

# Storm Sewer Permit Application

## CITY OF GRAND HAVEN GRAND HAVEN, MICHIGAN



Today's Date : \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_

Start Date of Activity: \_\_\_\_\_

Description of proposed activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Lot location:

Address: \_\_\_\_\_

II. Property Owner:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

III. Contractor Information:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to the Department of Public Works, 1120 Jackson, Grand Haven, MI 49417.  
(This is not a mailing address.)

## Storm Sewer Permit Information (Please read and initial)

- I. Applicant to receive application and fee schedule at the Department of Public Works, R.V. Terrill Building, 1120 Jackson Street, Grand Haven, Michigan or at City Hall, 519 Washington Street, Grand Haven, Michigan.
- II. **Applicant must pull a permit with the State of Michigan if working on private property. A copy of the permit must be attached.**
- III. Application to be filled out by applicant and filed with the Department of Public Works at the R.V. Terrill Building, 1120 Jackson Street, Grand Haven, Michigan. *(This is not a mailing address)*. Mailing address: City of Grand Haven DPW, 519 Washington Avenue, Grand Haven, MI 49417.
- IV. A drawing **MUST** accompany this permit of work to be completed.
- V. The Department of Public Works will determine cost of the storm sewer fee. The applicant will be notified when the permit is ready to be picked up and the cost for the permit.
- VI. The contractor and/or subcontractor is to **notify Director of Public Works 72 hours in advance of mobilization**, unless it's deemed an emergency. In the case of an emergency approval, the contractor and/ subcontractor, along with the Crew Leader, will meet on site to determine if emergency approval is necessary.
- VII. When working in the City right of way, a permit is required. When a street opening is required the contractor will be responsible to restore the excavation up to grade with aggregate per specifications of the ROW permit. **The City of Grand Haven will restore HMA surface and bill the contractor.**
- VIII. The contractor will be charged an additional inspection fee for each return trip to the site.
- IX. The contractor has **30 days** from start date to complete project. After such time, this permit shall be null and void.
- X. Department of Public Works is to send a copy of the storm sewer permit to:  
Water Billing/Finance Dept.  
DPW Streets Crew Leader
- XI. Please initial : \_\_\_\_\_

(FOR OFFICE USE ONLY)

Reviewed By:	STORM SEWER PERMIT FEE: _____
Streets C.L. : _____	Date: _____
Utilities C.L.: _____	Date: _____
S & U Mgr.: _____	Date: _____

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

