

City of Michigan City
Horizontal Directional Drilling Permit Application



PERMIT # _____

Date of Application: _____

Permit Expiration Date: _____

INSURANCE ON FILE Yes No N/A

PERMITTEE

Firm Name _____ Contact Person: _____

Address: _____; Phone: _____

AGENT FOR PERMITTEE

Firm Name _____

Street Address _____

Phone #s _____

City _____ State _____ Zip _____

Office _____

Contact Name _____

Fax _____

Contact Email _____

Cell _____

CONTRACTOR

Firm Name _____

Street Address _____

Phone #s _____

City _____ State _____ Zip _____

Office _____

Contact Name _____

Fax _____

Contact Email _____

Cell _____

PROJECT DESCRIPTION:

EXHIBIT A: PLAN AND PROFILE-NARRATIVE AND DRAWINGS-SHOW ROUTE AND EXISTING UTILITIES - SIGNED BY A LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR. (Attach additional sheets as necessary.):

PERMIT FEE (\$0.20 PER LINEAR FOOT OF BORE): _____ FEET OF BORE X \$0.20 = _____.

INSPECTION FEE PER OPENING: \$25.00 FOR 2 ROUTINE INSPECTIONS PER OPENING. \$ _____/HOUR FOR NON-ROUTINE INSPECTION TIME AS APPROVED BY CITY ENGINEER.

CONSTRUCTION START DATE _____ END DATE _____

PURPOSE Repair Replacement New Installation Other _____

- Plans attached showing location, proposed work, and existing utilities (Exhibit A)
- Terms and Conditions of Permit (attached as Exhibit B)



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PERMIT AND APPLICANT AGREEMENT

Permit Number: _____

Whereas, by submission of its Application for a Horizontal Directional Drilling Permit, the Applicant agrees to comply with all City of Michigan City regulations as they exist at the time of application, including, but not limited to, those in Exhibit B attached hereto, and as they may be changed from time to time; and

Whereas, by submission of its Application for a Horizontal Directional Drilling Permit, the Applicant agrees to pay all fees associated with this Permit as they exist at the time of application and as they may be charged from time to time; and

Whereas, the City of Michigan City, having reviewed the Applicant's submission, finds the granting of this Permit to be in the best interest of the citizens of Michigan City;

NOW, THEREFORE, the City of Michigan City grants to the Applicant, this Horizontal Directional Drilling Permit for access to the public right of way and/or easement of the City of Michigan City, as specifically described in EXHIBIT A, subject to the laws of the United States, the laws of the State of Indiana, and the Municipal Code of the City of Michigan City, as they exist at the time of application and as they may be changed from time to time, and any further terms and conditions specified in EXHIBIT B.

This PERMIT is effective this _____ day of _____, 20____, and shall remain in full force and effect for a term not to exceed _____ weeks from the date of Approval.

APPLICATION REVIEWED BY: _____

PERMIT APPROVED BY: _____
City Engineer

PERMIT AGREED BY: _____
Applicant Signature

Applicant Printed

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EXHIBIT B TERMS AND CONDITIONS

