



**Request for Proposals**  
***Beautify Comstock Center***  
**Gateway Signs Project**

### **Invitation**

The Comstock Center Downtown Development Authority (DDA) is inviting sign contractors to be a part of implementing the ***Beautify Comstock Center*** initiative by designing and installing signs per already completed gateway designs for 5 locations on the perimeter of the Comstock Center area.

### **Scope of Work**

The DDA is expecting the sign contractor to propose the design of the sign face per the details provided below. Contractor to fabricate and install five (5) gateway signs – with a total of 2 designs – at locations shown and designs reflected on the attached map and the gateway designs prepared by Wightman Associates.

- Two Type A signs that incorporate the use of masonry pillars that match the pillars on the sign at Merrill Park at 5845 Comstock Avenue. The two type A signs will be the same.
- Three Type B signs with two options priced as follows: 1) wood posts and 2) metal posts; selected posts must complement the sign face. All Type B signs will be the same once the post material is selected by the DDA.
- The sign face will be the same across all five signs.
- Provide quote for both sandblasted wood and sandblasted stone for the five sign faces; please also indicate the recommended material.
- The signs will not be illuminated.
- Sheet L501 of the attached plans provides a general idea of the proposed signs; the sign face design is not determined yet other than that the DDA logo be incorporated as the central image and readily discernable when viewed by a passing motorist.
- The sign faces must incorporate the Comstock Center Downtown Development Authority logo and follow logo usage guidelines which will be provided electronically by the DDA Director via email upon request of the sign contractor ([jstefforia@comstockmi.gov](mailto:jstefforia@comstockmi.gov)).

- The Township will secure the necessary permits and easements prior to installation of the signs.
- In each gateway, the area disturbed by the contractor shall be limited to that area necessary to install the sign. The area will be restored and landscaped by a separate landscaping contractor with construction of the gateway following sign installation.
- The Director is available and able to share copies of existing plans, permits and documents to facilitate the process.
- For the 2 gateway signs in Michigan Department of Transportation (MDOT) right of way, MDOT Permit ‘Special Conditions’ must be followed.

## Insurance

The contractor is required to provide and maintain at all times during the project the following insurance. If any parts of the contract are sublet, insurance shall be provided by the contractor on behalf of the subcontractors to cover their operations. The insurance shall be contracted with a vendor licensed to do business in the State of Michigan and shall be subject to approval by the DDA. Certified copies, setting forth the limits and coverage, shall be furnished to the DDA Director before commencing with any work. The policy shall contain endorsements stating that at least a 10-day notice will be given to the DDA Director prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the DDA and Township listed as and additional insured. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers’ Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is cancelled, the contractor shall cease operations and shall not resume until new insurance is obtained.

## Supplemental Information

The DDA reserves the right to revise contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the selected contractor. The DDA has the right to waive any irregularities in submitted proposals or to reject any or all proposals.

The DDA has the right to disclose information contained in the submittals. The DDA further reserves the right to photocopy, circulate or otherwise distribute any material submitted in

response to the Request for Proposals. Original materials which the contractor may wish returned shall be clearly marked to be returned.

The selection of the successful contractor shall be made without regard to actual or perceived race, color, religion, political affiliation, veteran status, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

Comstock Township and the DDA are an Equal Opportunity Employer.

The selected contractor will be required to enter into a contract agreement for this project.

### **Timeframe and Budget**

**The project must be completed by June 1, 2022.**

Proposal should include an overall project budget for fabrication and installation and also break out each gateway sign separately including the options (face and post) described earlier.

Proposals should include examples of similar work done for other clients.

Provide two hard copies of the proposal and one electronic copy. The electronic copy may be emailed to DDA Director Jodi Stefforia at [jstefforia@comstockmi.gov](mailto:jstefforia@comstockmi.gov) Hard copies may be delivered to the Township Hall:

Mailing address:	P.O. Box 449 Comstock, MI 49041
Street address:	6138 King Highway Kalamazoo, MI 49048
Phone:	269-381-2360

**Deadline to submit a proposal is Friday, February 25, 2022 at 12:00 p.m.**

# *Beautify Comstock Center*

a project of the

## Downtown Development Authority



### Legend

- Planters
- Gateways



Tentative Planter Placement 2022





PROJECT NAME:

### Comstock Twsp

**Gateway Project**  
Comstock Charter Township  
Kalamazoo, MI 49048

# Comstock Charter Township

6138 King Highway  
Kalamazoo, MI 49048

00 9/20/2021 LJR  
ISSUED FOR CONSTRUCTION

00 PRELIMINARY - NOT FOR CONSTRUCTION

## REVISIONS

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DATE: August, 2021

SCALE:

**SITE PLAN -  
KING HWY & SOUTH WENKE  
PARK**

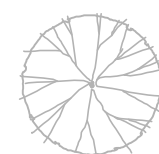
JOB No. 214083

L101  
OF 6

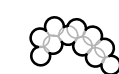
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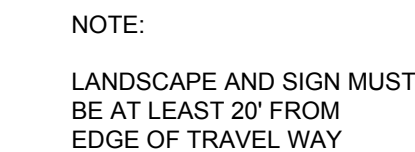
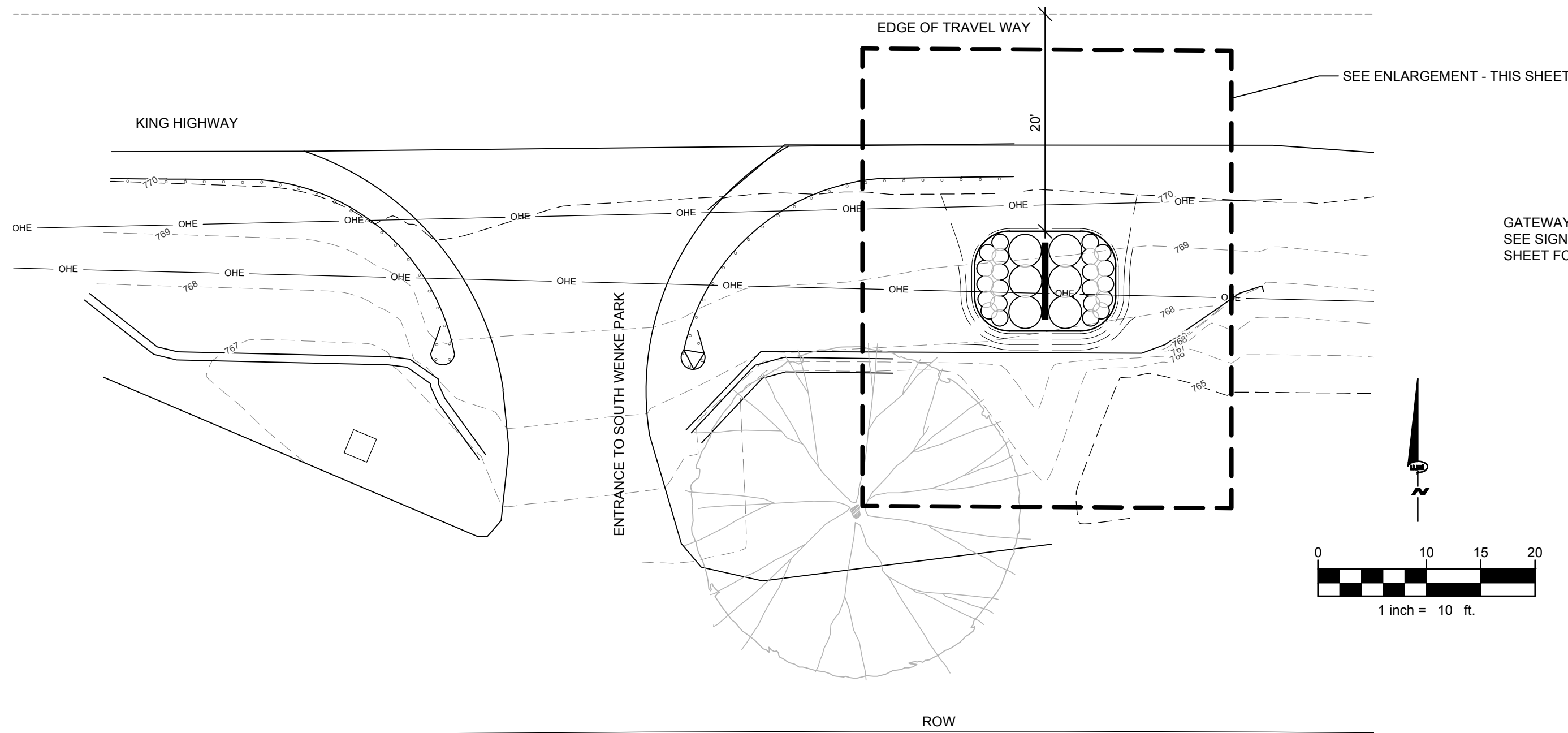
### LEGEND



EXISTING TREE

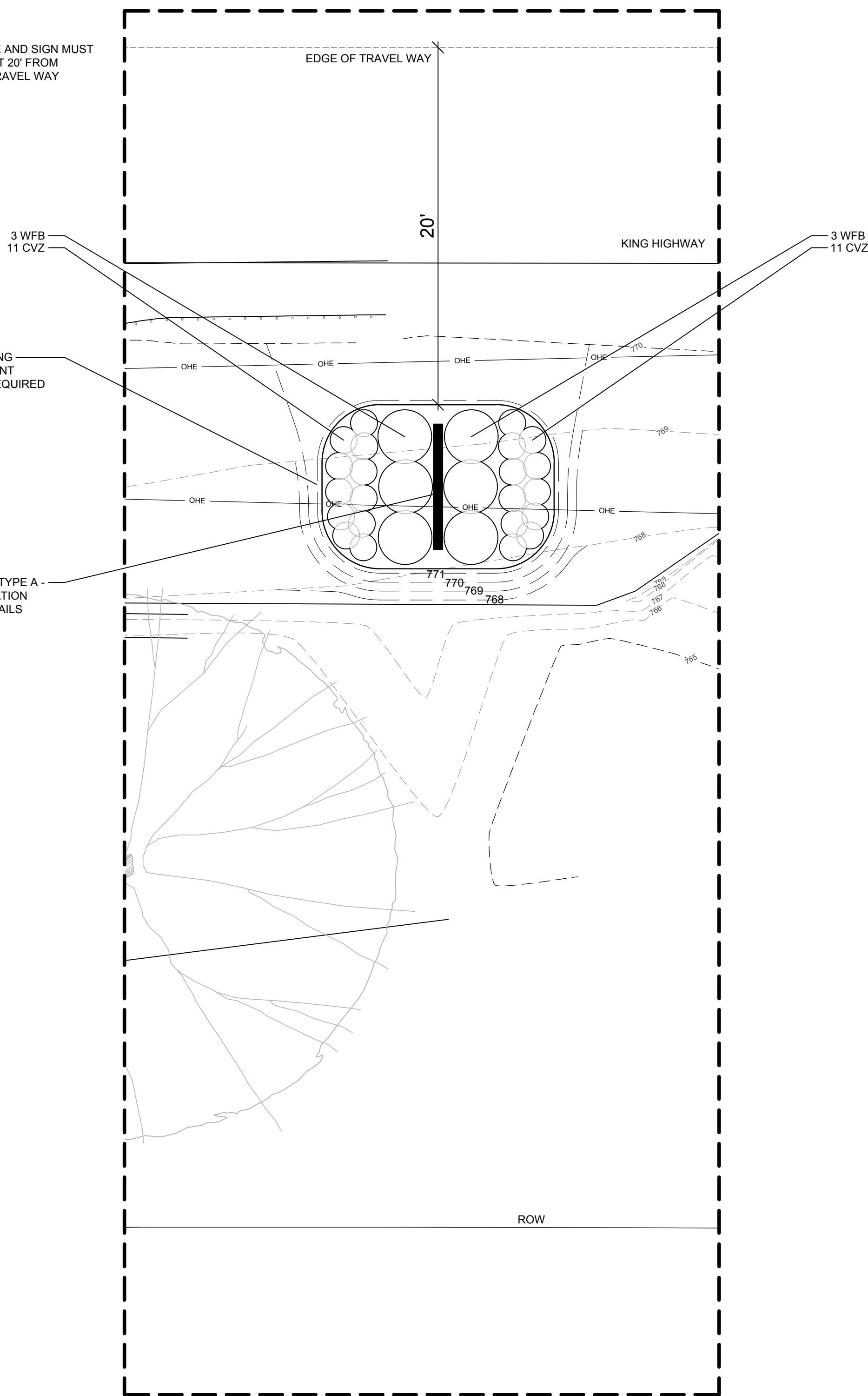
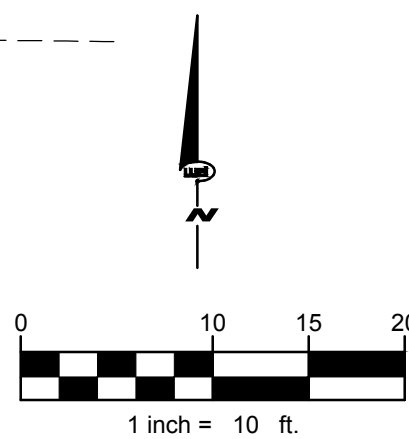


