

Banners, Parades, Road Races and Temporary Road Closure Information

The use, closure, or partial closure of a public highway by private organizations for the purpose of erecting banners, temporary road closures, parades and road races, requires such organizations to obtain a right-of-way permit from the Genesee County Road Commission. Each organization must provide to the Road Commission a completed application form. The organization must also prepare a road map or route of the parade/road race for review. Information showing the exact location or placement of overhead banners or roads closures is also required.

An application to request a permit to temporarily close a highway, or portion of a highway, for a parade, celebration, festival, or other similar activity, or a permit for banners, decorations, or similar objects to overhang a traveled highway ("Permit"), requires the applicant be authorized to submit a permit application by resolution of the government body of a city, incorporated village, or township. MCL 247.323. Thus, although a private organization may prepare the permit application, it cannot do so without the approval of the governing body (city, incorporated village, or township) having jurisdiction of the area. Copies of the application form are included with this information or available through the County Road Commission Permit Department or on our website. The city, village or township is required to complete and sign the application portion, with the private organization (Permit Holder) completing and signing as the contractor. The application form and Township Resolution can then be uploaded to Oxcart or emailed to Permits@gcrc.org to obtain your permit.

APPLICATION PERMIT TERMS

Listed below are additional requirements at the time of application for the issuance of the permit:

1. A city, village or township Resolution approving your activity.
2. The date and time the highway is to be closed or partially closed to traffic, and the date and time on which the highway is to be reopened to traffic, and other information as the Road Commission may require.
3. A Certificate of Insurance, from the Permit Holder, naming the Genesee County Road Commission as an additional insured in the following minimum amounts:

| | | |
|--------------------|---|-----------------|
| Minimum Insurance: | Bodily Injury Liability, Each Occurrence: | \$ 2,000,000.00 |
| | Bodily Injury Liability, Aggregate: | \$ 3,000,000.00 |
| | Property Damage Liability, Each Accident: | \$ 1,000,000.00 |

Insurance as set forth herein shall be in effect for a period of not less than the term of any permit and shall provide evidence that it cannot be canceled without ten (10) days advance written notice by certified mail with return receipt requested to the Road Commission.

4. The Permit Holder shall be responsible for all fees incurred by the Road Commission in connection with the permit and shall deposit with the Road Commission any estimated fees and costs as determined by the Road Commission at the time the Permit is issued.
5. The Permit Holder shall hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees from all claims, suits, and judgments to which the Road Commission, its officers and employees may be subject. The Permit Holder shall also hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Road Commission, whether due to negligence of the Permit Holder or joint negligence of the Permit Holder and the Road Commission, arising out of the use under this permit, or in connection with the use authorized by

this permit, or resulting from failure to comply with the terms of this permit, or arising out of continued existence of the work product which is the subject of this permit.

6. The Location Map and Activity Information:

Banners: The dimensions and legend, clearance over roadway and date of erection and removal.

Road Closures: The street and road affected and the detour route with signing location map.

Parade or Road Race: Map of the street and roads to be used and direction of travel.

7. The Permit Holder shall notify the Road Commission Permits Department at least 48 hours before starting work and must notify the Road Commission when work is completed.
8. The Permit Holder agrees to restore the road and right-of-way to a condition equal to or better, as determined by the Road Commission, then its condition before the permitted activity began.
9. The Permit Holder is responsible for ensuring that traffic control devices installed, and detours used for and in conjunction with the sought highway closure or partial closures, conform to the provisions of the current Michigan Manual of Uniform Traffic Control Devices and are expressly approved by the Road Commission before they are employed. Required traffic control devices, including the use of police vehicles and personnel, may be furnished and installed either by the local governing body or by the Road Commission. Costs arising from the installation, organization, maintenance, and removal of such devices or personnel shall be borne by the Permit Holder.
10. The permit does not relieve the Permit Holder from complying with regulations of other agencies or applicable laws. The Permit Holder is responsible for obtaining additional permits which may be required in connection with this work from other governmental entities or private persons.
11. Permits are automatically invalidated, at the Road Commission's option, by the violation of any of the conditions specified by the terms of the permit or by false information given on the application. Failure to comply with the conditions of this permit may be just cause for the immediate suspension or revocation of any or all permits and cause for the Road Commission to use posted security to restore the road and right-of-way to its satisfaction. The permit may be suspended or revoked at will.
12. The permit may not be assigned without the prior written approval of the Road Commission. If approval is granted, the assignor shall remain liable under the terms of the permit and the assignee shall also be bound by all the terms and conditions of the permit.
13. All activity performed under the Permit must be done in accordance with the plans, specifications and statements filed with the Road Commission.
14. The permit is subject to all additional terms and conditions identified therein.

