



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
OAKLAND TRANSPORTATION SERVICE CENTER

KIRK T. STEUDLE  
DIRECTOR

September 22, 2011

2012 ANNUAL PERMIT FOR WORK ON STATE TRUNKLINE RIGHT OF WAY

On October 1, 2011 the Michigan Department of Transportation (MDOT) Oakland Transportation Service Center (TSC) will begin accepting 2012 annual permit applications. All permit applications are to be submitted via the MDOT electronic Construction Permit System (CPS). If you have not already created an account/registered in the Michigan Business One Stop (MBOS)/CPS system, instructions for doing so are included.

A 2012 annual permit will be NOT be issued to your municipality until your updated Performance Resolution for Governmental Bodies (Form 2207B dated 7/11) is on file with MDOT. The form must include the name or title of the designated person(s) authorized to sign permits. I have attached a copy, however this form can be found on the internet at [www.michigan.gov/mdot](http://www.michigan.gov/mdot). The resolution can be uploaded into CPS with your annual permit submittal or e-mailed to me.

Each time you perform work under your annual permit you will need to submit an electronic advance notice via the MDOT electronic CPS system. No work shall be performed until the advance notice is approved by MDOT.

The 2012 annual permit will not be effective until January 1, 2012. The 2011 annual permit shall continue to be used for any work occurring between now and December 31, 2011.

Municipalities, when working within their municipal limits, are exempt from permit fees.

The municipality will be required to submit an individual permit for all work in the MDOT right of way that is not covered under the annual permit.

Thank you for your cooperation. If you have any additional questions, feel free to contact me at 248-451-2453 or Johanna Schwensen at 248-451-2451.

Sincerely,

Stacey Gough  
Oakland TSC Utility/Permit Engineer  
goughs@michigan.gov

cc: Johanna Schwensen  
Mary Hudak-Baylis  
File