



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
OAKLAND TRANSPORTATION SERVICE CENTER

KIRK T. STEUDLE
DIRECTOR

September 27, 2010

RE: 2011 ANNUAL PERMIT FOR WORK ON STATE TRUNKLINE RIGHT OF WAY

Enclosed you will find an annual permit application for 2011. Types of work allowed under this permit are described on the face of the permit. MDOT will also consider parades, placement of 4th of July flags, and Christmas decorations under the annual permit.

Please complete the enclosed Form 2205B (07/10) (Annual Application and Permit for Miscellaneous Operations Within State Trunkline Right of Way) and return it to this office if you intend to perform these types of work within MDOT Right-Of-Way during 2011.

Each time you perform work under your Annual Permit you will need to submit Form 2204 (10/09) (Advanced Notice Of Permitted Activity In The Highway Row) to our office for review and approval prior to the start of work.

We require an updated resolution from your municipality (Form 2207B (07/10) – Performance Resolution for Governmental Bodies), designating the name of the person(s) who is/are authorized to sign permits beginning January 1, 2011. MDOT must have this on file before we can issue an annual permit to your municipality.

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

Effective January 1, 2009 all Individual and Annual Permit activities that require a lane closure are required to follow the Federal Highway Administration (FHWA) mandated Work Zone Safety & Mobility Policy procedures.

Effective February 1, 2010 MDOT only accepts electronic submittals of insurance documentation (MDOT Form 2020). Enclosed is the "Notice to Surety/Insurance Companies" in regards to electronic insurance submittal for your reference.

All work performed within MDOT Right-of-Way that is not covered by the Annual Permit requires an Individual Permit (Form 2205(07/10) - Individual Application and Permit For Use of State Trunkline Right Of Way).

All the forms listed above can be found on the internet at <http://mdotwas1.mdot.state.mi.us/public/webforms> by typing in the appropriate form number.

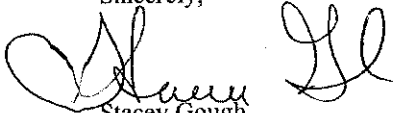
In January 2011, MDOT will be converting our permit system to a web based computer application. All permit applications (Annual and Individual) submitted after January 1, 2011 will be required to be submitted electronically. Please see the attached "Notice to the Right of Way Construction and Utility Permit Applicant" in regards to electronic submittal. More information will follow as it becomes available.

Please be advised that the MDOT Oakland TSC permit division still has 2 engineers job-sharing the Permit Engineer position:


Stacey Gough 248-451-2453 (goughs@michigan.gov)
Mary Hudak-Baylis 248-451-2457 (hudakm@michigan.gov)

If you have any additional questions, feel free to contact either of us or our permit agent Johanna Schwensen at (248)451-2451.

Sincerely,


Stacey Gough
Oakland TSC Permit Engineer

Sincerely,


Mary Hudak - Baylis
Oakland TSC Permit Engineer