



CITY of NOVI CITY COUNCIL

Agenda Item J
June 4, 2018

SUBJECT: Approval of Resolution to close Ten Mile Road from the Civic Center to Taft Road for the Festival of Chariots from 11:45 a.m. to 1:30 p.m. on Sunday, July 22, 2018.

SUBMITTING DEPARTMENT: Department of Public Services, Engineering Division

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

International Society for Krishna Consciousness (ISKCON) will present their annual Rath Yatra (Festival of Chariots) Parade on Sunday, July 22, 2018. The parade will leave the Civic Center campus at 11:45 a.m. and end at Fuerst Park approximately 1:30 p.m. As in previous years, they are requesting to close portions of Ten Mile and Taft Roads intermittently throughout this timeframe. The parade concludes at Fuerst Park, where the annual festival will continue. This is a private rental event open to the public at no cost.

The Road Commission for Oakland County (RCOC) has issued Permit Number 58503 to the City allowing use of the roadways under County jurisdiction for civic events. The permit is predicated upon the adoption of an Authorizing Resolution by the Novi City Council approving the event and agreeing to the terms of the permit. Permit requirements include hold harmless and indemnity, and represents the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim related to the Parade.

Ten Mile Road is under the jurisdiction of the Road Commission for Oakland County. Approval of the attached resolution is required as part of RCOC Permit Number 58503.

RECOMMENDED ACTION: Approval of Resolution to close Ten Mile Road from the Civic Center to Taft Road for the Festival of Chariots from 11:45 a.m. to 1:30 p.m. on Sunday, July 22, 2018.

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION AUTHORIZING 2018 FESTIVAL OF CHARIOTS ON TEN MILE ROAD

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS ; the Festival of Chariots event, presented by the International Society for Krishna Consciousness (ISKCON) of Detroit, will take place on Sunday, July 22, 2018, from 11:45 am to 1:30 pm; and

WHEREAS ; the parade will begin at the Novi Civic Center at 45175 Ten Mile Road and proceed west on Ten Mile Road to Taft Road, south on Taft Road to Nine Mile Road, turn around and head back north on Taft Road to end at Fuerst Park; and

WHEREAS ; the City of Novi has been issued an annual permit, permit number 58503, by the Road Commission for Oakland County to conduct civic events on roads under the jurisdiction of RCOC; and

WHEREAS ; the validity of the permit is conditioned upon adoption of an Authorizing Resolution by the Novi City Council for the event and a statement agreeing to the terms of the permit.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Novi hereby support and authorize the 2018 Festival of Chariots event and will fulfill all permit requirements, save harmless, indemnify, and represent the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the 2018 Festival Chariots.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 4th day of June 2018, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi



QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

Board of Road Commissioners

Ronald J. Fowkes
Commissioner

Gregory C. Jamian
Commissioner

Eric S. Wilson
Commissioner

Dennis G. Kolar, P.E.
Managing Director

Gary Piotrowicz, P.E., P.T.O.E.
Deputy Managing Director
County Highway Engineer

Department of
Customer Services
Permits

2420 Pontiac Lake Road
Waterford, MI
48328

248-858-4835

FAX
248-858-4773

TDD
248-858-8005

www.rcocweb.org

December 22, 2017

City of Novi
Rebecca Runkel
45175 W 10 Mile Road
Novi, MI 48375

RE: Annual Permit for Community Events

Dear: Ms. Runkel,

Enclosed is your annual permit for community events such as parades, banners, festivals, and block parties, on roads under the jurisdiction of the Road Commission for Oakland County. This permit is valid through December 31, 2020.

This permit allows communities to conduct community events or install banners under the following conditions:

1. That the local municipality adopts a resolution authorizing the event or banner.
2. That a copy of the resolution is provided to the Road Commission, via email to permits@rcoc.org or facsimile at (248) 858-4773, a minimum of three (3) days prior to the event or installation of the banner.
3. That the local municipality is responsible for necessary or appropriate traffic control associated with the event.
4. That any banner be installed above minimum height and clearance requirements. Specifications for permitted banners are enclosed.
5. That the municipality records the 5-digit permit number on all event-related documents/resolutions when submitted for review.

