



APPLICATION & PERMIT for CONSTRUCTION in CITY-RIGHT-OF-WAY

Engineering Department 130 N. Nottawa St. Sturgis, MI 49091 Phone: 269-659-7226 Fax: 269-659-7295

Applicant: Please complete this form and return to the CITY OF STURGIS ENGINEERING DEPARTMENT.

Date of application: _____ Parcel # _____

Project Address: _____

Property Owner Name: _____

Owner Address: _____

Contact Person: _____

Phone: _____

Contractor Name: _____

Contractor Address: _____

Contact Person: _____

Phone: _____

- Type of construction: () Construct / Install Utility: () Water Service () Electric () Repair () Sanitary Sewer Lateral () Telephone () Replace () Drive Approach () Natural Gas () City Sidewalk () Cable TV () Storm Sewer () Other

Plans Attached: Yes () No ()

Describe construction: _____

Anticipated dates of construction: Start Date _____ Completion Date _____

Charge for City work to be BILLED TO: (Check One) () Owner () Contractor

PLEASE SIGN ON BACK OF PERMIT

NAME OF APPLICANT (type or print): _____ TITLE _____

* FOR CITY USE *

Date Approved: _____ Issued By: _____ Permit # _____

Subject to the following conditions: _____

Record of Notifications and Work Progress (signed by Engineer or representative):

Table with 4 columns: EVENT, DATE, BY, COMMENTS. Rows include: Notification of actual start date, Work complete and ready for backfill, Temporary patch completed, Permanent patch completed, Applicant billed for City expenses, Received payment for City expenses.

cc: Applicant
DPS Streets Division Supervisor

City of Sturgis
Regulations for Construction in City Right-of-Way

1. **Construction within a City right-of-way may not be started until a permit for the construction has been issued by the City of Sturgis Engineering Department.**
2. Permits shall be issued under the following conditions:
 - a. A permit may include more than one opening at the discretion of the Engineer.
 - b. A plan(s) or sketch(s) of the proposed construction is required.
 - c. The applicant shall fully indemnify and save harmless the City of Sturgis against any suits, claims or demands arising from the work of the applicant within the right-of-way.
 - d. In an emergency, outside of the regular hours of City Hall offices, an opening may be made after notifying the Sturgis Police Department. An application for a permit shall be made within 48 hours to the Engineering Department.
3. Work conditions:
 - a. The person responsible for the work shall have the permit and the approved plan(s) or sketch(s) at the work site at all times.
 - b. The applicant shall be responsible for providing and maintaining traffic control devices (signs, barricades, flashers, etc.) in accordance with the Michigan Manual of Traffic Control Devices (MMUTCD). If such traffic control devices are not provided and maintained, the City may provide same and charge the applicant for the costs.
 - c. **At least one traffic lane shall be maintained at all times.** Applicant shall be responsible for one-way traffic control in accordance with the MMUTCD.
 - d. If a public sidewalk is blocked by the work, the applicant shall be responsible for providing an alternative for safe pedestrian travel.
 - e. Excavated material not suitable for backfill, rejected materials, excess or scrap materials and similar items shall be promptly removed from the site.
4. **All work under a permit shall be subject to inspection by the Engineer or his designee** and shall be in accordance with the specifications or instructions of the Engineer. The work site shall be restored to its prior condition or better.
5. The applicant shall be responsible for maintaining a temporary patch. If the applicant does not maintain the temporary patch, the City may, after providing the applicant with notice, maintain the temporary patch and charge the applicant for the costs.
6. Patches:
 - a. The permanent patch shall be in accordance with the specifications of and inspection by the Engineer. The permanent patch shall be equal to or better than the existing pavement.
 - b. If a permanent patch fails within one year after placement, the applicant shall be responsible for replacing or repairing the patch in accordance with the requirements of the Engineer. If the applicant does not replace or repair the patch within one week after receiving notice from the City, the City may repair or replace the patch and charge the applicant for the cost.
 - c. A temporary patch shall be removed within 6 months after being placed and replaced with a permanent patch.
7. If the applicant fails to comply with the permit terms, the applicant shall be responsible for all costs incurred by the City.
8. Concrete Specifications:
 - a. Except as specified herein, all work shall comply with the Michigan Department of Transportation, 2012 Standard Specifications for Construction and Supplemental Specifications and Standard Details (Standard Specifications).
 - b. Concrete: 35P or 35S; Type I, air-entrained; 5.5 sacks/cyd; 3500 psi; 6AA, crushed limestone; 2NS; and maximum 0.45 W/C ratio.
 - c. Maximum drive approach width shall be 24 feet.
 - d. Minimum thickness: 1) Driveways: 6-inches. 2) Other areas: 4-inches.
 - e. Layout, joints, etc: MDOT Standard Plan II-29E modified is available in City of Sturgis Engineering Department.
 - f. Curb removal by either horizontal saw cut (as determined by Engineer) or by Sturgis Public Services Department or with pre-approval by Engineering Department of contractor's method prior to each project.
 - g. Concrete in the city right of way shall not be altered in color or finish texture, including but not limited to dyed, colored or stamped concrete.
 - h. The onsite driveway and drive approach must be the same width where they meet. The maximum driveway width cannot exceed the narrowest drive approach width by than 2 feet within the front yard setback.

By signing this I agree to the above regulations.

Date: _____

Signature: _____