**VILLAGE OF MACKINAW CITY 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 Director of Public Works.
2. All permits applications must include detailed construction plans and specifications in a form acceptable to the Director of Public Works.
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 Director of Public Works 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 plan approval by the Director of Public Works, plans shall be forwarded to the Village Manager for final review and approval.
4. Applicant shall submit or have on file at the Village Clerk's office current certificate of insurance providing minimum insurance requirements.
5. Bond or cash deposit with Village Treasurer required in an amount not less than estimated cost to totally restore right of way plus any amounts deemed reasonable by the Director of Public Works to cover any 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 Director of Public Works 5 business days in advance of mobilization.
9. The Village Manager to be notified 3 business days in advance of proposed final pouring of concrete, placing of asphalt or placement of any permanent installation and preparations must be inspected and approved by the department of public works or the designated representative before final application of materials.
10. Violations of permit conditions subject to citation and fines imposed pursuant to section 34.008 of the Village of Mackinaw City 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 department of public works.

**PERMIT TO USE PUBLIC RIGHT OF WAY**
**VILLAGE OF MACKINAW CITY**
**102 S. Huron Avenue, Mackinaw City, MI 49701**

## PROPOSED USE

☐ Curb cut/driveway ☐ Storm Sewer ☐ Irrigation System ☐ Cable T.V.
☐ Sidewalk ☐ Sanitary Sewer ☐ Tree Planting ☐ Natural Gas
☐ Parking ☐ Water Tap ☐ Phone Cable ☐ Sign/Awning
☐ Construction Dumpster ☐ Fire Suppression/Water Supply
☐ 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:_____ Phone: Home/Work _____
Address: _____
Contractor Name:_____ Contact Person:_____
Address:_____
Subcontractor Name:_____ Contact Person: _____
Address:_____

## LOCATION

Street Address:_____ Tax Parcel Id No_____
Cross Streets:_____ and _____

**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

Signature:_____ Date:_____

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

Zoning Permit Issued: ☐ Yes ☐ No ☐ N/A Connection Fee Paid: ☐ Yes ☐ No ☐ N/A
Council Approval: ☐ Yes ☐ No ☐ N/A Date:_____, 20___
Staff Analysis and Report: _____
_____
☐ Permit Approved Approved by: _____
☐ Permit approved subject to:_____ ☐ Fee:_____ ☐ No Fee Req'd
_____Date Paid:_____, 20___
_____☐ Deposit:_____ ☐ No Deposit Req'd
☐ Permit Denied Date Refunded: _____