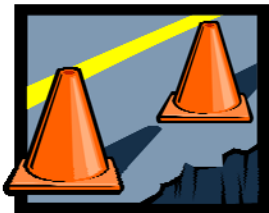


## PERMIT APPLICATION CHECKLIST

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.marquettemi.gov](http://www.marquettemi.gov) —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  
1100 Wright St.  
Marquette, MI. 49855

**CITY OF  
MARQUETTE  
Engineering  
Department**



**PUBLIC  
RIGHT OF WAY  
WORK PERMIT**



**Municipal Service Center  
1100 Wright St.  
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:

Mik Kilpela, Asst. City Engineer  
Engineering Department  
1100 Wright St.  
Marquette, MI 49855

Phone: **906/ 228-0440**

Curb Cut and Off Street Parking Permit Applications can be obtained at the address above or at [www.marquettetmi.gov](http://www.marquettetmi.gov) -

Engineering Department.