Also enclosed is a copy of our specifications and guidelines which pertain to banner permits. Should you have any questions or require additional information, please feel free to contact me at (248) 858-4836.

Respectfully,

David Czerniakowski, Director
Department of Customer Services

CZ:rr
Enclosures

BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328

REFER ALL INQUIRIES TO DEPARTMENT OF CUSTOMER SERVICES - PERMITS (248) 858-4835

Const. Bond: \$ 0.00
Permit Fee: \$ 0.00
Deposit: \$ 0.00
Est. Insp. Fee: \$ 0.00
Paint Fee: \$ 0.00
Sign Fee: \$ 0.00
Signal Fee: \$ 0.00

Application No: 17-0776

Permit No: 58503

This permit is issued on the condition that licensees and any persons working under the authority of this permit shall comply with the requirements of Act 53 of the P.A. of 1974.

CALL MISS DIG BEFORE YOU DIG
PHONE: (248) 647-7344

12/19/2017

Received of **NOVI, CITY OF**

to be applied in accordance

with the terms of below permit.

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan

by:

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application on file, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to:

NOVI, CITY OF

45175 W 10 MILE ROAD NOVI, MI 48375 248--34-7-04,60

hereinafter referred to as the Licensee.

This is a permit to:

CONDUCT PARADES AND OTHER COMMUNITY EVENTS OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL MUNICIPALITY RESOLUTION. THE LOCAL MUNICIPALITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE MUNICIPALITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE, COMMUNITY EVENT, OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL MUNICIPALITY AND SHALL NOT ADVERTISE FOR A PRIVATE BUSINESS OR BE POLITICAL IN NATURE. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC SPECIFICATIONS AND GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES.

SUBCONTRACTORS AND ANY OTHER PARTIES WORKING ON BEHALF OF THE MUNICIPALITY SHALL BE MADE AWARE OF THE TERMS OF THE PERMIT.

ALL BILLINGS FOR INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE MUNICIPALITY.

All construction shall be in accordance with the attached approved plan and application on file for:

NOVI, CITY OF

as prepared by CITY OF NOVI

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND APPLICATION ON FILE AND WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.

This permit is granted for the period

Commencing 12/19/2017

and ending 12/31/2020

NOVI

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan
Department of Customer Services - Permits

By:

In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT)

12/19/2017 **NOVI, CITY OF**

By: X

Rebecca Runkel
Rebecca Runkel

12/13/2017

Application # 17-0776

Contact: REBECCA RUNKEL

Phone: 248--34-7-0460

PERMIT DESCRIPTION

The following is a permit description ONLY. It shall not be construed to be a permit and shall become valid only after the permit is acquired.

This is a permit to:

CONDUCT PARADES AND OTHER COMMUNITY EVENTS OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL MUNICIPALITY RESOLUTION. THE LOCAL MUNICIPALITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE MUNICIPALITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE, COMMUNITY EVENT, OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL MUNICIPALITY AND SHALL NOT ADVERTISE FOR A PRIVATE BUSINESS OR BE POLITICAL IN NATURE. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC SPECIFICATIONS AND GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES.

SUBCONTRACTORS AND ANY OTHER PARTIES WORKING ON BEHALF OF THE MUNICIPALITY SHALL BE MADE AWARE OF THE TERMS OF THE PERMIT.

ALL BILLINGS FOR INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE MUNICIPALITY.

All construction shall be in accordance with the attached approved plan and application on file for **NOVI, CITY OF.**

as prepared by **CITY OF NOVI**

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ATTACHED APPROVED PLAN AND APPLICATION ON FILE WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.



BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN

PERMIT APPLICATION

MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

Department of Customer Services Permits

FOR R.C.O.C. USE ONLY	
Application No.	17-776
Date Received	11-16-17
Permit E No.	58503
Date of Issuance	12-19-17

APPLICANT: CITY OF NOVI hereby makes APPLICATION for a permit to CONSTRUCT, OPERATE, USE and/or MAINTAIN or to TEMPORARILY CLOSE A COUNTY ROAD within the part of the right-of-way of road(s) VARIOUS under the jurisdiction of the Board: a detailed description of the desired facility and/or activity is required in the space provided below: (include size, length, type of facility; - if underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed, describe method). **THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE:** 1. Plans, specifications and location of facility. 2. Traffic plan and detour route in cases of street closures.

PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Annual | <input checked="" type="checkbox"/> Community Event | <input type="checkbox"/> Public Utility (i.e. electric, gas, telephone) | <input type="checkbox"/> Soil Boring/Monitoring Well |
| <input type="checkbox"/> Approach/Private Road Access | <input type="checkbox"/> Landscaping/Grading | <input type="checkbox"/> Sanitary/Storm Sewer | <input type="checkbox"/> Watermain |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Pathway/Sidewalk | <input type="checkbox"/> Sign/Subdivision Entrance Marker | <input type="checkbox"/> Other _____ |

COMMUNITY EVENT

City or Township NOVI Section No. _____

The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the R.C.O.C. as part of this application, and if said application is approved, the above named applicant agrees to abide by the **CONDITIONS** contained on the reverse side. Since a permit will have to be secured from the Board prior to the start of any construction or maintenance operations proposed by this application, it is intended that the **SUPPLEMENTAL SPECIFICATIONS**, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

FOR R.C.O.C. USE ONLY	
Design: _____	Right-of-Way: _____
Traffic: _____	Maintenance: _____
Planning: _____	Construction: _____
Subdivision: _____	
Environmental Concerns: _____	Permits: _____

FOR R.C.O.C. USE ONLY	
Application Fee: \$ 0	Permit Fee: \$ 0
Receipt No: _____	Deposit: \$ 0
	Estimated Inspection Fee \$ 0
	Paint Fee: \$ 0
Bond: \$ 0	Sign Fee: \$ 0
(RCOC Form 75)	
TOTAL FEES DUE	
AT TIME OF PERMIT ISSUANCE: \$ 0	
Proof of Insurance Required <u>7/1/18</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Pollution Liability Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

This application is approved subject to **CONDITIONS** and **SUPPLEMENTAL SPECIFICATIONS** contained on the reverse side of this application. Approval of this application does not relieve applicant from meeting any applicable requirements or duties of law or other public bodies or agencies including but not limited to the Michigan Department of Natural Resources.

APPROVAL OF THIS APPLICATION EXPIRES IN ONE YEAR IF A PERMIT HAS NOT BEEN ISSUED. RESUBMITTAL OF CURRENT PLANS, PERMIT APPLICATION REVIEW FEES AND PERMIT APPLICATION IS REQUIRED IF APPROVAL OF THIS APPLICATION HAS EXPIRED.

REFER ALL INQUIRIES TO (248) 858-4835

DEPARTMENT OF CUSTOMER SERVICES - PERMITS

2420 PONTIAC LAKE ROAD
WATERFORD, MI 48328

APPLICATION APPROVED: _____

By: _____ Date: 12-20-17

CITY OF NOVI

APPLICANT (PRINT OR TYPE) <u>Rebecca Runtal</u>	DATE <u>11-2-17</u>
SIGNATURE <u>Rebecca Runtal</u>	TITLE <u>Engineering Technician</u>
(PRINTED/TYPED SIGNATURE & TITLE) <u>45175 W. 10 MILE RD</u>	TELEPHONE NUMBER <u>248-347-0460</u>
APPLICANT'S ADDRESS <u>NOVI, MI 48375-3024</u>	
CITY	STATE
	ZIP CODE

Email: _____

AS A CONDITION OF THE APPROVAL OF THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

