



Andy Schor, Mayor

APPLICATION & PERMIT

FOR CONNECTION TO CITY SEWER, SOIL EROSION OR USE OF CITY RIGHT OF WAY

PUBLIC SERVICE DEPARTMENT

124 W. Michigan Ave – 7th Floor

Lansing, MI 48933

Tel: (517) 483-4156

Email: Public.Service@lansingmi.gov

_____ N^o: _____
Date Received Permit No.

APPLICATION

LOCATION: _____ BETWEEN _____ AND _____

APPLICANT HEREBY AGREES TO ABIDE BY THE CONDITIONS SET FORTH BELOW AND ON THE REVERSE SIDE.

OWNER

NAME: _____ PHONE: _____
ADDRESS: _____
SIGNATURE: _____ TITLE\DATE

CONTRACTOR

NAME: _____ PHONE: _____
ADDRESS: _____
SIGNATURE: _____ TITLE\DATE

SIDEWALK ☐ SEWER ☐ UTILITY (Aerial) ☐ ANNUAL ☐ EROSION ☐ LANE CLOSE ☐
PAVT. CUT ☐ ACCESS ☐ UTILITY (Buried) ☐ LTR INTENT ☐ DETOUR ☐ MISC ☐
PURPOSE: _____

Starting Date: _____ Completion Date: _____ 30 Day: ☐

FINANCIAL REQUIREMENTS

PERMIT FEE: _____
EST. INSPECTION COST: _____
PAVEMENT DEPOSIT: _____
BOND REQUIREMENT: _____
OTHER: _____

APPLICANT ATTACHMENTS

PERFORMANCE BOND: _____
PROOF OF INSURANCE: _____
PLANS: _____
OTHER: _____

CONDITIONS OF APPROVAL:

PERMIT

CALL FOR INSPECTION
CONCRETE 483-4455 ☐

CONTACT BWL FOR STREET
LIGHT CONDUIT INFO 371-6317

CALL MISS DIG 800-482-7171

CALL FOR INSPECTION
SEWER 483-4161

ATTACHMENTS

APPROVED BY: _____ DATE: _____ FORESTRY: _____ TRAFFIC: _____ MDOT: _____

INSPECTION

PAVEMENT PREPARATION: Material: _____ Forms: _____ Traffic Control: _____ Stamp: _____
Subgrade: _____ Compaction: _____ Curing: _____ Other: _____
REMARKS: _____

SEWER PARTIAL
BY: _____
DATE: _____

Inspector: _____ Date: _____

FINAL INSPECTION: Work Covered by this permit SATISFACTORIALLY COMPLETED NOT SATISFACTORY

CHARGES: _____
REMARKS: _____
Inspector: _____ Date: _____

GENERAL CONDITIONS

For concrete or asphalt inspections, call (517) 483-4156

This permit is issued with the following conditions:

1. **START UP:** Prior to commencing, contact the Public Service Permits Office (PSPO) at (517) 483-4156 with the date the work is scheduled to start. Contact the PSPO if the work is to be rescheduled.
2. **SPECIFICATIONS:** Meet the requirements of the current City of Lansing Public Service Department (or governing agency) Specifications, Standard Details, the City Code and attachments to this permit. A copy of the permit and attachments shall be kept on site.
3. **SAFETY:** Take, provide and maintain all necessary precautions to prevent injury or damage to persons or property from operations covered by this permit. Pedestrian safe access must be maintained. Maintain traffic as per approved traffic control plan or the Michigan Manual of Uniform Traffic Control Devices, Part 6.
4. **MISS DIG:** Contact Miss Dig at least 72 hours before you dig at (800) 482-7171 or 811.
5. **PAVEMENT CUT:** As per the **City of Lansing Utility Cut Policy**. Edges must be squared, straight, not undermined and extend onto 12" of undisturbed subbase. Replacement of road cross-section shall match existing road cross-section. All asphalt patches will be made by the Department of Public Service and billed to the applicant. Contact PSPO at (517) 483-4156 when cut is prepared for filling.
6. **SIDEWALK RESTORATION:** Sidewalks and/or curb ramps shall be replaced within two weeks of their removal, or temporarily restored to public use within five days of removal with the City Engineer's approval on method and permanent restoration date. Final product must comply with the American Disability Act specifications.
7. **RESTORATION:** Topsoil and grass seeding within five calendar days after final grading is completed (City Code 1218.16).
8. **SOIL EROSION & SEDIMENT CONTROL (SESC):** The permit holder is responsible for soil erosion & sediment control related to all earth changes occurring under this permit. If more than one acre is disturbed or if the work is within 500 feet of a lake, river or stream, a separate SESC permit will be required as per City Code 1218.11. Streets and sidewalks shall be kept clean of tracked dirt. If permanent SESC measures are not installed in a timely manner as per City Code 1218.16, the Public Service Department reserves the right to implement permanent SESC measures and charge the expense to the permit holder.
9. **TREES:** Contact the Forestry Division at (517) 483-4161 prior to excavating within 10' of a tree or within the drip line/root zone. Stockpiling material or storing equipment within the drip line of a tree is prohibited.
10. **RIGHT TO COMPLETE/REVOCATION OF PERMIT:** The Public Service Department has the right to demand completion by the permit holder or the performance surety. The Public Service Department has the right to correct any activity which adversely affects the operation and maintenance of the City's right-of-way or sewer system. Under City Code 1022.02, the Public Service Department reserves the right, after a 24-hour notification to the permit holder, to repair the right-of-way and charge the expense to the permit holder. In cases of immediate danger to people or property, the Public Service Department reserves the right to make the situation safe and charge the expense to permit holder. This permit may be suspended at will, and the permit holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Public Service Director.
11. **STORM/SANITARY SEWER LEADS:** Individual storm and sanitary leads are private utilities in the public right-of-way, and are not regulated by Miss Dig. If the permit holder damages a storm or sanitary sewer lead, the permit holder shall make repairs at his expense. The permit holder shall use a City of Lansing licensed drain layer to make the repair and obtain the necessary sewer permits.
12. **CONCRETE:** All formwork must be inspected and approved by the City inspector prior to the placement of concrete. A follow-up inspection will be made to ensure compliance with all conditions of the permit.
 - a. Sidewalks must be stamped indicating contractors name and date of placement. The concrete shall be stamped every 80 linear feet, at each end of the placement and on every drive approach. The characters shall be 1.5" high.
 - b. White pigment curing compound or plastic film must be immediately applied to the broom finished concrete.
 - c. Between Oct. 1st and May 1st, any permitted concrete work shall have cold weather protection. Off season work will be reinspected in the spring.
 - d. Mix: 6-sack Portland cement, 5.0 gallons water per bag of cement, 6.5% +/- 1.5% air entrainment, 3" maximum slump, delivered by redi-mix truck.
 - e. Minimum thickness: drive approaches 6" residential, 8" commercial, sidewalks 6" in downtown, 4" in elsewhere. Note: sidewalk thickness adjacent to an approach shall be the approach thickness.
 - f. Drive approach width at curb: maximum 20' for double car garage, 14' for single car garage and commercial approach as approved by Transportation Division.
 - g. Concrete is to be barricaded from vehicle traffic until minimum design strength per MDOT specification has been achieved.
 - h. Damaged or improperly installed sidewalk shall be replaced as per City Code 1024.06.
13. **ASPHALT DRIVE APPROACHES:** Shall be placed and compacted in layers of no greater than 3". Concrete sidewalk shall be continuous through the approach. During adverse weather, the City may not allow the placement of asphalt.
14. **HOURS:** City Code 654.07.g prohibits a noise disturbance across residential property from 8 PM to 7 AM and on weekends.
15. **INDEMNIFICATION:** The permit holder shall carry the appropriate level of insurance and hold harmless the City for any claims for damages arising from operations covered by this permit.
16. **AMERICANS WITH DISABILITIES ACT:** Permit holder shall comply with ADA rules and regulations.