SHRUBS AND PERENNIALS

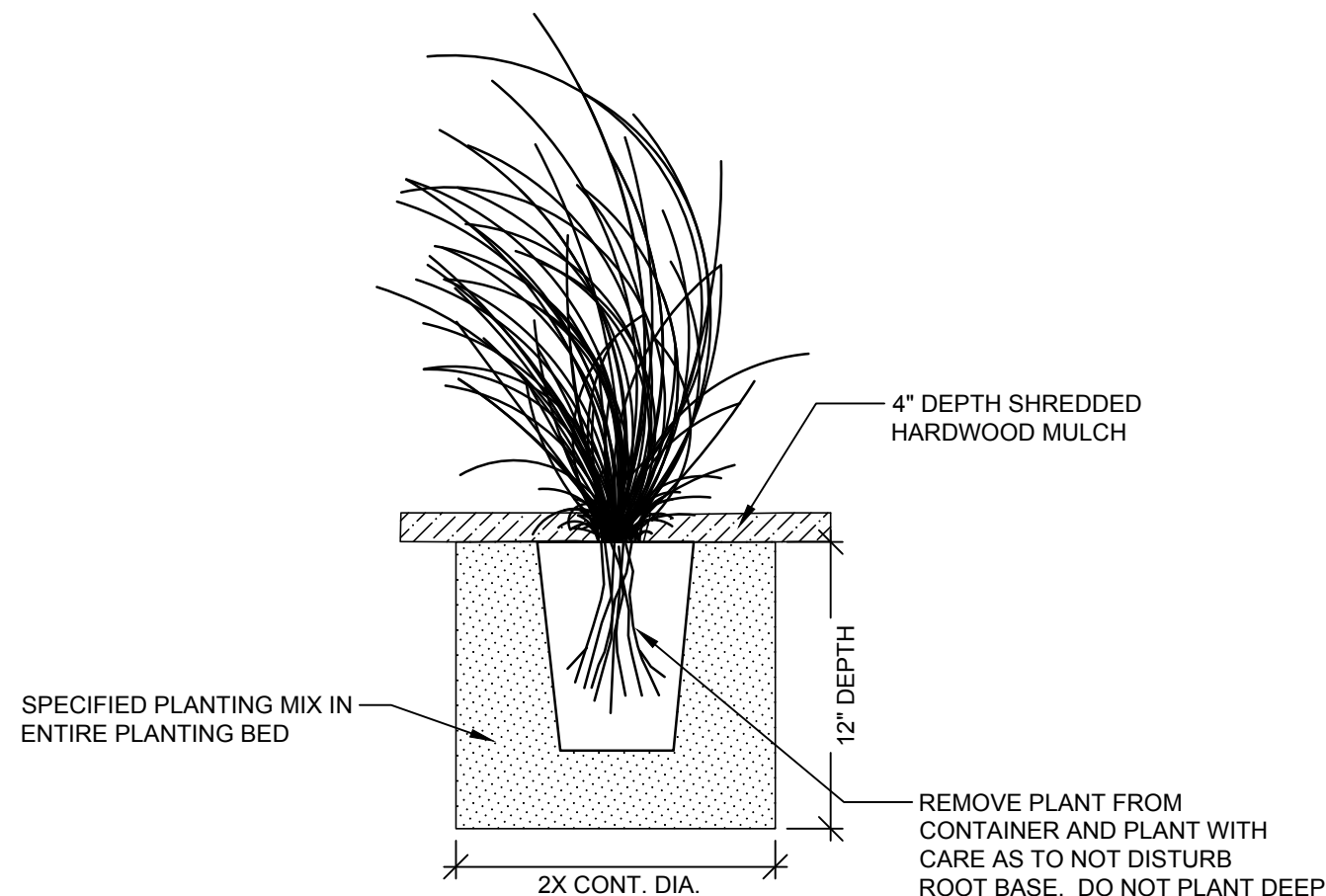


REMOVE EXISTING  
SHRUB AND PLANT  
MATERIAL AS REQ

GATEWAY SIGN TYPE A  
SEE SIGN ELEVATION  
SHEET FOR DETAILS

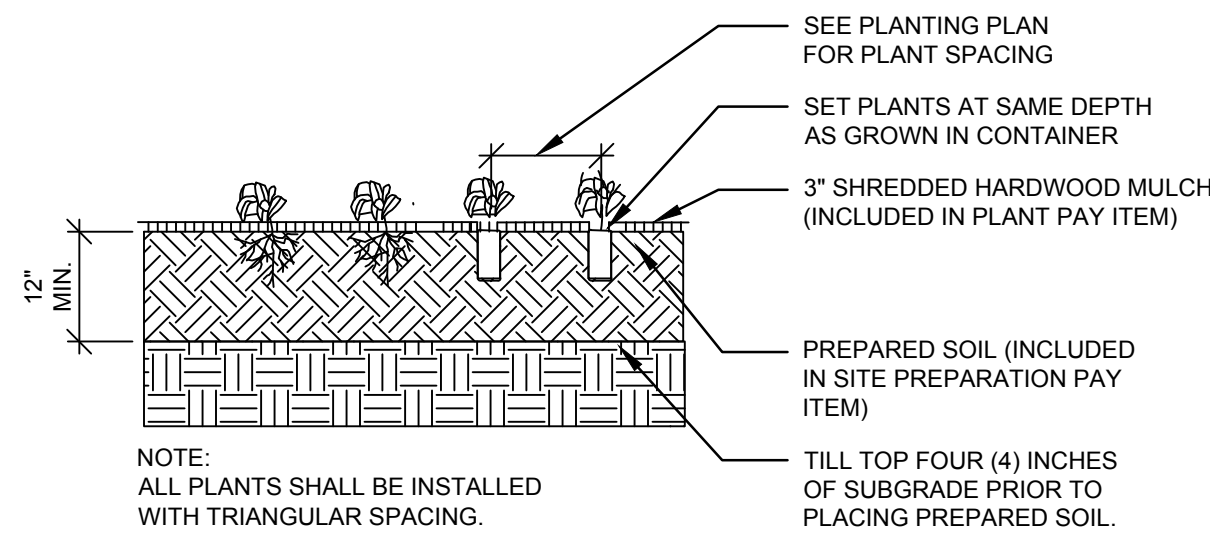


## ENLARGEMENT

$$1^{\circ} = 5'-0''$$


## SHRUB PLANTING SECTION

-NOT TO SCALE-



## PERENNIAL PLANTING SECTION

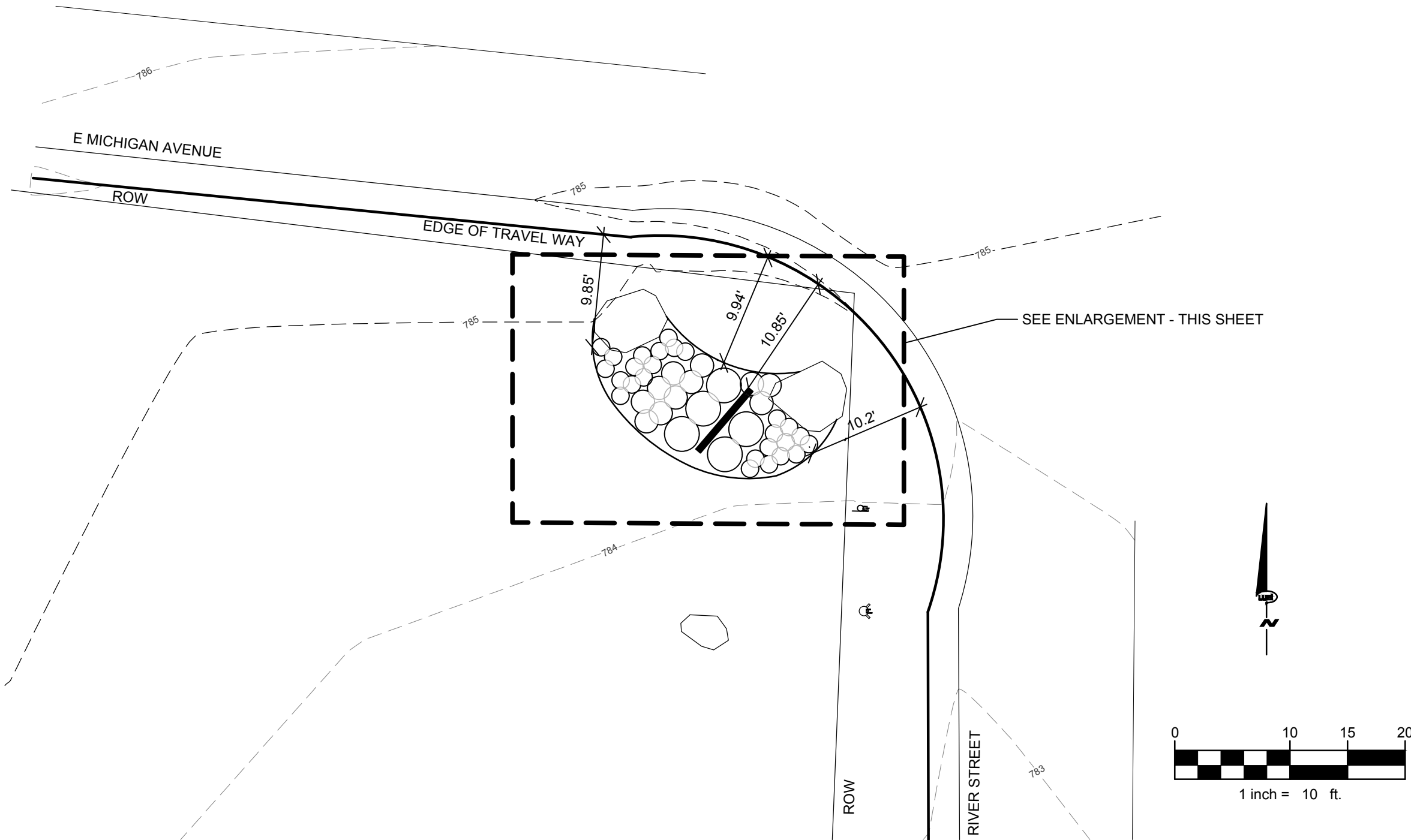
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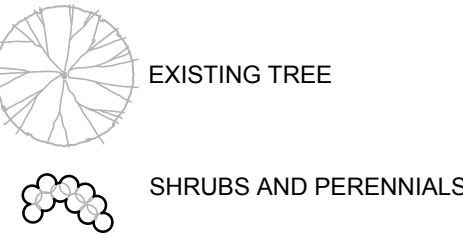
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	CODE	BOTANICAL NAME	COMMON NAME	QTY	ROOT	REMARKS
Shrubs						
	WFB	WEIGELA FLORIDA 'BRAMWELL'	FINE WINE WEIGELA	6	#3	3'-0" ON CENTER
Perennials						
	CVZ	COREOPSIS VERTICILLATA 'ZAGREB'	ZAGREB COREOPSIS	22	#1	2'-0" ON CENTER





