

**CITY OF YPSILANTI
RIGHT-OF-WAY PERMIT APPLICATION GUIDE**

**Please ensure that you submit all required documents with your application. Incomplete applications will be rejected.*

Include in Work Description	Attach to Application	Applicant Requirements
<p><u>Sidewalk</u> - Proposed linear footage and width of replacement area. - Number of flags to be replaced.</p>	<ul style="list-style-type: none"> - Map or sketch of work area - Certificate of Insurance (if contractor) - Pedestrian travel plan 	<ul style="list-style-type: none"> - Sidewalk repair standards - Rough and final inspections - Pedestrian signage/warning to pedestrians of excavation
<p><u>Driveway Approach</u> - Proposed location and dimensions of approach. - Specify if new, existing, expanding footprint, alterations to curb are required.</p>	<ul style="list-style-type: none"> - Map or sketch of work area. - Certificate of Insurance (if contractor) - Planning Department approval (if new installation) 	<ul style="list-style-type: none"> - Drive approach repair standards - Rough and Final Inspections - Bond required (if new or expanding)
<p><u>Street Cut</u> - Proposed location, dimensions and depth of cut - Purpose</p>	<ul style="list-style-type: none"> - Plans of proposed work - Certificate of Insurance - Underground utility locations - Traffic control plan 	<ul style="list-style-type: none"> - Pavement restoration standards - Rough and final inspections - Approved traffic control plan - Bond required
<p><u>Aerial Utility</u> - Proposed location, length of span, clearance height, type of material - Specify if new or existing. - Purpose.</p>	<ul style="list-style-type: none"> - Plans of proposed work, including route. - Certificate of Insurance - Underground utilities located (if applicable) - Traffic control plan (if applicable) 	<ul style="list-style-type: none"> - Rough and final inspections. - Bond required.
<p><u>Underground Utility</u> - Proposed location, method of excavation/installation, type of material - Specify new or existing - Purpose</p>	<ul style="list-style-type: none"> - Plans of proposed work, including route, boring locations/excavations and vertical profile - Underground utility locations - Certificate of Insurance - Traffic control plan (if applicable) 	<ul style="list-style-type: none"> - Sidewalk/pavement restoration standards - Rough and final inspections - Bond required
<p><u>Street or Lane Closure</u> - Exact location, dates, number of lanes closed - Purpose for closure</p>	<ul style="list-style-type: none"> - Map detailing scope of closure - Traffic control plan 	<ul style="list-style-type: none"> - Approved traffic control plan - Applicant must supply own signage and barricades - Rough and final inspections
<p><u>Obstruction</u> - Dates and object (dumpster, equipment, material, etc.)</p>	<ul style="list-style-type: none"> - Map showing desired location - Traffic control plan (if applicable) 	<ul style="list-style-type: none"> - Rough and final inspections