1. The application agrees to secure, or cause to be secured, a permit from the Board prior to the commencement of construction or maintenance operations. If a contractor is to perform the construction or maintenance entailed in this application, the contractor shall secure the permit from the Board prior to the commencement of construction or maintenance operations and thereby assumes responsibility, along with the applicant, for any provisions of this application which apply to them.
2. Any and all construction proposed under this application will meet all requirements of the Board, together with the Supplemental Specifications as set forth below.
3. The applicant agrees to save harmless, indemnify, defend, and represent the Board and its employees against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the creation, operation, use, or continuing existence of the structure or facility covered by the permit or for any other work done within county road right-of-way whether or not specifically authorized or in conformance with the description of activities for which the permit was issued. Applicant agrees and understands that the obligations set forth herein are binding upon their successors, transferors, assigns, sureties, and guarantors. The Applicant shall maintain insurance of a type and in an amount in conformance with the Board's established requirements and provide certificates of insurance in a type and amount which shall assure conformance with the Board's established requirements is currently in force for any and all facilities installed in the Board's right of way.
4. The applicant agrees to surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense, the facilities for which this permit is granted whenever ordered to do so by the Board because of the need for the area covered by this permit for public uses or because of a default in the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the Board, the applicant agrees to reimburse the Board for its cost in doing same.
5. Nothing in this application shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to otherwise impair any existing rights granted in accordance with the constitution or laws of this State.
6. The obligation to construct, operate, use and/or maintain the facility to the satisfaction of the Board remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the Board. The applicant is obliged to repair any damage to the road and right of way which is a result of the facility and which occurs or appears after the permit licensee is released.
7. The necessary construction zone signing for the protection of traffic shall be in accordance with the most current edition of the Michigan Manual of Uniform Traffic Control Devices, Part 6. All such devices shall be furnished, installed and maintained by the Permit Holder. All construction signage shall have black lettering on a reflective florescent orange background, unless otherwise specified. The Permit Holder shall provide any additional signs, barricades and/or lights, at the Permit Holder's expense, required to protect the general motoring public and the work zone when requested by the Road Commission.
8. **ADDITIONAL CONDITIONS:** As will be identified in approved permit description.

SUPPLEMENTAL SPECIFICATIONS

1. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL:** The contractor and/or the utility company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The contractor and/or utility company shall assume the full responsibility for this protection. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the right-of-way unless the permit provides for, and with approval of abutting property owners, disposal at approved locations with the right-of-way. In the latter case, the material shall be leveled and trimmed in a manner approved by the Road Commission for Oakland County.
2. **BACKFILLING AND COMPACTING BACKFILL:** All trenches, holes, pits, and other excavations shall be filled with approved excavated earth or with MDOT Class II granular material if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill compaction will be subject to check by the Controlled Density Method (minimum 95%). Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Road Commission for Oakland County standards. Any excavation within the right of way outside traveled portion of road must be maintained until all settlement has occurred and must be restored and seeded or sodded as directed. The permit will not be released until the Road Commission is satisfied that no further settlement will occur.
3. **CROSSING ROADBED BY TUNNELING, DIRECTIONAL BORE, JACK CASING AND BORE:** When the pipe is installed by tunneling without cutting the existing pavement, the tunnel shall be adequately sheeted or shored to prevent the sides and top from collapsing or the pavement from settling or cracking. Directional bore shall be at least 4 diameters under the pavement or 48 inches, whichever is greater. When the pipe is installed by boring and jacking, the leading edge of the pipe must always precede the auger. The tunnel backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Tunnel and boring pits shall be at least 10 feet from the edge of the pavement unless otherwise approved.
4. **CROSSING BY CUTTING GRAVEL ROADS:** All trenches are to be backfilled with approved material to within 12 inches of surface within the limits of the roadbed. Backfill methods will be as described in paragraph 2 above. All surplus excavated material will be disposed of as described in paragraph 1. The top 12 inches within the roadbed will be backfilled with processed road gravel (MDOT 22A or 23A). Trenches outside of the roadbed will be backfilled in accordance with paragraph 2 above.
5. **CROSSING BY CUTTING PAVEMENT AND TRENCHING:** When this method is approved by the Road Commission, the pavement shall be cut so that the opening is a minimum of 5 feet wide and at least 1 foot wider on each side than the trench. In no case shall an open cut result in a remaining slab width of less than 5 feet from patch to an existing joint. The cut shall be made by sawing to a full pavement depth. Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint a minimum of 3 feet. Backfill shall be made with MDOT Class II granular material. After the backfill has been placed by control density method and thoroughly compacted, the pavement shall be replaced with a temporary surface of approved hot-mixed bituminous material and later replaced with new pavement of the original type and quality by the Permit Licensee unless other provisions are included in the permit.
6. **DEPTH OF COVER MATERIAL:** Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and top of the pipe.
7. **TREE TRIMMING OR REMOVAL:** All trees that may be affected by the proposed construction shall be shown on the plans. The plan must clearly indicate which trees are proposed to be removed, trimmed and/or tunneled. This work, if approved, must be done in accordance with current Board standards, including advance notification of abutting property owners. Wood Disposal License Agreement(s) will be required for any tree work.
8. **DISPOSAL OF GROUND WATER:** Roadside drainage systems - open ditches, storm sewers, etc. - shall not be used for the disposal of water pumped from below the surface of the ground unless specifically allowed by the Road Commission. Details such as volume and frequency of discharge, erosion control, duration of use, NPDES permit and other pertinent information as may be required must be submitted with the application for such permission.
9. Any proposed operation in the right of way not covered by the above specifications, submitted with this application, shall be done in accordance with any additional specifications deemed necessary by the Board or as outlined in the Permit Rules, Specifications and Guidelines.

