

Leelanau County Road Commission
Policy on the installation of Public & Private Utilities in County Road Right-of-Way

Adopted May 15, 2007
Revised July 7, 2015
Revised February 27, 2019

The consent of the Board of County Road Commissioners of Leelanau County shall be obtained before any work is commenced. Any person or entity planning to install public or private utility facilities in the county road right of way shall apply for and obtain a permit from the Leelanau County Road Commission. A permit is valid only if the applicant and/or contractor provides satisfactory evidence of insurance coverage meeting the requirements outlined on the permit form. Private utility permit applications are currently subject to the Board's adopted fee schedule for miscellaneous permits.

Underground utility installation will not be allowed in the right-of-way between the dates of November 15 and April 1 unless approved by Road Commission staff for each day of work. This restriction shall not apply to emergency repair of existing utilities. Exceptions to this prohibition may be approved by the Engineer or Manager if the proposed work will not affect the roadbed support and the Utility Company will thaw the ground to enable safe digging practices to avoid conflict with other nearby underground facilities.

Underground electric and gas utility lines will be permitted within highway right-of-way only if the line owner subscribes to the MISS DIG system.

Private utility lines for water or sewer lines may be permitted in the right-of-way only if the applicant has written permission from the underlying property owner.

DESIGN

The design and location of utility facilities along the highway must consider the potential impact on the highway. The utility owner shall be responsible for the design of its facility including clearances and separation between lines and the work shall be in accordance with these guidelines.

All underground utilities shall be installed as deep as practical to avoid future conflicts with Road Commission maintenance activities. All buried telephone and cable television lines shall have a minimum cover of 30 inches. All buried electric and gas lines shall have a minimum cover of 36 inches. The Road Commission may require greater cover or conduit for electric lines if the circumstances require. Road bores shall have a minimum cover of 4 feet and bore pits must be beyond the ditch bottom (or further as needed to protect the road shoulder from damage). Open cutting a paved road will be allowed only in unusual circumstances.

All buried utility lines under stream crossings shall be installed a minimum of 20 feet below the stream bottom. The Road Commission will require that utility companies lower any facilities that are currently at shallower depth if the existing facility will interfere with Road Commission maintenance or replacement work.

PLACEMENT

New utilities placed in the right-of-way shall not adversely affect highway safety, construction, maintenance, or operations. New utility lines should be located as near as possible to the right-of-way line to minimize conflict with future road widening or reconstruction.

If the Road Commission determines that an existing utility must to be relocated to accommodate road needs, it will be relocated at no expense to the Road Commission.

TRAFFIC CONTROL

Traffic control for utility construction and maintenance operations shall conform to the **Michigan Manual of Uniform Traffic Control Devices** or as otherwise directed by the Road Commission. Any utility construction or maintenance operation must be planned with full regard to safety for the motoring public and the utility workers. Interference with roadway traffic must be kept to an absolute minimum. Non-emergency utility work that requires blocking any part of the traveled road or road shoulder must be suspended during adverse weather, including any days when the Road Commission is plowing snow.

RESTORATION

All areas disturbed by construction shall be restored to original condition or better as directed in the permit. Any damaged pavement must be repaired as directed by the Road Commission. All debris, refuse and waste shall be removed from the site after first offering any wood or wood chips to the underlying property owner.

RECORDS

The utility company shall maintain records that describe the facility, usage, size, configuration, material, location and vertical clearance (or depth of cover) at time of installation along with any special details such as encasement. This information shall be in a reproducible form available to other utilities and highway agencies.