



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: Bill Hunter Bill@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

“The Village of Sparta is an Equal Opportunity Provider & Employer”

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Village Construction Details

