MDOT

Permit Applicant Guide
Construction Permit System (CPS)

8/17/2015

Chapter 10 Pay Fees

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Chapter 1 – Sign in to CPS

MDOT Construction Permit System (CPS)

The Construction Permit System (CPS) is a computer application used by the Michigan Department of Transportation (MDOT) to process construction permits for the regulation of State highway Right-of-Way.

Private and public entities planning to undertake construction activities within State highway Right-of-Way are required to obtain a construction permit.

The following Public Acts grant MDOT authority:

- Public Act 200 of 1969, as amended, provides for the promulgation of rules regulating driveway, banners, and parades on and over state highways.

- Public Act 368 of 1925, as amended, provides, in part, the conditions under which telegraph, telephone, power, and other public utility companies, cable television companies and municipalities may enter upon, construct and maintain telegraph, telephone, power or cable television lines, pipe lines, wires, cables, poles, conduits, sewers and the like structures upon, over, across or under public roads, bridges, streets and waters. MDOT is the public agency authorized to regulate the use, and occupancy of State highway Right-of-Way.

- Public Act 106 of 1972 Section 252.311a, as amended, provides for the regulation of billboard vegetation removal.

The CPS Web-based application allows private and public entities to submit permit applications and supporting documentation electronically.

Get an MDOT Permit Gateway (MPG) Account

The MDOT Permit Gateway is the portal to all construction permit business with the state.

You must have an MPG account before you can apply for a construction permit from the State Of Michigan.

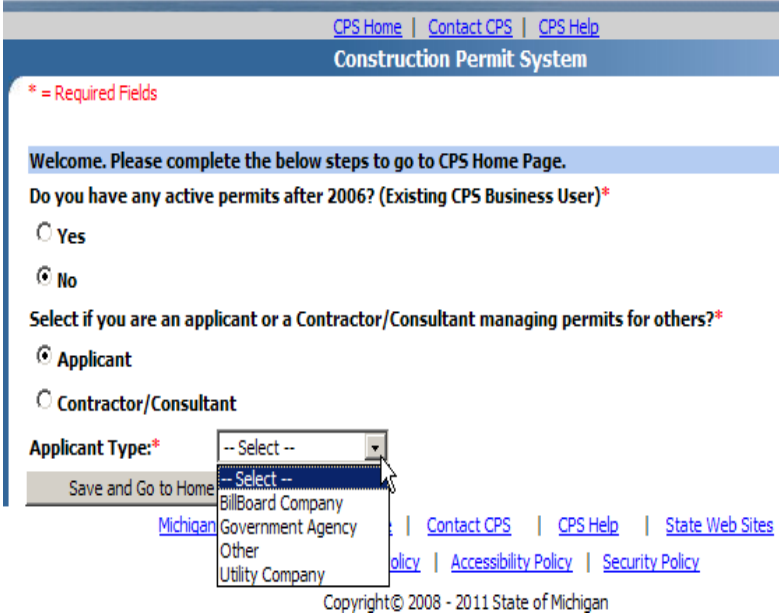Go to http://www.michigan.gov/mdotmpg for step-by-step instructions.

The information you enter in MPG is used by all the applications you use to do business with the state.

This user guide assumes that you are already have an MPG account.

Sign In to MPG and Access the MDOT Construction Permit System

Use the following procedure to sign in to your MPG account and access the MDOT Construction Permit System (CPS).

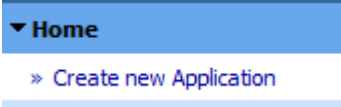| Step	Action
1	Sign in to MDOT Permit Gateway. The Home Page is displayed. In the drop down, select your business, then "Right-of way Construction Permits" in the second drop-down on the right.
	Right-of-Way Construction Permits (Highway Right-of-Way Use) Soil Erosion and Sedimentation Control Permit CPS opens in a separate window.
4	Make selections from the following questions: CPS Home | Contact CPS | CPS Help **Construction Permit System** * = Required Fields **Welcome. Please complete the below steps to go to CPS Home Page.** **Do you have any active permits after 2006? (Existing CPS Business User)*** ○ Yes ⊙ No **Select if you are an applicant or a Contractor/Consultant managing permits for others?*** ⊙ Applicant ○ Contractor/Consultant **Applicant Type:*** -- Select -- Save and Go to Home -- Select -- BillBoard Company Michigan Government Agency | Contact CPS | CPS Help | State Web Sites Other olicy | Accessibility Policy | Security Policy Utility Company Copyright© 2008 - 2011 State of Michigan Select Save & Go to Home
5	The Home Page and main menu are displayed.

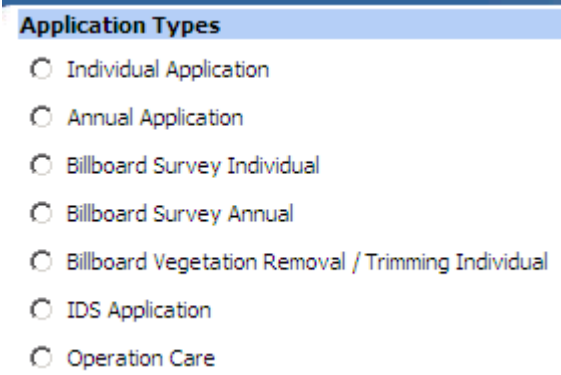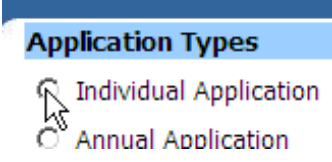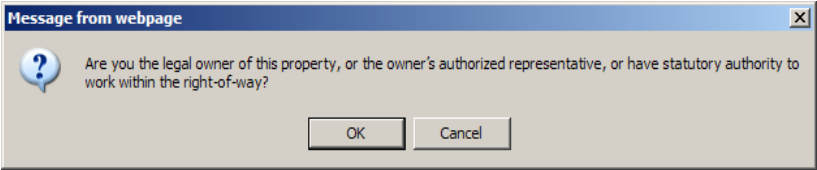# Chapter 2 - Create an Individual Application

Contents

Preview

This chapter provides step-by-step instructions for creating a new application for an individual permit.

Create New Application

Use the following procedure to create an individual permit application in CPS.

Step	Action
1	Click Create New Application on the CPS menu. ▼ Home » Create new Application The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Removal / Trimming Individual ○ IDS Application ○ Operation Care
2	Click the circle next to Individual Application. **Application Types** ○ Individual Application ○ Annual Application
3	Answer the pop-up question that appears. Message from webpage ? Are you the legal owner of this property, or the owner's authorized representative, or have statutory authority to work within the right-of-way? OK Cancel *See Next Page ⟹*

The Applicant Info screen is displayed.

Enter Applicant Info

Use the following procedure to complete the information required on the Applicant Info screen.

Note: The Applicant Info screen is prepopulated with information from your MPG account. Incorrect information must be modified within MPG.

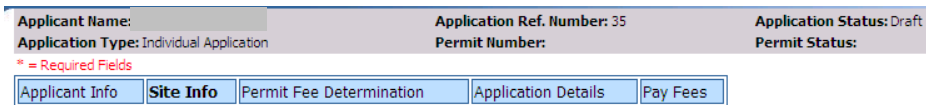| Step	Action
1	Complete the applicant information.
Note:	An applicant is one of the following: • The legal owner of this property or facility • A public / private utility • A local governmental agency
2	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.
3	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit. *See Next Page* ⟹

Step	Action
Note:	You will only be able to use Choose one Primary Contact from my list after entering the info the first time using Enter New Primary Contact.
4	If the work will be performed by a contractor/consultant, click Yes at the question.
Note:	If a consultant is entering the application on behalf of the applicant, and a contractor will be performing the work, the contractor's contact information shall be listed as a secondary contact for the consultant/contractor.
5	Click the Next button to continue to the Site Info screen.

Note Your Application Reference Number

Starting at the Site Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Make a note of the application reference number. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back and review/change any of the data you have entered.

Enter Site Info

Use the following procedure to complete the information required on the Site Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Site Info screen.
	See Next Page ⟹

Step	Action
2	Use the following table as a guide for Site Info screen data-entry.

Site Info Screen Data-Entry
ⓘ Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
💡 TIP: Click the Links link to display a list of information sources.   ▼ Reference   » Links   See Next Page ⇒

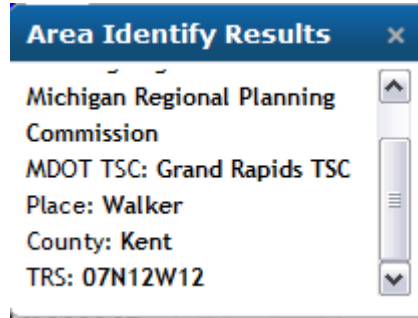| **Site Info Screen Data-Entry** |
|---|
| **Site Info** **Area Of The Screen** |
| ***State Route Prefix:**

Select the type of roadway from the dropdown. |
| ***State Route Number:**

Enter the number of the state route that the work will be performed on. |
| ⦿ **City**
◯ **Township**
◯ **Village**

Select the appropriate radio button for the area the work will be performed in. |
| ***Village Of:**

Enter the City, Township or Village name that the work will be performed in. |
| ***County:**

Select the county in which the work will be performed from the dropdown. |
| **Town Range Section (TRS) Info   (PR Finder)**
Town: T [ ] [-- Select -- ▾] **Range: R** [ ] [-- Select -- ▾] **Section:** [-- Select -- ▾] [Add]
Town   Range   Section

Use the PR Finder tool to complete the fields in the Town Range Section Info box:

1) Click the **(PR Finder)** link to display the MDOT PR Finder tool.

2) In the Map Search box, click the Base Map link.

Base map
Avera Ann

3) Zoom in on map to area where you plan to do the permitted activity.

See Next Page ⟹ |

Site Info Screen Data-Entry
❶ Note: This can be done using the zoom bar on the left side of the large map or by selecting an option below the small map on the far left and clicking on the appropriate area.   If needed you can zoom in further using the zoom bar on the left side of the map.
5) Select Area Info Under Identify on the top of the large map.

Site Info Screen Data-Entry

6) On the county map, move the arrow to the location of the permitted activity and click the location.

7) Scroll down in the Area Identity Results pop-up box and note the TRS number at the bottom.

Area Identify Results ×

Michigan Regional Planning Commission
MDOT TSC: Grand Rapids TSC
Place: Walker
County: Kent
TRS: 07N12W12

8) Use the TRS (town range section) number for the Town, Range, and Section fields in CPS as shown below.

Town Range Section (TRS) Info   (PR Finder)

Town: T ___ -- Select -- ▾ Range: R ___ -- Select -- ▾ Section: -- Select -- ▾ Add

Town	Range	Section	

Town: T ___

Enter the two-digit township code.

For example, if TRS: 04N02W13
- 04 is the township code.
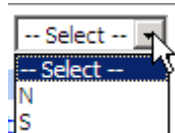
-- Select -- ▾
-- Select --
N
S

Select the direction identifier.

For example, if TRS: 04N02W13
- N is the township direction indicator.

Range: R ___

Enter the two-digit range code.

For example, if TRS: 04N02W13
- 02 is the range.

See Next Page ⇒

Site Info Screen Data-Entry
  Select the direction identifier. For example, if TRS: 04N02W13   •   W is the range direction indicator.
Section: -- Select -- Select the two-digit section number. For example, if TRS: 04N02W13   •   13 is the section number.
Add Click the Add button to save the Town Range Section information you entered. CPS clears the fields for new entries.
delete Click the link to delete an entry in the Town/Range/Section list.
*Nearest Intersection: Enter the name of the nearest street/road/highway that intersects the state route your construction site is on.
*Direction from worksite to the nearest intersection on the state route: -- Select -- Select the cardinal direction as if you were standing on the spot where the work is to be performed looking at the nearest intersection.
*At Intersection? Select "Yes" your construction site is at the intersection or "No" your construction site is not at the intersection. *See Next Page* ⟹

Site Info Screen Data-Entry
*Distance to the nearest intersection: [ ] -- Select -- ▼
Enter the distance to the nearest intersection.   Select the drop-down to enter the distance in feet or miles.
*Side Of Road(Select all that apply): ☐ North ☐ South ☐ East ☐ West
Select the side of the road your work site is on. You may select more than one choice.
Work Info **Area Of The Screen**
*Proposed start date: [ ] 📅
Enter the date you anticipate work to begin. You may select the date from the calendar or type the date using the format MM/DD/YYYY.
*Proposed completion date: [ ] 📅
Enter the date you anticipate work to be completed. You may select the date from the calendar or type the date using the format MM/DD/YYYY.
*Purpose:
Describe the activity that you want a permit for.
Requisition #:
Enter the number (if any) that you use to track which of your projects the permit is for.
Work Order #:
Enter the number (if any) that you use to track which of your projects the permit is for.
MDOT Job #:
Enter the MDOT Job Number if available.
See Next Page ⟹

Organizations Job #:
Enter the number (if any) that you use to track which of your projects the permit is for.
*Lane Closure Proposed:
If you select Yes, the following three fields are displayed.
Mobility Impact Map Link:
Click the link to display the MDOT Mobility Restrictions Map.
Descriptions of roadway colors and markings are shown at the left of the map.
Work Located on Restricted Route:
If the roadway where you want to do the work is shown as restricted on the map, select Yes.
Work performed outside of time restrictions:
Click the roadway where you want to do the work. The Road Information window displays the time restrictions (if any).
Select Yes if you will do the work outside the time restrictions or No if you will do the work during restricted times.

ⓘ Note:	If you select Yes to the Work Located on Restricted Route question and No to Work performed outside of time restrictions you will go to the Mitigation Methods and Transportation Operations screens when you select Next before you go to the Fee Determination screen.

Bond Info **Area Of The Screen**
• Enter the number if you know it.
OR
• Select the Bond Requirements link. A .pdf will appear that provides information on what a bond is and how to obtain a bond, if required.
OR
• Leave this area blank if you do not know your bond number.
See Next Page ⟹

! Note:	If you have questions on whether you require a bond contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.

