Application
Right of Way Permit (sidewalk / drive approach)

I. Project Information   Please Print or Type   Only licensed sidewalk contractor can apply for permit

A. Location

Is this part of a site development *(Required – check Y or N)*? **Yes** ☐   **No** ☐

Project Address *(Required*   Job Site Contact Person & Contact Phone # *(Required)*

Estimated start date: *(Required)* _____/_____/_____

Scope of Work *(Required)*   Type of Work *(Required – check a box)*   ☐ **1-2 Family Unit Home**   ☐ **Commercial**

B. Sidewalk / Approach Details: Check the following items as they apply to the modification of the public right of way.

(NOTE: No asphalt paving is permitted in the public right-of-way without prior approval from the Sidewalk Division)

➔ **REPAIR / REPLACE an existing condition:** *(check all that apply)*
- ☐ Sidewalk / _____ how much (sq ft required)
- ☐ Remove & Replace existing Drive Approach(es) / _____ how many
- ☐ Curb and/or Gutter
- ☐ Remove Drive Approach and Replace with Curb & Gutter / _____ how many
- ☐ Areaway or snowmelt
- ☐ HMA – Contractors must have approval from the Sidewalk Division for this work before applying for permit
- ☐ Mud Jacking – Contractors must have approval from the Sidewalk Division for this work prior to applying for permit.
- ☐ Other: _____

➔ **INSTALL NEW where there is no existing:** *(check all that apply)*
- ☐ Sidewalk / _____ (sq ft required) – New sidewalks on both public & private property may require a Land Use Development Services (LUDS) plan
  - ▪ Will you require a City Surveyor? **Yes** ☐   **No** ☐ *(Required)* *(Contractor responsible for contacting City Surveyor for staking.)*
- ☐ Drive Approach – **REQUIRES** a Driveway permit and/or LUDS permit from the Development Center **BEFORE** a sidewalk permit will be issued
- ☐ Curb Cut – **REQUIRES** a Driveway permit and/or LUDS permit from the Development Center **BEFORE** a sidewalk permit will be issued
- ☐ HMA – Contractors must have approval from the Sidewalk Division for this work before applying for permit
- ☐ Other: _____

- ▪ Are you paving a new driveway or entirely removing an existing one to pave a new driveway (Requires Driveway Permit)? **Yes** ☐   **No** ☐ *(Required)*
- ▪ Is there / Will there be snowmelt, areaway, brick, or specialty concrete in the ROW? (Requires Encroachment Permit)? **Yes** ☐   **No** ☐ *(Required)*

II. Applicant Information Required (Email is the primary form of communication and is necessary to receive prompt application review updates.)

Name & Title of Contractor, Owner, or Authorized Agent of the Owner   Company Name

Street Address

City   State   Zip   Work Phone

Email Address *(Required)*   Mobile Phone

- ▪ **"I/We (the undersigned) agree to construct or repair the modification according to the plans and specifications on file with this office and to adhere to the approved plan review and correction letter if issued. Traffic control (Vehicular and Pedestrian) shall be in accordance with the latest Manual on Uniform Traffic Control Devices (MUTCD). If a job site is within the Historic District, all work will adhere to Historic District regulations, procedures, and guidelines.**
- ▪ **I/We understand that we must contact the City's inspector before starting work in the public right of way."**
- ▪ **24 Hour notice is required for inspections**
- ▪ **I/We will comply with Public Act 174 (MISS DIG)**

Applicant Name *(Please Print)*   Applicant Signature *(Required)*   Date

For Office Use Only	Counter Review ☐	Historic Dist. ☐	Site Plan ☐	
Sign-Offs Required	**Approved By**	**Date**	**Notes**	
☐ Planning				
☐ Hist. Pres.				
☐ Traffic				
Sidewalk Permit Number:	Fee:	☐ **Cash**	☐ **Check #**	☐ **Credit card**

WARNING: ANY OMISSION OR MISREPRESENTATION OF FACT ON THIS DOCUMENT MAY RESULT IN THE REVOCATION OF THE PERMIT AND/OR LEGAL ACTION BEING TAKEN

www.grcity.us/devcenter