### LEGEND



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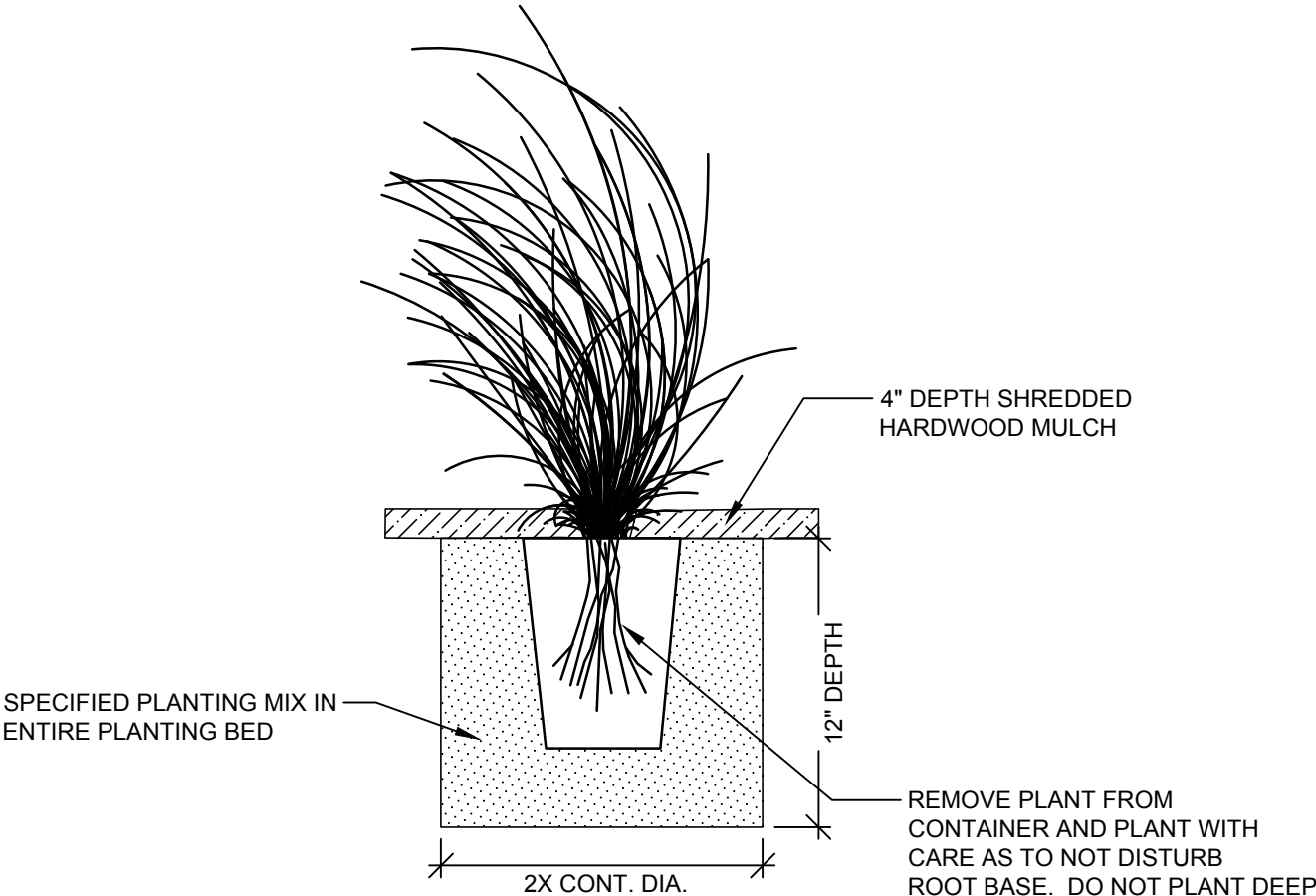
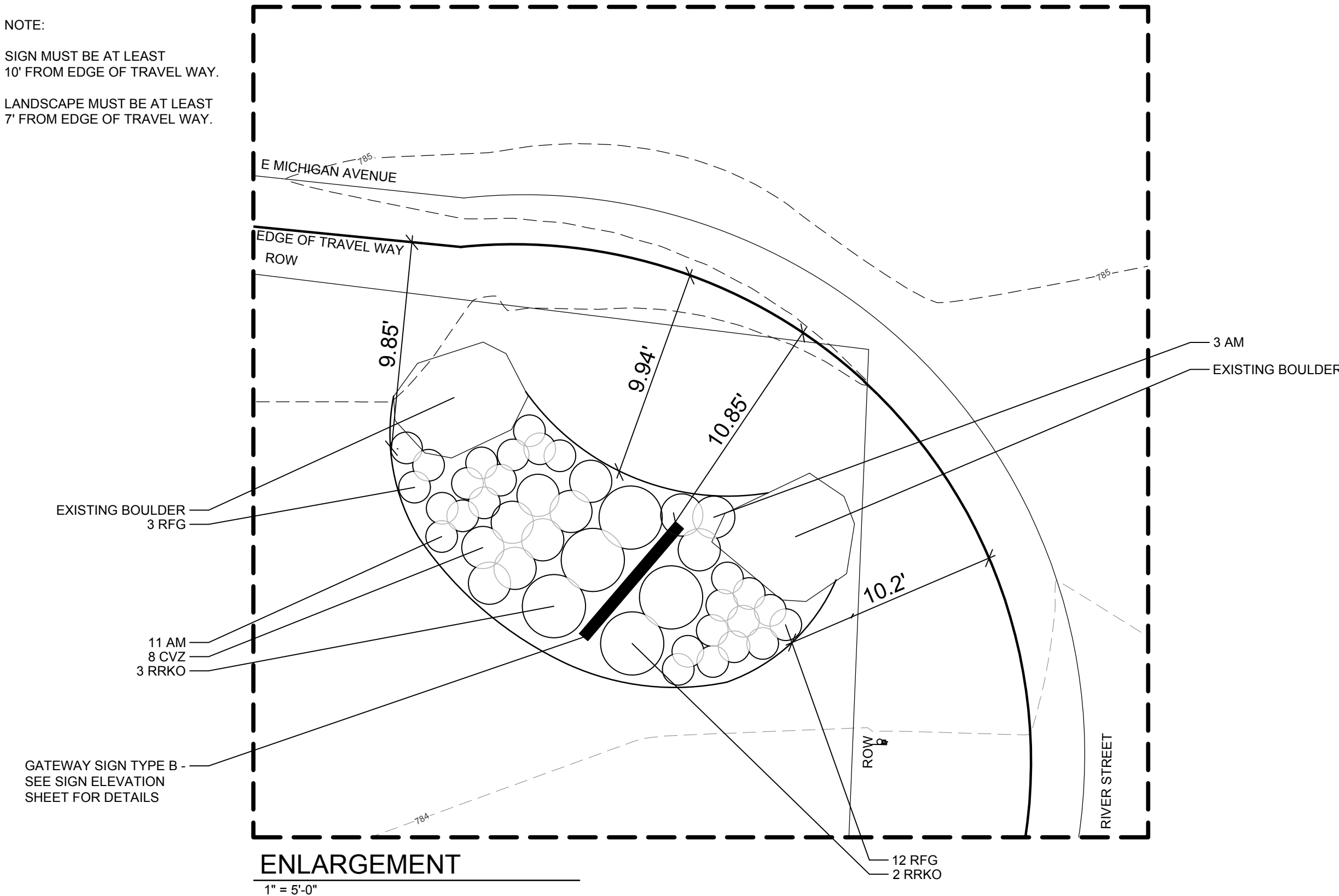
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Shrubs						
	RRKO	ROSA X 'RED KNOCK OUT'	RED KNOCKOUT ROSE	5	#3	3'-0" ON CENTER
Perennials						
	AM	ALLIUM 'MILLENIUM'	MILLENIUM ALLIUM	14	#1	1'-6" ON CENTER
	CVZ	COREOPSIS VERTICILLATA 'ZAGREB'	ZAGREB COREOPSIS	8	#1	2'-0" ON CENTER
	RFG	RUDBECKIA FULGIDA 'GOLDSTURM'	BLACK EYED SUSAN	15	#1	1'-6" ON CENTER

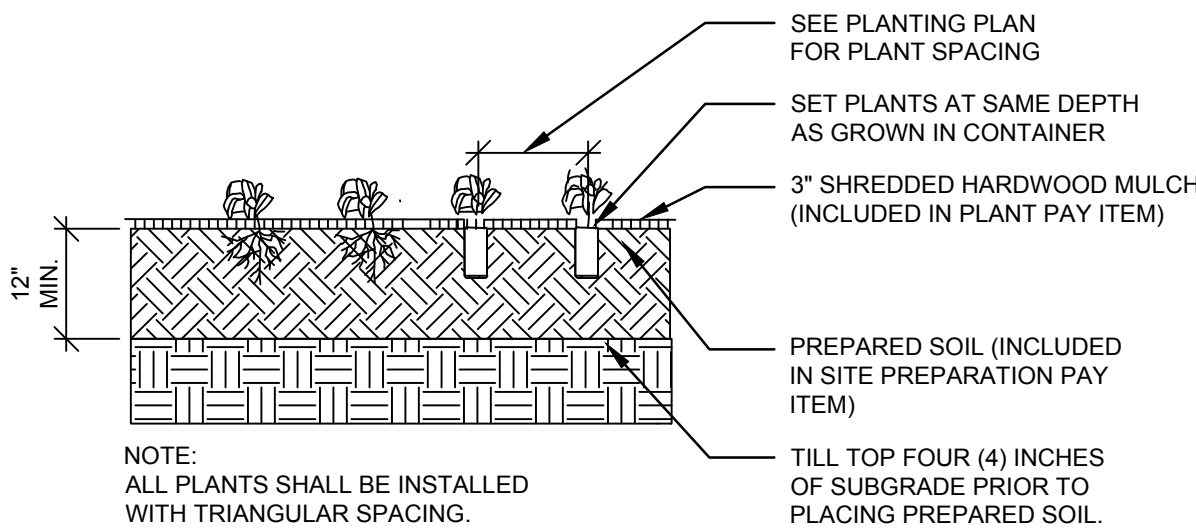
#### NOTE:

SIGN MUST BE AT LEAST 10' FROM EDGE OF TRAVEL WAY.  
LANDSCAPE MUST BE AT LEAST 7' FROM EDGE OF TRAVEL WAY.



### SHRUB PLANTING SECTION

-NOT TO SCALE-



NOTE: ALL PLANTS SHALL BE INSTALLED WITH TRIANGULAR SPACING.

### PERENNIAL PLANTING SECTION

-NOT TO SCALE-

www.gowightman.com

PROJECT NAME:

**Comstock Twsp - Gateway Project**  
Comstock Charter Township  
Kalamazoo, MI 49048

**Comstock Charter Township**  
6138 King Highway  
Kalamazoo, MI 49048

00 9/20/2021 L.J.F.  
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DATE: August, 2021

SCALE:

SITE PLAN -  
E MICHIGAN AVE & RIVER ST

JOB No. 214083

**L102**  
OF 6





69.927.0100

269 327 3532

269 673 8465

348 791 1371

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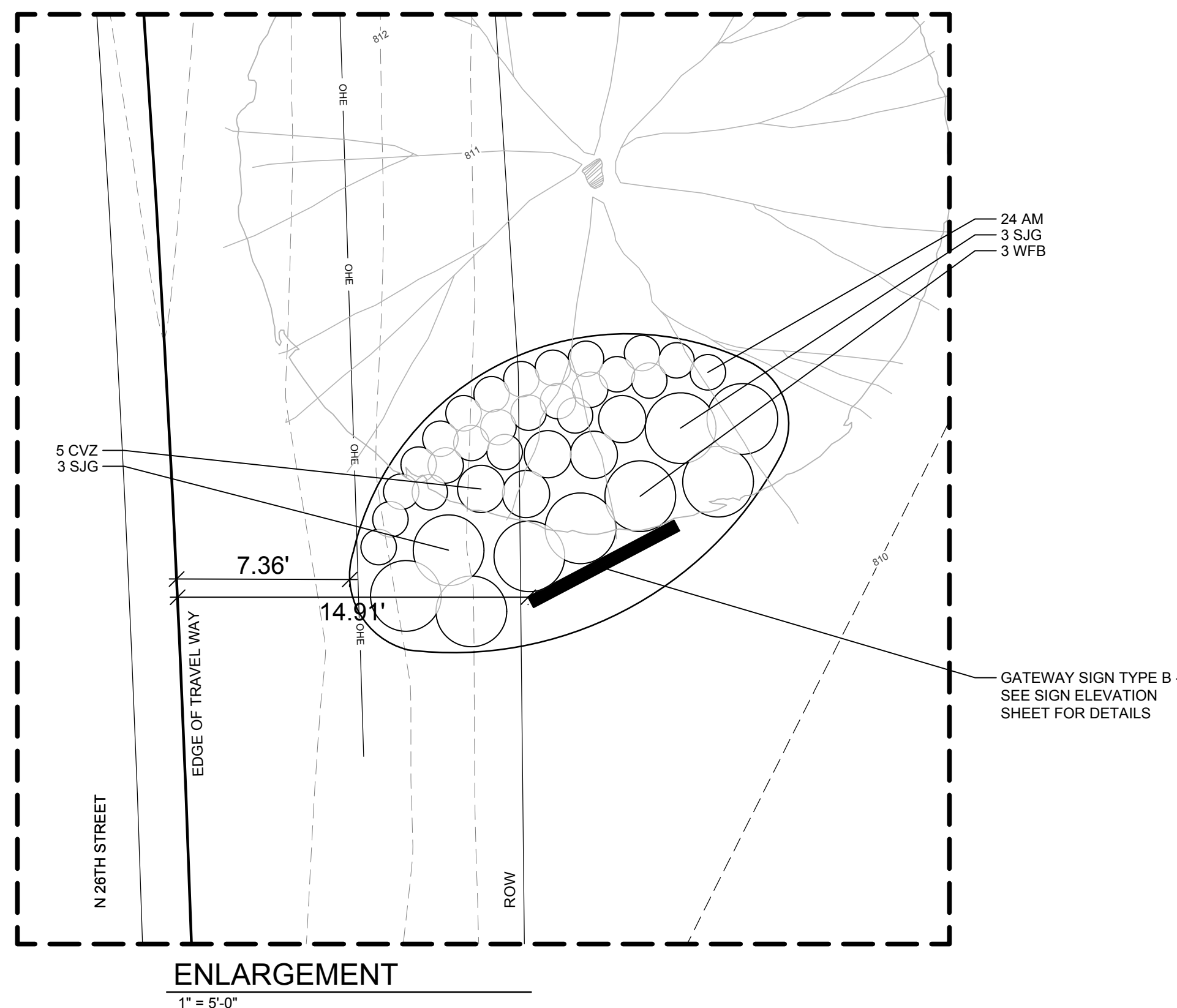


