

# RIGHT-OF-WAY/EASEMENT PERMIT APPLICATION

City of Gibraltar



**Read Carefully and Fill Out Completely:**

Applicant (Property Owner, Company, etc): _____		
Contact Name (if different from above): _____		
Mailing Address: _____		
City: _____	State: _____	ZIP: _____
Telephone: _____	Email: _____	

**Contractor Information** (if known):  Check here if work is to be completed by Homeowner

Contractor (Individual, Company, etc): _____		
Contact Name (if different from above): _____		
Mailing Address: _____		
City: _____	State: _____	ZIP: _____
Telephone: _____	Email: _____	

**Site Information:**  Check here if a site plan is currently under review for this project

Location (House Number, Road, Street): _____		
Site Plan Number <i>(if box above is checked):</i> _____	Site Plan Name <i>(if box above is checked):</i> _____	
Anticipated Starting Date: _____	Anticipated Ending Date: _____	
Type of Work to occur in Right-of Way/Easement <i>(check all that apply)</i> :		
<input type="checkbox"/> Replace Residential Driveway	<input type="checkbox"/> Commercial Driveway Construction	<input type="checkbox"/> Telecommunications (indicate length _____ ft.)
<input type="checkbox"/> New Residential Driveway	<input type="checkbox"/> Utility Construction	<input type="checkbox"/> Tree Trimming
<input type="checkbox"/> Fill in Ditch/Culvert Replacement	<input type="checkbox"/> Bore & Jack	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Subdivision Sign	<input type="checkbox"/> Road Widening/Road Construction	
Provide below a detailed description of the desired facility and/or activity as follows: (include size, length, type of facility, material). If crossing under the roadbed, describe method. If buried, indicate depth from top of facility to surface. If facility is to run parallel to highway, indicate distance from inside edge of facility to centerline of road. If driveway approach, state if residential or commercial; if commercial, state type of establishment it will service. If tree trimming or tree removal, state number, species and sizes of trees involved.		

**ALL APPLICATIONS FOR RIGHT-OF-WAY PERMITS MUST INCLUDE:**

One (1) set of plans showing the proposed work within the public right-of-way or easement (complete site plan sets are not necessary and may be rejected).

One (1) set of DIGITAL plans submitted to the Building Department.

Application filled out completely and signed below by applicant. Submitted to the Building Department.

**NOTE TO APPLICANT (PLEASE READ):**

- The application will not be reviewed until all of the above items have been received by the Engineering Department.
- The plan must indicate the work to be performed, the location of the work, any trees within the work area and whether they are to be removed or protected. The plan must also indicate whether traffic will be impacted as a result of the work.
- If a land closure or road closure is proposed, this **MUST** be indicated as part of the application and specifically allowed as a condition of the permit. **A traffic control plan is required for all proposed closures.**
- The application is reviewed by multiple departments for compliance with City Ordinance and standards.
- Following review of the application, a notification will be sent to the individual listed below identifying the following:
  - Additional information that may be required
  - Performance Guarantee Requirements (a bond and/or escrow may be required and the rate is based off construction cost. These rates may be increased or decreased at the decision of the Building Official. Bonds will be forfeited for failing to comply with the applicable regulations, upon suspicion of the permit or to pay uncollected fees. Bonds unclaimed by written consent within one year of final inspection will be forfeited
  - Insurance requirements (\$1,000,000 min. general liability)
  - If contractor is not known at time of application, it must be provided prior to issuance
- A Road Commission permit will be required for county roads in addition to the City of Ecorse permit.
- When the requirements in the notification have been satisfied, the permit can be signed by the Contractor (if applicable) and issued.

**COST OF CONSTRUCTION:** \_\_\_\_\_

<b>When Permit is ready, notify: (Name)</b> _____	
By:	_____
Mail:	_____
Phone:	_____
Email:	_____
(Indicate preferred method of contact above)	

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way or easement; or to close a city street. The applicants attention is called to the **RULES AND REGULATIONS** attached to this application. **ALTERATION OR REMOVAL** may be required by the **CITY AT ANY TIME**. The applicant further understands that this application does not guarantee a permit and understands that no work is allowed in the public right-of-way or easement prior to issuance of a permit.

Signature of Applicant	Name and Title of Applicant	Date
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