Please feel free to contact the Genesee County Road Commission Permits Department or our Permit Specialist, Mr. Bill Dilorenzo, at your convenience regarding any aspect of your application. Please phone 810-767-4920, ext. 242.

Genesee County Road Commission
Permit Department

Rev: 08/29/22 enj

Banners and Parades

Introduction

The primary functions of the public roads are to serve the public's need for reasonable and convenient travel and to provide ingress and egress to adjacent property. Secondary functions often exist, including the creation of public utility corridors under a permit system. In general, any occupation or use of a public highway requires a permit approved by the County Road Commission. By statute, parades and banners may only occupy and utilize a public road right-of-way after the appropriate permit has been issued.

Mutual Permit Interest

County roads within Townships or Municipalities are considered to be under the concomitant jurisdiction of both the County Road Commission and the Township or Municipality, albeit for different jurisdiction purposes. It is the Road Commission's intent that any right-of-way permit for a banner or parade be issued only by the Road Commission in accordance with the rules and regulations of both the Township or Municipality and the Road Commission.

Permit Necessity

By statute, all banners and parades to be located within a public county highway right-of-way require a permit from the County Road Commission. MCL 247.321, et seq. Permit jurisdiction includes the entire width of the right-of-way.

APPLICATION FOR PERMITS MUST BE INITIATED BY THE REQUESTING ORGANIZATION WITH ADDITIONAL APPROVAL BY THE JURISDICTIONAL MUNICIPALITY

1. The governing body of a City, Village or Township shall approve by resolution and sign the application for any banner or parade to occur within a County road right-of-way. The requesting organization is responsible for filing it with the County Road Commission's designated permit review engineer. This procedure ensures the opportunity for Cities, Villages and Townships to review and participate in the issuance of banner or parade permits which may affect their jurisdictions and require other actions from them.
2. A resolution by the governing body of a City, Village or Township authorizing their support of the activity must be submitted with each application. See attached for sample resolution.
3. The governing body of the City, Village or Township must apply in its own name for the following types of permits – no other applicant is acceptable:
 - a. County road closures for parades and related activity
 - a-1. In addition to the application and resolution, a map must be included which shows the parade route and the proposed detour.
 - a-2. The application must state the reason why the closure is desired; names of the streets at both ends of the section of the road to be closed; the exact hours at which the County road will be closed and opened again to traffic.
 - b. Banners suspended over County roads

b-1. The application must include the legend to appear on the banner; dimensions of the banner; clearance height; and exact dates of erection and removal.

b-2. A minimum clearance of 18 ft. is required between the pavement surface and the bottom edge of any banner suspended over the trunkline roadway.

b-3. Banners must be situated in such a manner as to at no time obscure or interfere with the proper function of any traffic signal, sign or control device and must not constitute a hazard to the traveling public.

b-4. Materials and supports must be adequately safe in the judgment of the engineer.

b-5. Banners are allowed only if they advertise events and causes which benefit the City, Village or Township as a whole and which do not interfere with Road Commission operations.

c. Christmas decorations to be suspended over or erected within the County road right-of-way must be described in the application; clearance height if to be suspended over the roadway must be in full conformance with paragraph b-2, b-3, and b-4 herein.

4. Cash bonds from Contractors performing permit construction for municipalities may be required if deemed necessary by the engineer.

a. It is acceptable to have such construction performance bonds as the governing body requires from a contractor written in joint favor of the Road Commission, with the condition in the permit stating that the bond will not be terminated until the engineer concurs in writing.

Time Period

Banners suspended over County highways and Christmas decorations may be approved for limited time periods subject to the Road Commission's sole discretion.

Materials and Supports

Materials and supports must be approved for design and safety in the sole judgment of the Road Commission.

Resolution

To be used by governmental units in connection with applications to construct, operate, use and/or maintain within the right-of-way; or to close a county road.