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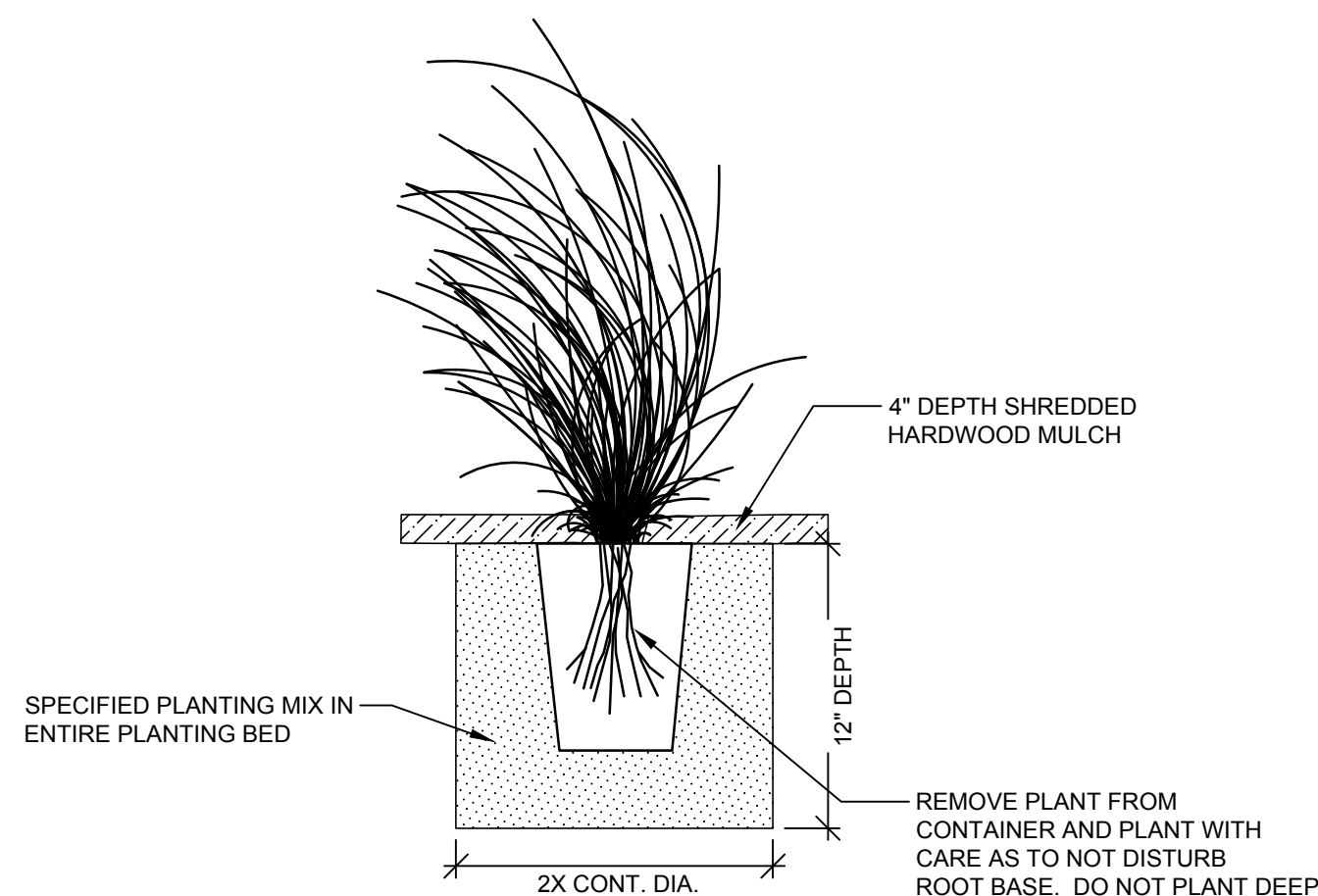
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1" = 5'-0"

NOTE:

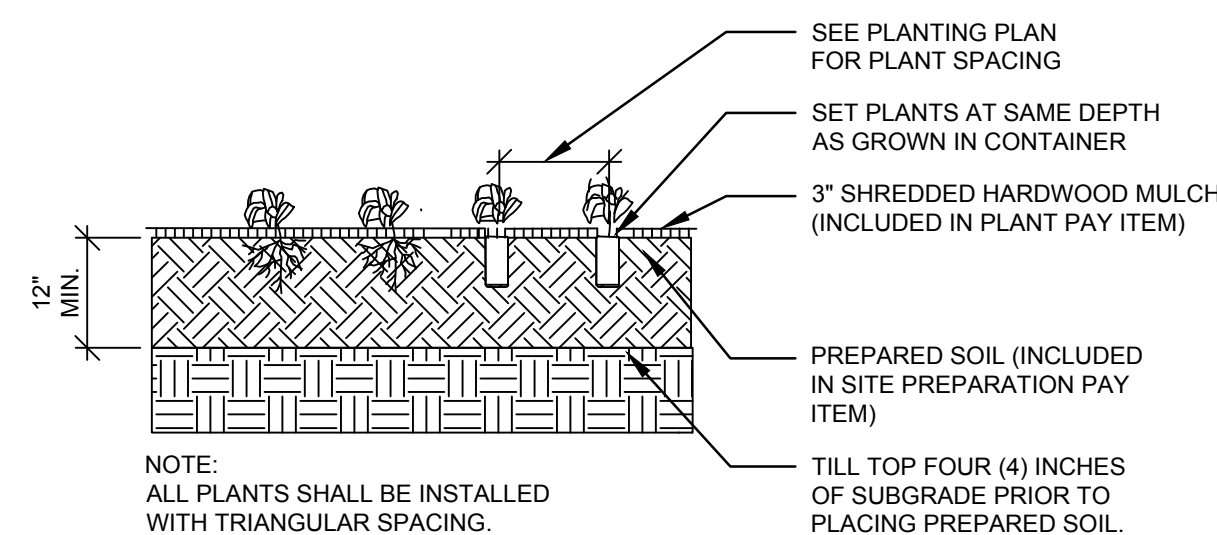
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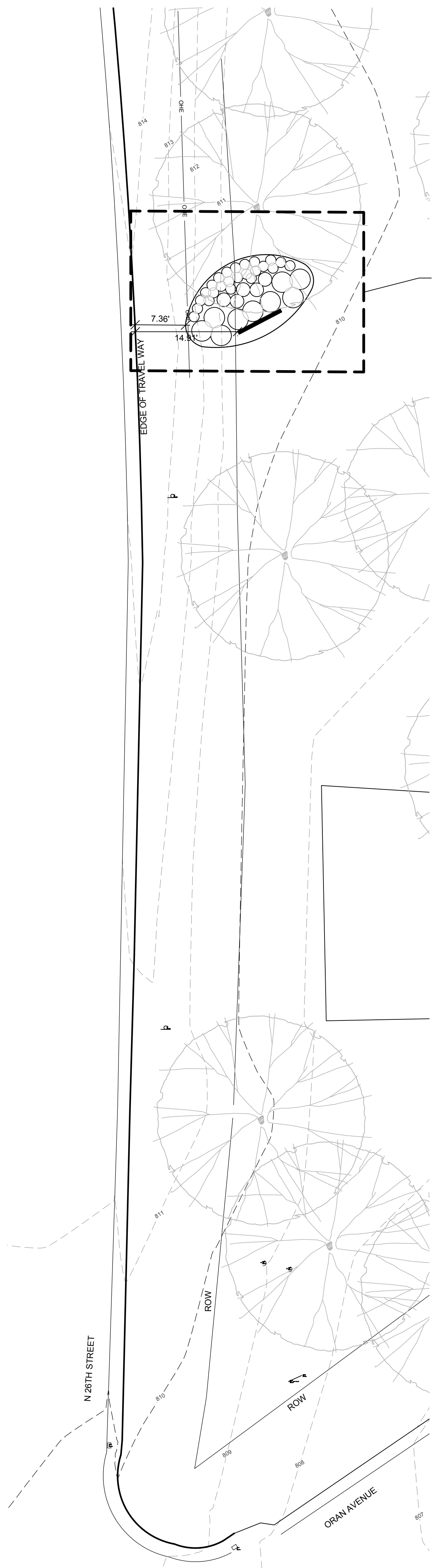
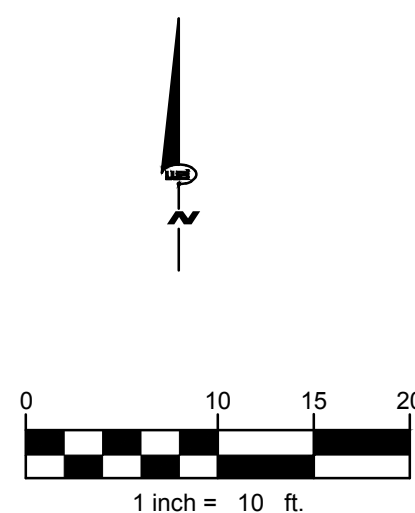
## SHRUB PLANTING SECTION

