

# Applying for a Right-of-Way Permit

(ALL permits: Including driveway access and culverts)

## **EFFECTIVE MONDAY MAY 3, 2021**

ALL PERMITS WILL BE PROCESSED THROUGH THE WEB-BASED OXCART PERMIT SYSTEM: The Bay County Road Commission will be changing the way Right-of-Way permits are processed. Right-of-Way permits (Utility, Residential Driveway, Commercial Driveway, and Land Division) will ONLY be processed using a web-based permitting system through Oxcart Permits. No paper, emailed, or faxed applications will be accepted after May 2, 2021.

Any applicant wishing to apply for a permit with the Bay County Road Commission will have to use the Oxcart website. Registering an account with Oxcart is free and can be completed on their website under the "Applicant" heading in the top menu of their homepage (<https://www.oxcartpermits.com/users/signup>).



<https://www.oxcartpermits.com/>

Some of the many benefits to using the Oxcart platform include

- Access to a simple, online interface for requesting right-of-way permits in Bay County and many other county road commissions in Michigan.
- Paperless permits downloadable to your computer or any mobile device.
- Elimination of tedious paper processes, faxing and phone calls.
- Expedient process of permit approvals.
- Permit approvals pushed to your email inbox.

**Payment** - Once a permit is approved, the applicant will receive an e-mailed invoice that must be paid with a charge card (ONLY) before the permit can be viewed.

***Processing and Credit Card Charges***

*In addition to the Bay County Road Commission permit fees, Oxcart collects a nominal convenience charge and Credit card processing charge for each permit*