(NOTE: Please use this form when submitting a Permit Resolution)

RESOLVED, that the _____ is hereby authorized to make
(Private Organization)
Application to the Genesee County Road Commission on behalf of the City/Village/Township
of _____, in the County of Genesee, Michigan for the necessary permit (s)
(Name of Municipality)

to: _____

within the right-of-way of county roads _____,

and that the City/Village/Township of _____, in the county of Genesee,
(Name of Municipality)

Michigan supports the requested activity.

I hereby certify that the foregoing is a true copy of a resolution adopted by the City/Village/

Township of the _____, at a _____ meeting held on the
(Name of Municipality) (Regular, special)
_____ day of _____ A.D. .20_____.

Signed _____

Title _____



| |
|---------------------|
| PERMIT NO. _____ |
| DATE _____ |
| FEE _____ REC _____ |

Print

Clear

THE BOARD OF COUNTY ROAD COMMISSIONERS of the COUNTY OF GENESEE, MICHIGAN
 211 West Oakley Street – Flint, MI 48503-3995
 Phone: 767-4920 Ext. 246

APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY; OR TO CLOSE A COUNTY ROAD

If a contractor is to perform the construction entailed in this application and permit and is supplying the deposit, he will fill out the information block provided and thereby assume responsibility, along with the applicant, for any provisions of this application and permit which apply to him.

| | | | |
|--|--|---|---|
| Applicant's name (Property Owner, Corp., City, Twp., Etc.) | (Date) | Contractor's name (Individual, Company, Etc.) | (Date) |
| Applicant's Mailing Address | Contractor's Mailing Address | | |
| Applicant's Phone Number | | Contractor's Phone Number | |
| Applicant's Signature | (If other than Property Owner, give Title) | Contractor's Signature | (If signing for Contractor, give title) |

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way; or close a County Road.

| | | |
|-----------|------|----------|
| House No. | Road | Township |
|-----------|------|----------|

the exact location is as follows:

(In rural areas give distance and direction from nearest main intersection)

The above stated intentions will be carried out in the manner applied for and in accordance with plans, specifications, amp and statements filed with the Genesee County Road Commission as part of this application and if said permit is granted, the above named applicant agrees to do the following:

| Reviewed by | Appr. | Dis-Appr. |
|-------------|-------|-----------|
| Constr. | | |
| Design | | |
| Maint. | | |
| P & SS | | |

1. To operate and maintain the structure covered by this permit at no expense to the Genesee County Road Commission.
2. Give written notice to the Permit Department of the Genesee County Road Commission at least five (5) days prior to commencement of operations covered by this permit.
3. In any and all operations under this permit, meet all requirements of the Genesee County Road Commission Specifications and Supplemental Specifications set forth on the reverse side of this application and permit.
4. Take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit and use safety devices which are approved by the Genesee County Road Commission.
5. Save harmless the Genesee County Road Commission against any and all claims for damages arising from operations covered by this permit and upon request, furnish proof of insurance coverage or a protective liability policy naming the Genesee County Road Commission as insured for the term of this permit for _____personal injury and _____property damage for operations covered by the _____ permit.
6. Surrender the permit herein applied for, cease operations, and surrender all rights thereunder whenever notified to do so by the Genesee County Road Commission because of their need for the area covered by the permit or because of a default in any of the conditions or the permit.

7. Immediately remove, alter, and relocate at applicant's own expense the facility for which this permit is granted, if requested by the Genesee County Road Commission to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the Genesee County Road Commission, reimburse the Genesee County Road Commission for it's cost in doing same.

8. Upon request, file a certified check in the sum of _____, acceptable to the Genesee County Road Commission and conditioned upon performance of the conditions of the permit and compliance with all requirements of law. (Rec. No. _____)

9. Give notice to public utilities in accordance with Act 53, PA 1974 and comply with each of the requirements of that act.

10. The period applied for and granted in this application and permit covers activity within the right-of-way. The obligation to operate, use and/or maintain the facility to the satisfaction of the Genesee County Road Commission remains in force as long as the facility exists and is within an area under the jurisdiction of said Commission.

| | |
|----------------------------------|--------|
| RECOMMENDED FOR ISSUANCE: | |
| (Investigator) | (Date) |

GENESEE COUNTY ROAD COMMISSION

By _____
MANAGING DIRECTOR

NOTE: This Permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.