

Board of Lapeer County Road Commissioners



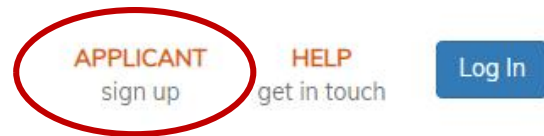
820 Davis Lake Road
Lapeer, Michigan 48446
Phone: 810.664.6272 | Fax: 810.664.0404

INSTRUCTIONS FOR UTILITY PERMIT APPLICATIONS

As of January 1, 2022, the Lapeer County Road Commission (CRC) will be utilizing Oxcart Permit Systems for all Utility Applications for Work within the Road Right of Way. The following are directions on accessing Oxcart and the Lapeer CRC Applications for your use.

Step 1 – Create an Account

Browse to the Oxcart Permit Systems website at <https://www.oxcartpermits.com/>



In the upper Right Corner select “Applicant Sign Up” if this is the first-time utilizing Oxcart Permit Systems. If you already have a User Account, please skip to Step 2


Name* **Complete the Contact Information**

Email*

Company Name **And Click “Create Account” when finished**

Address*

Phone*

I'm not a robot  [Privacy](#) [Terms](#)

Be sure to add notifications@oxcartpermits.com to your safe/allowed sender's list!

Create Account

Upon Completing the steps to set up an account, Oxcart will send you an Account Confirmation Email. You need to click on the provided link to confirm your email address.



Account Confirmation

Hello Bethany

You have requested an account at Oxcart Permit Systems. To complete your account registration, please click the link below to confirm your email address.

If you did not initiate this request, please ignore this message and the account setup will not be completed.

<https://www.oxcartpermits.com/users/confirmemail/10612?code=CfDJ8Krmh6slhzE44onJ%2Bw1U%2Bxy7PvQlMnZFVYimkQG2NtaRUVcSB9qr113kEfcUbbJzzuEapYC1BjzruPIR3R%2BjwDMTRsHmZF9wy1tw95Q%2Fy2uge%3D>

Step 2 – Log In

Log into your Oxcart Permit System account

In the upper Right Corner select “Log In”

Enter your Email and Password

Select Login

APPLICANT sign up HELP get in touch **Log In**

LOGIN
Oxcart Permit Systems

Email:

Password:

Forgot password? [Show Password](#)

Remember me [Need an account?](#)

Login or Continue as Guest

Step 3 – Select Type of Permit

Select the Type of Permit on you Dashboard

For Utility Annual / Individual Permit Applications - Select “Right of Way”

DASHBOARD
Oxcart Trucking

Oversize/Overweight **Right of Way**

Application Submit
Begin typing to automatically filter the list!
Select municipality ...
Apply for permit

Draft Applications (not submitted)
Municipality : Effective Date :
 MM/DD/YYYY

Submit Application
Begin typing to automatically filter the list!

Select municipality ...

- MI
- Antrim Road Commission, County of
- Arenac Road Commission, County of
- Baraga Road Commission, County of
- Bay Road Commission, County of
- Branch Road Commission, County of
- Clinton Road Commission, County of

You have no pending applications waiting for approval, or that match the filter(s).

Select the municipality “Lapeer Road Commission, County of” by pull down or start typing to filter list.

Submit Application
Begin typing to automatically filter the list!

Lapeer Road Commission, County of

Apply for permit

Draft Applications (not submitted)
Municipality :

You have no draft applications at this time, or t

After selecting Jurisdiction Click “Apply for Permit” to open the application form.

Step 4 – Utility Annual Permits

Annual Utility Permits are for working within the Road Right of Way on EXISTING FACILITIES outside of the influence of the roadway. See Lapeer CRC Utility Policy for acceptable scope of work under this application.

- Type of Permit *
- Residential Approach Work
 - Commercial Approach Work
 - Public Road New Construction
 - Utility Permits
 - Miscellaneous

Select “Utility Permit”

- Utility Permits *
- Annual Maintenance
 - Individual Construction
 - Utility Access Drive
 - Sanitary, Watermain, or Storm Connect
 - Broadband, New
 - Wireless Facility w/o Poles
 - Wireless Facility w/Poles
 - Wireless Colocate - Existing Pole
 - Wireless Colocate - New Pole
 - Wireless Colocate - Road Agency Pole

Select Annual Maintenance

Work Start Date *

Work Start Date can be January 1, 2022



Location of Worksite can be County-wide

Insurance *

Contact Form *

List of Subcontractors *

Comments

The three (3) items for Attachments are REQUIRED

If you don't have a Contact Form, please contact our office to receive the required form.

Once all data is entered, please select “Submit Application”

Step 5 – Utility Individual Construction Permits

Individual Utility Construction Permits are for working within the Road Right of Way on NEW FACILITIES outside of the influence of the roadway, or for EXISTING FACILITIES within the influence of the roadway. See Lapeer CRC Utility Policy for acceptable scope of work under this application.

- Type of Permit *
- Residential Approach Work
 - Commercial Approach Work
 - Public Road New Construction
 - Utility Permits
 - Miscellaneous

Select "Utility Permit"

- Utility Permits *
- Annual Maintenance
 - Individual Construction
 - Utility Access Drive
 - Sanitary, Watermain, or Storm Connect
 - Broadband, New
 - Wireless Facility w/o Poles
 - Wireless Facility w/Poles
 - Wireless Colocate - Existing Pole

Select Individual Construction

Description of work to be completed in the right-of-way *

Enter Description

Method of Install *

Method of Installation

(i.e., Plowing, Trenching, Bore, etc.)

Road Closure *

- Yes
- No

Lane Closure *

- Yes
- No

Complete all other items

Work W/ Road Influence *

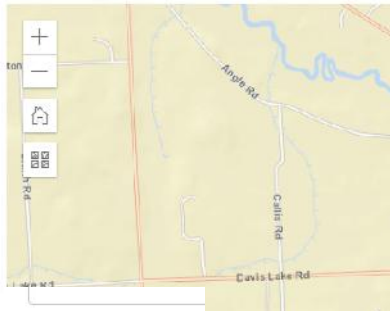
Will you be excavating within 5 feet of the road edges?

- Yes
- No

Work Start Date *

Select a Start Date. Please note **application review and processing may take up to 14 calendar days**, please account for review process in scheduling work.

Location of Worksite *



Identify the Location of the work site

Side of Road *

Insurance *



Plans/Drawings *



A plan of the work location is required. See Lapeer CRC Utility Policy for minimum required items on the Plan / Drawing.

Comments

If approved, comments end

I certify and acknowledge:

Once all items are completed – Select "Submit Application"

Submit Application

Step 6 – Review / Approval Process

Once the application is submitted for review, the Lapeer CRC will review the proposed scope of work and will reply to the application through Oxcart.

If the Application requires additional information, you may need to log in to adjust the application as defined in the review email sent.

If the Application is approved, you will receive an email request payment. Once the Permit Fee is paid, you will receive an email to download the Permit Pdf. **Inspection Time will be billed at our current hourly rate and billed through Oxcart.** If work is not completed per Lapeer CRC Utility Policy standards, a violation charge may be added.

Please note, the review process for Utility Applications may take up to 14 calendar days for issuance. If you have any questions on the above process, please contact our office.