-NOT TO SCALE

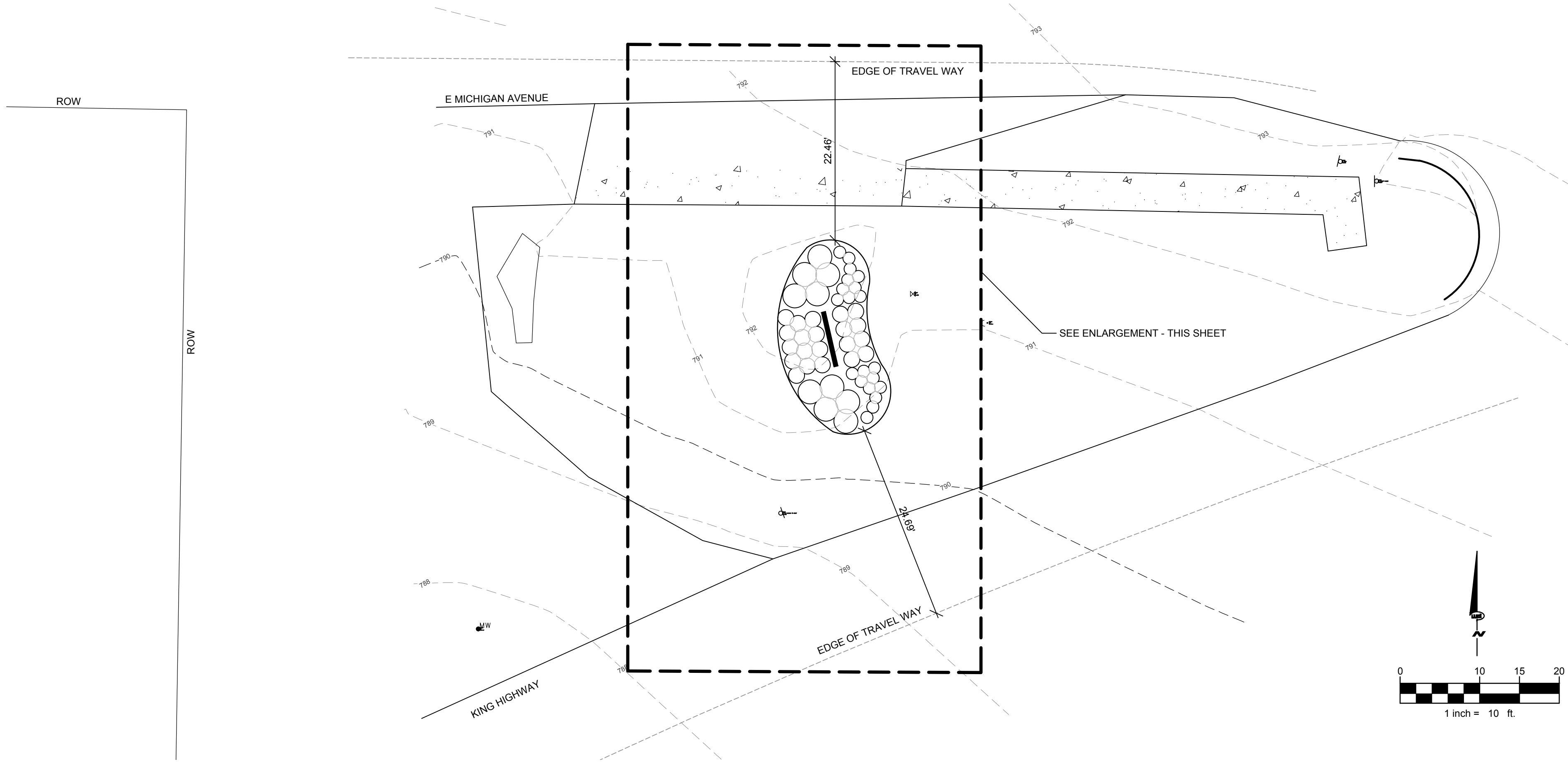


## PERENNIAL PLANTING SECTION

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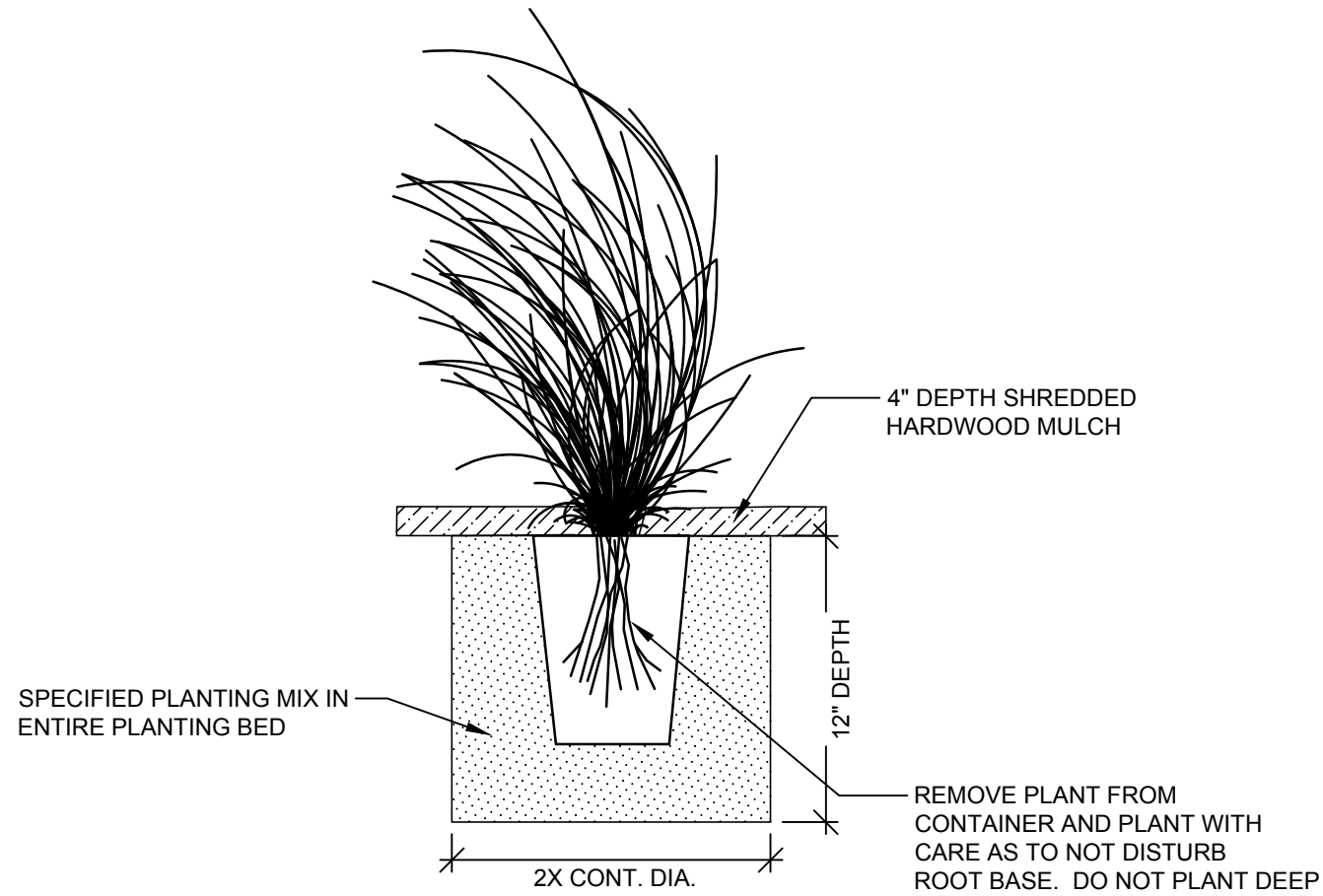




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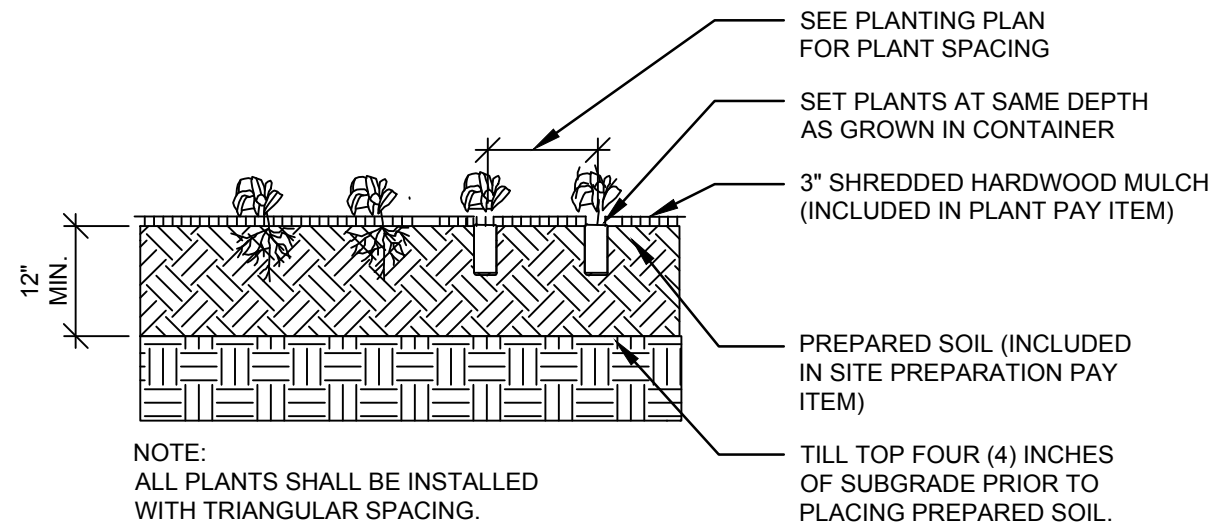
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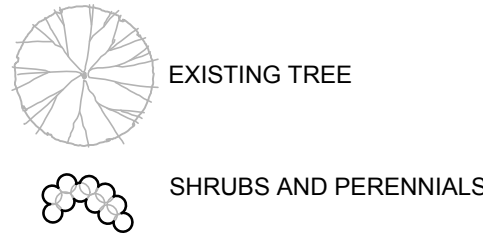
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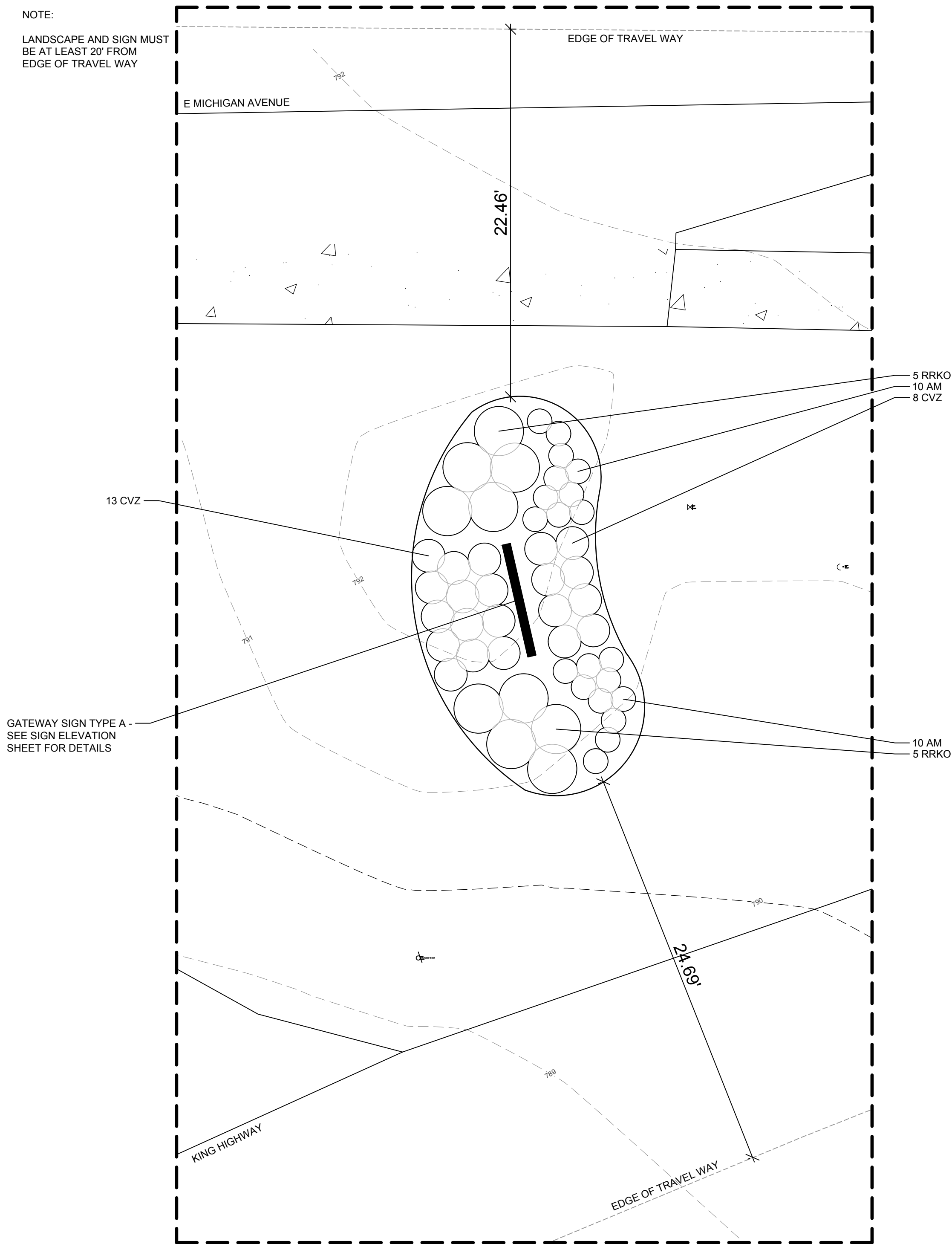
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NOTE:  
LANDSCAPE AND SIGN MUST  
BE AT LEAST 20' FROM  
EDGE OF TRAVEL WAY



