



City Hall
310 Greenwood Street
Grand Ledge MI, 48837
517-627-2149
cityhall@grand-ledge.com
Monday - Friday, 8:00 a.m. - 5:00 p.m.

Right-of-Way Permit Application

A Right-Of-Way permit is required prior to use of, construction within or the temporary closure of any part of the public right-of-way under the jurisdiction of the City of Grand Ledge.

This form acts as an application for the permit and upon approval, becomes the final permit for the work described herein.

Project Address: _____

Parcel ID Number: _____

Application is hereby made for:

- New driveway or driveway expansion New or repair of existing public sidewalk
 Trees or other plantings within public right-of-way Temporary closure of public right-of-way
 Other. Please explain: _____

Applicant: _____

Address: _____

Phone (Home): _____ (Work or Cell): _____

Email: _____

If the applicant is *not* the property owner, please complete the following:

Property Owner: _____

Address: _____

Phone (Home): _____ (Work or Cell): _____

Email: _____

Please provide a plot plan that includes the following information:

1. Lot dimensions
2. Existing and proposed driveways (location and dimensions)
3. Easements
4. North indicator

Notes:

- No construction of any kind is permitted within the public right-of-way prior to issuance of a right-of-way permit from the City of Grand Ledge Public Service Department. Such permit may not be issued until a zoning permit has been approved by the City of Grand Ledge Zoning Administrator.
- The applicant is responsible for identifying property lines applicable to the proposed work.
- The City of Grand Ledge has no jurisdiction over deed restrictions. Approval of a right-of-way permit will be issued if the proposed work complies with the applicable City of Grand Ledge Ordinances. The applicant/property owner should contact the homeowners/condominium association prior to commencing any type of construction, including work within the road right-of-way.

The undersigned hereby certifies that the information and statements provided on this application are true, accurate and complete.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

Approve Permit

Deny Permit

Public Service Director or Streets Supervisor

Date: _____

Conditions of approval: _____
