROAD COMMISSION  
169 E. Riverside Drive; P.O. Box 76, Ionia MI 48846  
(616) 527-1700 (office) or (616) 527-8848 (fax)

**APPLICATION FOR PERMIT**

to construct, operate, maintain, use and/or remove within a county road right-of-way

If an applicant hires a contractor to perform the work, the contractor information below must be filled out. BOTH applicant and contractor assume responsibility for the provision of this application and permit.

APPLICANT

NAME:  
MAILING ADDRESS:  
CITY, STATE, ZIP:  
TELEPHONE: FAX:

CONTRACTOR

NAME:  
MAILING ADDRESS:  
CITY, STATE, ZIP:  
TELEPHONE: FAX:

PERMIT LOCATION

Township: Section Number  
Name of Road: Which side of road? N S E W  
Between (closest road): and

Approximately how far from nearest road?

**Permit Type (circle one): Residential Farm Field Commercial Public/Private Road Other.**

Driveway Surface Type (check one): Gravel Bituminous Concrete

Planned start date: Planned completion date

*Permits will be issued within seven (7) working days from the day the flag/marker is in place. Permit may be picked up, mailed or faxed to the applicant. By signing below, the applicant and/or their contractor acknowledge receipt of the General and Supplemental Permit Specifications and agree to abide them and any requirements shown on the approved permit. Work cannot begin until an approved permit has been issued.*

Applicant Signature: Date:

Contractor Signature: Date:

\*\*\*\*\*  
**FOR ICRC OFFICE USE ONLY:**

Notes:

Permit fee: To be billed: Other:  
Date: Bond: Application number:  
Receipt #: Deposit: Inspected by:

# **IONIA COUNTY ROAD COMMISSION PARADES AND OTHER SPECIAL EVENTS PERMIT SPECIFICATIONS**

## **SPECIFICATIONS**

To promote public safety in the use of county highways, the Ionia County Road Commission encourages all organizers of special events to provide the Board with the time, place and routes of the events, regardless of whether a permit is required by these Rules.

1. A permit is required for a parade, banner or special event pursuant to Public Act 200 of 1969, as amended and codified at MCL 247.321, et seq. The Ionia County Road Commission defines a “Parade” for purposes of the Act as “any organized special event involving a procession, assembly or congregation of people or things which, by its nature, will unduly interfere with the safe and free movement of traffic within a county highway right-of-way by making it impractical or impossible for the participants to comply with the Michigan Vehicle Code.”

## **APPLICATION FORMS AND CONTENTS**

2. A Permit Application must be submitted in the manner described on forms supplied by the Board, and must be received by the Board at least thirty (30) days prior to the Parade.
3. A Permit Application shall state the nature of the activity for which the permit is requested, its proposed dates and times, and such other information as the Board may require.
4. If the Parade is a marathon, walk, run, bicycle or other similar event with a defined route along a county highway or highways, a map of the proposed route must be provided with the Permit Application.
5. The Permit Applicant is responsible for contacting the responsible law enforcement agency prior to the event.
6. In the event of a failure to obtain an appropriate permit, the Board shall have the right to halt the event until such time that adequate compliance is made, including, but not limited to: obtaining the necessary permit(s).

## **LIMITATIONS OF PERMIT**

7. The Manager of the Board, or his or her designee, will review the Permit Application using his or her professional experience and judgment to apply principles of traffic safety so as to promote the safe and efficient flow of traffic along county highways. The review may take into account, among other considerations: sight distance upon the highway or at intersections, traffic volumes upon the highway or at intersections, highway surface characteristics, and scheduled highway maintenance and repair procedures. Issuance of the requested permit may be conditioned upon modifications to the event, as well as the issuance of a Highway Closure Permit pursuant to ¶¶ 10-15 of these Rules.
8. No agent, employee or servant of the Permit Applicant shall be deemed to be an employee, agent or servant of the Ionia County Road Commission for any reason. The Permit Applicant is solely and entirely responsible for its acts and the acts of its agents, employees and servants during the performance of the

activities authorized by this permit.

## **INSURANCE REQUIREMENTS**

9. The Permit Applicant shall indemnify, defend and hold harmless the Ionia County Road Commission and its agents, employees or servants from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person or entity that may be injured arising from the permitted event.

10. The Ionia County Road Commission requires that at the time of Permit Application, the Applicant provide proof of insurance as follows:

\$2,000,000 General Liability, each occurrence  
OR  
\$1,000,000 General Liability, each occurrence; and  
\$1,000,000 Umbrella Coverage, each occurrence

In addition, the following verbiage must appear in the "Additional Insured" area of the Insurance Certificate, without any changes or deviations from this specific language:

*"The Board of County Commissioners of the County of Ionia (a/k/a the Ionia County Road Commission) and their officers and employees for claims arising out of, under, or by reason of operations covered by the permit issued to the permittee, as their interests may appear."*

Insurance as set forth herein shall be in effect for a period of not less than the term of any permit and shall provide evidence that it cannot be canceled without ten (10) days advance written notice by certified mail addressed to the Manager of the Board. For good cause shown, this requirement may be waived at the discretion of the Manager of the Board, or his or her designee.

## **ROAD CLOSURE REQUIREMENTS**

11. A permit granting permission for the temporary closure of a highway for a reasonable length of time for a parade, celebration or festival ("Highway Closure Permit") may be issued by the Board only to the governing body of a city, village or township.

12. A Highway Closure Permit shall be issued subject to the following conditions:

- (a) The closure or partial closure and the use of a detour route shall not unduly interfere with the safe and free movement of traffic.
- (b) A suitable alternate location is not available for the parade, celebration or festival which is more acceptable for traffic safety and causes less interruption of traffic.
- (c) A closure or partial closure normally shall be allowed during daylight hours only. When temporary nighttime closure is permitted, points of potential hazard, barricades and warning traffic signs shall be lighted at the permittee's expense. The lighting shall be in accordance with requirements and specifications of the Board.

13. Traffic control devices installed in conjunction with the closure or partial closure and the detour route shall conform to the provisions of the current Manual of Uniform Traffic Control Devices. Required traffic control devices may be furnished and installed either by the local governing body or by the Board. Costs arising from the installation, maintenance and removal of such devices shall be borne by the

Highway Closure Permit Applicant.

14. The closure or partial closure of any highway shall not be for the purpose of allowing private commercial activities, such as advertising or sale of goods, wares or produce.

#### **CLOSURE INSURANCE**

15. The Highway Closure Permit Applicant shall indemnify, defend and hold harmless the Ionia County Road Commission and its agents, employees or servants from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person or entity that may be injured arising from the permitted event.

16. The Ionia County Road Commission requires that at the time of Highway Closure Permit Application, the Applicant provide proof of insurance as follows:

\$2,000,000 General Liability, each occurrence  
OR  
\$1,000,000 General Liability, each occurrence; and  
\$1,000,000 Umbrella Coverage, each occurrence

In addition, the following verbiage must appear in the "Additional Insured" area of the Insurance Certificate, without any changes or deviations from this specific language:

*"The Board of County Commissioners of the County of Ionia (a/k/a the Ionia County Road Commission) and their officers and employees for claims arising out of, under, or by reason of operations covered by the permit issued to the permittee, as their interests may appear."*

Insurance as set forth herein shall be in effect for a period of not less than the term of any permit and shall provide evidence that it cannot be canceled without ten (10) days advance written notice by certified mail addressed to the Manager of the Board.

For good cause shown, this requirement may be waived at the discretion of the Manager of the Board, or his or her designee.