Insurance Info Area Of The Screen
• Enter the number if you know it.
OR
• Select the Insurance Requirements link. A .pdf will appear that provides information on what insurance is and how to obtain insurance if required.
OR
• Leave this area blank if you do not know your bond number.

! Note:	If you have questions on whether you require an insurance contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.

Attachments Area Of The Screen
Information on how to upload attachments is in *Chapter 9*.

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	When you have finished entering data on the Site Info screen, click the Next button.

Next Button	When you click the Next button, CPS displays the next task/screen required for your application.
	Enter information and click the Next button. The following topics describe all possible tasks in the individual application sequence, but your application may not require all of them.

Enter Mitigation Methods	1) Check all items that your project will include or require. 2) Click the Next button.

Enter Transportation Operation Plans	1) Select an answer for each question. 2) Enter comments as required. 3) Click the Next button.

Enter Permit Fee Determination Data	1) On the fee determination list, check each item that applies to your project. 2) Click the Next button.

Review Application Details

Printable Version 🖨

Applicant Info [Edit]

Name: ann smith
Mailing Address: 1111 Ottawa
City: Lansing **State:** MI **Zip:** 11111-1111
Primary Contact
Contact Name: 1111
Phone No: 111-111-1111 **Cell Phone No:**
Email Address: 111@111.com

Site Info [Edit]

State Route: I96 **City Of:** East Lansing **County:** Ingham County

Town	Range	Section
T3S	R4E	06

Nearest Intersection: Hagadorn **Side of Road:** ☑ South

Distance to the nearest intersection:	1.2 Miles	**Direction from worksite to the nearest intersection on the state route:**	South

Work Info [Edit]

Proposed Start Date:	03/03/2011	**Proposed Completion Date:**	04/07/2011

Purpose: Add a driveway

Requisition #: **Work Order #:**
MDOT Job #: **Organizations Job #:**
Lane Closure Proposed: No
Work Located on Restricted Route: No
Work performed outside of time restrictions: No

Bond Info [Edit]

Department Bond Number:

Insurance Info [Edit]

Certificate of Insurance Number:

Attachments

Attachments Not Included.

Type of Work [Edit]

Driveways
Residential Driveways & Farm Field Driveways

Application Fee

Additional fees may be applied.
$30.00

Terms and Conditions

Terms and Conditions
☐ I agree to Terms and Conditions.

[Previous] [Add to One Stop Cart] [Continue To Pay by Cash]

Review Application Details

The Review Application Details screen provides the options described in the following table.

Review Application Details Screen Options
Printable Version 🖨 When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
EDIT This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the Permit Fee Determination screen. *See Next Page* ⟹
Add to One Stop Cart See *Chapter 10* for information about how to pay permit fees in MPG.

Review Application Details Screen Options

See *Chapter 10* for information about how to pay permit fees in cash.

If the Submit button is displayed, your application fee is zero. Click the button to submit your application.

Deleting Draft Applications

To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes.
3	 Click the Delete Draft Application(s) button *See Next Page ⟹*
ⓘ Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.

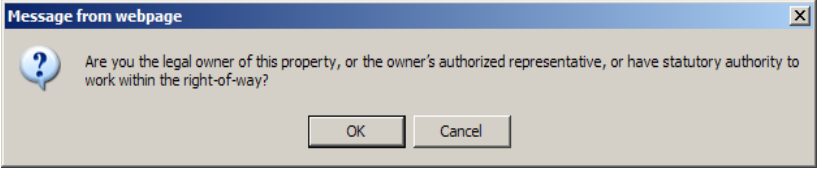|	
4	A pop-up question will ask you if you would like to continue with deleting. **Message from webpage** ✕ ❓ This application(s) has not been submitted. The information contained will no longer be available. Do you want to continue? OK Cancel
5	You will Receive a success message on the top of the screen. ✅ Application(s) selected have been deleted successfully

Chapter 3 - Create an Annual Application

Contents

Preview   This chapter provides step-by-step instructions for creating a new application for an annual permit.

Create New Application Use the following procedure to create an annual permit application in CPS.

Step	Action
1	Click Create New Application on the CPS menu. » Create new Application The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Removal / Trimming Individual ○ IDS Application ○ Operation Care
2	• Click the circle next to Annual Application. **Application Types** ○ Individual Application ○ Annual Application
3	Answer the pop-up question that appears. Message from webpage Are you the legal owner of this property, or the owner's authorized representative, or have statutory authority to work within the right-of-way? OK Cancel *See Next Page ⟹*

Step	Action

The Applicant Info screen is displayed.

Applicant Name:		Application Ref. Number:		Application Status:
Application Type: Annual Application		Permit Number:		Permit Status:

* = Required Fields

Applicant Info	Annual Permit Info	Review Application Details	Pay Fees

Applicant Info (Property or Facility Owner)

*Applicant Name:

*Mailing Address: 1111 Ottawa

*City: Lansing   *State/Providence: Michigan   *Zip Code: 11111-1111

*Primary Contact (Mandatory)

○ Choose one primary contact from my list   ○ Enter new primary contact

Secondary/Consultant Contact (Optional)

○ Choose one secondary/consultant contact from my list   ○ Enter new Secondary/Consultant contact   ○ N/A

Cancel   Next

Enter Applicant Info   Use the following procedure to complete the information required on the Applicant Info screen.

⚠ Note: The Applicant Info screen is prepopulated with information from your MPG account. Incorrect information must be modified within MPG.

Step	Action
1	Change or complete the applicant information.
⚠ Note:	An applicant is one of the following: • The legal owner of this property or facility • A public / private utility • A local governmental agency
2	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.
	Primary Contact (Mandatory) ○ Choose one primary contact from my list ◉ Enter new primary contact *Contact Name: [ ] *Phone # : [ ]-[ ]-[ ] Ext: [ ] Cell #: [ ]-[ ]-[ ] *E-Mail: [ ]
3	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
⚠ Note:	You will only be able to use Choose One Primary Contact from my list after entering the information the first time using Enter New Primary Contact.
4	If the work will be performed by a contractor/consultant, click Yes at the question.
⚠ Note:	If a consultant is entering the application on behalf of the applicant, and a contractor will be performing the work, the contractor's contact information shall be listed as a secondary contact for the consultant/contractor.
5	Click the Next button to continue to the Annual Permit Info screen.

Note Your Application Reference Number

Starting at the Annual Permit Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Applicant Name:	**Application Ref. Number:** 38	**Application Status:** Draft
Application Type: Annual Application	**Permit Number:**	**Permit Status:**

Make a note of the application reference number. If you need to search for your application, the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information about searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back and review/change any of the data you have entered.

Enter Annual Permit Info

Use the following procedure to complete the information required on the Annual Permit Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Annual Permit Info screen.
	See Next Page ⟹

| Applicant Name: ann smith | Application Ref. Number: 5422 | Application Status: Draft |
| Application Type: Annual Application | Permit Number: | Permit Status: |

* = Required Fields

| Applicant Info | Annual Permit Info | Review Application Details | Pay Fees |

Annual Permit Info

*Work Location: ○ Statewide   ● Counties: (Region Wide)

*Counties:

Alcona County / Alger County / Allegan County / Antrim County / Arenac County / Baraga County / Barry County / Bay County / Berrien County / Branch County

Alpena County / Benzie County

Use 'Ctrl' key to select multiple counties

*Permit for Calendar Year: 2011

This application is valid only for the following proposed operations in the type of right of way as noted:

Type of Right of way

Free	Limited		Proposed Operation
☐	N/A	1	TREE TRIMMING AND TREE REMOVAL - See Supplemental Specifications item # 8 in the Terms and Conditions.
☐		2	UNDERGROUND UTILITY OPERATIONS - PRIOR APPROVAL SHALL BE OBTAINED FROM THE UTILITIES/PERMITS ENGINEER FOR ANY MAINTENANCE OR CONSTRUCTION OPERATIONS WHICH REQUIRE CUTTING PAVEMENT OR BORING OPERATIONS.
	N/A		a. Installation of individual services from an existing facility to either side of the right of way. Services to the far right of way (crossing under the pavement) shall not exceed (3") diameter with this permit.
	N/A		b. Installation of cathodic protection devices.
	N/A		c. Installation of additional cable (electric or communication) in existing conduits.
	N/A		d. Installation of carrier pipes in an existing casing or tunnel.
	N/A		e. Adjustment/reconstruction of manholes.
	☐		f. Routine maintenance of all existing underground facilities.
☐		3	AERIAL UTILITY OPERATIONS - These are limited to:
	N/A		a. Adding / removing poles, conductors, guys and anchors within an existing lead. Installation of additional aerial crossing and service drops that do not require a new pole outside of the existing lead.
	N/A		b. Construction of new aerial crossing and service drops that do not require a new pole outside of the existing lead.
	N/A		c.Routine maintenance of all existing aerial facilities.
☐	N/A	4	GEOPHYSICAL EXPLORATION - Geophysical exploration permits require that the Advance Notice be accompanied by a certificate of the fee owner consent when conducting operations upon the easement right of way.
☐	☐	5	LAND SURVEYS
☐	☐	7	EMERGENCY OPERATIONS - See General Conditions item # 15 in the Terms and Conditions.
☐	N/A	9	SOIL BORINGS (Note: Monitoring wells require and Individual Permit from the appropriate Region/TSC office and are NOT covered by an Annual Permit.)
☐	N/A	12	OTHER (Specify):

Attachments

Click here to upload the attachments if any.

[Previous] [Next]

Step	Action
2	Use the following table as a guide for Annual Permit Info screen data-entry.
Annual Permit Info Screen Data-Entry	
❗ Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk. *See Next Page ⟹*	

Step	Action
	*Work Location: ○ Statewide ● Counties: If you select Counties, the selection boxes are displayed. 1) Click to select a county. 2) Click the right arrow to display the selected county in the selection box. 3) To select another county, repeat steps 1) and 2). 4) To deselect a county in the selection box, click the county name, and then click the left arrow. Alcona County Alger County Allegan County Alpena County Antrim County Arenac County Baraga County Barry County Bay County Benzie County --> <-- Use 'Ctrl' key to select multiple counties If you select counties within the same TSC area, you will only receive options for a TSC wide permit. 🛈 Note: If you select one county and the work type needed is not shown, select another county within the region but outside the TSC area to see additional work types. If you select counties within the same region but from different TSC areas you will receive the options for a Regional permit. If you select counties from different regions, you will receive the options for a Statewide permit. 🛈 Note: Some permit types may only be applied for under a Statewide permit.
Type of Right of way Free Limited **Proposed Operation**	Check the boxes for the Proposed Operation(s) that you intend to perform with the permit. *See Next Page ⟹*

Step	Action
ⓘ Note:	Free Access Right-of-Way contains operational, statutory, easement, dedicated, and excess property Right-of-Way. This type of State highway Right-of-Way may be permitted for uses other than highway related purposes. Limited Access Right-of-Way is state highway Right-of-Way acquired in fee simple, which establishes a boundary over which the abutting property owners are denied any rights of direct access, ingress, or egress. The rights of ingress and egress are compensable items, which must be acquired. This type of State highway Right-of-Way may be used for any highway related purpose.

TREE TRIMMING AND TREE REMOVAL – See Supplemental Specifications item #8 in the Terms and Conditions.

This is the text of item 8:

8.   Trees:

    a.   The permittee is responsible for obtaining permission from abutting owners when trimming or removing trees on easement right of way.

    b.   Tree removal or trimming may be undertaken only after submission of an "Advance Notice of Permitted Activity"-Tree Trimming/Removal" (form 2215), a field review by the Region Resource Specialist and a written approved copy of the advanced notice returned to the permittee.

    c.   Limbs, logs, stumps and litter shall be disposed of in a manner acceptable to the Department.

    d.   Tree roots shall be bored a distance of one foot for each one inch of trunk diameter for underground utility installations

Step	Action
EMERGENCY OPERATIONS – See Supplemental Specifications item #15 in the Terms and Conditions. This is the text of item 15: 15. Emergency Operations: In time of disaster or emergency, or when utility lines or facilities are so damaged as to constitute a danger to life and/or property of the public, access to the same may be had by the most expeditious route. Work is to be completed in a manner which will provide the traveling public with maximum possible safety and minimize traffic distribution. Notice of such situations shall be given to the nearest police authority and the department as soon as can reasonably be done under the circumstances. During normal Department work hours, the facility owner shall advise the Department of any operations within right of way which affect traffic operations or the highway structure or facilities prior to performance of the work. After normal Department work hours, the permittee, at the beginning of the first working day after the emergency operation, shall advise the Department of any operations which affect traffic operations or the highway structures and facilities. If determined necessary by the Department, the permittee shall secure an individual permit for such work after notification.	
*Select activity ⦿ Routine Maintenance and Emergencies Statewide > 150 Activities ◯ Routine Maintenance and Emergencies Statewide <= 150 Activities Select the appropriate radio button to identify how many activities you anticipate to be done under this permit before expiration.	
Attachments See *Chapter 9* for information on how to upload attachments.	

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	Click the Next button. • CPS will display the Review Application Details screen.

Printable Version 🖨

Use as a template to create a new application

Applicant Info [EDIT]
Applicant Name: Dolores Colangelo
Mailing Address: Van Wagoner
Lansing   State: MI   Zip: 11111-2222

Primary Contact
Contact Name: none none
Phone No: 111-111-1111   Cell Phone No:
Email Address: aaabbb@com

Work Info [EDIT]
Proposed Work Date From: 09/17/2010   To: 12/31/2010

Annual Type: Statewide   Counties:

Free	Limited	Proposed Operation
☑	☐	LAND SURVEYS
☑	☐	EMERGENCEY HAZARDOUS SPILL / MATERIAL CLEANUP.

Type of Works [EDIT]
Miscellaneous
Land Survey Annual per Region

Application Fee
Additional fees may be applied.
$90.00

Terms and Conditions
Terms and Conditions
☐ I agree to Terms and Conditions.
[Previous] [Add to One Stop Cart] [Continue To Pay by Cash]

Review Application Details

The Review Application Details screen provides the options described in the following table.