1. No person shall excavate, open, bore under, or cut any City street, sidewalk, right of way, easement, or alley, within the City without first obtaining a Permit from the City. The City and its departments are not required to obtain a Permit if the project is 100 feet or less in length and does not include creating an opening in or damage to street or alley pavement or a sidewalk.
2. The Application for such Permit shall state the purpose for which the Permit is desired and the location of the proposed bore, excavation, opening, or cut, and shall contain an agreement that the applicant will pay all damages to persons, or property, public or private, caused by the applicant, his agents, employees, or servants in the doing of work for which the Permit is granted. All drawings and legal descriptions filed with the application must be signed by a licensed Professional Engineer or Registered Land Surveyor. Any applicant may be required as a condition to the granting of a Permit, in the discretion of the City Engineer, to file an undertaking of such amount as the City Engineer determines, but not more than \$5,000, to leave the streets, sidewalks, rights of way, City easements, and alleys in as good condition as the same was in when the work was commenced, to at all times keep the place where the bore, opening, cut, or excavation is made properly guarded by day and lighted by night, and to hold the City of Michigan City, its officials, agencies, employees, and agents, harmless from all damages, claims, costs, and charges that may accrue from the applicant's use of such street, sidewalk, right of way, City easement, or alley by reason of such bore, excavation, opening, or cut.
3. No Permit for a bore, excavation, opening, or cut shall be deemed to convey or grant any privilege to occupy the space within or below any street, alley, sidewalk, or any utility, vault, pipe, or drain.
4. Applicant shall submit any modifications to its Plan and Profile to the City for approval prior to start of work or, if after the Permit is approved, prior to commencing the work involving the modification. All modifications proposed after the Permit has been issued must be approved in writing by the City Engineer, or the Board of Works if it substantially changes the work approved in the Permit, prior to the modification being implemented.
5. Approval of this Horizontal Directional Drilling Permit only pertains to work performed within the corporate limits of the City of Michigan City and within the boundaries of City property, right-of-ways, and easements.
6. Applicant shall determine the actual location and elevation of all existing utilities prior to construction. As-built plans of existing utilities shall be reviewed by Applicant and City Engineer for potential conflict. All underground utilities within the limits of the drill path shall be included on the Plan and Profile in sufficient detail to determine the drill depth and bend radii needed to avoid damage to any utility by the drilling operations. The contractor shall expose existing utilities, as necessary, to confirm conflict avoidance. Applicant shall provide minimum clearances of 1.5 feet vertically and 3 feet horizontally between all underground utilities and Applicant's installation but a horizontal distance of 10 feet and vertical distance of 18 inches between the Applicant's facility and any City sewer, fiber, or water line shall be maintained, unless a lesser amount is approved by the City Engineer who shall consult with the relevant City Department(s) regarding same before granting approval.
7. Applicant shall notify the City Engineer and the Michigan City IT Department at least two (2) working days in advance of anticipated start of construction.

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8. Work hours to be 7:30am to 5:00PM. If alternate hours and/or weekends are required to complete the project, prior written permission of the City Engineer must be obtained.
9. Applicant shall comply with all federal, state, and local laws and safety requirements and shall exercise precautions at all times for the protection of all persons, including Applicants employees, and property. Applicant shall not enter onto or install its facility anywhere other than where allowed by the Permit without the prior written permission of the property owner.
10. Applicant shall not allow, and shall take all necessary measures to prevent, any dirt or debris from any of its work sites to migrate off site, including on to nearby sidewalks, driveways, and roads and into catch basins or other drain, during the project and Applicant shall install any measure(s) necessary to prevent post-construction erosion of its work sites due to wet weather or wind. Applicant will implement erosion control measures as requested by the Michigan City Sanitary District, including, but not limited to, covering catch basin grates with mats and seeding and covering disturbed areas with straw mats. If the combined area of all of the land disturbances for the project equals or exceeds one (1) acre, before beginning any land disturbing activity, Applicant shall obtain an MS4 storm water management permit from the Michigan City Sanitary District and obtain a Rule 5 permit form the Indiana Department of Environmental Management.
11. Applicant shall promptly restore all surfaces, including lawns, pavements, sidewalks, curbs, berms, and any other surfaces disturbed during the project, to the original or better condition. When excavations, openings, or cuts are made hereunder, they shall not be left open longer than the necessities of the work demands. In refilling the excavation, opening, or cut, all earth, stone, and screenings shall be thoroughly and properly compacted and the surface of the street, sidewalk, or alley left in as good condition as the same was in before the excavation, opening, or cut was made. The City Engineer or his designee shall inspect the restoration of any opening in a street, alley, or sidewalk to verify that the restoration complies with the City's standard specifications for restoration of same. Applicant must notify the City Engineer or his designee when the appropriate stages of the restoration are ready for interim inspection before covering same and for final inspection and approval of restorations upon completion thereof. The Michigan City IT Department is the City Engineer's for inspection purposes.
12. Whenever it is necessary to break into a sidewalk to make any excavation, opening, bore, or cut, the entire sidewalk section so broken shall be removed and replaced, it being the intent of this section to prohibit the patching of only a part of a section of a sidewalk.
13. In addition, the surface of any restored street, sidewalk, alley, driveway, or lawn area shall be maintained in good repair by Applicant for one year following completion and City approval of the restoration. The City may require a one (1) year maintenance bond if the Board of Works deems it appropriate under the circumstances.
14. Applicant shall preserve and protect all trees in the construction area. The Applicant will be responsible for any claim for damage to trees. Removing any tree requires the prior approval of the City Engineer or his designee.
15. Applicant shall reference all existing iron pins and monuments before excavation or drilling. If any pins or monuments are disturbed, a surveyor registered in the State of Indiana shall reset the pins at the Applicant's expense.