ENLARGEMENT

1" = 5'-0"



**WIGHTMAN**

**BENTON HARBOR**

269.927.0100

**KALAMAZOO**

269.327.3532

**ALLEGAN**

269.673.8465

**ROYAL OAK**

248.791.1371

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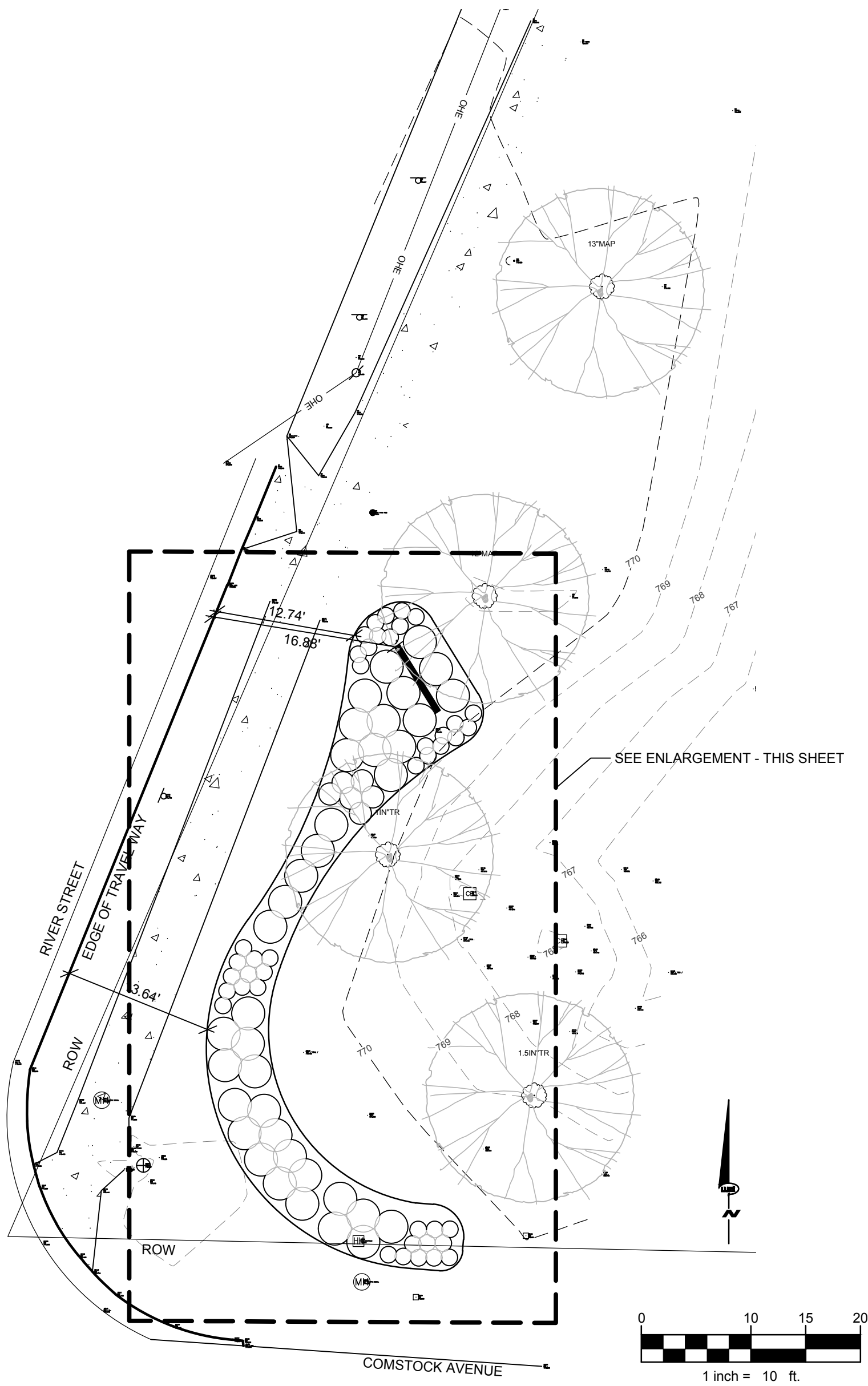
SCALE:

**SITE PLAN -  
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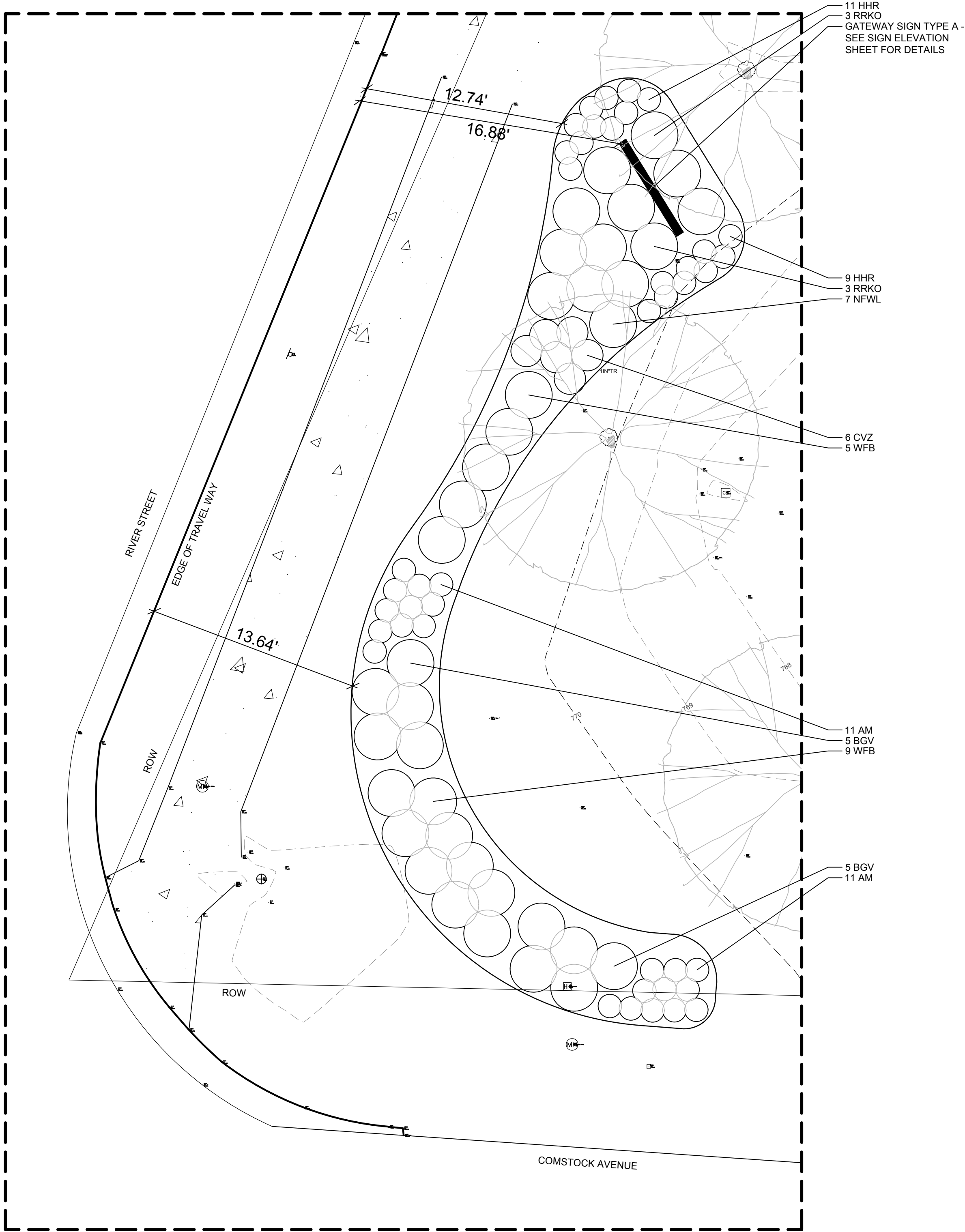
JOB No. 214083

**L104**  
OF 6





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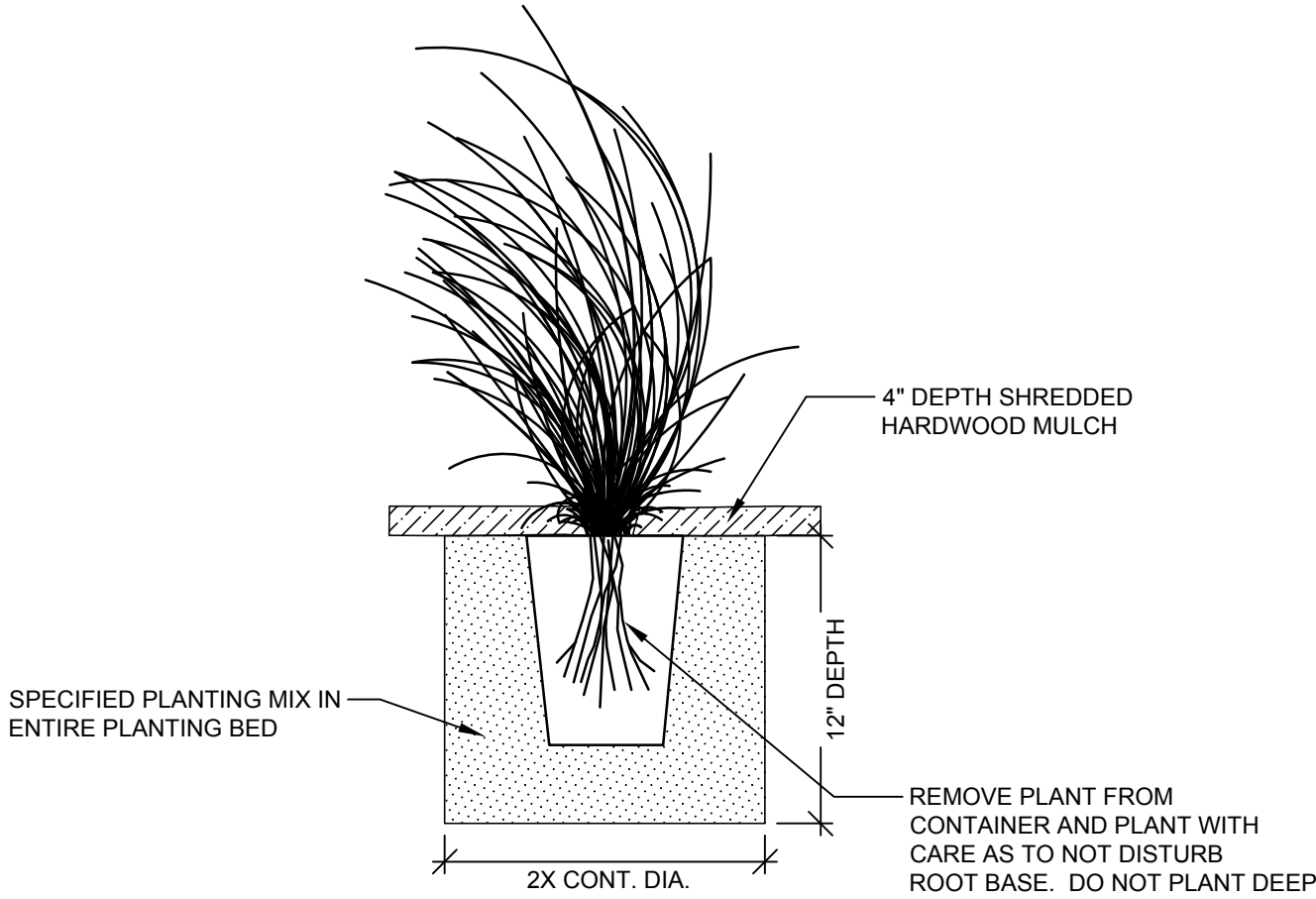
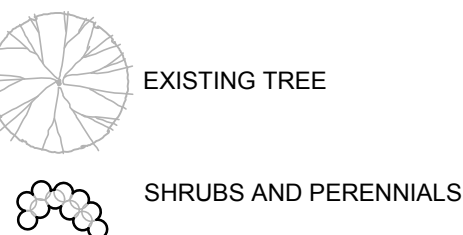
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	HHR	HEMEROCALLIS 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	20	#1	1'-6" ON CENTER
	NFWL	NEPETA X FAASSENII 'WALKER'S LOW'	WALKER'S LOW CATMINT	7	#1	3'-0" ON CENTER

