



Right-of-Way, Road Cut/Bore, and Driveway* Permit Application

Application Fee \$100

Payable Online Option at: tinyurl.com/PayItOnline

*The Saugatuck Township Fire District also reviews and approves driveways in the City of Douglas.
<https://www.saugatuckfire.org/site-plan-road--driveway-requirements.html> This review may take 3-4 weeks.
Please call 269-857-3000 or email cmantels@saugatuckfire.org with questions.

The Village of Friendliness—Since 1870

Any homeowner, contractor, utility company, or public agency performing work which necessitates cutting into, or going under any City street shall complete this form, and in so doing agrees to comply with the Michigan Department of Transportation (MDOT) repair standards. All road cuts shall have a minimum of a 4-foot trench, and pavement replacement area extending at least one foot on both sides of the excavated area. Compaction shall be required. This form shall be submitted to the Planning and Zoning Administrator with a fee of \$100 and a letter of credit for \$5,000. If you are going to be making multiple cuts during the year you may also provide the City with a letter of credit in the amount of \$10,000, which will cover all of your road cut-bore projects. The Planning and Zoning Administrator and the Director of Public Works shall approve all road cut/bore plans and all restoration work.

Property Information:

Address or Location: _____ Parcel Number: _____

Date of proposed Road Cut/Bore construction: _____ Date of completion: _____

Description of work to be done (please include an attached sketch): _____

List identifying signs to be used and proposed locations (Road Closed, etc.): _____

Property Owner Information (if applicable)

Name: _____ Phone Number: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

General Contractor

Name: _____ Phone Number: _____

Email _____

☐ Yes, I have read the City of Douglas Code of Ordinance Chapter 93.024

☐ Yes, I have provided Liability Insurance per Code of Ordinance 93.025

☐ Yes, I have provided a \$5,000 letter of credit or performance guarantee

Signature of Owner (if applicable)

Date

Signature of Contractor

Date

FOR INTERNAL USE ONLY

CITY OF DOUGLAS ZONING REVIEW

Approved ☐ Conditional Approval ☐ Denied ☐ Permit Number _____

Conditions: _____

Fee Paid ☐ Liability Insurance ☐ Application Complete ☐ Letter of Credit ☐

Proposed Road Cut Plans Approved By:

Signature of Planning & Zoning Administrator *Date*

Signature of Director of Department of Public Works *Date*

Restoration of Road Approved By:

Signature of Planning & Zoning Administrator *Date*

Signature of Director of Department of Public Works *Date*

Fire Department Driveway Review Approved By:

Signature of Saugatuck Township Fire District *Date*

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