"The Island City"

City of Plainwell
Right-of-Way Permit Application

Permit #:
Permits are valid for one year.

Dept. of Public Works
126 Fairlane Street
Plainwell, MI 49080
Phone: 269-685-9363
Email: dpw@plainwell.org
www.plainwell.org

Type of Permit requested:

☐ **Contractor permit** $25**:** required for any construction or project that will disturb a public right-of-way such as a city street, sidewalk, new curb cuts on a city street or property, or water or sewer tap.

☐ **Annual Contractor Permit** $1000**:** Valid July 1 – June 30.

☐ **Water tap (fee dependent on size):** required for any new connection to the city's water main
☐ 1 inch- $1950 ☐ 1½ inch- $2500 ☐ 2 inch- $2750 ☐ over 2 inch- size: _____$2750 plus time and materials (billed upon completion).

☐ **Fire Suppression:**
☐ 2 inch tap $5250 ☐ over 2-inch size: _____ $5250 plus time and materials (billed upon completion)

☐ **Sewer tap** $2500**:** required for any new connection to the city's sewer main.

☐ **Bond Deposit** $1000**:** required for any projects that will disturb a public right-of-way such as a city street, sidewalk, new curb cuts on a city street or property.

☐ **Tree Fee** $1000 **(per tree):** required for any project that will disturb a city owned tree in public right-of-way, including but not limited to trimming or removal of a tree.

Contractor/Applicant Information:	**Homeowner information (if applicable):**
Company Name: _____	Name: _____
Company Address: _____	Phone #: _____
_____	Property Address: _____
Contact name: _____	Mailing address (if different):
License/EIN #: _____	_____
Phone #: _____	Parcel #: _____
Email: _____	Email: _____

Project Information:

Date work is expected to begin: _____ Date work is expected to be complete: _____

Address/Location of work: _____

For Contractor and Street Opening Permits only- please describe the purpose and scope of work being done, and any traffic safety plans in place:

The City of Plainwell is an equal opportunity provider and employer.

Diagram of work: Please show street names and locations of curb cuts/water or sewer connections/street openings. Plans can be submitted separately as an alternative to using this space.

- I have read the attached information on the permit I am requesting, and agree to follow all of the City guidelines.
- I understand that the granting of the permit is conditional on following any additional notes or guidelines provided by the Public Works Superintendent below.
- I understand I must submit proof of insurance that lists the City of Plainwell as additionally insured before my permit can be approved.

Signature: _____ Date of application: _____

Submit completed application to:
Plainwell City Hall
211 N Main St.
Plainwell, MI 49080

Submit your completed application and payment to City Hall (211 N. Main Street, Plainwell, MI 49080). The Department of Public Works will call with any questions about your application. Once your application has been approved and signed, you will receive a call from DPW and you can pick up (or be mailed) your approved permit. Permit questions can be sent to dpw@plainwell.org

For internal use only:

☐ Application received- date: _____ ☐ Certificate of Insurance submitted (if needed) -exp. date: _____
☐ Application approved by DPW superintendent and sent to City Hall
☐ Permit # assigned, application scanned and logged
☐ Applicant contacted to pay/pickup permit
☐ Fee paid: $_____ -cash/CC/check #_____

Superintendent Signature (upon approval) _____Date: _____

Final inspection of work completed (if required) ☐ Y ☐ N Date of inspection: _____

Superintendent Notes for Approval:

City of Plainwell All Permit Requirements:

All Right-of-Way permits:

- Applicants must provide a current certificate of insurance to have on file at City Hall.
- In accordance with state law, you must contact MISS DIG at least 72 hours prior to the start of any excavation work.
- Location of cut must be approved by the DPW Superintendent.
- All work to be conducted must be in accordance with MIOSHA standards.
- The application, if applicable, shall provide a traffic safety plan including an explanation that is in compliance with Part 21 of the standards promulgated under the Michigan Occupational Safety and Health Act, 1974 PA 154, as amended, MCL 408.1001 *et seq.* (the "MIOSHA Standards"). The MIOSHA standards are available online at www.michigan.gov/mioshastandards.
- All work to be conducted must be in accordance with Michigan Occupational Safety and Health Act, 1974 PA 154, as amended, MCL 408.1001 *et seq.* (the "MIOSHA Standards") as related or pertaining to the type of work being conducted by the contractor as defined by MIOSHA.
- The granting of this permit does not relieve a permit holder from any applicable laws and regulations. The permit holder is responsible for obtaining additional permits or releases which may be required in connection with this work from other governmental agencies, public utilities, corporations and individuals, including property owners.

Water/Sewer Taps:

- Applicant or contractor must arrange for a representative of the Department of Public Works (DPW) to inspect all connections to City water, sewer or storm sewer ***prior to backfilling***.
- Water taps over 2" have additional requirements from the State of Michigan that will need to be met.

Specifications for Repairing Street Openings:

To assure that utility work meets the expectation the following conditions must be met:

- Street openings to be as small as possible to perform the work safely. The size of the opening may be enlarged to reach sound pavement.
- Restoration of roadway, curb, utilities and curb lawn must be done according to City of Plainwell specifications. Call the Department of Public Works to schedule a final inspection.
- Excavated soils should be replaced and compacted per MDOT 2003 Standard Specifications for Construction. This includes the curb lawn area below the topsoil.
- Asphalt pavement should be saw-cut or jack-hammered to provide a sound edge for patching.
- Asphalt pavement to be replaced with 13a asphalt or equivalent.
- Concrete pavement must be saw-cut, doweled, reinforced and replaced per MDOT 2003 Standard Specifications for Construction.
- In areas where asphalt overlays cement pavement the cement must be replaced per MDOT 2003 Standard Specifications for Construction and 13a asphalt or equivalent must be replaced to match existing road grade.
- If the utility work takes place within the right-of-way of M-89 please contact MDOT for a permit to do the work.
- Curb must be replaced to match existing profile. See MDOT 2003 Standard Specifications for Construction for examples of commonly encountered curbing in the City of Plainwell.
- Sidewalk to be 4" non-reinforced and must match the width of existing sidewalk. Drive approaches to be 6" non-reinforced. See MDOT 2003 Standard Specifications for Construction for specifications.
- Excavations in the curb lawn may be backfilled from clean spoils but 6" of topsoil should be placed to bring the excavated area to surrounding ground level. Area to be seeded or sodded per MDOT 2003 Standard Specifications for Construction.
- Any City tree damaged during the work will be replaced by the City from nursery stock at the cost of the contractor.