



**County Road Association**  
OF MICHIGAN

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**County Road Association**  
**Transportation Permit Guidelines**  
**January 28, 2016**

The following are some initial guidelines to assist with implementing the new statewide uniform transportation permits.

To-date we have issued the final versions of the Agricultural Permit & Notification form, the Public Utility Permit & Notification form and the Milk Haulers Permit.

Additional guidance will be developed in the next few months, as we complete the other transportation permit revisions.

**Using Unified Permits**

CRA has embarked on this round of permit revisions in response to legislative initiatives and industry complaints related to inconsistent permitting practices.

It is essential that counties recognize these permits and forms have been developed under the direction of the Engineering Committee and the Permit Subcommittee, and approved by the County Road Association Board.

The integrity of the CRA statewide permits is dependent upon our members utilizing the permits and notification forms as approved.

## **Form Labels**

Each permit and form has been labeled with alpha characters to assist in identifying the permit or forms.

## **Rules and Regulations**

- Please **do not** change or alter the Rules or Regulations on the reverse side of these permits. The language has been scrutinized by the subcommittee members and the CRA legal counsel.
- It is acceptable in certain locations to modify where it states “Road Agency” to your agency’s name, if you feel this provides greater clarity to those who might be viewing or filling out a permit.

## **Lockable Fields**

Permits and forms include lockable fields for your “Agency Name” (below the CRA Header and above the line) and “Agency Contact Information” (permit agent’s name, phone, fax and email).

We are aware of some issues with text fields using Adobe Reader for Mac, such as the text field not automatically reducing the size of text to fit in the available space. It seems like there are less issues using Adobe Reader or Acrobat Pro.

## Using Locking PDF Form Fields

1. Fill out the PDF form as you normally would
2. Go to the file menu, click save a copy - title the file and save to desktop.
3. Close the editable PDF document and DO NOT save it (saving it will save over the original file).
4. Open up the PDF you've just saved to the desktop (you will now take the steps to make this film only non-editable).
5. In the top menu, go to "Advanced" then select in that drop down menu "Security" followed by "Show Security Properties." A Document Properties window should now appear.
6. From this new window, select the "Security" Menu. Set your Security Method to Password Security.
7. A new window will appear named Password Security Settings. In this menu, click the box that says "Restrict Editing & Printing of the document." You will need to a) set a password for it, b) In the "Printing Allowed" drop down box, select high resolution and if you want to, click the box that says allow the copying of text, images and other content.
8. Click OK and Save the document. Now it's not editable unless you have the password.

**Note:** If you want to edit the PDF at a later date, open the file and in the 'Security settings' menu on the left hand side (the menu is represented as a little gold lock), click 'Permission Details' then 'Change Settings' to revert everything back to an editable document. If necessary, repeat the above steps to make it a locked document again.