

Application # _____

Application Date _____



City of Sylvan Lake
1820 Inverness
Sylvan Lake, MI 48320
Phone (248) 682-1440 Fax: 682-7721
www.sylvanlake.org

Approval Date _____

Approval Signature _____

ROAD RIGHT OF WAY (ROW) PERMIT APPLICATION

AUTHORITY: P.A. 230 OF 1972, AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT
PENALTY: PERMIT WILL NOT BE ISSUED

CITY OF SYLVAN LAKE WILL NOT DISCRIMINATE AGAINST ANY
INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL
ORIGIN, COLOR, MARITAL STATUS, HANDICAP OR POLITICAL BELIEFS.

**APPLICANT TO COMPLETE ALL ITEMS
SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL AND ELECTRICAL PERMITS.**

I. IDENTIFICATION

A. PROPERTY OWNER NAME _____

ADDRESS WHERE WORK IS BEING PERFORMED _____

PHONE # _____ EMAIL ADDRESS _____

B. CONTRACTOR NAME _____

ADDRESS _____

BUILDERS LICENSE NUMBER _____ EXPIRATION DATE _____

FEDERAL EMPLOYER NUMBER OR EXEMPTION _____

WORKERS COMP INSURANCE OR EXEMPTION _____

MESC NUMBER OR EXEMPTION _____

C. ARCHITECT OR ENGINEER _____

ADDRESS _____

II. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. IMPROVEMENT ADJACENT TO RESIDENTIAL _____ COMMERCIAL _____

B. VALUE OF IMPROVEMENT _____

C. DESCRIPTION OF WORK _____

D. PLANS MUST BE ATTACHED

All plans must be drawn to scale and completed as outlined in the ROW Permit Application Information

III. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME (If different from property owner) _____

PHONE # _____ EMAIL ADDRESS _____

COMPLETE ADDRESS _____

FEDERAL ID# OR DRIVERS LICENSE # _____

APPLICANT IS _____ OWNER OF PROPERTY _____ CONTRACTOR _____ LESSEE _____ OTHER _____

I HEREBY CERTIFY THAT THE WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT

PRINTED NAME DATE

IV. FEES

APPLICATION FEE - \$100.00 NON REFUNDABLE _____

PLAN REVIEW - DETERMINED BY CITY MANAGER _____

Based on Plan completeness, inspections required, excavations, etc.

PERMIT FEE - DETERMINED BY THE CITY MANAGER (Min. \$100/location) _____

Includes up to 2 inspections

PERFORMANCE BOND - Determined by scope of work and locations _____

OFFICE USE ONLY

APPLICATION SUBMITTED/PAID

CITY MANAGER REVIEW

APPLICATION COMPLETE

TOTAL DUE FOR PERMIT ISSUANCE _____

City of Sylvan Lake ROW Permit Application Information

Pursuant to Section 58-110(2)(c) of the Right of Way Regulation ordinance and ROW policy, you must obtain a building permit prior to any work being performed in the ROW.

The ROW is to be maintained as grass only. No other material will be allowed in the ROW except as outlined below.

ROW improvements must be installed and maintained to be below the edge of pavement for property drainage and safety.

In addition to your completed ROW permit application, please supply the following information.

For all permits to perform work in the ROW: (Including all utility lines or taps)

- Application fee for work performed in the ROW will be \$100.00 *for each location*. The total review fee is dependent upon the completeness of plans, excavations, inspections, and plan review.
- If the City's consulting engineer is required to review the plans, the permit holder will be responsible for all review cost.
- A minimum performance bond of \$250.00 for each location is required for any work performed in the ROW. An additional bond may be set depending on the scope of the work.
- Provide detailed drawings and description of proposed repair or improvement, including drainage plans, type of pipe, diameter, length, fill, etc.
- Drainage plans must show the direction of water runoff from the property and ROW into an approved ditch or storm drain structure. An inlet into an enclosed ditch will be required.
- What are the proposed starting and ending dates for the work being performed?

To enclose a ditch (Including the installation of brick pavers):

- The area must be inspected prior to a permit being issued to determine if the enclosure can be made properly and to determine if additional structures are necessary.
- Proper drainage must be obtained and maintained. This may require that you install additional approved structure(s) including yard drains or catch basins.
- The pipe must match the existing culvert under adjoining driveways, sidewalks or street. Example, 10" diameter, 14 gauge corrugated metal pipe.

To Install brick paver parking areas:

- Parking areas will not be allowed within twenty-five (25) feet of the tangent any intersection.
- Brick pavers must be installed a minimum one-half ($\frac{1}{2}$) inch below the edge of the pavement.
- Indicate the exact location and size of the paving area along with base depth and brick material.

To repair or install underground utilities:

- The permit must be pulled by a licensed contractor.
- The ROW must be restored with seed and mulch or sod and must be returned to its original grade or better, to insure proper drainage.
- If the work will extend into the paved portion of the street, the work must be inspected prior to backfilling and the fill must be approved and compacted every 12" in depth.
- ROW Area may not remain open for more than 24 hours and must be adequately barricaded.
- Pavement must be restored within two (2) weeks of being filled. If work is performed in the winter, cold patch or similar material must be used and the area properly repaired as soon as possible, but no later than May 1 immediately following the work.
- *If work is performed in the paved portion of the street, an additional minimum \$500 cash bond, for each location, will be required and returned (one) 1 year after the work is completed if there is no negative impact such as settling, asphalt cracking, etc.*

To install or replace a driveway approach:

- All driveway approaches must be paved with asphalt, concrete, brick pavers or similar material. Gravel, dirt, or other loose material is not permitted.
- Indicate if culvert will be installed or replaced. (Please see "to enclose a ditch" above).
- If a driveway approach is only being "replaced" in the exact area it was originally and a culvert is not necessary, or not begin replaced, a performance bond may not be necessary at the discretion of the City Manager or his/her designee.
- The paved approach must be installed and maintained to be below (lower) than the edge of the street.

To plant a tree or install landscaping:

- Deciduous trees only, may be planted in the ROW but may not be closer than six (6) feet from the hard surface travel portion of the street, so long as the tree is not planted in a ditch, is not interfering with drainage and is not a danger to pedestrian and/or vehicular travel on the roadway.
- The property owner is responsible for the maintenance or removal of any tree or landscaping planted in the ROW.
- ROW area must be grass. Stone, asphalt, concrete, or other landscaping materials (i.e.: woodchips, etc.) are not permitted.

The property owner is responsible for normal maintenance of the ROW. This includes mowing, removing weeds, leaves and debris and maintaining any culverts under their driveways, sidewalks, enclosures or parking areas to maintain proper drainage.

If any portion of the ROW is not maintained to City standards (i.e., dead limbs cut, diseased or dead tree removed, ditches not clean, etc.), the City or outside contractor may perform the necessary maintenance and charge the cost to the adjacent property owner.