



OPEN, OCCUPY OR OBSTRUCT A STREET OR SIDEWALK PERMIT APPLICATION

Please forward completed application and requirements to: [Lori Dawson, Idawson@elkrapids.org](mailto:Lori.Dawson@elkrapids.org). You may also drop off the completed application and requirements at 315 Bridge St, Monday – Friday, 9 AM to 3PM. If you have questions about the process please call Kevin Lane, DWP Superintendent at 231-264-9971 or klane@elkrapids.org

- Applications must be submitted at least forty-eight (48) hours before the date of request
- The permit shall expire 30 days from approval
- A site visit may be completed by the Superintendent to verify the request
- Village Council will need to approve your request if on: River St, Ames St, Dexter St or Cedar St (north of River St)

FOR OFFICE USE ONLY		
Application No. VLLG-20	Date Received	Application Fee: \$50.00

PROPERTY LOCATION INFORMATION
Street Name and/or Sidewalk area
Cross Streets

CONTRACTOR INFORMATION (IF USING A CONTRACTOR)		
Last Name:	First Name:	Corporation or Partnership
Applicants Address:		
Telephone number:	E-Mail:	

APPLICANT INFORMATION		
Last Name:	First Name:	Corporation or Partnership
Applicants Address:		
Telephone number:	E-Mail:	

PURPOSE OF APPLICATION

Work Type:

- Driveway
- Sidewalk
- Curbing
- Street
- Obstruction
- Other: _____

Reason for the Work:

- Demo/Maintenance of a Building
- New Installation/New Build
- Work Zone Obstruction
- Other: _____

Work Schedule:

Start Date: ____/____/20____ End Date: ____/____/20____

Start Time: ____:____ AM PM End Time: ____:____ AM PM

REQUIRED INFORMATION AND ACCOMPANYING DOCUMENTS

The following items must be provided at time of submittal:

- Completed Village of Elk Rapids Open, Occupy or Obstruct a Sidewalk or Street Permit Application
- Permit Application Fee

DECLARATION OF APPLICANT

I, _____, hereby declare that the statements herein are true and complete to the best of my knowledge and properly represent the purpose and intent of the declared request. I also declare that by making this application, I, as the owner or authorized agent of the owner, grant all officials, staff, and consultants of the Village of Elk Rapids access to the subject property as may be required and appropriate to assess site conditions in support of a determination as General Code compliance.

(Signature of Applicant)

(Date of Submission)

FOR OFFICE USE ONLY

Application # VLLG-20_____ Fee Tendered \$ _____ CC, Cash OR Check# _____

Village Council Required?: YES NO If yes, please attach Council Minutes regarding approval

Application: Approved Conditionally Approved (see attached document(s)) Denied

Authorized Signature:

Kevin Lane
Department of Public Works Superintendent

Date