



**CITY OF ALMA  
PUBLIC SERVICES PERMIT  
(For construction within City right of way)**

**PERMIT #:** \_\_\_\_\_  
**ISSUE DATE:** \_\_\_\_\_  
**WORK ORDER #:** \_\_\_\_\_

Permission is hereby requested to work with in the public right of way by (applicant's name) \_\_\_\_\_  
 located at (address or other description) \_\_\_\_\_  
 for the purpose of \_\_\_\_\_.  
 Work shall be performed starting (date) \_\_\_\_\_. Expected completion date is (date) \_\_\_\_\_.  
 Permittee agrees to perform all work in strict accordance with all local, state, and federal regulations, laws, ordinances, and standards contained herein.

This permit is for **ONLY** the items marked and for the fees paid as specified below:

\$ _____	Driveway inspection ( <i>include Form 102</i> )	692-447.000-607.000	CT Activity #709
\$ _____	Sidewalk Inspection	692-447.000-607.000	CT Activity #709
	Excavations:		
\$ _____	Major Street Opening	101-446.000-607.000	CT Activity #915
\$ _____	Local Street Opening	101-446.000-607.000	CT Activity #915
\$ _____	Curb Replacement	101-446.000-607.000	CT Activity #915
\$ _____	Sidewalk Replacement	101-444.000-607.000	CT Activity #915
\$ _____	Terrace	101-446.000-607.000	CT Activity #915
\$ _____	Storm Sewer Connection	101-446.000-607.000	CT Activity #910
\$ _____	Barricading	101-446.000-607.000	CT Activity #704
\$ _____	Vegetation ( <i>include Form 103</i> )	101-446.000-607.000	CT Activity #410
\$ _____	Bore & Jack/Directional Drill	101-446.000-607.000	CT Activity #915
\$ _____	Sanitary Sewer Replacement	590-527.000-607.000	CT Activity #905
\$ _____	Sanitary Sewer Connection ( <i>include Form 101</i> )	590-527.000-607.000	CT Activity #905
\$ _____	Water Connection ( <i>include Form 101</i> )	591-536.000-607.000	CT Activity #628
\$ _____	Pine River Twp. Assessment	591-000.000-227.000	
\$ _____	Meter charge ( <i>include Form 101</i> )	591-536.552-740.000	CT Activity #635
\$ _____	Other	_____	CT Activity# _____
\$ _____	<b>Total Permit Fees</b>		

**Inspections are required for: Utility Replacements and/or Connections; Trench Backfill; Compaction; Grade/Forms prior to concrete or asphalt placement.**

**Comments:** \_\_\_\_\_

**Attachments marked are a part of this permit:**

\_\_\_\_\_ Public Utility Service Form (*Form 101*)      \_\_\_\_\_ Vegetation Work Authorization (*Form 103*)  
 \_\_\_\_\_ Driveway Provisions (*Form 102*)      \_\_\_\_\_ Indemnifications Form (*Form 104*)

**I, the undersigned, hereby agree to comply with the permit terms and conditions.**

\_\_\_\_\_  
 Permittee/Contractor Signature and Title

\_\_\_\_\_  
 Property Owner Signature

\_\_\_\_\_  
 Print Name and Company, if applicable

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Address, City, State, Zip

\_\_\_\_\_  
 Address, City, State, Zip

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Phone Number

**Distribution:**

Applicant \_\_\_\_\_  
 Public Works Dept. \_\_\_\_\_  
 Water Dept. \_\_\_\_\_  
 Utility Billing \* \_\_\_\_\_  
 Arcada Twp. \* \_\_\_\_\_  
 Pine River Twp. \* \_\_\_\_\_

\* If form 101 included

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**City of Alma Authorization**

**City of Alma**  
**Standards for Work Performed Within City Public Right of Way**

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**1. GENERAL**

- A. All permits must be secured two (2) business days prior to commencement of work. Emergency work with potential for property damage, during non-regular business hours, can be authorized by the Public Works Garage Services Department by contacting Gratiot County Central Dispatch at 875-4128. All work authorized must be confirmed by obtaining a permit the first business day following.
- B. Call Miss Dig three (3) working days (72 Hours) before digging at 1-800-482-7171.
- C. Permittee must coordinate required City Services and Inspections prior to commencement of work during regular business hours with the applicable City Department as follows:

Excavation:	Public Works Garage Services	463-8339
Road Closure/Barricading:	Public Works Garage Services	463-8339
Driveway/curb/or sidewalk:	Engineering	463-8346
Storm or Sanitary Sewer Tap:	Public Works Garage Services	463-8339
Water Tap:	Water Treatment/Distribution	463-8349
Vegetation:	City Forester	463-8901

