

EXCAVATION/ROW PERMIT APPLICATION

Planning & Zoning Department – City of Escanaba

906-786-9402 – permits@escanaba.org – 410 Ludington St. Escanaba, MI 49829

PROPERTY IDENTIFICATION

Address

Nearest Cross Streets

GENERAL INFORMATION. This permit is required to perform work within any public right-of-way or easement. Typical examples of this work include but are not limited to sanitary sewer replacement, driveway construction, private utility installation and sidewalk replacement. Restoration is the responsibility of the applicant, and work is expected to be completed to “as good as” or “better than” original condition. The applicant must describe any roadway lane restriction, closure, or detour prior to construction. A 48-hour notice must be given to the City Engineer by calling (906) 786-1842 prior to implementing any lane restrictions, lane closures, or detours. Please allow (3) three business days for your permit request to be processed. An approved permit is only valid for (30) thirty days after issuance.

Before You Dig, Call MISS-DIG at 1-800-482-7171.

FEES. If this permit is applied for prior to the start of any construction activity, the usual permit fee shall be collected. That fee amount can be found on page 1 of this application or in the City of Escanaba Master Fee Schedule. If any construction activity has started prior to this permit application, a fee equal to double the usual permit fee shall be imposed. Additional fees may be imposed at the discretion of the City of Escanaba. For inspection of work outside of normal City of Escanaba business hours, additional fees may be assessed. The City of Escanaba’s business hours are from 7:30-4:00, Monday through Friday.

TIME OF COMPLETION. All work shall be done within the dates specified on the Excavation/Right-of-Way Construction Permit. This is to include restoration of all areas affected by permitted activities. Failure to comply with any time constraints identified on the permit without prior notification to the City Engineering Department may result in the suspension of all work on the site. At its discretion, the City shall deem the best solution to complete permitted work. This may include the City completing permitted work and charging the Property Owner on a time and materials basis.

SKETCH DIAGRAM. A sketch diagram may be required to process an Excavation/Right-of-Way Permit. The diagram should show all existing conditions and proposed changes if applicable. Space for such a diagram is provided on page 3 of this application.

INSPECTION. An inspection of underground utilities shall be made before backfilling. Please contact the City Engineering Department to coordinate inspection. Inspection of other permitted activities may also be required. At its discretion, the City shall decide when an inspection is warranted.

BACKFILLING. All excavations shall be backfilled according to the Michigan Department of Transportation (MDOT) 2012 Standard Specifications for Construction or the latest revision. This includes:

1. Backfill using only clean fill.
2. Compact sub-base (sand) in lifts not to exceed 12 inches.
3. Compacting sub-base (sand) to 95 percent of the maximum unit weight for its entire thickness, density tests may be required at the Property Owner/Contractor’s expense.
4. Match the existing depth of base (gravel). Provide at least 6 inches of compacted MDOT 22A gravel.
5. Compacting base (gravel) in lifts not to exceed 6 inches.
6. Compacting base (gravel) to 98 percent of the maximum unit weight for its entire thickness, density tests may be required at the Property Owner/Contractor’s expense.
7. Provide a minimum of 3-inch thick Hot Mix Asphalt patch for all excavations within a paved street. When Hot Mix Asphalt is not readily available the excavation must be filled with a sufficient thickness of Cold Patch to maintain a smooth riding surface until a minimum of 3 inches of Hot Mix Asphalt can be placed. The City of Escanaba will, at the
8. Property Owner/Contractor’s expense, provide temporary and permanent patching on a time and material basis.

SIGNAGE AND MAINTENANCE OF TRAFFIC. The property owner/contractor is required to have proper signs and traffic control devices for the permitting construction activities. When construction signs are required, a signage plan shall be submitted with the application. All signage shall conform to the Michigan Department of Transportation Manual of Uniform Traffic Control Devices Revised 2011 Edition.

Safe traffic flow shall be constantly maintained during construction. If a detour or lane closure is required for the permitted activity, a Maintenance of Traffic Plan shall be submitted with the permit at least 24 hours in advance of any construction

You may submit this form in person, by USPS, or by email. Please make checks payable to “City of Escanaba”.

Credit cards may be accepted in-person or by phone; an additional processing fee applies.

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CONTACT INFORMATION & AGREEMENTProperty Owner Name

Address, City, State, ZIP

Phone

Email

Licensed Contractor (if not the property owner) Name

Address, City, State, ZIP

Phone

Email

We, the Owner/Agent of the described property hereby apply to the City of Escanaba for an Excavation/Right-of-Way Permit. As a condition of approval, we the Owner/Agent agree to verify the exact location of any existing easement(s) or right-of-way(s). Additionally, we state by signing this application that we have the authority to execute this agreement and permit on the property owner's behalf and that any permit issued upon false statement of any fact which is materials to the issuance of the permit hereof, shall be void.

I understand that submission of this application IS NOT an authorization to begin work. Work may only commence after permit approval and issuance.

Property Owner Signature & Date

Licensed Contractor (if not the property owner) Signature & Date

***** **THIS SECTION FOR STAFF USE ONLY** *****

Date Submitted

Is fee paid?

Receipt #

Permit #

☐ Yes ☐ No

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Effective 7/01/2023

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SKETCH DIAGRAM

Please provide a sketch diagram in accordance with page 2 of this application.

A large rectangular area filled with a uniform grid of small dots, intended for the applicant to draw a sketch diagram. The grid consists of approximately 40 columns and 30 rows of dots.

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