Review Application Details **Screen Options**
Printable Version 🖨
When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
See Next Page ⟹

Review Application Details **Screen Options**
EDIT This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the Permit Fee Determination screen.
Add to One Stop Cart See *Chapter 10* for information about how to pay permit fees in MPG.
Continue To Pay by Cash See *Chapter 10* for information about how to pay permit fees in cash.
Submit If the Submit button is displayed, your application fee is zero. Click the button to submit your application. **Application Fee** Additional fees may be applied. $00.00

Deleting Draft Applications

To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes.
3	 Click the Delete Draft Application(s) button
ⓘ Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.
4	A pop-up question will ask you if you would like to continue with deleting.
5	You will Receive a success message on the top of the screen.

Chapter 4 - Create an Individual Billboard Survey Application

Contents
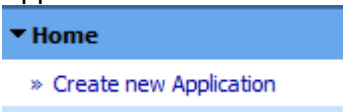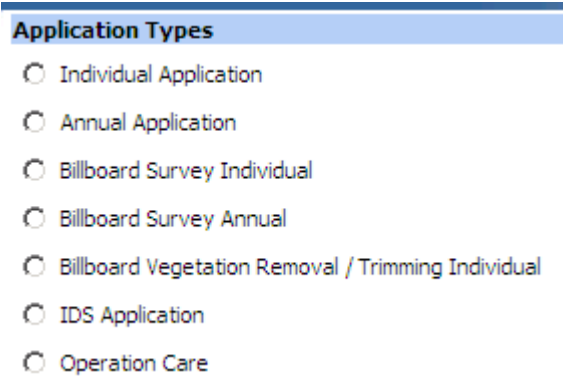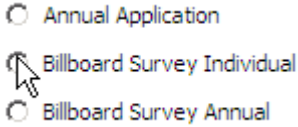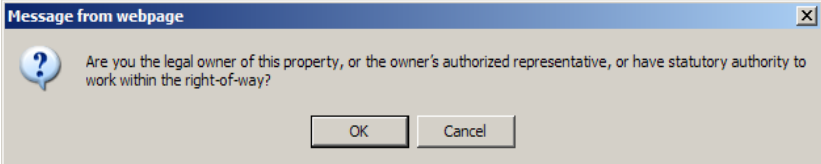
Preview

This chapter provides step-by-step instructions for creating individual applications for billboard surveys.

Create Application

Use the following procedure to create an individual billboard survey application.

Step	Action
1	Click Create New Application on the CPS menu. ▼ Home » Create new Application The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Removal / Trimming Individual ○ IDS Application ○ Operation Care
2	Click the circle next to Billboard Survey Individual. ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual
3	Answer the pop-up question that appears. Message from webpage ☒ ? Are you the legal owner of this property, or the owner's authorized representative, or have statutory authority to work within the right-of-way? [OK] [Cancel]
	The Billboard Permit Number screen is displayed. *See Next Page* ⟹

Step	Action

Applicant Name:
Application Type: Billboard Survey Individual
Application Ref. Number:
Permit Number:
Application Status:
Permit Status:

* = Required Fields

Billboard Veg Removal | Applicant Info | Site Info | Permit Fee Determination | Application Details | Pay Fees

Enter the Billboard Permit Number

Click on the IHAP link to Search for Billboard Permit Numbers

*Billboard Permit Number: [ ]

Cancel | Next

Step	Action
4	• Enter the Billboard Permit Number. OR • Click the IHAP link, search for the billboard number, and then enter it in the Billboard Permit Number field.
5	Click the Next button. The Applicant Info screen is displayed.

Applicant Name: linda zimmerman
Application Type: Billboard Survey Individual
Application Ref. Number: 5667
Permit Number:
Application Status: Draft
Permit Status:

* = Required Fields

Billboard Veg Removal | Applicant Info | Site Info | Type of Work | Application Details | Pay Fees

Applicant Info (Property or Facility Owner)

*Applicant Name: linda zimmerman
*Mailing Address: 38257 mound rd.
*City: Sterling Heights, MI   *State/Providence: Michigan   *Zip Code: 48310
*Primary Contact (Mandatory)
○ Choose one primary contact from my list   ○ Enter new primary contact
Secondary/Consultant Contact (Optional)
○ Choose one secondary/consultant contact from my list   ○ Enter new Secondary/Consultant contact   ○ N/A
If a contractor/consultant is going to be involved in the work, is the contact information known at this time? ○ Yes ● No
Previous | Next

(!) Note:	The Applicant Info screen is prepopulated with information from your MPG account. Incorrect information must be modified within MPG.
6	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed. *See Next Page ⟹*

Step	Action
	Primary Contact (Mandatory) ○ Choose one primary contact from my list ● Enter new primary contact *Contact Name: [ ] *Phone # : [ ]-[ ]-[ ] Ext: [ ] Cell #: [ ]-[ ]-[ ] *E-Mail: [ ]
7	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
ⓘ Note:	You will only be able to use Choose one Primary Contact from my list after entering the information the first time using Enter New Primary Contact.
8	If the work will be performed by a contractor/consultant, click Yes at the question.
ⓘ Note:	If a consultant is entering the application on behalf of the applicant, and a contractor will be performing the work, the contractor's contact information shall be listed as a secondary contact for the consultant/contractor.
9	Click the Next button to continue to the Site Info screen.

Note Your Application Reference Number

Starting at the Site Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Applicant Name: CPSBillboard Company	Application Ref. Number: 5427	Application Status: Draft
Application Type: Billboard Survey Individual	Permit Number:	Permit Status:
* = Required Fields		
Billboard Veg Removal Applicant Info **Site Info** Type of Work Application Details Pay Fees		

Make a note of the application reference number. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back to the previous screen and review/change any of the data you have entered.

Enter Site Info   Use the following procedure to complete the information required on the Site Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Site Info screen.

Step	Action
2	Use the following table as a guide for Site Info screen data-entry. *See Next Page* $\Rightarrow$

Site Info Screen Data-Entry
ⓘ Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
💡 TIP: Click the Links link to display a list of information sources. ▼ Reference » Links
Site Info Area Of The Screen
*State Route Prefix: Select the type of roadway that your billboard is on from the dropdown.
*State Route Number: Enter the number of the state route that the work will be performed on.
⦿ City ◯ Township ◯ Village Select the appropriate radio button for the area the work will be performed in.
*Village Of: [   ] Enter the City, Township or Village name that the work will be performed in.
*County: Select the county in which the work will be performed from the dropdown.
Town Range Section (TRS) Info   (PR Finder) Town: T [   ] -- Select -- ▼ Range: R [   ] -- Select -- ▼ Section: -- Select -- ▼ Add Town   Range   Section
Use the PR Finder tool to complete the fields in the Town Range Section Info box: *See Next Page ⟹*

Site Info Screen Data-Entry
1) Click the **(PR Finder)** link to display the MDOT PR Finder tool.
2) In the Map Search box, click the Base Map link. Base map Avera...e An
3) Zoom in on map to area where you plan to do the permitted activity. ⓵ Note: This can be done using the zoom bar on the left side of the large map or by selecting an option below the small map on the far left and clicking on the appropriate area.   If needed, you can zoom in further using the zoom bar on the left side of the map. *See Next Page* ⟹
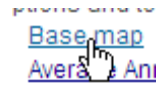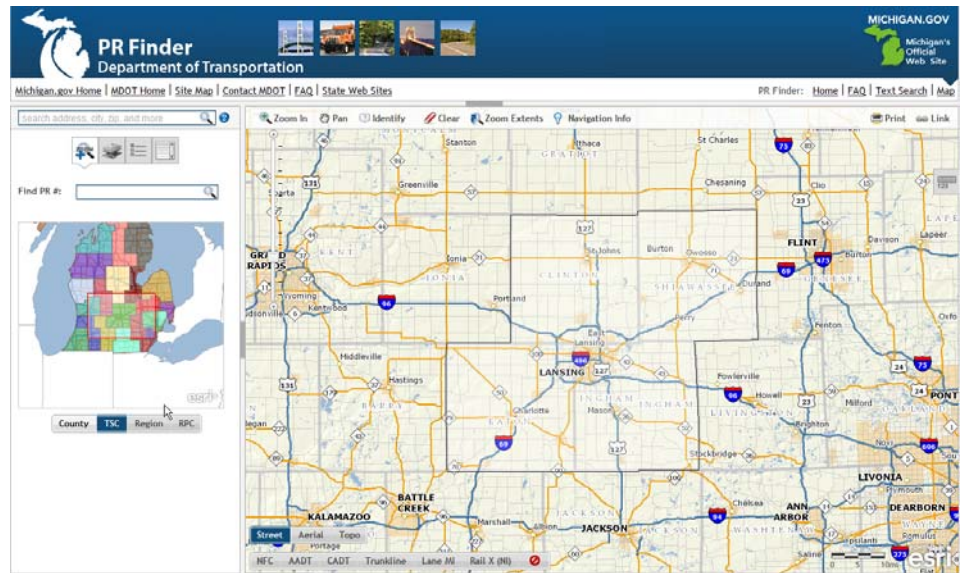
Site Info Screen Data-Entry
4) Select Area Info Under Identify on the top of the large map.
5) On the county map, move the arrow ⬉ to the location of the permitted activity.
6) Scroll down in the Area Identity Results pop-up box and note the TRS number at the bottom.
7) Use the TRS (town range section) number for the Town, Range, and Section fields in CPS as shown below.   *See Next Page* ⟹
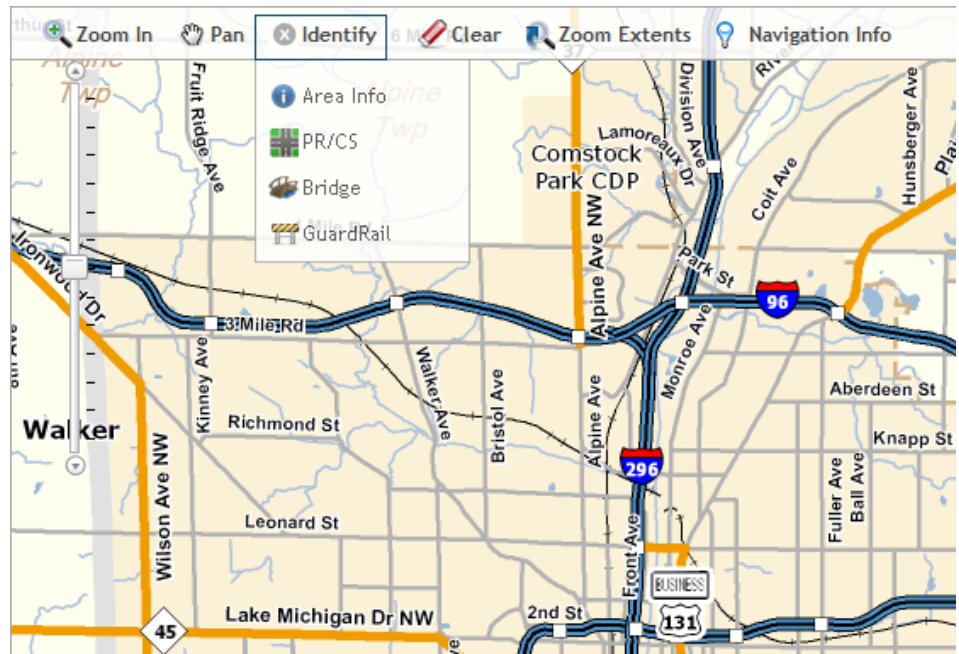
Site Info Screen Data-Entry

Town Range Section (TRS) Info (PR Finder)
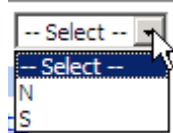
Town: T [ ] -- Select -- ▼ Range: R [ ] -- Select -- ▼ Section: -- Select -- ▼ Add

Town   Range   Section

Town: T [ ]

Enter the two-digit township code.

For example, if TRS: 04N02W13
- 04 is the township code.

-- Select -- ▼
-- Select --
N
S

Select the direction identifier.

For example, if TRS: 04N02W13
- N is the township direction indicator.
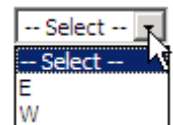
Range: R [ ]

Enter the two-digit range code.

For example, if TRS: 04N02W13
- 02 is the range.

-- Select -- ▼
-- Select --
E
W

Select the direction identifier.

For example, if TRS: 04N02W13
- W is the range direction indicator.

See Next Page ⇒

Site Info Screen Data-Entry
Section: -- Select -- ▼   Select the two-digit section number.   For example, if TRS: 04N02W13   13 is the section number.
Add   Click the Add button to save the Town Range Section information you entered. CPS clears the fields for new entries.
delete   Click the link to delete an entry in the Town/Range/Section list.
*Nearest Intersection: Enter the name of the nearest street/road/highway that intersects the state route your billboard is on.
*Direction from worksite to the nearest intersection on the state route: -- Select -- ▼   Select the cardinal direction as if you were standing on the spot where the work is to be performed looking at the nearest intersection.
*At Intersection?   Select "Yes" if your site is at the intersection or "No" if the site is not at the intersection.
*Distance to the nearest intersection: [   ] -- Select -- ▼   Enter the distance to the nearest intersection.   Select the drop-down to enter the distance in feet or miles.
*Side Of Road(Select all that apply): ☐ North ☐ South ☐ East ☐ West   Select the side of the road your work site is on. You may select more than one choice.   *See Next Page ⟹*

Site Info Screen Data-Entry
Work Info   **Area Of The Screen**
*Proposed start date: [field] [calendar icon]   Enter the date you anticipate work to begin. You may use the calendar or type the date using the format MM/DD/YYYY.
*Proposed completion date: [field] [calendar icon]   Enter the date you anticipate work to be completed. You may use the calendar or type date using the format MM/DD/YYYY.
*Purpose: Describe the activity that you want a permit for.
Requisition #:   Enter the number (if any) that you use to track which of your projects the permit is for.
Work Order #:   Enter the number (if any) that you use to track which of your projects the permit is for.
MDOT Job #:   Enter the MDOT Job Number if available.
Organizations Job #:   Enter the number (if any) that you use to track which of your projects the permit is for.
*Lane Closure Proposed: If you select Yes, the following three fields are displayed.   *See Next Page* ⟹

Site Info Screen Data-Entry
Mobility Impact Map Link: Click the link to display the MDOT Mobility Restrictions Map. Descriptions of roadway colors and markings are shown at the left of the map.
Work Located on Restricted Route: If the roadway where you want to do the work is shown as restricted on the map, select Yes.
Work performed outside of time restrictions: Click the roadway where you want to do the work. The Road Information window displays the time restrictions (if any). Select Yes if you will do the work outside the time restrictions or No if you will do the work during restricted times.

