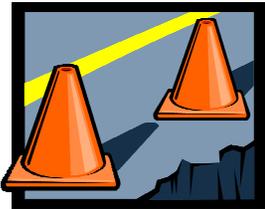


PERMIT APPLICATION CHECKLIST

The following is a checklist of necessary items that you will need to provide in order to obtain a permit for work in the public right of way or public easement:

- ◆ A description of work or event including the location, date and time.
- ◆ Name, address & phone number of property owner(s) or group initiating the activity.
- ◆ \$3000 Permit Bond and/or Liability Insurance
- ◆ The name of the contractor or contact person in charge of the work or activity.
- ◆ The fee for the type of work required (See www.mqtcty.org—Finance Department)
- ◆ Curb Cut Application for all driveway curb revisions
- ◆ Off Street Parking Lot Application for all parking lot revisions.
- ◆ Permit Application for use in the public right of way.



For Details of these requirements see inside this brochure or call (906) 228-0440

City of Marquette
300 W. Baraga Avenue
Marquette, MI. 49855

**CITY OF
MARQUETTE
Engineering
Department**



**PUBLIC
RIGHT OF WAY
WORK PERMIT**



**Municipal Service Center
401 E. Fair Avenue
Marquette, MI. 49855**

**City of Marquette
Right of Way
Permit
Requirements**

A permit is required whenever activity is planned in a public right of way or City held public easement. This brochure summarizes the permit and the documentation you will need to obtain a permit.

Why Does the City Require Public Right of Way Permits?

- ◆ Ensure public safety.
- ◆ Protect City facilities.
- ◆ Ensure work is completed in accordance with City specifications.
- ◆ Provide a reliable record of infrastructure within rights of way.
- ◆ Ensure work is completed and restored properly and in a timely manner.
- ◆ Avoid conflicts and provide coordination among multiple activities.

Construction / Maintenance

Construction and/or maintenance activities related to the following require a permit:

- sidewalks
- curbs and gutters
- driveway approaches
- Repairing, replacing and new installation of utility lines (such as water, sewer, gas, telephone, cable, electric) and irrigation systems.

Traffic / Sidewalk Obstructions

A permit is required anytime a street or sidewalk is being disrupted or impeded by construction activities or by a community event.

Special Events / Temporary

A permit is required for all special events that occur within the public right of way to include:

- parades
- marches
- running, walking, biking, skiing events
- block parties
- festivals
- house moving
- monitor well installation
- temporary dumpster storage.

Penalties

Failure to obtain a permit beforehand will be subject to an **“After the Fact Fee”**. The project or event will or may be delayed until the fee is paid.



Right-of-Way Inspection

All work involving curb, driveway, water, sanitary sewer construction, and storm sewer construction requires an inspection by the City of Marquette Engineering Department. A 24 hour notice must be given before concrete forms are filled or the excavation back-filled.

Failure to request an inspection will be just cause to have the work removed or exposed and completed again.

City Specifications

City specifications are available for the installation of water, sanitary sewer, storm sewer, sidewalk, driveways and curbing at the City of Marquette Engineering Department Office.

Permit Posting

Issued permits must be posted at the project work site in a position visible from the public street. Permits shall be protected from damage.

Contact Information

Contact:

Greg Borzick, Asst. City Engineer
Engineering Department
401 E. Fair Ave.
Marquette, MI 49855

Phone: 906/ 228-0440 Fax: 906/228-0445

Curb Cut and Off Street Parking Permit Applications can be obtained at the address above or at www.mqtcty.org - Engineering Department.