



VILLAGE OF SPARTA  
156 E. Division St.  
Sparta, MI 49345  
(616) 887-8251

## Right-of-Way Permit

DPW Phone Number: (616) 887-9303	DPW Office Hours: 7:00am to 3:30pm Weekdays	DPW Supervisor: Dennis Brinks Dbrinks@spartami.org
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(Please check each permit that you wish to apply for)

Curb Cut- **\$45.00**     Sidewalk Obstruction- **\$20.00**     Driveway Alteration- **\$20.00**

### ***Applicant:***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### ***Contractor:***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

*A copy of contractor's liability insurance is required to be submitted as part of this application*

### ***Parcel Owner's Information:***

Name: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Is Contractor's current insurance policy on file?     YES     NO

Is Contractor's bond on file?     YES     NO

Permit Time Frame:

15 Days or less     16-30 Days     More than 30 days



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### Permit Information:

**\*Before concrete is poured, Village DPW must inspect all documentation.**

Permit is for (Check all that apply):

Temporary Obstruction

Length of sidewalk to be obstructed (in feet): \_\_\_\_\_

Above Ground Construction

New Driveway Installation

Existing Driveway Change

Curb Cut

Existing Width of Driveway at Right-of-Way: \_\_\_\_\_

Existing Width of Driveway at Curb: \_\_\_\_\_

Existing Length of Driveway: \_\_\_\_\_

Proposed Width of Driveway at Right-of-Way: \_\_\_\_\_

Proposed Width of Driveway at Right-of-Way: \_\_\_\_\_

Proposed Length of Driveway: \_\_\_\_\_

Below Ground Construction

Water Main

Sewer Main

Gas Main

Electrical Conduit

Other (Explain) \_\_\_\_\_

Start Date of Construction: \_\_\_\_\_ End Date of Construction: \_\_\_\_\_

Start Date of Obstruction: \_\_\_\_\_ End Date of Obstruction: \_\_\_\_\_

Alternate pedestrian route needed:  Yes  No

Alternate traffic route needed:  Yes  No

If 'Yes' for either, please describe alternate routes: \_\_\_\_\_

\*Restoration of construction site will be brought back to prior conditions and/or better.

\*All applications must be submitted a minimum of 14 days prior to the proposed start date of work.



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- 1) It is the Contractor's responsibility to construct apron, driveway (within right-of-way), and sidewalk in accordance to Village standards.
- 2) A detailed site sketch of the property must be included for applicants seeking a curb cut or driveway alteration permit.
- 3) Any work started or completed prior to Sparta Village's inspection and approval is subject to fine, rejection, and/or removal at the applicant's/contractor's expense.
- 4) The Village Streets Department must be contacted 24-hours before:
  - a. Pre-cut inspection – after contractor has marked curb to be cut but prior to its removal
  - b. Pre-pour inspection – after forms have been set for apron and prior to concrete placement
- 5) MISS DIG is the responsibility of the contractor and must be completed 3 days prior to digging.
- 6) If contractor violates MIOSHA regulations or requirements Village will shut down worksite.

### TO BE COMPLETED BY VILLAGE

Date Application and Fee Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Receipt #: \_\_\_\_\_

Explanation: \_\_\_\_\_

Street Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Pre-cut Inspection: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_

Date of Pre-pour Inspection: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_

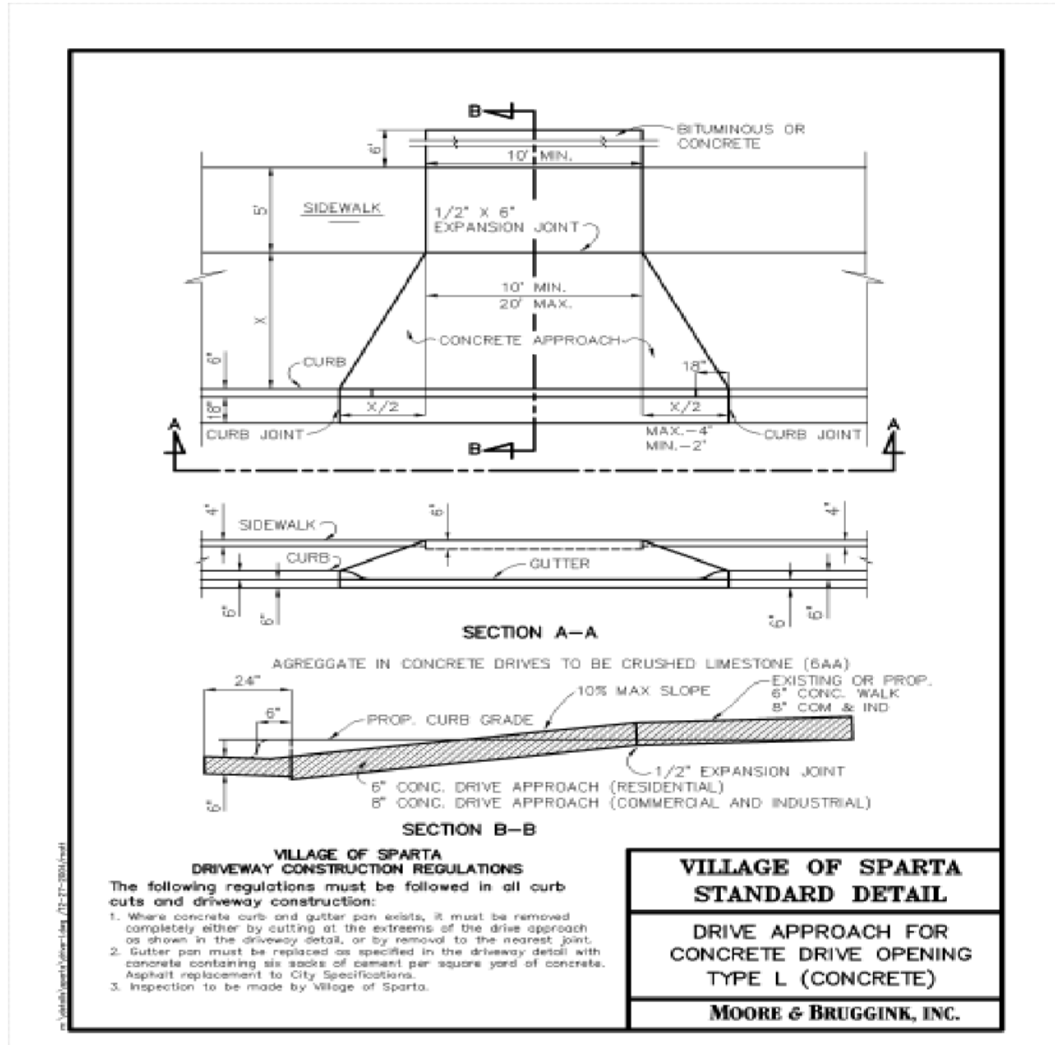
Visit our website at [www.spartami.org](http://www.spartami.org)

*"The Village of Sparta is an Equal Opportunity Provider & Employer"*

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### Village Construction Details