① Note:	If you select Yes to the Work Located on Restricted Route question and No to Work performed outside of time restrictions you will go to the Mitigation Methods and Transportation Operations screens when you select Next before you go to the Fee Determination screen.

Bond Info Area Of The Screen
• Enter the number if you know it. OR • Select the Bond Requirements link. A pdf will appear that provides information on what a bond is and how to obtain a bond, if required. OR • Leave this area blank if you do not know your bond number.

① Note:	If you have questions on whether you require a bond contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen. *See Next Page ⟹*

Site Info Screen Data-Entry

Insurance Info Area Of The Screen
• Enter the number if you know it. OR • Select the Insurance Requirements link. A .pdf will appear that provides information on what insurance is and how to obtain insurance if required.

Note:	If you have questions on whether you require a insurance contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.

Attachments Area Of The Screen
Site Access Plan Attached? Select the yes or no radio button to show whether the Site Access Plan has been attached to the application. If no is selected, an explanation must be entered in the required comments field. *Comments (250 of 250 remaining)

Information on how to upload attachments is in *Chapter 9*.	
Step	**Action**
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	When you have finished entering data on the Site Info screen, click the Next button.

Next Button

When you click the Next button, CPS displays the next task/screen required for your application.

Enter information and click the Next button. The following topics describe all possible tasks in the individual application sequence, but your application may not require all of them.

Enter Mitigation Methods

1) Check all items that your project will include or require.
2) Click the Next button.

Enter Transportation Operation Plans

1) Select an answer for each question.
2) Enter comments as required.
3) Click the Next button.

Verify Type of Work

Verify the information on the Type of Work screen, and click the Next button.

Type of Work (Fee Determination)
* At least one option in the fee type is mandatory
Miscellaneous
☑ Billboard Survey Individual
Previous   Next

The Review Application Details screen is displayed.

Applicant Name: CBSBillboard Company **Application Ref. Number:** 5427 **Application Status:** Draft
Application Type: Billboard Survey Individual **Permit Number:** **Permit Status:**

Billboard Veg Removal | Applicant Info | Site Info | Type of Work | **Application Details** | Pay Fees

Review Application Details

Printable Version

Billboard Permit Info [Edit]
Billboard Permit Number: 97343 **Billboard Permit Status:** ISSUED

Applicant Info [Edit]
Applicant Name: CBSBillboard Company
Mailing Address: 425 west ottawa street
City: lansing **State:** MI **Zip:** 48910
Primary Contact
Contact Name: 1111
Phone No: 111-111-1111 **Cell Phone No:**
Email Address: 111@111.com

Site Info [Edit]
State Route: I94 **City Of:** Lansing **County:** Wayne County

Town	Range	Section
T1N	R1E	01

Nearest Intersection: Waverly Road **Side of Road:** ☑ North

Distance to the nearest intersection: 1.0 Feet **Direction from worksite to the nearest intersection on the state route:** East

Work Info [Edit]
Proposed Start Date: 04/08/2011 **Proposed Completion Date:** 07/07/2011

Purpose: Survey

Requisition #: **Work Order #:**
Lane Closure Proposed: No
Work Located on Restricted Route: No
Work performed outside of time restrictions: No

Bond Info [Edit]
Department Bond Number:

Insurance Info [Edit]
Certificate of Insurance Number:

Attachments
Attachments Not Included.

Site Access Plan
Site Access Plan Uploaded? No
Test

Type of Work [Edit]
Miscellaneous
Billboard Survey Individual

Application Fee
Additional fees may be applied.
$30.00

Terms and Conditions
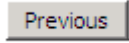**Terms and Conditions**
☐ I agree to Terms and Conditions.
[Previous] [Add to One Stop Cart] [Continue To Pay by Cash]

Review Application Details

The Review Application Details screen provides the options described in the following table.

Review Application Details **Screen Options**
Printable Version 🖨 When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
EDIT This is a review screen. You can't change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data. 1) Click to display the related screen, where you can change any of your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the Type of Work screen.
Add to One Stop Cart See *Chapter 10* for information about how to pay permit fees in MPG.
Continue To Pay by Cash See *Chapter 10* for information about how to pay permit fees in cash.

Deleting Draft Applications To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes.
3	Click the Delete Draft Application(s) button
Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.
4	A pop-up question will ask you if you would like to continue with deleting.
5	You will Receive a success message on the top of the screen.

Chapter 5 - Create an Annual Billboard Survey Application

Contents

Create Application

Use the following procedure to create an annual billboard survey application in CPS.

Step	Action
1	Click Create New Application on the CPS menu. ▼ Home » Create new Application The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Remov ○ IDS Application ○ Operation Care
2	Click the circle next to Billboard Survey Annual.
3	Answer the pop-up question that appears. Message from webpage ? Are you the legal owner of this property, or the owner's authorized representative, or have statutory authority to work within the right-of-way? OK Cancel
	The Applicant Info screen is displayed. The Applicant Info screen displays some of your account data from MPG. *See Next Page* ⟹

| Applicant Name: | | Application Ref. Number: | Application Status: |
| Application Type: Billboard Survey Annual | | Permit Number: | Permit Status: |

* = Required Fields

Applicant Info | Annual Permit Info | Review Application Details | Pay Fees

Applicant Info (Property or Facility Owner)

*Applicant Name: CBSBillboard Company

*Mailing Address: 425 west ottawa street

*City: lansing   *State/Providence: Michigan   *Zip Code: 48910

*Primary Contact (Mandatory)

○ Choose one primary contact from my list   ○ Enter new primary contact

Secondary/Consultant Contact (Optional)

○ Choose one secondary/consultant contact from my list   ○ Enter new Secondary/Consultant contact   ○ N/A

Cancel | Next

Enter Applicant Info   Use the following procedure for Applicant Info screen data-entry.

Step	Action
1	Change or complete the applicant information.
2	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.
	Primary Contact (Mandatory) ○ Choose one primary contact from my list ● Enter new primary contact *Contact Name: *Phone # : Ext: Cell #: *E-Mail:
3	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
Note:	You will only be able to use Chose one Primary Contact from my list after entering the info the first time using Enter New Primary Contact.
4	If the work will be performed by a contractor/consultant, click Yes at the question.
Note:	If a consultant is entering the application on behalf of the applicant, and a contractor will be performing the work, the contractor's contact information shall be listed as a secondary contact for the consultant/contractor. *See Next Page ⇒*

Step	Action
5	Click the Next button to display the Annual Permit Info screen.

Note Your Application Reference Number

Starting at the Annual Permit Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Make a note of the application reference number - if you need to search for your application, the number is the easiest way. See *Chapter 11* for more information about searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back and review/change any of the data you have entered.

Enter Annual Permit Info

Use the following procedure for Annual Permit Info screen data-entry.

Step	Action
1	Use the following table as a guide for Annual Permit Info screen data-entry. *See Next Page* ⟹

Step	Action
	Applicant Name: CBSBillboard Company **Application Ref. Number:** 1633 **Application Status:** Draft **Application Type:** Billboard Survey Annual **Permit Number:** **Permit Status:** * = Required Fields Applicant Info Annual Permit Info Review Application Details Pay Fees **Annual Permit Info** *Work Location: ⦿ Statewide ○ Counties: *Permit for Calendar Year: 2010 This application is valid only for the following proposed operations in the type of right of way as noted: **Type of Right of way** Free Limited Proposed Operation □ □ 1 BILLBOARD VEGETATION SURVEY **Attachments** Click here to upload the attachments if any. Previous Next

Annual Permit Info Screen Data-Entry

🛈 Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.

*Work Location:

○ Statewide   ⦿ Counties:

If you select Counties, the selection boxes are displayed.

1) Click to select a county.
2) Click the right arrow to display the selected county in the selection box.
3) To select another county, repeat steps 1) and 2).
4) To deselect a county in the selection box, click the county name, and then click the left arrow.

Alcona County
Alger County
Allegan County
Alpena County
Antrim County
Arenac County
Baraga County
Barry County
Bay County
Benzie County

-->
<--

Use 'Ctrl' key to select multiple counties

See Next Page ⟹

Step	Action
	If you select counties within the same TSC area, you will only receive options for a TSC wide permit. ⓵ Note: If you select one county and the work type needed is not shown, select another county within the region but outside the TSC area to see additional work types. If you select counties within the same region but from different TSC areas you will receive the options for a Regional permit. If you select counties from different regions, you will receive the options for a Statewide permit. ⓵ Note: Some permit types may only be applied for under a Statewide permit.
*Permit for Calendar Year: Click the dropdown arrow and click to select the year you want the permit for.	
Annual Permit Info Screen Data-Entry	
Type of Right of way | Free	Limited
------	---------
☐	☐ | Check one or both of the right of way boxes.	
⓵ Note:	Free Access Right-of-Way contains operational, statutory, easement, dedicated, and excess property Right-of-Way. This type of State highway Right-of-Way may be permitted for uses other than highway related purposes. Limited Access Right-of-Way is state highway Right-of-Way acquired in fee simple, which establishes a boundary over which the abutting property owners are denied any rights of direct access, ingress, or egress. The rights of ingress and egress are compensable items, which must be acquired. This type of state highway Right-of-Way may be used for any highway related purpose. *See Next Page* ⟹

Step	Action
Attachments **Click here** to upload the attachments if any. See *Chapter 9* for information on how to upload attachments.	
Previous To return to the Applicant Info screen, click the Previous button.	
Next Click the Next button to display the Review Application Details screen.	

The Review Application Details screen is displayed.

| Applicant Name: CPS Billboard Training 129 | Application Ref. Number: 5669 | Application Status: Dra |
| Application Type: Billboard Survey Annual | Permit Number: | Permit Status: |

| Applicant Info | Annual Permit Info | Review Application Details | Pay Fees |

Review Application Details

Printable Version 🖨

Applicant Info [Edit]

Applicant Name: CPS Billboard Training 129
Mailing Address: 101 W MAPLE ST
City: LANSING   **State:** MI   **Zip:** 48906-4834
Primary Contact
Contact Name: Andrea
Phone No: 517-111-1111   **Cell Phone No:**
Email Address: galatiana@michigan.gov

Work Info [Edit]

Proposed Work Date From: 02/08/2012   **To:**   12/31/2012

Annual Type: Statewide   **Counties:**

| Free | Limited | Proposed Operation |

Attachments
Attachments Not Included.

Type of Work
BB Statewide Annual
Billboard Survey Annual per Statewide

Application Fee
Additional fees may be applied.
$1,575.00

Terms and Conditions
Terms and Conditions

☐ I agree to Terms and Conditions.

| Previous | Add to One Stop Cart | Continue To Pay by Cash |

Review Application Details

The Review Application Details screen provides the options described in the following table. The information is presented in the order you see it on the screen – top to bottom and left to right.

Review Application Details **Screen Options**
Printable Version 🖨️ When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
EDIT This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the Annual Permit Info screen. *See Next Page* ⟹

Review Application Details **Screen Options**

Add to One Stop Cart

See *Chapter 10* for information about how to pay permit fees in MPG and then submit your application.

Continue To Pay by Cash

See *Chapter 10* for information about how to pay permit fees in cash and then submit your application.

Submit

If the Submit button is displayed, your application fee is zero. Click the button to submit your application.

Application Fee
Additional fees may be applied.
$00.00

Deleting Draft Applications

To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes.

Search Result

	App. Ref. #	Permit No	App. Type	App. Status	Permit Status	State Route	County	Applicant Name	Applican City
☑	5688	-005688- -	A	Draft				CPS Training127	LANSING
☐	5687	-005687- -	I	Draft				CPS Training127	LANSING
☐	5589	39014-005589-11-091411	I	Approved	Issued	US-131	Kalamazoo	CPS Training127	LANSING
☐	5568	-005568-11-	I	Processing		M-85	Wayne	CPS Training127	LANSING

Back to Search   Delete Draft Application(s)

See Next Page ⟹

3	Delete Draft Application(s) Click the Delete Draft Application(s) button	
Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.	
4	A pop-up question will ask you if you would like to continue with deleting. Message from webpage ? This application(s) has not been submitted. The information contained will no longer be available. Do you want to continue? OK Cancel	
5	You will Receive a success message on the top of the screen. ✔ Application(s) selected have been deleted successfully	

Chapter 6 - Create an Individual Vegetation Removal/Trimming Application

Contents

Note: You must have a CPS individual or annual billboard survey permit number before you can create an individual vegetation removal / trimming application.
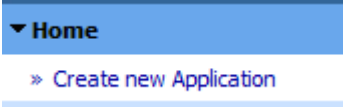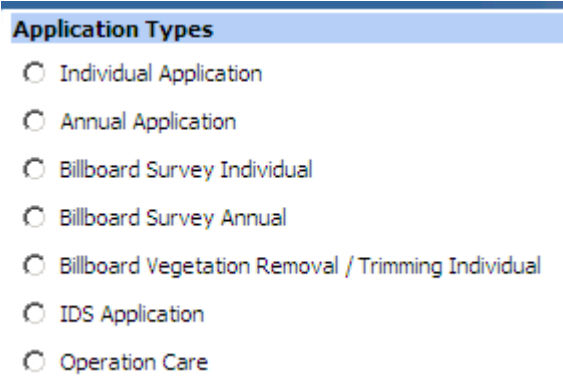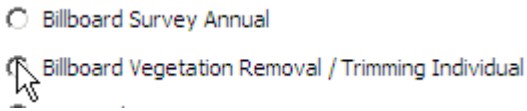
Preview   This chapter provides step-by-step instructions for creating individual vegetation removal / trimming applications for billboards.

