INFORMATION REQUIRED FOR GOVERNMENTAL AGENCY PERMIT APPLICATIONS

Applications for permits initiated by governmental bodies for use of trunk line right of way must conform to the following:

1. The governmental body will prepare an application on Form 2205 or Form 2205 B depending on the type of usage, and submit it to the district office. The region/ TSC office will process the application in the same manner as is used for all other permits. Form 2205B is limited to those specific uses specifies thereon.

2. A current resolution by the governing body authorizing and accepting responsibility for the work to be done, and the occupancy of the right of way, must be submitted or be on file with the department to cover each application. Either of the following types of resolution is acceptable.

   A. An individual resolution which conforms to the permit work applied for.

   B. A blanket resolution which is applicable to all permit work.

3. Bonds from contractors performing certain types of permit construction for governmental bodies may be required if determined necessary by the Region/ TSC utilities and permits engineer. As alternatives to this, if deemed appropriate to the department:

   A. It may be acceptable to have such construction performance bond as the governmental body requires from a contractor written in joint favor of the department, with a condition in the permit stating that the bond will not be terminated until the department concurs in writing.

   B. The department may by agreement or other arrangement with the governmental body, arrange for a withholding of a portion of the contractor's payment pending approval of the permitted activity by the department.

4. The governmental body must apply in its own name for the following types of permits no other applicant is acceptable.

   A. Trunk line closures: For parades, festivals, or the like, a municipality must obtain an official closing order under the department's Region/ TSC Engineer's signature to legally effect such a closure. The information on Attachment A is required. In addition, the following information must also be provided with any request for a trunk line closing.

      i. A map which shows the parade route and the proposed detour.

      ii. The reason why the closure is desired; the names of the streets at both ends of the section of the trunk line to be closed; and the exact hours at which the trunk line will be closed and opened to traffic again.

      iii. After processing by the region/ TSC office, the official closing order and permit will be issued.

   B. Banners suspended over trunk lines are allowed only if they advertise events and causes which are of a benefit to the governmental body as a whole. Conformance with department criteria for erection of banners is required.

   C. Applications for Christmas decorations suspended over or erected within trunk line right of way must include a description of the decorations; clearance height if to be suspended over the roadway; and be in full conformance with department criteria for erection of banners.