## NOTES

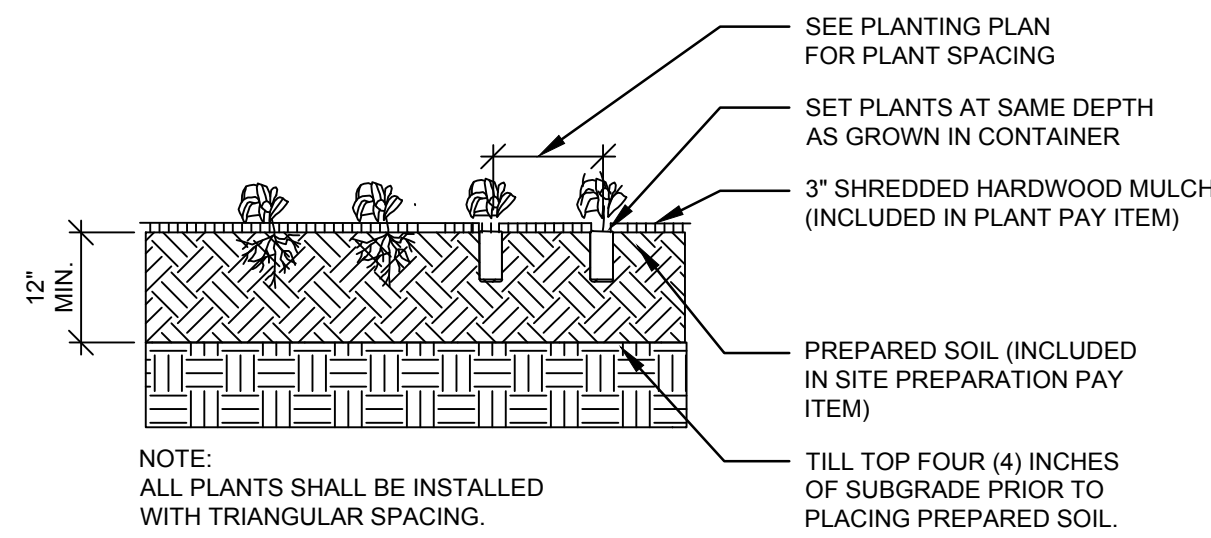
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- ALL LANDSCAPE BEDS ADJACENT TO LAWN AREAS SHALL HAVE A SPADED EDGE.
- LANDSCAPE ARCHITECT TO REVIEW ALL TREES EITHER IN THE NURSERIES OR VIA PHOTOGRAPHS OF EACH PLANT. CONTRACTOR TO COORDINATE.
- CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT IF AREAS OF POOR DRAINAGE OR OTHER UNUSUAL SUBSURFACE CONDITIONS ARE ENCOUNTERED DURING EXCAVATION FOR PLANTING PITS.
- RELOCATE ANY SPRINKLER HEADS THAT ARE ENCOUNTERED.

## LEGEND



## SHRUB PLANTING SECTION

-NOT TO SCALE-



NOTE:  
ALL PLANTS SHALL BE INSTALLED  
WITH TRIANGULAR SPACING.

## PERENNIAL PLANTING SECTION

-NOT TO SCALE-

**WIGHTMAN**

**BENTON HARBOR**  
269.927.0100

**KALAMAZOO**  
269.327.3532

**ALLEGAN**  
269.673.8465

**ROYAL OAK**  
248.791.1371

[www.gowightman.com](http://www.gowightman.com)

PROJECT NAME:  
**Comstock Twsp - Gateway Project**  
Comstock Charter Township  
Kalamazoo, MI 49048

**Comstock Charter Township**  
6138 King Highway  
Kalamazoo, MI 49048

00 9/20/2021 L.J.F.  
ISSUED FOR CONSTRUCTION

00 PRELIMINARY - NOT FOR CONSTRUCTION

REVISIONS  
Approved for Construction by: [Signature] Date: 9/20/2021  
Approved for Construction by: [Signature] Date: 9/20/2021  
THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.  
© 2021 WIGHTMAN & ASSOCIATES, INC.  
DATE: August, 2021  
SCALE:

SITE PLAN - RIVER ST & COMSTOCK AVE

JOB No. 214083  
**L105**  
OF 6



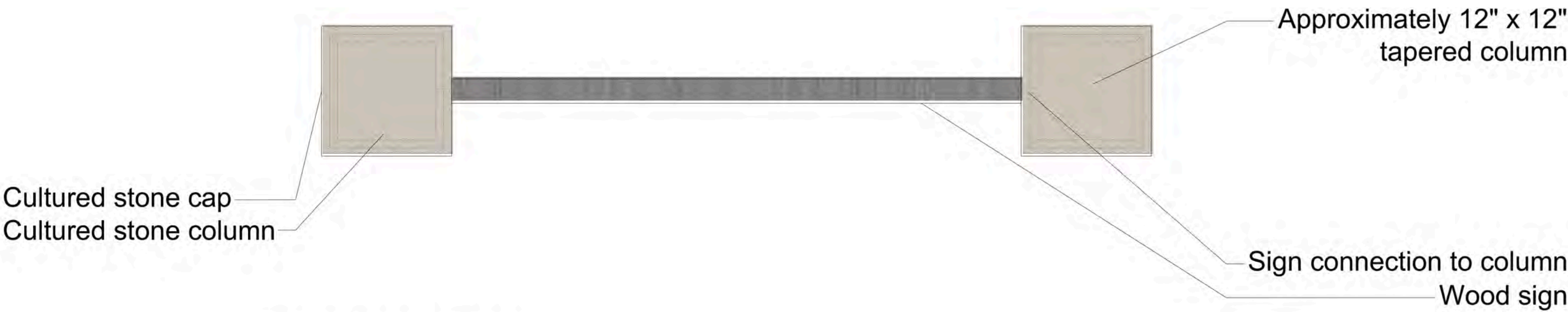
- NOTES**
- 1. Elevations are conceptual only.
  - 2. Contractor to provide shop drawings and details for approval prior to construction.

SIGN TYPE A



FRONT ELEVATION

1" = 1'-0"



PLAN VIEW

1" = 1'-0"

SIGN TYPE B



FRONT ELEVATION

1" = 1'-0"



PLAN VIEW

1" = 1'-0"

W+

WIGHTMAN

BENTON HARBOR

269.927.0100

KALAMAZOO

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PROJECT NAME:

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Kalamazoo, MI 49048

00

PRELIMINARY - NOT FOR CONSTRUCTION

REVISIONS

P:\Kalamazoo\214083 Comstock Twsp - Gateway Project\02

Revisions\0201 08-21 Sign for ComstockTwsp Gateway Sign.docx 1/81

1/8/2021 9:16 AM

THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.

© 2021 WIGHTMAN & ASSOCIATES, INC.

DATE: August, 2021

SCALE:


SIGN CONCEPTUAL ELEVATIONS

JOB No. 214083

L501

OF 6



 <b>GUIDANCE DOCUMENT</b>	IDENTIFIER	EFFECTIVE DATE
	10246	May 3, 2016
	SUPERSEDES	DATED
	NEW	May 3, 2016
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Highway Development – Design Division		
<b>SUBJECT:</b> Gateway Designation Guidelines		


## Purpose

Cities, villages, counties, townships, (Local Entities) or tribal governments often desire transportation facilities to provide identification and a favorable image of the communities in which they are located. Using the principles of Context Sensitive Solutions (CSS), the Michigan Department of Transportation (MDOT) encourages and promotes enrichment of the cultural and visual environment for transportation system users and local communities by facilitating and coordinating the integration of Gateway elements within the operational highway right-of-way (ROW). The use of highway ROW for non-highway purposes is allowed under 23 CFR 1.23 (b) and (c), if such use is in the public interest and will not impair the highway or interfere with the free and safe flow of traffic. Aesthetic treatments, including works of art, are also allowed within the highway ROW under 23 CFR 752.2 (a) and (b).

## Definitions

A Gateway can signify economic, physical, and cultural locations and is intended to create a sense of place in support of community identity. A Gateway may be a distinctive boundary location or be identified with historic or cultural sites, regional tourism settings, or economic development initiatives, including prosperity zones and trade corridors. Gateway elements are considered discretionary features within the transportation corridor.

1. **Gateway Sign** – A Gateway Sign is defined as any non-traffic governmental signing that is intended to convey community identification. Gateway signs are installed as independent sign assemblies. Under current federal regulations prohibiting advertising (including 23 CFR 1.23(b), 23 U.S.C. §109(d), and 23 U.S.C. §131), use of private trade names, logos, products or product names, service names, company name, or contact information will be prohibited on Gateway Signs and Monuments within the operational highway ROW.
2. **Gateway Monument** – A Gateway Monument is defined as a freestanding structure within MDOT ROW that is a non-integral and non-required highway feature intended to define and enhance a community, Local Entity, or regional vision. A Gateway Monument may include:
  - a. officially adopted seal or slogan of the Local Entity
  - b. non-traffic signs
  - c. monuments
  - d. enhanced landscaping
  - e. architectural lighting
  - f. wayfinding and logos
  - g. public artwork and other place making efforts

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3. Gateway Components on Engineered Facilities – An image, text, or fixture that conveys information about a region, community, or Local Entity that is part of an official municipal charter may be considered for placement as an aesthetic treatment upon engineered highway facilities such as bridges, noise walls, retaining walls, slope paving, etc. Public artwork, such as murals, may also be considered for placement on engineered facilities.
  - a. Allowable installations on bridges are restricted to:
    - 1) name of the facility which crosses over the bridge
    - 2) name or official seal/emblem/logo of the governmental entity (Local Entities only)
    - 3) public artwork
  - b. Use of non-governmental logos, emblems, or trade names will not be permitted on highway structures.
  - c. Sponsor or acknowledgement elements will not be permitted on highway structures.
4. Gateway Facilities – Facilities such as roundabouts or other roadway treatments are used to enhance roadway safety and may be considered as part of a Gateway designation.
5. Local Entities – As defined in Act 51 (**MCL 247.651**).


Gateways do not include the following:

- Tourist Oriented Directional Signs or Logo Signs
- Adopt-A-Highway or Adopt-A-Landscape
- Sponsor-A-Highway
- Traffic Generator Signing (stadiums, museums, performing arts venues, etc.)
- Non-permanent or Seasonal Banners (farmer's markets, annual community events, etc.)
- Acknowledgement Signs
- Slogan/Distinctive Boundary Signs
- Community Wayfinding Signing
- Memorial Highway Signing

### Design and Placement of Gateway Features

Design parameters, including location, placement, materials, or content, will apply to all Gateway designations. Only one Gateway designation will be allowed, per Local Entity, on an MDOT owned route in each direction of the traveled roadway. Proposed Gateway features, including Gateway Monuments must:



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1. Be located outside the clear recovery zone or breakaway design as approved by MDOT.
2. Be designed in accordance with the current edition of AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals.
3. Be located in an area where maintenance can be safely performed as specified in the permit or agreement, and in conformance with department procedures.
4. Not be considered on National or State Byways, All American Roads, or other recognized roadway designations unless the managing entity provides a resolution of support.
5. Follow all standards for placement of discretionary fixed objects as follows:

*Freeways and Interstates*

- a. Located a minimum of 52 feet horizontally or 8 feet vertically up-slope from the edge of the traveled way, or
- b. Shielded behind existing guardrail, barrier, or other safety device.

*Non-limited access roadways*

- a. Located on the roadside (excluding medians) a minimum of 20 feet from the edge of traveled way.
  - b. Located on the roadside (excluding medians) a minimum of 1 foot 6 inches from the face of curb with posted speeds of 35 miles per hour or less.
  - c. Located in the median only where there is a curb or barrier; shall be at least 5 feet from the face of curb; a minimum of 1 foot 6 inches from the face of a concrete barrier or the minimum deflection distance for other barrier types, but not less than 1 foot 6 inches.
  - d. Located in the median must be a minimum of 100 feet from the longitudinal end of the median.
1. Proposed Gateway features, including Gateway Monuments, must not:
  2. Be located in the median of a highway with posted speeds of greater than 45 miles per hour.
  3. Be located in the clear vision area of any roadway.
  4. Be allowed within the median areas of freeways and Interstates.
  5. Promote commercial products, messages or services of any kind.

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6. Contain religious, political, private or special interest symbols, trade names, slogans or websites.
7. Include illumination that impairs or distracts driver vision. Other lighting may be permitted.
8. Display blinking, intermittent or moving lights, including digital displays or lighted static LED displays.
9. Include moving elements, including kinetic art or other devices.
10. Include water features of any type.
11. Interfere with official traffic control devices, including signing or the operational ROW above the roadway.