Create Application   Use the following procedure to create an individual billboard vegetation removal / trimming application.

Step	Action
1	Click Create New Application on the CPS menu. The Application Types screen is displayed.
2	Click the circle next to Billboard Vegetation Removal / Trimming Individual. The Billboard Permit Number and Survey Permit Number screen is displayed. *See Next Page ⟹*

Step	Action

Step	Action
3	• Enter the Billboard Permit Number. OR • Click the IHAP link, search for the billboard number, and then enter it in the Billboard Permit Number field.
4	Enter the Individual or Annual Survey Permit Number.
5	Click the Next button. The Applicant Info screen is displayed.

See Next Page ⟹

Note:	The Applicant Info screen is prepopulated with information from your MPG account. Incorrect information must be modified within MPG.
6	The primary contact information is pre-populated from the Billboard Survey Permit information. If you would like to change the primary contact information you may click Choose one primary contact from my list, your contact list opens in a separate window. Click the primary contact you want on this permit.
7	You may also change the contact information by overwriting the Contact Name, Phone #, and E-Mail fields.
8	If the work will be performed by a contractor, click Yes at the question. **If a contractor/consultant is going to be involved in the work, is the contact information known at this time?** ○ Yes ⦿ No
Note:	If a consultant is entering the application on behalf of the applicant, and a contractor will be performing the work, the contractor's contact information shall be listed as a secondary contact for the consultant/contractor.
9	Click the Next button. The Site Info screen is displayed and pre-populated based on the Individual Survey permit information, if applicable. *See Next Page* $\Rightarrow$

Applicant Name: CBSBillboard Company
Application Type: Billboard Vegetation Removal / Trimming Individual
Application Ref. Number: 5432
Permit Number:
Application Status: Draft
Permit Status:

* = Required Fields

| Billboard Survey | Applicant Info | Site Info | Type of Work | Application Details | Pay Fees |

Site Info

*State Route Prefix: [Interstate ▼]   *State Route Number: [94]

◉ City
○ Township   *City Of: [Lansing]
○ Village

*County: [Wayne County ▼]

Town Range Section (TRS) Info   (PR Finder)

Town: T [ ] [-- Select -- ▼]   Range: R [ ] [-- Select -- ▼]   Section: [-- Select -- ▼] [Add]

| Town | Range | Section | |
| T1N | R1E | 01 | delete |

*Nearest Intersection: [Waverly Road]   *Direction from worksite to the nearest intersection on the state route: [East ▼]

*At Intersection? ○ Yes ◉ No

*Distance to the nearest intersection: [1.0] [Feet ▼]   *Side Of Road(Select all that apply): ☑ North ☐ South ☐ East ☐ West

Work Info

*Proposed start date: [ ] 📅   *Proposed completion date: [ ] 📅

*Purpose: [   ]
(2000 of 2000 remaining)

*Exceed 5 Second: ○ Yes ○ No

Requisition #: [ ]   Work Order #: [ ]

*Lane Closure Proposed: ○ Yes ○ No

Bond Info   (Bond Requirements)

EPerformance Bond Number: [ ]
Certificate of Agency (MDOT Form 2209) is required if the principal in the bond is not the permittee named in the permit.

Insurance Info   (Insurance Requirements)

Certificate of Insurance Number: [ ]

Attachments

Click here to upload the attachments if any.

[Previous] [Next]

Note Your Application Reference Number	Starting at the Site Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.
	Make a note of the application reference number. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Applicant Name: CBSBillboard Company		**Application Ref. Number:** 3378	**Application Status:** Draft
Application Type: Billboard Vegetation Removal / Trimming Individual		**Permit Number:**	**Permit Status:**

Use the Previous and Next Buttons	Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.
	You can click the Previous button to go back to the previous screen and review/change any of the data you have entered.

Enter Site Info	Use the following procedure to complete the information required on the Site Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Site Info screen.
2	Use the following table as a guide for Site Info screen data-entry.
Site Info Screen Data-Entry	
🛈 Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.	
🔆 TIP: Click the Links link to display a list of information sources.	
▼ Reference » Links	
See Next Page ⟹	

Step	Action
	Site Info **Area Of The Screen**
	The Site Info Area of the screen is pre-populated with the information provided on the associated Individual Billboard Survey permit. If an Annual Billboard Survey permit was used complete the Site Info Area of the screen as follows:
	*State Route Prefix: Select the type of roadway from the dropdown.
	*State Route Number: Enter the number of the state route that the work will be performed on.
	⦿ **City** ◯ **Township** ◯ **Village** Select the appropriate radio button for the area the work will be performed in.
	*Village Of: [ ] Enter the City, Township or Village name that the work will be performed in.
	*County: Select the county in which the work will be performed from the dropdown.
	See Next Page ⟹

Step	Action

Use the PR Finder tool to complete the fields in the Town Range Section Info box:

1) Click the **(PR Finder)** link to display the MDOT PR Finder tool.

2) In the Map Search box, click the Base Map link.

Base map
Avera Ann

3) Zoom in on map to area where you plan to do the permitted activity.

❗ Note: This can be done using the zoom bar on the left side of the large map or by selecting an option below the small map on the far left and clicking on the appropriate area.
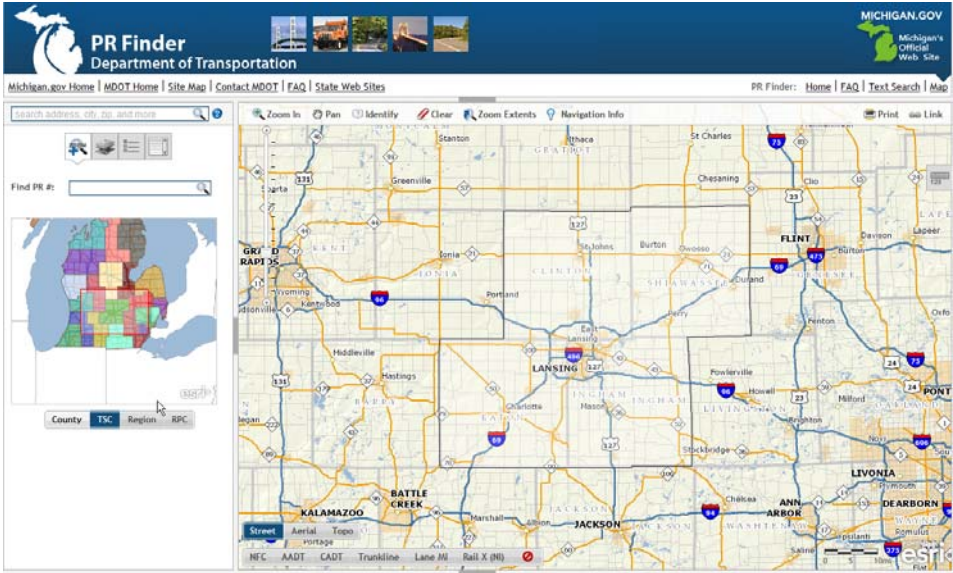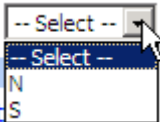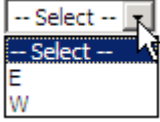
If needed you can zoom in further using the zoom bar on the left side of the map.

See Next Page ⟹

Step	Action
4) Select Area Info Under Identify on the top of the large map. 	
5) On the county map, move the arrow to the location of the permitted activity and click the location.	
6) Scroll down in the Area Identity Results pop-up box and note the TRS number at the bottom. 	
7) Use the TRS (town range section) number for the Town, Range, and Section fields in CPS as shown below. *See Next Page* ⟹	

Step	Action
Town: T [ ]	Enter the two-digit township code. For example, if TRS: 04N02W13 • 04 is the township code.
-- Select -- ▾ -- Select -- N S	Select the direction identifier. For example, if TRS: 04N02W13 • N is the township direction indicator.
Range: R [ ]	Enter the two-digit range code. For example, if TRS: 04N02W13 • 02 is the range.
-- Select -- ▾ -- Select -- E W	Select the direction identifier. For example, if TRS: 04N02W13 • W is the range direction indicator.
Section: -- Select -- ▾	Select the two-digit section number. For example, if TRS: 04N02W13 • 13 is the section number. *See Next Page* ⟹

Step	Action
Add	Click the Add button to save the Town Range Section information you entered. CPS clears the fields for new entries.
delete	Click the link to delete an entry in the Town/Range/Section list.
*Nearest Intersection:	Enter the name of the nearest street/road/highway that intersects the state route your construction site is on.
*Direction from worksite to the nearest intersection on the state route: -- Select --	Select the cardinal direction as if you were standing on the spot where the work is to be performed looking at the nearest intersection.
*At Intersection?	Select "Yes" your construction site is at the intersection or "No" your construction site is not at the intersection.
*Distance to the nearest intersection: -- Select --	Enter the distance to the nearest intersection. Select the drop-down to enter the distance in feet or miles.
*Side Of Road(Select all that apply): ☐ North ☐ South ☐ East ☐ West	Select the side of the road your work site is on. You may select more than one choice.
Work Info **Area Of The Screen**	
*Proposed start date:	Enter the date you anticipate work to begin. You may do this by selecting the calendar or typing in the date in the format MM/DD/YYYY. *See Next Page* ⟹

Step	Action
*Proposed completion date: [ ] 📅	
	Enter the date you anticipate work to be done. You may do this by selecting the calendar or typing in the date in the format MM/DD/YYYY.
*Purpose:	
	Describe the activity that you want a permit for.
*Exceed 5 Second:	
	If you are requesting that the billboard be visible for more than 5 seconds at the posted speed, click Yes and enter an explanation in the mandatory Comments field.
Requisition #:	
	Enter the number (if any) that you use to track which of your projects the permit is for.
Work Order #:	
	Enter the number (if any) that you use to track which of your projects the permit is for.
MDOT Job #:	
	Enter the MDOT Job Number if available.
Organizations Job #:	
	Enter the number (if any) that you use to track which of your projects the permit is for.
*Lane Closure Proposed:	
	If you select Yes, the following three fields are displayed.
	See Next Page ⟹

Step	Action
Mobility Impact Map Link:	Click the link to display the MDOT Mobility Restrictions Map. Descriptions of roadway colors and markings are shown at the left of the map.
Work Located on Restricted Route:	If the roadway where you want to do the work is shown as restricted on the map, select Yes.
Work performed outside of time restrictions:	Click the roadway where you want to do the work. The Road Information window displays the time restrictions (if any). Select Yes if you will do the work outside the time restrictions or No if you will do the work during restricted times.
❗ Note:	If you select Yes to the Work Located on Restricted Route question and No to Work performed outside of time restrictions you will go to the Mitigation Methods and Transportation Operations screens when you select Next before you go to the Fee Determination screen.
Bond Info **Area Of The Screen**	
	• Enter the number if you know it. OR • Select the Bond Requirements link. A .pdf will appear that provides information on what a bond is and how to obtain a bond, if required. OR Leave this area blank if you do not know your bond number.
❗ Note:	If you have questions on whether you require a bond contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen. *See Next Page ⟹*

Step	Action
	Insurance Info **Area Of The Screen**
	• Enter the number if you know it. OR • Select the Insurance Requirements link. A .pdf will appear that provides information on what insurance is and how to obtain insurance if required. OR Leave this area blank if you do not know your insurance number.
❗ Note:	If you have questions on whether you require an insurance contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.
	Attachments **Area Of The Screen**
	Information on how to upload attachments is in *Chapter 9*.

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	When you have finished entering data on the Site Info screen, click the Next button.

Next Button   When you click the Next button, CPS displays the next task/screen required for your application.

Enter information and click the Next button. The following topics describe all possible tasks in the individual application sequence, but your application may not require all of them.

Enter Mitigation Methods   1) Check all items that your project will include or require.
2) Click the Next button.

| **Enter Transportation Operation Plans** | 1) Select an answer for each question.
2) Enter comments as required.
3) Click the Next button. |

Verify Type of Work

Verify the information on the Type of Work screen, and click the Next button.

Type of Work (Fee Determination)

* At least one option in the fee type is mandatory

Miscellaneous

☑ Billboard Vegetation Removal Application

Previous | Next

The Review Application Details screen is displayed.

| Applicant Name: CBSBillboard Company | | | | Application Ref. Number: 5432 | Application Status: Draft |
| Application Type: Billboard Vegetation Removal / Trimming Individual | | | | Permit Number: | Permit Status: |

| Billboard Survey | Applicant Info | Site Info | Type of Work | **Application Details** | Pay Fees |

Review Application Details

Printable Version 🖨️

Billboard Permit and Survey Permit Info [Edit]

Billboard Permit Number: 97343
Survey Permit Number: 01-005427-11-11311

Applicant Info [Edit]

Applicant Name: CBSBillboard Company
Mailing Address: 425 west ottawa street
City: lansing   **State:** MI   **Zip:** 48910
Primary Contact
Contact Name: 1111
Phone No: 111-111-1111   **Cell Phone No:**
Email Address: 111@111.com

Site Info [Edit]

State Route: I94   **City Of:** Lansing   **County:** Wayne County

Town	Range	Section
T1N	R1E	01

Nearest Intersection:	Waverly Road	**Side of Road:**	☑ North
Distance to the nearest intersection:	1.0 Feet	**Direction from worksite to the nearest intersection on the state route:**	East

Work Info [Edit]

Proposed Start Date:	04/07/2011	**Proposed Completion Date:**	06/10/2011
Purpose:	Test		
Requisition #:		**Work Order #:**	
Exceed 5 Second:	No		
Lane Closure Proposed:	No		
Work Located on Restricted Route:	No		
Work performed outside of time restrictions:	No		

Bond Info [Edit]

Department Bond Number:

Insurance Info [Edit]

Certificate of Insurance Number:

Attachments

Attachments Not Included.

Type of Work [Edit]

Miscellaneous
Billboard Vegetation Removal Application

Application Fee

Additional fees may be applied.
$150.00

Accept Conditions

☐ Color Photographs, Proposed Plan and List of trees and shrubs Uploaded.
☐ Trees and Shrubs Flagged.

Terms and Conditions

Terms and Conditions

☐ I agree to Terms and Conditions.

