Village of Fife Lake 616 Bates/Box 298 Fife Lake, MI 49633

Phone: (231)879-4291 Fax: (231)879-5153 villageoffifelake@gmail.com

DRIVEWAY PERMIT APPLICATION

RESIDENTIAL: Fees charged as per Schedule A

PLEASE MAKE CHECKS TO: Village of Fife Lake **Submission of application does not constitute permission to begin construction or work. Allow 7-10 business days once a complete permit application is received before an application can be approved.

RECEIPT #
DRIVEWAY PERMIT APPLICATION FORM
PERMIT APPLICATION # DATE:
OWNER (Current owner of property- proof of ownership may be required)
CONTRACTOR/EXCAVATOR **AN ACCEPTABLE INSURANCE CERTIFICATE IS REQUIRED AS PER INSURANCE REQUIREMENT FORM** Letter of Permission is required by the property owner if a contractor is performing the work.
NAME:
COMPANY
ADDRESS:
CITY, STATE, ZIP:
DAYTIME PHONE:
EMAIL ADDRESS: FAX NO. / EMAIL ADDRESS:
SITE INFORMATION

THIS INFORMATION MUST BE COMPLETE FOR FIELD INSPECTION OR PERMIT ISSUANCE MAY BE DELAYED
ROAD NAME:
LOT NO. AND/OR ADDRESS: IN SUBDIVISION
Property ID #:
PROVIDE DIRECTIONS FROM NEAREST INTERSECTION TO YOUR PROPERTY. MUST BE COMPLETE FOR THE PERMIT TO PROCESS.
THE SITE IS LOCATED: MILES/FEET N S E W FROM ROAD ON THE N S E W
PROXIMITY TO LAKE (linear ft): Soil Erosion Permit Needed: YES NO
Please select one of the following:
1)□ PAVE EXISTING DRIVE
2)□ REPAIR/EXTEND EXISTING DRIVE
3)□ NEW DRIVE
WIDTH ☐ CIRCLE NUMBER OF DRIVES: 1 2 3
FINISHED SURFACE TYPE: GRAVEL ASPHALT CONCRETE
RUNOFF MANAGEMENT PLAN:
REMARKS:
DATE SITE WILL BE FLAGGED:

Authorized Signature:

NOTICE: It is responsibility of the applicant to flag the proposed driveway location so the inspector will be able to determine the exact proposed location. Failure to flag by the specified date may result in a considerable delay. Please allow up to ten business days for processing the permit. Any construction performed before permit is issued may not meet Village standards and is subject to revision or removal at the applicant's expense and could result in

a fee being assessed. Failure to obtain a permit prior to work commence will result in penalties according to Schedule A. **An acceptable Insurance Certificate is required for the contractor or homeowner performing work showing \$500,000.00 of Liability Coverage for the duration of project or permit will not be issued.

VILLAGE USE ONLY

ROAD NAME:
EXACT LOCATION
CURRENT SURFACE TYPE: WIDTH: NO. OF DRIVES: CULVERT: ' OF " REMARKS:
DATE REVIEWED: RUNOFF IMPACT ON ADJACENT ROADWAY:
RUNOFF IMPACT ON ADJACENT PROPERTY:
ZONING ADMINISTRATOR SIGNATURE FOR APPROVAL:
PICTURES TAKEN:
PICTURES EMAILED TO VILLAGE: