

**CITY OF EAST LANSING
SPECIAL TRANSPORTATION APPLICATION**

Rev. 03/14

Submit application to:	Engineering Department, City of East Lansing 410 Abbot Road, East Lansing, Michigan 48823 dpwpermits@cityofeastlansing.com	Ph.: 517-337-9459
FEE: \$40.00		Fax: 517-337-3943

APPLICATION INFORMATION: TO BE COMPLETED BY APPLICANT

Date of Movement: _____ Time: _____

Overweight
 Oversize

Firm: _____	By: _____
Address: _____	Title: _____
Phone: () _____	Email: _____
	Fax: () _____

From: _____

To: _____

Via: _____

Object to be Moved: _____

Additional Information: _____

Vehicles to be Used:

Truck
 Truck-Tractor
 Semi-Trailer
 Trailer
 Other _____

License Plate #	License Plate #	License Plate #	License Plate #	License Plate #
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Overall Width (Feet): _____
 Overall Length (Feet): _____
Overall Height (Feet): _____

Weight - Axle Spacing-Tires

Axle Number	1	2	3	4	5	6	7	8	9
Axle Weight (lbs.)									
Tire Size (Inches)									
# of Tires									

Axle Spacing	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9

Total Gross Weight: _____

Applicant: This is to certify that to the best of my knowledge and belief, the statements contained in this application are true and correct, that I have read and understand the conditions on the reverse side of this application, and if granted a Special Transportation Permit, I will comply with all of the conditions and restrictions which apply to this movement.

COMPANY/OWNER AND CONTRACTOR HEREBY ACKNOWLEDGES THAT HE/SHE AS FAMILIARIZED HIMSELF/HERSELF WITH AND AGREES TO ABIDE BY THE CONDITIONS SET FORTH UNDER THE CITY OF EAST LANSING ENGINEERING STANDARDS

Permit Application; Standard Permit & General Approval Conditions for Special Transportation Permit & Annual Transportation Permit and other information can be viewed online at:

<http://www.cityofeastlansing.com/Home/Departments/PublicWorks/EngineeringDivision/ConstructionPermitApplications/>

Applicant Signature: _____ Date: _____ Phone: _____

APPROVAL CONDITIONS

for

SPECIAL TRANSPORTATION PERMIT - Rev. 03/14

1. **APPLICATION** - The application must be completed in full by the applicant and submitted to the City a minimum of 48 hours (excluding weekends and holidays) prior to the date of the movement. The operator in charge of the movement must have a copy of the approved permit in his/her possession during the move and shall be able to produce said permit to any police officer or employee of the City. A movement date window of no more than 3 calendar days shall be listed on the application.
2. **PERMIT DENIAL**- No permit shall be issued for the movement of oversize or overweight load composed of units or assemblies which can be dismantled, reduced or otherwise rearrange to come within the legal limits. No permit will be issued for built-up loads which can be divisible into multiple legal loads. No permit will be issued for loads where the combined weight of the vehicle and load exceed 700 lbs per inch of tire width on any wheel.
3. **LOAD ORIENTATION**- The item to be moved shall be loaded so that the least dimension becomes the width of the load. Shovels, cranes, etc., shall be loaded lengthwise of the vehicle.
4. **POSTED LOAD LIMITS**- This permit in no way supersedes the posted axle loading limits on any street or bridge structure. The applicant agrees to reimburse the City for any damage resulting from the disregard of such postings.
5. **RIGHT-OF-WAY**- Approval of this permit only applies to work within the East Lansing public right-of-ways. It is the Applicant's responsibility to verify the right-of-way location in the field during construction and to obtain proper approval from the individual property owners for work occurring outside of the public right-of-way. Contact the City Code Enforcement Department at (517) 319-6894 for additional permits required for work outside the right-of-way.
6. **ROADWAY JURISDICTION**- This permit approval only applies to transportation on City of East Lansing roadways. State of Michigan, Michigan State University, Ingham/Clinton County Road Commissions, and City of Lansing permits are required if the transportation route impacts roads within those jurisdictions.
7. **RIGHT-OF-WAY MODIFICATIONS** (moving/removing railings, signs, traffic signals, tree trimming, etc.)- All proposed modifications to items within the right-of-way must be clearly described in the application. No modifications shall be to items within the right-of-way unless specifically approved within the permit. All trees along the travel route shall be properly protected from damage. The contractor shall not operate or park trucks or equipment within the drip line of any tree. The application shall immediately notify the City's Environmental Services Administrator of any damage caused to a tree as a result of this movement.
8. **RIGHT-OF-WAY PERMIT**- The item to be moved shall not be loaded or unloaded within the road right-of-way unless a feasible alternative is not available. If the item is to be loaded or unloaded within the right-of-way or is to be used within the right-of-way (i.e. crane, lift) and OCCUPATION AND USE OF STREET/ALLEY RIGHT-OF-WAY APPLICATION and PERMIT is required (City Code Chapter 38).
9. **IDEMNIFICATION** – The Applicant and his/her/their contractor(s) shall maintain appropriate levels of insurance for bodily injury and property damage. The City of East Lansing does not assume any liability or maintenance responsibilities resulting from its approval of the facility installed, used or maintained by this permit. The Applicant shall save harmless the City of East Lansing and its employees from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under this permit. The City of East Lansing must be listed as a certificate holder and as a co-insured on this policy.

In accordance with Chapter 38-34 of the East Lansing City Code, the minimum liability insurance limits shall be:
 - a. \$100,000 for injury to, or death of, any person in any one accident.
 - b. \$300,000 for any one accident resulting in injury to, or death of, more than one person.
 - c. \$100,000 for damage to property in any one accident.
10. **HOURS OF OPERATION** - City Code Chapter 26, Section 81 (6) prohibits construction on Sundays and on all other days between the hours of 7:00 AM and 8:00 PM, unless otherwise approved by the City Manager. All permits for oversize load movements are valid during the daylight hours only on the date specified on the permit.
11. **TRAFFIC, LAWS & SAFETY**- The operator of the vehicle covered by this permit shall comply with all laws, rules and regulations governing the movement of traffic on any street. Movements shall be made in such a manner as to impede traffic as little as possible. The speed of vehicle covered by this permit shall not exceed 35 miles per hour unless specifically noted on the approved permit. The permit is VOID at any time road, weather, or traffic conditions make travel unsafe.
12. **MISREPRESENTATION & NON-COMPLIANCE**- In the case of misrepresentation of information or non-compliance with the provision of the permit the permit shall be immediately considered void and the operator of the vehicle subject to arrest.