



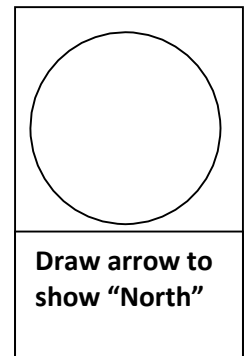
Village of Suttons Bay
 420 N Front Street
 P O Box 395
 Suttons Bay, MI 49682
 231.271.3051
suttonsbay@suttonsbayvillage.org

Date Received: Date Approved:		DRIVEWAY PERMIT APPLICATION	
Section A Property Owner Information	1. Land Owner's Name: _____ Phone# _____		
	2. Land Owner's Mailing Address: _____ <small>Address Town/City State Zip Code</small>		
	3. Applicant/Agent Name: _____ Phone # _____		
	4. Applicant/Agent Mailing Address: _____ <small>Address Town/City State Zip Code</small>		
	5. Other contact information Email: _____ Work _____ Cell _____		
Section B Property Location Information	6. Directions to property: _____ _____ _____		
	7. Street Name _____		
	8. <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West – side of street		
	9. Distance from nearest intersection: _____ Name of intersection: _____ <small>(estimated in tenths of a mile)</small>		
	10. Utilities Location(s) _____ Attach Survey Data (if available)		
	11. Map and Parcel number: _____ Survey and/or drawing attached.		
Proposed Location of Driveway/Entrance shall be staked and flagged by applicant.			
Section C Driveway/ Entrance Information	13. Desired width of Driveway/Entrance: (Feet) _____ <u>Max of 12'</u> Type of Surface: _____ Please provide total impervious surface calculations for parcel (gravel, pavement etc.) "Impervious surfaces" are the footprint of buildings, pavement, gravel, or other low-permeability or compacted surfaces, not including natural or man-made water bodies.		
	14. Does your property have an existing access? _____ yes _____ no (If no, skip to line 18)		
	15. If this is an existing access and you are changing its use, please describe _____ _____		
	16. If this is an existing access and you are physically modifying, please describe: _____ _____		
	17. Proposed Driveway/Entrance Purpose: <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Home Business <input type="checkbox"/> Commercial/Industrial		
18. Does your driveway slope? If yes, do you have a storm water run-off control plan? (Please contact the drain commissioner at Leelanau County to insure you meet the requirements of the Ordinance.)			
Section D Construction Information	19. Construction expected to begin on _____ and be completed on _____ <small>(date) (date)</small>		
	20. Person/Company constructing entrance _____		
	21. Construction contacts name _____ Phone _____		

Site Sketch or attach Site Plan

THE OWNER HEREBY AGREES

- 1) Provide, erect, and maintain all necessary barricades, lights, warning signs and other devices to direct traffic safely while the work is in progress.
- 2) At no time cause the highway to be closed to traffic.
- 3) Where the drive/entrance is located within a curb, curb and gutter, and/or sidewalk section, completely remove the existing curb, curb and gutter, and/or sidewalk as may be required to create the drive/entrance and restore drainage. All driveways/entrances abutting sidewalk sections shall meet the requirements set forth in the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12132 et seq.
- 4) Obtain, deliver to site and install any culverts and/or drainage structures necessary for drainage; the size, type and length of such culverts or structures shall be as specified in the permit.
- 5) Complete construction of proposed driveway/entrance within twelve months of commencement of construction.
- 6) COMPLY WITH ALL FEDERAL, STATE AND MUNICIPAL LAWS AND ORDINANCES.
- 7) Not to alter, without the express written consent of the Village, any culverts, drainage patterns or swales within the Village right- of- way.
- 8) Shall construct and maintain the entrance side slopes to be no steeper than the adjacent roadway side slopes, but in no case to be steeper than 3 horizontal to 1 vertical, unless the side slope is behind existing roadway guardrail, in which case it shall be no steeper than 2 horizontal to 1 vertical.
- 9) Notify the Village (in writing) of a proposed change to use served by driveway/entrance when increase in traffic flow is expected to occur.
- 10) Required to maintain that portion of the driveway that is located in the public right-of way.



FURTHER CONDITIONS OF THE PERMIT:

The owner shall assume the defense of, and pay all damages, fines, and penalties for which he/she shall become liable, and shall indemnify and safe harmless said Department, its representatives, agents and employees from liability, actions against all suite, claims, damages for wrongful death, personal injuries or property damage suffered by any person or association which results from the willful or negligent action or inaction of the owner/applicant/agent and in proceedings of every kind arising out of the construction and maintenance of said entrance(s), including snow removal. Nothing herein shall, nor is intended to, waive and defense, immunity or limitation of liability which may be available to the Village, their officers, agents or employees.

The submission of false or misleading statements on or with this application, or the omission of information necessary to prevent statements submitted herein or herewith from being misleading, is a crime punishable by law.

Date Filed: _____ **Signature of Owner** _____

Signature of Applicant _____ Dated: _____

By signing and checking this box I hereby certify that I have been granted permission from the property owner to act in their behalf.

Signature of Authorized Village Official _____ Dated: _____

Signature of Village Zoning Official _____ Dated: _____

(If required)