

VILLAGE OF PENTWATER RIGHT OF WAY PERMIT APPLICATION

Application Fee: \$_____

Applicant: _____

Contact: _____

Address: _____

Phones (office and cell): _____

Email: _____

Emergency (24 hr.) contact person with contact information:

Proposed activity and location:

Explanation of potential conflict, if any, with current use of right-of-way:

Date activity will begin: _____

Date Activity will be complete: _____

Pedestrian and Traffic Safety Plan submission date: _____

Subcontractor(s): Attach additional sheets if more than one subcontractor:

Contact: _____

Address: _____

Phones (office and cell): _____

Email: _____

Estimated cost of installation: _____

Estimated cost to restore right-of-way: _____

Bond submitted: _____

Insurance Certification and Type on file: _____

I, _____ the undersigned, hereby certify that the above information is accurate and that I have read and understand the permit requirements attached hereto:

Applicant signature: _____

Date: _____

FOR VILLAGE STAFF ONLY: PLAN SUBMITTAL CHECKLIST

- Application form/fee
- Scale plan view drawings of existing topography and proposed work
- Cross section details for pavement/walk repairs
- Technical specifications
- Photographs of location
- Explanation of activities and impacts
- Traffic safety/control plan
- Pedestrian safety/control plan
- Schedule of activities
- Project Bond/Deposit

Permit requirements (including, but not limited to):

- 1.** No street, sidewalk, apron or any public property shall be disturbed in any way without first obtaining a permit signed by the Village Manager.
- 2.** All permit applications must include detailed construction plans and specifications in a form acceptable to the Village Manager.
- 3.** Above ground, permanent installations to be located in the public right-of-way or on any public property shall be subject to the following additional requirements:
 - a.** All plans, including photographs of proposed installations, to be submitted to the Village Manager for review and comment,
 - b.** Plans shall be accompanied by specific explanation of need for above ground installation, options considered and supported finding of fact that below ground or private property installation is not feasible,
 - c.** Following preliminary plans approved by the Village Manager, plans will be resubmitted to the Village Manager for a final review and approval,
 - d.** After review of plans by the Village Manager, if deemed to be needed to be reviewed by Village Engineer, applicant may request cost estimate and post required bond.
- 4.** Applicant shall submit or have on file in the Village Clerk/Treasurer's Office, a current certificate of insurance providing minimum insurance requirements.
- 5.** Bond or cash deposit with the Village Clerk/Treasurer is required in an amount not less than the estimated cost to totally restore a right-of-way plus any amounts deemed reasonable by the Village Manager to cover exposure to the use and function of all public installations within or adjacent to work area.
- 6.** Contractor/subcontractor to include complete pedestrian and traffic safety plan which shall include a complete explanation of all activities that may cause interruption of pedestrian, bicycle, vehicular or other traffic flow and their expected duration. Plans to include detour signing, barricade installation and all other necessary precautions to ensure the protection of the public safety.
- 7.** Plans to include complete explanation of any potential for conflict with any existing use of the right-of-way.
- 8.** Contractor and/or subcontractor to notify the Village Manager five business days in advance of mobilization.
- 9.** The Village Manager is to be notified three business days in advance of proposed final pouring of concrete, placing of asphalt or placement of the Village of Pentwater Code of Ordinances.
- 10.** Violations of permit conditions subject to citation and fines imposed pursuant to the Village of Pentwater Ordinance Chapter 93 of the Village of Pentwater Code of Ordinances.
- 11.** Unless otherwise specified or shown on the plans, all areas disturbed by construction operations shall be restored to original condition as determined by the Village Manager.

**PERMIT TO USE PUBLIC RIGHT OF WAY
VILLAGE OF PENTWATER**

327 S. Hancock Street - PO BOX 622, Pentwater, MI 49449

PROPOSED USE

- | | | |
|--|--|--|
| <input type="checkbox"/> Curb cut/driveway | <input type="checkbox"/> Storm Sewer | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Tree Planting |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Water Tap | <input type="checkbox"/> Phone Cable |
| <input type="checkbox"/> Construction Dumpster | <input type="checkbox"/> Fire Suppression/Water Supply | <input type="checkbox"/> Sign/Awning |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Irrigation System | <input type="checkbox"/> Other |

****BEFORE YOU DIG, CALL MISS DIG 1-800-482-7171**

Description of work: _____

Depth of Excavation: _____

Start Date of Proposed Work: _____ Completion End Date: _____ Plans attached

APPLICANT INFORMATION

Owner: _____

Address: _____

Contractor Name / Address: _____

Subcontractor Name/Address: _____

LOCATION

Street Address: _____

Cross Streets: _____

INDEMNIFICATION: By signing this permit, the Applicant agrees to assume all risk and responsibility for, and agrees to indemnify and hold harmless, the Village, and its elected and appointed officials, against any and all claims or losses, damages, injuries, liabilities, costs and expenses of any kind or nature, caused by, resulting from or arising out of the use, occupation or access of the public right-of-way pursuant to this permit.

APPLICANT SIGNATURE

***** OFFICE USE *****

Zoning Permit Issued: Yes No N/A Connection Fee Paid: Yes No N/A

Council Approval: Yes No N/A Date Approved: _____

Staff Analysis and Report: _____

Permit Approved Approved by: _____

Permit approved subject to: _____

Fee _____ Date Paid: _____ No Feet Req'd

Deposit: _____ No Deposit Req'd

Permit Denied Date Refunded: _____