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16. Applicant shall confine all activities for the project to the immediate area under construction pursuant to the Permit and shall not enter upon private property without written permission of the property owner.
17. Applicant shall sequence its construction activity to limit the number of open excavations. Open excavations include any excavation that has not yet been backfilled. The maximum number of simultaneous open excavations (not including those used for utility locating) shall be three (3) unless prior written approval from the City Engineer or his designee is obtained. Applicant shall install road plates and proper signage as required by City standards or the City Engineer.
18. Applicant shall repair pavement and sidewalks in accordance with City of Michigan City standards as provided by the City Engineer.
19. Contractor shall contact 811 and acquire utility locates for the entire length of the bore before beginning work.
20. Applicant shall provide a maintenance and protection of traffic plan, meeting standards of the "Indiana Manual of Uniform Traffic Control Devices for Streets and Highways," for approval prior to commencing construction.
21. Applicant shall not alter existing pre-construction grades without express written approval from City Engineer.
22. Applicant shall not install gas valves in sidewalk panels.
23. No permanent above ground utility markers are permitted.
24. The City's policy on horizontal directional drilling adopted by the Michigan City Board of Public Works on November 9, 2018 entitled "Policy for Third Persons Seeking Permission to Horizontally Directionally Drill Under Any City Street, Right-of-Way, or City-Owned Property (Policy)," latest edition, and any and all subsequent amendments to said Policy are incorporated herein by reference. Applicant represents that he/she has fully read said Policy and consents and agrees to all terms and conditions of said Policy, including, but not limited to, the insurance requirements, bonding requirements, and indemnification and hold harmless provisions. If there is a conflict between the Policy and this Permit, the terms and conditions of this Permit shall govern.
25. Applicant must notify the Michigan City Sanitary District (SD) in writing at least two (2) business days prior to doing horizontal directional drilling (HDD) when the HDD will cross or otherwise be within ten (10) feet of any City sanitary, storm, fiber optic line, or water line.
26. Applicant must work with the authorized SD staff to ensure any HDD in conflict with City infrastructure is avoided by the minimum distances defined herein or approved by the City Engineer.
27. Applicant must provide, at Applicant's expense, preliminary GIS shape files of the total HDD project in Michigan City to the City GIS coordinator (and the City of Michigan City Water Department if the same is requested) at least two (2) business days before installation of the project commences. Preliminary shape files will be required to contain an attribute that



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includes the proposed depth of the bore as well as the proposed location of the fiber and a description of the size and material of the tubing and of the fiber.

28. Applicant must provide, at Applicant's expense, as-built GIS shape files to the City GIS coordinator (and the City of Michigan City Water Department if the same is requested) within thirty (30) days after completion of the permitted HDD project. As-built shape files will be required to contain an attribute that includes depth of the bore as well as the actual location of the fiber and a description of the size and material of the tubing and of the fiber.
29. All deliverables and documents required to be provided per this permit shall be delivered to the following:

Michigan City Sanitary District
1100 E. 8th Street, Michigan City, IN 46360
Attn: Steve Stanford, Operations Manager
(219) 874-7700
sstanford@mcsan.org

Michigan City IT Department
1100 E. 8th Street, Michigan City, IN 46360
Attn: Andrew Matanic
(219) 874-7799
AMatanic@emichigancity.com

City of Michigan City, Indiana
1100 E. 8th Street, Michigan City, IN 46360
Attn: Jeff Wright, City Engineer
jwright@emichigancity.com
(219) 873-1426

Michigan City GIS
1100 E. 8th Street, Michigan City, IN 46360
Attn: Anthony Bazil
219-874-7799
ABazil@mcsan.org

Michigan City Water Department
532 Franklin Street, Michigan City, Indiana 46360
Attn: Randy Russell, Superintendent
russell@mcwaterdept.com
(219) 874-3228