[Previous] [Add to One Stop Cart] [Continue To Pay by Cash]

Review Application Details

The Review Application Details screen provides the options described in the following table.
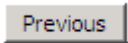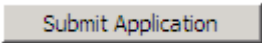
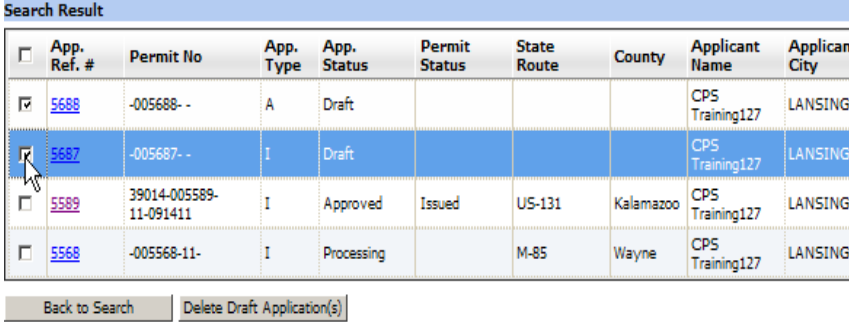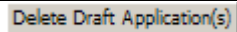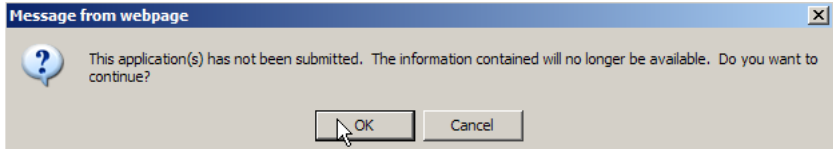| Review Application Details **Screen Options** |
|---|
| Printable Version 🖶

When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed. |
| EDIT

This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data.

1) Click to display the related screen, where you can change your entries.
2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen. |
| **Accept Conditions** Area of the Screen |
| ☐ Color Photographs, Proposed Plan and List of trees and shrubs Uploaded.

Click to put a check in the box indicating you have attached color photographs, a proposed plan and a List of Trees and Shrubs to this application. See *Chapter 9* for information on how to upload attachments. |
| ☐ Trees and Shrubs Flagged.

Click to put a check in the box indicating you have flagged the trees and shrubs at the work site.

See Next Page ⟹ |

Terms and Conditions Area of the Screen	

Terms and Conditions

When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.

☐ I agree to Terms and Conditions.

Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.

Previous

Click the button to return to the Type of Work screen.

Add to One Stop Cart

See *Chapter 10* for information about how to pay permit fees in MPG.

Continue To Pay by Cash

See *Chapter 10* for information about how to pay permit fees in cash.

Deleting Draft Applications

To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes. *See Next Page ⟹*

3	 Click the Delete Draft Application(s) button
⚠ Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.
4	A pop-up question will ask you if you would like to continue with deleting.
5	You will Receive a success message on the top of the screen.

Chapter 7 - Create an Indefinite Delivery Service (IDS) Application

Contents

Create Application

Use the following procedure to create a new IDS application.

Step	Action
1	Click Create New Application on the CPS menu. ▼ Home » Create new Application The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Individual Billboard Survey ○ Annual Billboard Survey ○ Individual Billboard Vegetation Removal / Trimming ○ IDS Application ○ Operation Care
2	Click the circle next to IDS Application. ○ Individual Billboar ○ IDS Application ○ Operation Care
3	Answer the pop-up question that appears. ***See Next Page ⟹***

Step	Action
	Message from webpage: Are you the legal owner of this property, or the owner's authorized representative, or have statutory authority to work within the right-of-way? [OK] [Cancel]

The Applicant Info screen is displayed.

Construction Permit System

| Applicant Name: | Application Ref. Number: | Application Status: |
| Application Type: | Permit Number: | Permit Status: |

* = Required Fields

| Applicant Info | IDS Info | Application Details |

Applicant Info (Property or Facility Owner)

*Applicant Name: John Jones
*Mailing Address: First Street
*City: Detroit *State/Providence: Michigan *Zip Code: 11111-2222

Primary Contact (Mandatory)
○ Choose one primary contact from my list   ○ Enter new primary contact
Secondary/Consultant Contact (Optional)
○ Choose one secondary/consultant contact from my list   ○ Enter new Secondary/Consultant contact

[Next]

connectMDOT | CPS Home | Contact CPS | CPS Help | State Web Sites
Privacy Policy | Link Policy | Accessibility Policy | Security Policy

---

Enter Applicant Info

Use the following procedure to complete the information required on the Applicant Info screen.

 Note: The Applicant Info screen is prepopulated with information from your MPG account. Incorrect information must be modified within MPG.

Step	Action
1	Change or complete the applicant information.
2	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.
Note:	An applicant is one of the following: • The legal owner of this property or facility • A public / private utility • A local governmental agency *See Next Page ⟹*

Step	Action
	Primary Contact (Mandatory) ○ Choose one primary contact from my list ● Enter new primary contact *Contact Name: [ ] *Phone # : [ ]-[ ]-[ ] Ext: [ ] Cell #: [ ]-[ ]-[ ] *E-Mail: [ ]
3	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
ⓘ Note:	You will only be able to use Chose one Primary Contact from my list after entering the info the first time using Enter New Primary Contact.
4	If the work will be performed by a contractor/consultant, click Yes at the question.
ⓘ Note:	If a consultant is entering the application on behalf of the applicant, and a contractor will be performing the work, the contractor's contact information shall be listed as a secondary contact for the consultant/contractor.
5	Click the Next button to continue to the IDS Info screen.

Construction Permit System

Applicant Name: John Jones   **Application Ref. Number:** 42   **Application Status:** Draft
Application Type: IDS Application   **Permit Number:**   **Permit Status:**
* = Required Fields

Applicant Info	**IDS Info**	Application Details

IDS Info

*MDOT IDS Contract Number (YYYYX..N): [ ]

Contract Start Date: Contract Expiration Date:

Types of IDS activities allowed: [ ]

Attachments
Click here to upload the attachments if any.
[Previous] [Next]

| Note Your Application Reference Number | Starting at the IDS Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen. |

| **Applicant Name:** John Jones | **Application Ref. Number:** 43 | **Application Status:** Draft |
| **Application Type:** IDS Application | **Permit Number:** | **Permit Status:** |

Make a note of the application reference number - if you need to search for your application, the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

| Enter IDS Info | Use the following table as reference for entering data on the IDS Info screen. |

IDS Info Screen Data-Entry
🛈 Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
*MDOT IDS Contract Number (YYYYX..N): Enter your MDOT IDS contract number.
🛈 Note: Contract Start Date, Contract Expiration Date, and Types of IDS Activities Allowed are from the written IDS contract signed with the State of Michigan.
Attachments Click here to upload the attachments if any. Information on how to upload attachments is in *Chapter 9.*
Previous Click the Previous button to go back to the Applicant Info screen. You can review/change any of the data you entered. *See Next Page* ⟹

IDS Info Screen Data-Entry
Next
Click the Next button to display the Review Application Details screen.

Review Application Details

There are no fees for IDS permits. Use the table following the diagram to review the application details.

Review Application Details

Printable Version 🖨

Applicant Info Edit
Applicant Name: John Jones
Mailing Address: First Street
City: Detroit   **State:** MI   **Zip:** 11111-2222
Primary Contact
Contact Name: Ann Bradstreet
Phone No: 333-444-5555   **Cell Phone No:**
Email Address: poet@earthlink.net

IDS Info Edit
MDOT IDS Contract Number: 20100023
Contract Start Date: **Contract Expiration Date:**
Types of IDS activities allowed:
Date Submitted:

Terms and Conditions
Terms and Conditions
☐ I agree to Terms and Conditions.
Previous   Submit Application

Review Application Details Screen Options
Printable Version 🖨
When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
See Next Page ⟹

Review Application Details Screen Options
EDIT This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the IDS Info screen.
Submit Application Click the button to submit your application. The following screen is displayed. **Application Type:** IDS Application   **Permit Number:** -001646-10-   **Permit Status:** **Permit Application Submitted** You have successfully submitted the permit application. Your application reference number is 1646. Please use the application reference number for all further communication with MDOT.

Deleting Draft Applications   To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes. **Search Result** | ☐	App. Ref. #	Permit No	App. Type	App. Status	Permit Status	State Route	County	Applicant Name	Applicant City
---	---	---	---	---	---	---	---	---	---
☑	5688	-005688- -	A	Draft				CPS Training127	LANSING
☑	5687	-005687- -	I	Draft				CPS Training127	LANSING
☐	5589	39014-005589-11-091411	I	Approved	Issued	US-131	Kalamazoo	CPS Training127	LANSING
☐	5568	-005568-11-	I	Processing		M-85	Wayne	CPS Training127	LANSING	 Back to Search Delete Draft Application(s)
3	Delete Draft Application(s) Click the Delete Draft Application(s) button.
Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.
4	A pop-up question will ask you if you would like to continue with deleting. **Message from webpage** This application(s) has not been submitted. The information contained will no longer be available. Do you want to continue? OK Cancel
5	You will Receive a success message on the top of the screen. Application(s) selected have been deleted successfully

Chapter 8 - Operation Care Application

Please do not submit an Operation Care application through the Construction Permit System. Michigan's Operation Care program is not established to use this system at this time. If you would like to obtain an Operation Care permit, please call the Michigan State Police at 517-241-0576.

Chapter 9 - Upload Attachments

Contents

Procedure   Several CPS screens provide the option for you to attach documents, forms and notices, pictures, or plans to your permit application.

Attachments
Click here to upload the attachments if any.

When you click the link, the Upload screen is displayed. Use the following procedure to attach supporting documentation to your application.

You may also upload attachments any time prior to application submission by clicking on » Attachments - View/Add in the left side menu.

Note: Adding attachments to an Advance Notice follows the same procedure as adding attachments to an application but you must access the Upload screen from the Advance Notice Info Screen using the View/Upload Attachments link.

View/Upload attachments

Step	Action
1	Click the arrow at the Type field, and select the type of attachment. Your selection is displayed in the Type field.
2	Click the Browse button at the File field. The Choose File dialog box opens. *See Next Page* ⟹

Step	Action
3	In the Choose File dialog box, navigate to the file that you want to attach.
4	Click the name of the file that you want to attach to the permit application. The name of the file is highlighted. ![Oct_Dec folder with Attendance_Program Team.doc highlighted and LAMP Program Team Reporters.doc] The name of the file is displayed in the File Name field in the dialog box. File name: Attendance_Program Team.doc
5	Click the Open button in the Choose File dialog box. ![Open and Cancel buttons] The dialog box closes. On the Upload screen, the File, File Name, and Uploaded/Received Date are populated. *Type: DOCUMENT *File (Max 10 MB): C:\Documents and Settings\galatia Browse... *File Name: HorationEarleLearningCenterMap.pdf *Uploaded/Received Date: 03/07/2011
6	In Comments field, you may enter additional information related to the attachment. *See Next Page* ⟹

Step	Action
7	• To upload the attachment and stay on the Upload screen to add another attachment, click the Save button. CPS displays a success message across the top. ✅ **Attachment uploaded successfully.** • To cancel the attachment and stay on the Upload screen to add a different attachment, click the Clear button. • To close the Upload screen and return to the permit application screen, click the Return button.

Chapter 10- Pay Fees

Contents

Payment Required

Fee payment is required before your application can be submitted. If additional fees are added, you will be notified. Additional fees must be paid before your permit can be issued.

Note: Application fees are non-refundable.

Payment Methods

CPS provides options for fee payment.

- If you want to pay by credit card or electronic check, click the "Add to Shopping Cart" button.

OR

- If you want to pay cash at an MDOT facility, click the Continue to Pay by Cash button.

Continue To Pay by Cash
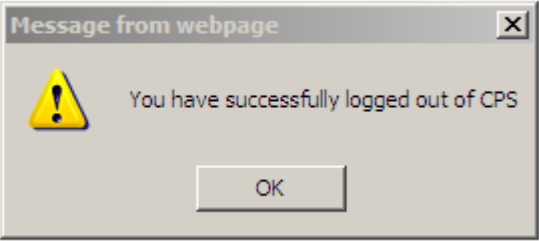
Add to Shopping Cart	When you click the Add to the Shopping Cart button, CPS displays the following confirmation message.

Permit Application Added to One Stop Cart

You have successfully added the permit application to One Stop Cart. Your application reference number is 3334. Your application will not be submitted until you make the payment. Use the application reference number for all further communication with MDOT.

Click here to close CPS application and make payment.
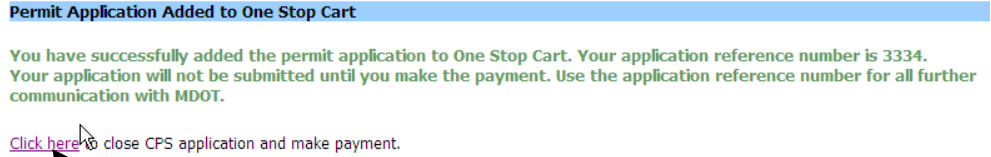
Pay in MPG	Use the following procedure to pay your permit fees in MPG.

Step	Action
1	Click the link on the message screen. Receive pop-up message. **Message from webpage** ⚠ You have successfully logged out of CPS OK
2	Select OK button. The CPS window closes and you see the MDOT Permit Gateway screen.
3	Click the Shopping Cart link at the top of the MPG screen. 📦 eCabinet 🛒 Shopping Cart 🔗 Cart The Shopping Cart page is displayed. *See Next Page ⟹*

Step	Action
4	Follow the prompts on the MPG screens to pay your permit fees. ⓘ Note: When your transaction is complete, MPG submits your paid permit application to MDOT.
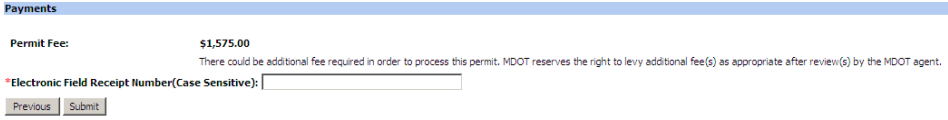
Pay by Cash When you click the Continue to Pay by Cash button, CPS displays the following message.
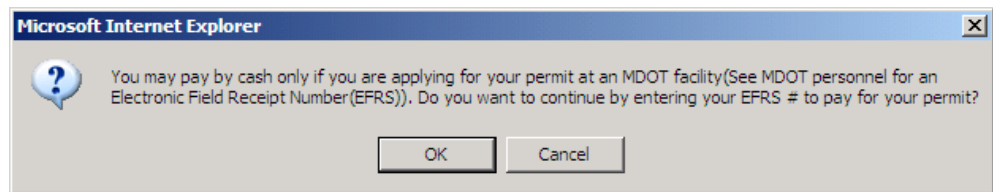
Enter the EFRS #

Use the following procedure to pay your permit fees with EFRS.