- D. Permittee shall save harmless the City of Alma against any and all claims for damages arising from operations covered by this permit. Permittee shall at all times during the work authorized by the permit maintain in full force and effect Comprehensive General Liability coverage in the total aggregate amount of \$500,000. The insurance policy shall name the **City of Alma as additional insured** to protect it's interest. Permittee shall provide a Certificate of Insurance as evidence insurance has been procured and in force.
- E. All work required of the permit shall be completed within 30 days of issuance unless otherwise authorized.
- F. The City of Alma may initiate corrections to the permittee's operations to insure the health, safety and welfare of the general public. All costs associated with doing so shall be the permittee's obligation.
- G. Permit fee(s) will be increased by a factor of 1.5 for all services or inspections desired after normal business hours.
- H. All permits issued are revocable for failure to comply with permit conditions.

**2. TRAFFIC CONTROL**

- A. All traffic control signing and barricading as required by the City of Alma is the responsibility of the permittee. All such traffic control shall be in place before any construction, or demolition work is started. All signing and barricades shall meet the requirements of the current edition of the Michigan Manual of Uniform Traffic Control Devices.
- B. Barricades are required along sidewalks, alleys, and public streets in all areas where excavations, stored materials and equipment are located. **Barricading permit fees are applicable for activities unrelated to excavations.**
- C. Full street closures for utility repair or replacement shall not be commenced by the applicant without the permission of the City of Alma's authorized agent. Full street closures require Type III barricades with Road Closed Signs.

**3. REMOVAL OF HARD SURFACES**

- A. All hard surfaces shall be removed and disposed of by the permittee.
- B. All hard surfaces shall be either saw-cut 100% through the material or removed at an existing construction joint, to provide a straight, square edge for patching materials.
- C. Curbs may be cut and removed in the length required but not less than five feet in length.
- D. Concrete sidewalks shall be removed to an existing control joint.

**City of Alma**  
**Standards for Work Performed Within City Public Right of Way Continued**

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**4. EXCAVATIONS**

- A.** No hard surfaces shall be undermined, tunneled under, or otherwise be unsupported unless otherwise permitted herein.
- B.** All debris and site spoils shall be removed from the public right of way and disposed of by the applicant.
- C.** All excavations within the public right of way shall be backfilled as noted below and placed in depths not exceeding twelve inches and compacted to within 95% of maximum unit weight, by the permittee.
  - 1.** Streets:    \*LOCAL    Place compacted sand to within eleven inches of road surface; place eleven inches of compacted approved road gravel to match existing pavement surface.  
                  \*MAJOR    Place compacted sand to within eleven inches of road surface; place nine inches of compacted approved road gravel and two inches of asphalt cold patch material to match existing pavement surface.
  - 2.** Sidewalks: Place compacted sand to match existing concrete surface.
  - 3.** Terraces:   Place compacted sand to within four inches of finish grade.

**5. UTILITY SEPARATION**

- A.** All new water and sewer lines shall have a minimum horizontal separation of four feet, and a minimum vertical separation of eighteen inches from crossing each other and other existing utilities.

**6. WATER SERVICE**

- A.** All piping materials required (2" diameter or less) to be placed in the public right of way for new water services at single and two family residential properties will be furnished and installed by the City of Alma. Materials for all other water services, complying with the City of Alma Standards, shall be furnished and installed by the permittee.
- B.** Water meters shall be plumbed for horizontal installation and are not permitted in confined spaces.

**7. SEWER CONNECTIONS**

- A.** Storm sewer connections are only permitted within storm manholes, catch basins or in place wyes. The permittee is responsible for furnishing all materials as well as performing the installation work.
- B.** The permittee is responsible for furnishing and placing all material associated with new sanitary sewer lateral and replacements, except for the tapping saddle. The City of Alma furnishes the tapping saddle as part of the tap fee.

**8. RESTORATION WORK**

- A.** The City of Alma will perform all restoration work as a result of right-of-way excavations.
- B.** All areas shall be restored to equal or better than pre-construction condition.
- C.** Street profiles shall be restored to match existing street cross section.
- D.** Sidewalks shall be replaced in accordance with City Standard, with a minimum thickness of four inches of concrete. A minimum of six inches is required for driveways.
- E.** Driveways shall be repaired or constructed in accordance with City Standard. Curb removal for driveway construction shall include complete horizontal saw cut through the curb face or removal and replacement of the curb and gutter cross section. The curb and gutter shall be poured separate from the driveway paving.
- F.** Concrete curbs and gutters shall be replaced in accordance with City Standard to match the existing cross section.
- G.** Terrace areas shall be restored with four-inch depth thick quality topsoil, raked smooth, removal of debris larger than one inch and re-seeded.
- H.** Vegetation Permit required when work is within 10 feet of a City Tree.