



**DEPARTMENT OF PUBLIC WORKS**  
 14 W. Forest Avenue  
 Ypsilanti, MI. 48197  
 (734) 483-1421 | www.cityofypsilanti.com/DPW

DEPARTMENT USE ONLY

Permit #: \_\_\_\_\_  
 Issued: \_\_\_\_\_  
 Expires: \_\_\_\_\_

## APPLICATION FOR RIGHT-OF-WAY PERMIT

### I. APPLICANT AND CONTRACTOR INFORMATION

<b>APPLICANT</b>	NAME:	<b>CONTRACTOR</b>	COMPANY:
	ADDRESS:		ADDRESS:
	PHONE:		PHONE:
	EMAIL:		EMAIL:

### II. PURPOSE OF WORK OR USE

LOCATION:							
<b>PERMIT CATERGORY</b>				<b>WORK/USE CATEGORY</b>			
<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Utility	<input type="checkbox"/> Other	<input type="checkbox"/> New Install	<input type="checkbox"/> Repair	<input type="checkbox"/> Modification	<input type="checkbox"/> Obstruction
<b>TYPE OF WORK</b> (Check all that apply)							
<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Drive Approach	<input type="checkbox"/> Curb Cut	<input type="checkbox"/> Road Cut	<input type="checkbox"/> Bore & Jack			
<input type="checkbox"/> Directional Bore	<input type="checkbox"/> Trenching/Digging	<input type="checkbox"/> Aerial	<input type="checkbox"/> Closure/Blockage	<input type="checkbox"/> Utility Electrical			
<input type="checkbox"/> Utility Water	<input type="checkbox"/> Utility Gas	<input type="checkbox"/> Utility Telecom	<input type="checkbox"/> Small Cell	<input type="checkbox"/> Other (Explain)			
DESCRIPTION:							
START DATE:		END DATE:		REVISIONS:			

### III. PLAN REVIEW AND APPROVAL

<b>DOCUMENTATION PROVIDED</b>				
<input type="checkbox"/> Site Plans/Map	<input type="checkbox"/> Utility Locations	<input type="checkbox"/> Liability Insurance	<input type="checkbox"/> Pollution Mitigation	<input type="checkbox"/> Soil Erosion Mitigation
<input type="checkbox"/> Stormwater Control	<input type="checkbox"/> Traffic/Pedestrian Detours	<input type="checkbox"/> Other (Explain)		
<b>FEES AND BONDING</b>				
Fees and bonding requirements vary depending on permit/work type. See page two for fee schedule.				
APPLICATION FEE: \$	PAYMENT ID:	BOND AMOUNT: \$	BOND ID:	
REQUIREMENTS:				
<input type="checkbox"/> The applicant has read, understands and agrees to comply with all conditions/requirements set forth, and deemed necessary by the Department of Public Works and the City of Ypsilanti Municipal Code of Ordinances.				
APPLICANT SIGNATURE: _____			DATE: _____	
APPROVED BY: _____			DATE: _____	

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**PERMIT FEE SCHEDULE**

<b>APPLICATION TYPE</b>	<b>FEE</b>
ROW Obstruction (material storage/pods)	\$25.00/week if obstructing residential paid parking. (Commercial, see parking rental rates.)
ROW Sidewalk Repair and Replacement	\$50.00
ROW Non-Roadway (other than sidewalk)	\$100.00
ROW Roadway	\$250.00
ROW Aerial	\$200.00
ROW Street Closure <b>(Major Street)</b>	\$2,500.00/day per lane
ROW Street Closure <b>(Local Street)</b>	\$1,000.00/day per lane
ROW Street Tree Permit	No Charge
<b>PENALTY FEE:</b> Failing to apply for ROW Permit before work commences.	<b>TRIPLE INTITAL PERMIT FEE</b> or \$150.00, whichever is greater.

**BOND REQUIREMENTS**

(Contractor shall furnish either a cash bond or a performance bond.)

Property Line to Back of Curb	\$3,000.00
Property Line to ½ Pavement Width	\$5,000.00
Property Line to Full Pavement Width	\$10,000.00
Existing Utility Repair/Modification	\$3,000.00
New Utility Installation	\$5,000.00
Underground Boring Pit (Each)	\$1,000.00

1. Application fees are non-refundable and do not guarantee issuance of permit.
2. Contractors may request a bond release/cancellation **after a period of not less than 12 months from the satisfactory completion of work.** An additional inspection will be required prior to bond release.