Step	Action
1	Pay your permit fees to MDOT personnel at an MDOT facility and you will be given a receipt with your EFRS #.
![Note icon] Note:	Cash payment does not include checks. Checks must be entered electronically through the MPG Shopping Cart.
2	Click the OK button in the dialog box. CPS displays the Payments screen.

Payments

Permit Fee: $1,575.00
            There could be additional fee required in order to process this permit. MDOT reserves the right to levy additional fee(s) as appropriate after review(s) by the MDOT agent.
*Electronic Field Receipt Number(Case Sensitive): [   ]
[Previous] [Submit]

Step	Action
3	Enter your EFRS # in the Electronic Field Receipt Number field.
4	Click the Submit button.

Chapter 11 – Signing In and Out and Searching for Your Existing Applications/Permits

Contents

Preview

This chapter provides procedures for signing in and out of the system while you are doing permit business, and for finding (searching for) your existing applications and permits in CPS.

Sign Out   Once you have started to work on a permit application, you may have to sign out and come back to it later. Use the following procedure to sign out.

Step	Action
1	Make a note of the application reference number in the gray bar at the top of the screen.
	Applicant Name: ann smith **Application Ref. Number:** 5421 **Application Status:** Draft **Application Type:** Annual Application **Permit Number:** **Permit Status:**
2	Click the Sign Out link at the upper right of the CPS screen. CPS displays the following message.
3	Click the OK button in the dialog box. CPS closes. The MDOT Permit Gateway (MPG) screen is displayed.
4	Click the Sign Out link on the bar at the top of the screen. *See Next Page* ⟹

Step	Action
5	Click the Close button.
	MPG closes.

Sign In as an Existing User

Once you have started to work on a permit application, you may have to sign out and come back to it later. Use the following procedure to sign in to the system as an existing user.

ⓘ Note: This procedure is illustrated in *Chapter 1*.
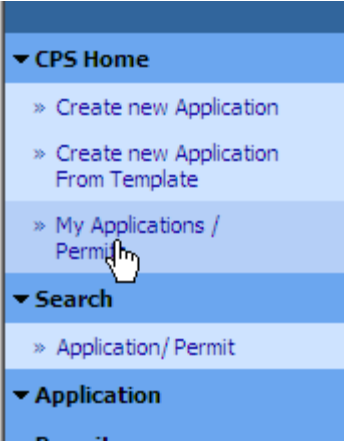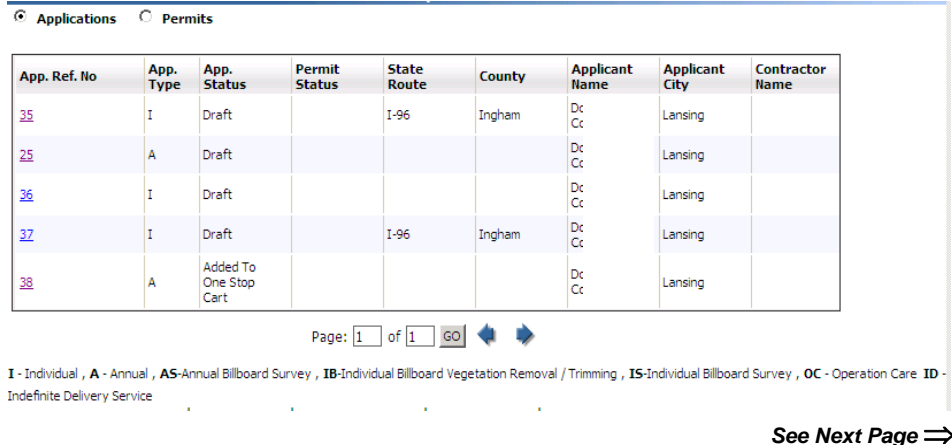
Step	Action
1	Sign in to MPG.
2	Click your business in the "Select Business/Individual" drop down, then "Right-of-Way Construction Permit System" in the second dropdown.
3	CPS opens in a separate window.

Display a List of Your Applications and Permits

CPS offers two methods for locating a specific application or permit.

The first method is using My Applications/Permits. The second method is using Search > Applications/Permits.

The following procedure uses the My Applications/Permits method.

Step	Action
1	Click My Applications/Permits. CPS displays the list of your applications.
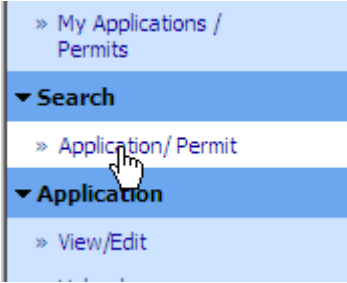
Step	Action
	Descriptive information is shown for each of your applications. • Reference Number • Type • Status • Route • County
2	If your list is long, click the right arrow to page through it or you may select the column headers to rearrange. Page: [1] of [1] [GO] ← →
3	To display the list of your permits, click the Permit radio button. ○ Applications ◉ Permits CPS will display your Permits list showing the same descriptive information as your Applications list.
4	To display an application or permit, click the link in the App Ref No or Permit # column. 36 I Draft 37 I Draft CPS will display the selected application or permit.
ⓘ Note:	To display an application or permit in a separate window to easily return to the search screen, hold the shift key while selecting the application reference number.
5	Use the Previous and Next buttons to find the page you want to work on. *See Next Page* ⟹
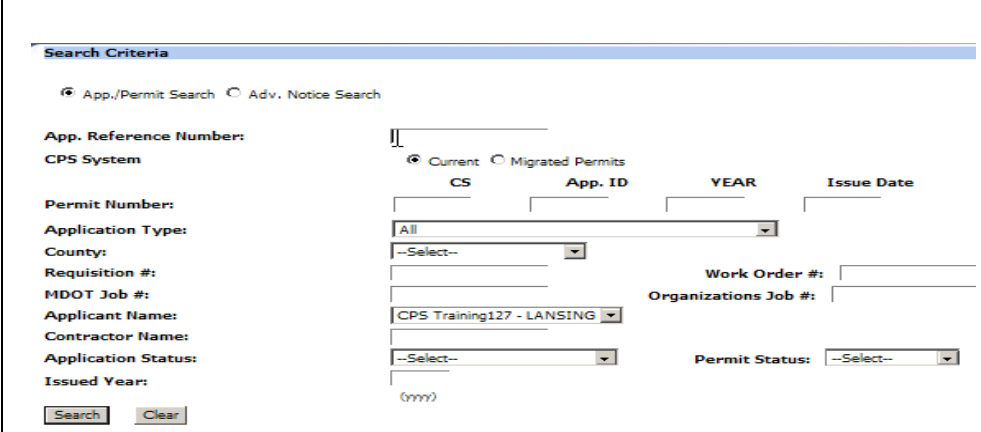
Step	Action
ⓘ Note:	You can change any item in an application that is in Draft status. Once your application or advance notice has been submitted, changes cannot be made. If changes are necessary, contact your local TSC Construction Permit Agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.

Search for an Application or Permit   Use the following procedure to search for one or more of your applications or permits using the Search > Application/Permits method.

Step	Action
1	Click Application/Permit on the menu. » My Applications / Permits ▼ Search » Application/Permit ▼ Application » View/Edit The Search Criteria screen is displayed. **Search Criteria** ⦿ App./Permit Search ○ Adv. Notice Search App. Reference Number: CPS System ⦿ Current ○ Migrated Permits CS App. ID YEAR Issue Date Permit Number: Application Type: All County: --Select-- Requisition #: Work Order #: MDOT Job #: Organizations Job #: Applicant Name: CPS Training127 - LANSING Contractor Name: Application Status: --Select-- Permit Status: --Select-- Issued Year: (yyyy) Search Clear *See Next Page ⟹*

Step	Action
2	Enter any identifying data you have about the application or permit. Do not guess. CPS searches for exact matches on the criteria you enter. If you are unsure about something, leave that search field blank.
3	Click the Search button. CPS will display the list of applications and permits that match the search criteria you entered.

	App. Ref. No	Permit No	App. Type	App. Status	Permit Status	State Route	County	Applicant Name	Applicant City	Contractor Name
☐	33	-000033- -	A	Added To One Stop Cart				Sreevally Kotari	lansing	
☐	6	9901-000006-10-	A	Processing				Sreevally Kotari	lansing	
☐	9	-000009-10-	I	Submitted		BR-23	Allegan	Sreevally Kotari	lansing	
☐	10	04012-000010-10-090810	I	Approved	Revoked	BR-23	Alpena	Sreevally Kotari	lansing	
☐	12	-000012-10-	I	Processing		BL-34	Alpena	venu darapu	lansing	
☐	13	-000013-10-	A	Submitted				venu darapu	lansing	

Page: 5 of 6 GO ◀ ➡

Back to Search

I - Individual , A - Annual , AS-Annual Billboard Survey , IB-Individual Billboard Vegetation Removal / Trimming , IS-Individual Billboard Survey , OC - Operation Care

Step	Action
4	Click a link in the App Ref No column to display a specific item.
Note:	To display an application or permit in a separate window to easily return to the search screen, hold the shift key while selecting the application reference number.
5	Click the arrows to move forward and backward through the list.
6	To start a new search, click the Back to Search button. CPS displays Search Criteria screen. You can enter new search criteria and click the Search button to start a new search.

Search for an Advance Notice

Use the following procedure to search for one or more of your applications or permits using the Search > Application/Permits method.

Step	Action
1	Click Application/Permit on the menu. The Search Criteria screen is displayed.

Step	Action
2	Select the Adv. Notice Search radio button.

Search Criteria

○ App./Permit Search ◉ Adv. Notice Search

Field	Value	Field	Value
App. Reference Number:	5566		
Adv. Notice Ref. #:			
Application Type :	All		
City/Township/Vill.:		County:	--Select--
State Route Prefix:	--Select--	State Route #:	
Office Name:	--Select--	Control Section:	
Advance Notice Status:	All		
Date Work To Begin:	From To		
Proposed Completion Date:	From To		

Search Clear

Step	Action
3 CAUTION	Enter any identifying data you have about the application or permit. Do not guess. CPS searches for exact matches on the criteria you enter. If you are unsure about something, leave that search field blank.
4	Click the Search button. CPS will display the list of Adv Notices that match the search criteria you entered.

Search Result

Adv. Ntc. Ref. #	Permit No	Adv. Ntc Status	City/Vill./Tow	State Route	County	Applicant Name	Contractor Name
169	71051-005566-11-081511	Approved	Posen	M-65	Presque Isle	CPS Training 123	
204	71051-005566-11-081511	Approved	Posen	M-65	Presque Isle	CPS Training 123	

Back to Search

Step	Action
Note:	Click the arrows to move forward and backward through the list on additional pages of applications.
5	Click a link in the Adv. Ntc. Ref. # column to display a specific item.
Note:	To display the advance notice in a separate window to easily return to the search screen, hold the shift key while selecting the advance notice reference number. *See Next Page ⟹*

⚠️ **Note:**	To display the Remarks, and Print buttons for an advance notice, open the advance notice then select Advance Notice from the left navigation. When the list of advance notices is displayed, select the radio button next to the Advance Notice Ref. Number to receive the buttons. **Advance Notice Of Permitted Activity** |	Advance Notice Ref. Number	Date Received	Status	Attachments?
---	---	---	---	---
◉	178	08/17/2011	Approved	Yes
○	177	08/17/2011	Approved	No
○	166	08/09/2011	Approved	Yes	 Select the radio button for additional options such as print, delete, etc. [Remarks] [Print]
	Applicant Name: CPS Training123 **Application Ref. Number:** 5566 **Application Status:** Approved **Application Type:** Individual Application **Permit Number:** 71051-005566-11-081511 **Permit Status:** Issued **Advance Notice Ref. Number:** 204 **Advance Notice Status:** Approved Applicant Info Site Info Advance Notice Info **Review Advance Notice** **Applicant Info** **Applicant Name:** CPS Training123 **Mailing Address:** 208 W MAPLE ST **City:** LANSING **State:** MI **Zip:** 48906-4856 **Primary Contact** **Contact Name:** Mike Brege **Phone No:** 231-777-3451 **Cell Phone No:** **Email Address:** galatiana@michigan.gov **Site Info** **State Route:** M65 **Village Of:** Posen **County:** Presque Isle County 	Town	Range	Section
---	---	---
T10N	R15W	21	 **Nearest Intersection:** Grand Lake **Side of Road:** ☑ West **Distance to the nearest intersection:** 100.0 Feet **Direction from worksite to the nearest intersection on the state route:** North **Advance Notice Info** **MDOT Job #:** **Date Work to Begin:** 03/14/2012 **Proposed Completion Date:** 03/22/2012 **No. of work days to complete:** 8 **Work Time From:** 7 AM **To:** 9 PM **Description of Work:** Install new private road street approach. **Performed the environmental check for Endangered Species and Archaeology?** No **Lane Closure Proposed:** Yes **Work Located on Restricted Route:** Yes **Work performed outside of time restrictions:** Yes **Attachments** [Edit] Attachments Not Included. **Attachments** No Attachments Found **MDOT Use Only Info** **Additional Remarks:** ALG **Inspection Required?:** No **Approved By:** Cpsqa, Cpsqa **Approved Date:** 03/12/2012
6	To start a new search, click the Back to Search button or Search Application/Permit in the left navigation. CPS displays Search Criteria screen. You can enter new search criteria and click the Search button to start a new search.
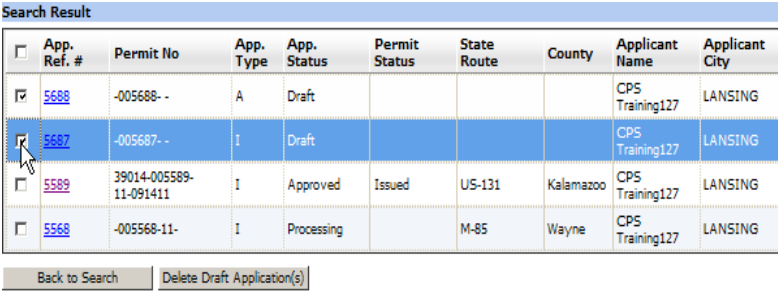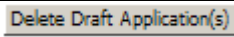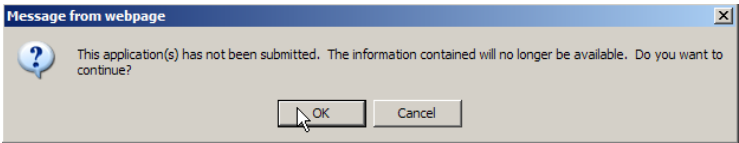
Deleting Draft Applications	To delete draft applications follow the steps below. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Step	Action
1	Review the Search Results
2	Select the drafts that you wish to delete by checking the boxes.
3	Click the Delete Draft Application(s) button
Note:	You are only able to delete applications in a draft status. For all other application statuses contact your local TSC agent. Contact information can be found by selecting the Contact CPS link at the top of the CPS screen.
4	A pop-up question will ask you if you would like to continue with deleting.
5	You will Receive a success message on the top of the screen.