PART 9 – BANNER PERMITS

RULE 9.1 AUTHORIZED APPLICANTS

A permit for the installation of Banners to be placed within or over the Right-of-Way may be issued by the Permits Division only to the governing body of a city, incorporated village, or township.

RULE 9.2 APPLICATION FORMS

Applications for permits for the erection of Banners shall be in the manner prescribed by, or on the appropriate forms supplied by, the Permits Division. Only the authorized governing body may make application. The community shall obtain permission from the pole's owner for use of any and all poles. R.C.O.C. traffic signals or poles cannot be used for Banners.

RULE 9.3 MINIMUM REQUIREMENTS

- 9.3.1 Permit applications shall be accompanied by a copy of a Municipal Resolution from the local governing body designating an authorized official of the city, village, or township with the authority to make the application for the city, village, or township. The application should be submitted approximately one month in advance of proposed installation.
- 9.3.2 Each application shall include the following information:
- (A) Activity in connection with which the Banners are to be placed.
 - (B) Location of the proposed installation including distance to traffic control devices.
 - (C) A description of the Banners, including any legend or symbol thereon.
 - (D) The height of an overhead Banner at its lowest point above the surface of the road.
 - (E) The dates on which the Banner will be erected and removed shall not exceed a time period specified by the Permits Division. An acceptable period of time for Banners, other than Christmas decorations, to be in place is 3 weeks and acceptable duration for Christmas decorations to be in place is 6 weeks.
 - (F) Such other information as the Permits Division may require.

RULE 9.4 DESIGN AND PLACEMENT REQUIREMENTS

- 9.4.1 The design, method of installation and location of all Banners shall be such that they shall conform to all applicable laws, statutes and regulations, including Act 200 of 1969, these Rules and the M.M.U.T.C.D.; shall not be dangerous to those using the road; and shall not unduly interfere with Sight Distance or the free movement of the traffic.
- 9.4.2 Overhead Banners shall be securely fastened and have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed not closer than 100 feet on either side of traffic lights or signals, and shall be so placed as to not obstruct a clear view of such traffic lights or signals or other traffic control devices. Banners shall not be attached to trees.
- 9.4.3 Banners shall not have displayed thereon any legend or symbol which, in the judgment of the R.C.O.C., may, in any way, be construed to advertise or otherwise promote the sale of, or publicize, any merchandise or commodity, or which may be construed to be political in nature.

9.4.4 Banners shall not have displayed thereon any device which is, purports to be, imitates, resembles, or may be mistaken for, a traffic control device, or which attempts to direct the movement of traffic.

9.4.5 Decorations shall not include flashing lights.

RULE 9.5 CONDITIONS OF ISSUANCE OF BANNER PERMITS

9.5.1 Permits for the erection or installation of Banners may be cancelled by the Permits Division if it determines in its sole judgment that such installation shall become dangerous to those using the road or unduly interfere with the free movement of traffic. If it becomes necessary to remove the Banner due to safety reasons, the cost of removal shall be borne by the Permit Holder, and the Permit Holder shall reimburse the R.C.O.C for any and all costs or expenses the R.C.O.C. may have incurred in connection with such removal.

9.5.2 The city, village, or township making application shall faithfully fulfill all permit requirements and shall indemnify and save harmless the Board from claims of every kind arising out of , or on account of, permitted activities.

9.5.3 The Permits Division may issue permits to cities, villages, or townships for the installation of Banners at approved locations for a period of not more than three (3) years, subject to the conditions above.