

## **Institutional Control License Agreement Application Instructions**

These instructions provide information for submission and processing an application package for an environmental license agreement for leaving environmental contamination on operational and excess property controlled by Michigan Department of Transportation (MDOT).

### **Documents to be submitted for MDOT Review and Approval**

1. Complete an application using on line portal Construction Permit System (CPS).and pay appropriate application fee.
2. Upload the following documents to be permit application as part of the electronic submittal:
  - Cover letter describing the site, listing the owner, and contractor, type of MDOT property involved, and the permit application reference number from CPS.
  - Unsigned but completed Environmental License Agreement (Form 3760).
  - Completed Technical Summary Report of Environmental Conditions affecting MDOT controlled property per directions on and other supporting documentation, as necessary Form 3760C.
3. Contact the local Transportation Service Center (TSC) assigned the area where the site is located for further information and instructions.
4. Once MDOT staff has determined that an application is complete, a review for a construction risk will occur.
5. MDOT TSC staff will contact the applicant for license processing after the review has been completed.

**Note:Form 3760 is not to be signed by the applicant until MDOT has reviewed the application package.**

**The applicant can request a Waiver of the Environmental License agreement by providing a statement in the cover letter of the application when it submitted. Where a Waiver of the Environmental License Agreement (ELA) is being requested, please contact the TSC in the county where the site is located for further instructions prior to any submittal.**

**When the MDOT property is not located adjacent to a MDOT roadway, please contact the TSC for additional information and instructions.**

**Exhibit 1 details found in form 3760C.**