Permanent freeway traffic signing shall be considered when Gateway Signs or Monuments are proposed. Traffic signs (whether overhead or ground mounted) take priority over visibility of a Gateway Sign or Monument, and shall be located per the Michigan Manual on Uniform Traffic Control Devices and/or any MDOT guidelines.

Gateway features, including Gateway Signs and Monuments, will not be permitted if they adversely impact existing highway features and facilities, including drainage and vegetation. Removal of trees or other vegetation for visibility will not be considered unless the proposed Gateway includes landscaping and tree replacements as part of the local government's Gateway master plan.


### **Jurisdiction for Gateway Designation**

Whenever feasible, the Gateway designation should be located within the legal boundaries of the community or recognized regional collaboration area. If the proposed location for a Gateway is outside of the boundaries of the Local Entity, or if the location is at the border of multiple entities, the elected boards of all entities impacted by the Gateway must provide resolutions of support. Local Entities as defined in Act 51 (**MCL 247.651**) may request a Gateway designation on behalf of a non-governmental unit such as regional tourism collaborations. Tribal governments are encouraged to initiate a request in collaboration with other governmental units outside of tribal jurisdictions.

### **Responsibilities**

The Department retains sole discretion for approval of all Gateway designations and associated features, including Gateway Signing and Monuments, on the State Highway System. In addition, the Federal Highway



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Administration (FHWA) must approve Gateway designations, including Gateway Signing and Monuments, on the Interstate system.

1. **Financial Responsibilities:** All costs for the proposed Gateway design, construction, access for maintenance, maintenance, and removal of the Gateway features (if required) are the responsibility of the Local Entity and must be outlined in detail within the Preliminary and Final Gateway Signing or Gateway Monument submittals. Coordination and resolution of any utility costs or issues will be the responsibility of the Local Entity. Gateway proposals incorporated into an MDOT transportation project as the result of the CSS process, stakeholder engagement activities, or partnership agreements, will require a cost participation and maintenance agreement.
2. **Maintenance:** The Local Entity must provide for routine scheduled maintenance as described in the Gateway agreement. Maintenance will include restoration activities to maintain the integrity of the feature, including any landscaping or lighting elements. Gateway elements must be kept clean, free of graffiti, and in good repair. Maintenance activities will require an annual permit.
3. **Removal:** The Local Entity must remove Gateway features which, as determined by MDOT, create a safety or operational concern due to deterioration or inadequate maintenance. MDOT will notify the Local Entity when it has determined the Gateway feature requires attention. In the event the Local Entity fails to maintain, repair, or remove the element within 30 days of notification, MDOT may remove the Gateway feature after 60 days following notification, and bill the Local Entity for all costs of removal and restoration.
4. All agreements and permits must be with the Local Entity.
5. Resolutions of support as required for Gateways impacting multiple jurisdictions.

### **Review/Approval Process**

Gateway Signs or Monuments may be installed as part of a related state or federal transportation project or may be installed under a separate construction permit. Gateway features included in a transportation improvement project will be reviewed and approved using the department's CSS and plan review process during project development and as directed within these guidelines. MDOT Project Manager will request an agreement from the Governmental Coordination Unit per Section 14.41 of the MDOT Road Design Manual, outlining the responsibilities of the Local Entity as described in the section above.

When not prepared in conjunction with a proposed or ongoing state or federal transportation improvement project, the Local Entity will submit the Gateway proposal using the Construction Permits System (CPS). As

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part of the CPS application process, the MDOT Region or Transportation Service Center staff will request an agreement from the Governmental Coordination Unit per Section 14.41 of the MDOT Road Design Manual, outlining the responsibilities of the Local Entity as described in the section above.

All Gateway proposals on the Interstate must be reviewed and approved by FHWA.

The primary considerations during the review will be conformance to engineering standards, safety, motorist distraction, operational concerns, context, aesthetics, display method, message content, and access for maintenance. All proposals must be in compliance with federal, state, and local standards and regulations.

Approved: Mark Van Port Fleet Date: 7-12-2016  
 Chief Operations Officer-Bureau of Highways



# INDIVIDUAL CONSTRUCTION PERMIT

For Operations within State Highway Right-of-Way

Issued To:  
CHARTER TOWNSHIP OF COMSTOCK

6138 King Highway  
Kalamazoo MI 49048

Contact:  
Jodi Stefforia  
269-381-2360(O)  
jstefforia@comstockmi.gov

Secondary Contact:  
Scott Hess  
269-381-2360(O)  
superintendent@comstockmi.gov

Permit Number: 39042-079924-21-102121

Permit Type: Individual Application

Permit Fee:

Effective Date: Oct 21, 2021 to Oct 21, 2022

Bond Numbers:

Liability Insurance Expiration Date:

THIS PERMIT IS VALID ONLY FOR THE FOLLOWING PROPOSED OPERATIONS:

## PURPOSE:

install attractive gateway treatment including plants and a sign to welcome people to downtown Comstock referred to locally as Comstock Center.

STATE ROUTE: M-96

TOWNSHIP OF: Comstock

COUNTY: Kalamazoo County

NEAREST INTERSECTION:	SIDE OF ROAD:	DISTANCE TO NEAREST INTERSECTION:	(in feet)	DIRECTION TO NEAREST INTERSECTION:
River Street	S	775.00		East

CONTROL SECTION:	MILE POINT FROM:	MILE POINT TO:	LOCATION:			
			LEFT	MEDIAN	RIGHT	TRANSVERSE
39042	3.230	3.230	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REQUISITION NUMBER: WORK ORDER NUMBER: MDOT JOB NUMBER: ORG JOB NUMBER:



39042-079924-21-102121 Issued To: CHARTER TOWSHIP OF COMSTOCK

This permit is incomplete without "General Conditions and Supplemental Specifications"

I certify that I accept the following:

1. I am the legal owner of this property or facility, the owner's authorized representative, or have statutory authority to work within state highway Right-of-Way.
2. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
3. Failure to object, within ten (10) days to the permit as issued constitutes acceptance of the permit as issued.
4. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
5. I agree that Advance Notice for Permitted Activities shall be submitted **5 days prior** to the commencement of the proposed work.

I agree that Advance Notice for Permitted Utility Tree Trimming and Tree Removal Activities shall be submitted **15 days prior** to the commencement of the proposed work for an annual permit.

### CAUTION

Work shall NOT begin until the Advance Notice has been approved.  
Failure to submit the advance notice may result in a Stop Work Order.

CHARTER TOWSHIP OF  
COMSTOCK

Qadri Shaheen  
MDOT

October 21, 2021  
Approved Date

TSC Contact Info

Kalamazoo TSC

(269) 375-8900

THE STANDARD ATTACHMENTS, ATTACHMENTS AND SPECIAL CONDITIONS MARKED BELOW  
ARE A PART OF THIS PERMIT.

STANDARD ATTACHMENTS:

ADDITIONAL ATTACHMENTS:

AMENDMENT ATTACHMENTS:

SPECIAL CONDITIONS:



**INDIVIDUAL CONSTRUCTION PERMIT**  
**For Operations within State Highway Right-of-Way**

**Issued To:**  
**CHARTER TOWSHIP OF COMSTOCK**

**6138 King Highway**  
**Kalamazoo MI 49048**

**Contact:**  
**Jodi Stefforia**  
**269-381-2360(O)**  
**jstefforia@comstockmi.gov**

**Secondary Contact:**  
**Scott Hess**  
**269-381-2360(O)**  
**superintendent@comstockmi.gov**

**Permit Number:** 39042-079620-21-110821  
**Permit Type:** Individual Application  
**Permit Fee:**  
**Effective Date:** Nov 08, 2021 to Nov 04, 2022  
**Bond Numbers:**  
**Liability Insurance Expiration Date:**

**THIS PERMIT IS VALID ONLY FOR THE FOLLOWING PROPOSED OPERATIONS:**

**PURPOSE:**

build a welcoming entrance to the downtown area called Comstock Center. A sign will be erected within a newly landscaped area.

**STATE ROUTE:** M-96      **TOWNSHIP OF:** Comstock      **COUNTY:** Kalamazoo County

<b>NEAREST INTERSECTION:</b>	<b>SIDE OF ROAD:</b>	<b>DISTANCE TO NEAREST INTERSECTION:</b>	<b>(in feet)</b>	<b>DIRECTION TO NEAREST INTERSECTION:</b>
Michigan Avenue	N	0.00		South

<b>CONTROL SECTION:</b>	<b>MILE POINT FROM:</b>	<b>MILE POINT TO:</b>	<b>LOCATION:</b>			
			LEFT	MEDIAN	RIGHT	TRANSVERSE
39042	3.820	3.820	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REQUISITION NUMBER:**      **WORK ORDER NUMBER:**      **MDOT JOB NUMBER:**      **ORG JOB NUMBER:**

39042-079620-21-110821 Issued To: CHARTER TOWSHIP OF COMSTOCK

**This permit is incomplete without "General Conditions and Supplemental Specifications"**

**I certify that I accept the following:**

1. I am the legal owner of this property or facility, the owner's authorized representative, or have statutory authority to work within state highway Right-of-Way.
2. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
3. Failure to object, **within ten (10) days** to the permit as issued constitutes acceptance of the permit as issued.
4. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
5. I agree that Advance Notice for Permitted Activities for shall be submitted **5 days prior** to the commencement of the proposed work.

I agree that Advance Notice for Permitted Utility Tree Trimming and Tree Removal Activities shall be submitted **15 days prior** to the commencement of the proposed work for an annual permit.

## CAUTION

**Work shall NOT begin until the Advance Notice has been approved.  
Failure to submit the advance notice may result in a Stop Work Order.**

-----  
CHARTER TOWSHIP OF  
COMSTOCK

Dharmesh Valsadia  
MDOT

November 04, 2021  
Approved Date  
-----

TSC Contact Info

Kalamazoo TSC

(269) 375-8900

**THE STANDARD ATTACHMENTS, ATTACHMENTS AND SPECIAL CONDITIONS MARKED BELOW  
ARE A PART OF THIS PERMIT.**

**STANDARD ATTACHMENTS:**

- 1 Special Conditions For Underground Construction (2205C)
- 2 ENVIRONMENTAL REQUIREMENTS FOR ACTIVITIES WITHIN MDOT RIGHT-OF-WAY (2486)
- 3 The Northern Long Ear and Indiana Bat Advisory (Bat Advisory)
- 4 Historical and Archaeological Discoveries During Construction Operations Updated 8/21 (Const. Advisory His)
- 5 General Conditions (General Conditions)

**ADDITIONAL ATTACHMENTS:**

- 1 M-96-Michigan Ave at King Highway Plans for MDOT permit.pdf
- 2 21-5386 EXECUTED AGREEMENT.pdf
- 3 Permit Package - Base - NOV2020.pdf
- 4 Reviewers Comments for permit 79620.docx



**39042-079620-21-110821 Issued To:CHARTER TOWSHIP OF COMSTOCK****AMENDMENT ATTACHMENTS:****SPECIAL CONDITIONS:**

- 1 The Department of Transportation does not, by issuance of this permit, assume any liability claims or maintenance costs resulting from the sign facility placed by this permit. The Department reserves the right to require removal of all or any portion of this facility as needed for highway maintenance or construction purposes without replacement or reimbursement of any costs incurred by the permitted or other party. The permitted will defend, indemnify and hold harmless the Department for any claims whatsoever resulting from the construction or the removal of the authorized by this permit.
- 2 All disturbed areas within the right of way shall be top-soiled, seeded and mulched to match existing areas per current MDOT standards and specifications.
- 3 ...5 day advance notice required. Before working near MDOT traffic signal: You will need to fill out attached form 5300 and call and coordinate with Bryan Meehling from MDOT at 269-998-3514. Submit a "Completion Notice" when finished.
- 4 No lane or shoulder closure has been proposed. No equipment or work on shoulders or in traveled roadway UNLESS requested and PROPER MDOT traffic control is used.
- 5 Make sure you maintain Traffic control every day and remove at the end of each day. See attachment in issued permit. Make sure your field employees and all contractors have the Permit, ALL THE ATTACHMENTS and THE ADVANCE NOTICE with them in the field. No excuses. They will be shut down if they don't have all the proper paper work with them.

39042-079924-21-102121 Issued To:CHARTER TOWSHIP OF COMSTOCK