Chapter 12 – Actions for an Issued Permit

Contents

Preview
This chapter provides the procedures for the following actions:

▼ Permit
» Permit Package
» Extensions
» Advance Notices
» Completion Notices
» Remarks

Retrieving your Issued Permit (Permit Package)

When your permit has been issued, you will receive an e-mail similar to the following.

Dear CBSBillboard Company,

Your permit with application reference number 1630 has been issued by Michigan Department of Transportation. The permit number is 98000-001630-10-110510.

Please login to the CPS system to print the permit and its attachments.

Please do not reply to this email.

Thank you,

MDOT Construction Permit System

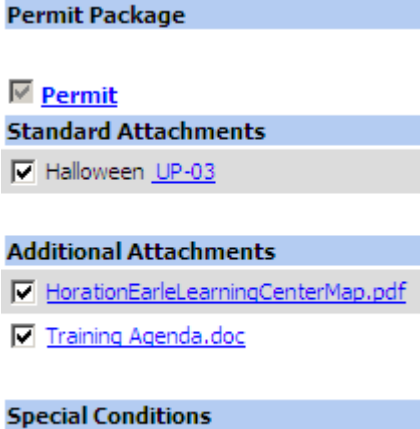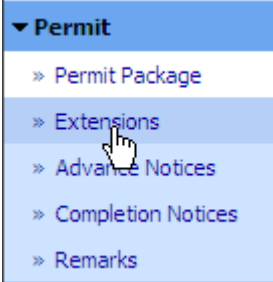You can access CPS by logging into One Stop by clicking on this link

http://www.michigan.gov/business

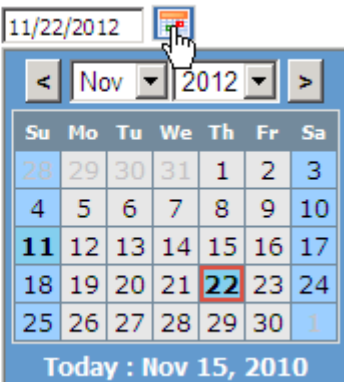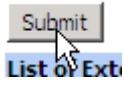| Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween UP-03 **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions. *See Next Page* ⟹

Step	Action
3	Click the permit link to review and/or print your permit.
4	Click each attachment link to review and/or print the attachment.
5	Review the Special Conditions listed.
ⓘ Note:	The special conditions will also appear on the permit document.

Request an Extension

Use the following procedure to request an extension of the permit expiration date.

Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween UP-03 **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions.
3	Click Extensions on the left navigation menu. ▼ **Permit** » Permit Package » Extensions » Advance Notices » Completion Notices » Remarks CPS displays the Permit Extension screen. *See Next Page ⟹*

Step	Action
	Permit Extension: Current expiration date: 11/09/2011; Purpose: Widen driveway.; Applicant Name:; Mailing Address: 1111 Ottawa; County: Alpena County; * New expiration date:; * Reason for Extension: (2000 of 2000 remaining); Submitted By:; * Phone #:; Submit. **List of Extensions:** Old Expiration Date / New Expiration Date / Reason For Extension / Status
4	Use the calendar to select the proposed New Expiration Date.
5	Enter a Reason for Extension.
6	Enter your phone number.
7	Click the Submit button at the bottom of the screen. *See Next Page ⟹*
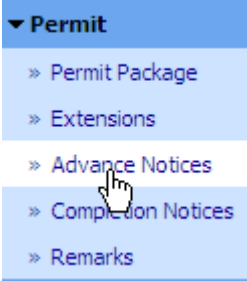
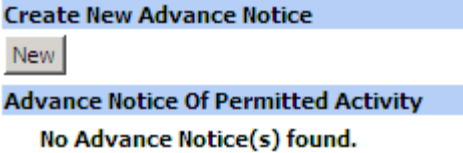| Step	Action
	CPS displays a screen similar to the following.
	✅ **Extension is submitted** * = Required Fields **List of Extensions:** | Old Exipration Date	New Expiration Date	Reason For Extension	Status
---	---	---	---
11/09/2011	11/22/2012	Budget	Submitted	
	MDOT will notify you of the decision on your request.

Submit Advance Notice

Use the following procedure to submit an Advance Notice which notifies MDOT that you will be doing work under your permit. An Advance Notice must be received by MDOT not less than 5 working days and no more than 21 calendar days prior to starting operations in state highway Right-of-Way unless the permit is for tree trimming which requires the Advance Notice be received not less than 15 working days and no more than 21 calendar days prior starting operations in state highway Right-of-Way.

🛈 Note: Work shall not begin until the Advance Notice has been approved by MDOT.

Step	Action
1	Search for your permit using one of the methods in *Chapter 11*. *See Next Page* ⟹

Step	Action
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween _UP-03_ **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions.
3	Click Advance Notices on the menu. ▼ **Permit** » Permit Package » Extensions » Advance Notices » Completion Notices » Remarks CPS displays the Advance Notice screen. **Create New Advance Notice** New **Advance Notice Of Permitted Activity** No Advance Notice(s) found.
4	Click the New button. CPS displays the Applicant Info screen. *See Next Page ⟹*

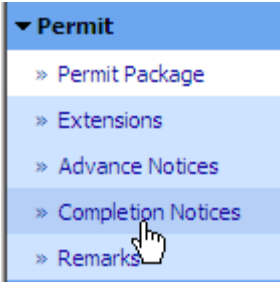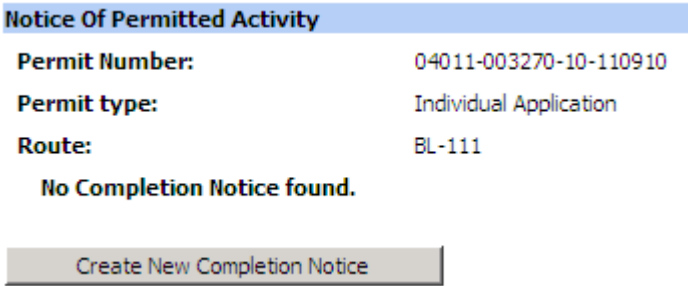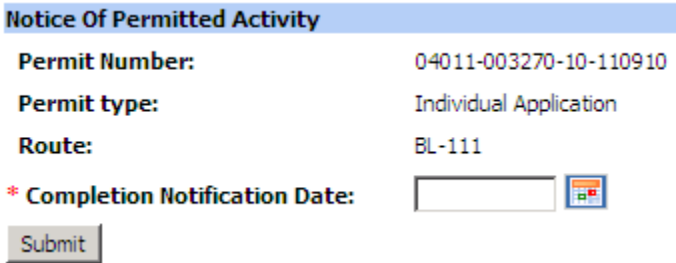| Step	Action
	Applicant Info (Property or Facility Owner)
	Applicant Name: CPS Training127
	Mailing Address: 208
	City: LANSING State/Providence: Michigan Zip Code: 48906-48
	* **Primary Contact**
	*Contact Name: and
	* Phone # : 123 - 123 - 1234 Ext: Cell #: - -
	* E-Mail: jone
	If a contractor/consultant is going to be involved in the work, is the contact information known at this time? ○ Yes ⊙ No
	Next
⚠ Note:	To delete a draft Advance Notice, the radio button next to the Advance Notice Ref. Number on the Advance Notices Screen must be selected. If the radio button is selected next to a draft Advance Notice a Delete button will appear.
5	As needed, edit the required fields (*) on the Applicant Info screen.
6	Click the Next button. CPS displays the Site Info screen. Note: The Site Info screen will be pre-populated for individual permits. Annual permit holders should follow the guidance in *Chapter 2* for completing an Individual application.
7	Review the site information, and click the Next button at the bottom of the screen. CPS displays the Advance Notice Info screen. *See Next Page* ⟹

Step	Action
	Advance Notice Info MDOT Job #: `[          ]` Purpose: Widen a driveway. * Date Work To Begin: `01/17/2011` 📅 * Proposed Completion Date: `03/17/2011` 📅 * # of Work Days To Complete: `59` * Work Times From: `[▼][▼]` * To: `[▼][▼]` * Lane Closure Proposed: ○ Yes ◉ No **Mobility Impact Map Link:** * Work Located on Restricted Route: ○ Yes ◉ No * Work performed outside of time restrictions: ◉ Yes ○ No **View/Upload attachments** 📎 `Previous` `Next`
8	As needed, enter or edit the information on this screen.
❗ Note:	All fields will be pre-populated with the information from your individual permit although the Work Times From and To fields will need to be entered. If changes are required, they shall be entered in the remarks. A permit amendment may be completed by MDOT.
9	As needed, upload attachments about the permitted work. See *Chapter 9* for instructions on uploading attachments.
10	Click the Next button. CPS displays the Review Advance Notice screen.
11	Review the information on the screen, and click the Submit Advance Notice button at the bottom of the screen. CPS displays the Advance Notice Confirmation screen.
	Application Type: Individual Application **Permit Number:** 04011-003338-10-111610 **Advance Notice Confirmation** Advance Notice is submitted successfully. Use the advance notice reference number 36 for all further communication with MDOT.
❗ Note:	If MDOT requires additional information to process your Advance Notice, your Advance Notice will be rejected and you will be required to enter a new Advance Notice that includes the requested information.

Submit Completion Notice

Use the following procedure to notify MDOT that the permitted work has been completed.

Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. The permit package will include the permit, attachments and any special conditions. *See Next Page* ⟹

Step	Action
3	Click Completion Notices on the left navigation menu. CPS displays the Notice of Permitted Activity screen.
4	Click the Create New Completion Notice button. The screen updates as shown in this diagram.
5	Enter the Completion Notification Date. *See Next Page ⟹*

Step	Action
6	Click the Submit button. The screen updates as shown in this diagram.

Chapter 13 - Create an Application from a Template

Contents
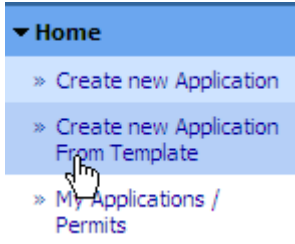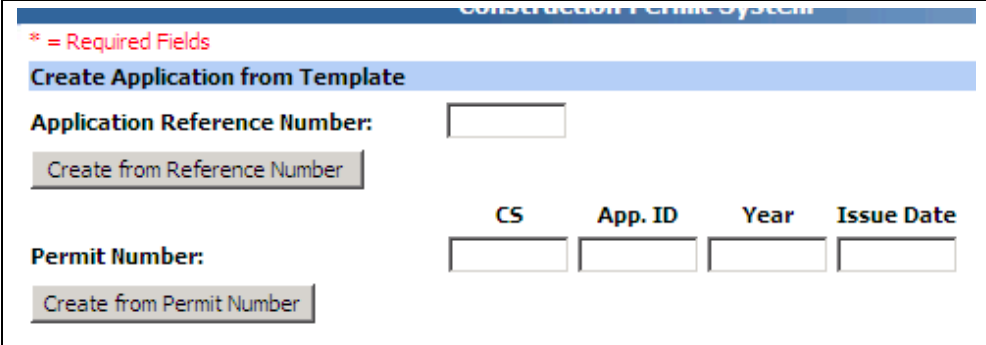
Preview

This chapter describes how you can use one of your existing permits as the basis of a new permit application.

 Note: Using an existing permit as an template for a new application works **only** for the following types of permits:

- Individual
- Annual

If You Already Know the Permit Number

Use the following procedure if you already know the number of the application/permit you want to use as a template for a new application.

Step	Action
1	Click Create New Application from Template on the left navigation menu. The Create Application from Template screen is displayed.
2	Enter the application/permit number in the fields provided.
3	Click the Create from Reference Number button or Create from Permit Number button. The Applicant Info screen is displayed. *See Next Page* ⟹

Step	Action
	The Applicant Info screen shows your information with a new Application Ref. Number in Draft status.
4	• If you are creating an Individual application, use the procedures in *Chapter 2*. • If you are creating an Annual application, use the procedures in *Chapter 3*.

If You Do Not Already Know the Permit Number

If you do not know the number of the application/permit you want to use as a template for a new application, you may search for your application/permit by following the procedures in *Chapter 11*.

Thank you for using MDOT's Construction Permit System (CPS).

If you have questions not covered in this manual please contact your local MDOT TSC Construction Permit Agent.