



**APPLICATION FOR PERMIT
DEPARTMENT OF PUBLIC SERVICES
City of Hastings
201 E. State Street
Hastings, MI 49058
269-945-2468**

Please provide plans/drawings for proposed projects.

Date: _____

1. Applicant Name: _____
(LAST) (MIDDLE) (FIRST)
- Address: _____
(STREET) (CITY) (STATE/ZIP)
- Telephone: _____

OCCUPANCY OF, OR WORK WITHIN STREET RIGHT-OF-

WAYS July 1, 2021 to June 30, 2022 FEE SCHEDULE

[] Driveway Permit:

- [] New Construction - \$100.00
[] Reconstruction - \$75.00

Inspection Date _____ Approved - [] Yes [] No

[] Pavement Cut Permit:

- [] Location _____ \$150.00

[] Building Demolition Sewer Inspection Permit:

- [] Location _____ \$125.00

Inspection Date _____ Approved - [] Yes [] No

Fence Permit: \$25.00

Park Use Permit:

Clean-up Fee (Groups of 50 or more) \$70.00

Non-Resident \$70.00

Resident \$45.00

Occupancy of Right-of-Way:

Location: _____

Estimated Start and Length of Closure: _____

Description of project (attach additional sheet if necessary): _____

Approved - Yes No

2. Applicant's Signature: _____ (Date)

3. Staff Signature: _____ (Date)

Application #: _____	Date(s) Advertised: _____
Filing Date: _____	Date of Meeting: _____
Fees Paid: _____	Board Action: _____
To Clerk's Office on: _____	Effective Date: _____

City of Hastings Driveway Permit Procedure

1. Contact DPS Administrative Specialist, Sandy Ponsetto, (269) 945-2468
 - Provide AS with your address and contact information so a file can be created
2. DPS AS will email you copies of the following:
 - Zoning Permit (Submitted to the Zoning Administrator)*
 - DPS Permit Application (To be completed and submitted contingent on approval by Zoning Administrator)
 - DPS-Concrete-Sidewalk-Drive-Approach-Requirements
 - MDOT-RO291—Driveway Opening and Sidewalk
 - City Insurance Requirements for contractors (Attachment C)

*Zoning Permit must include a sketch from the property owner/contractor, including the following:

- Length and width of driveway
- Type of material
- Distance from adjacent property line
- Distance from adjacent property centerline of driveway

3. Property owner/contractor goes over Zoning Permit with Zoning Administrator. Dan King
4. Once Zoning Permit is approved, the property owner/contractor schedules an appointment with the DPS Director, Travis Tate, to go over Driveway permit information**
5. If approved by DPS Director, Driveway Application and fees will be paid and the permit filed

** Call DPS AS, Sandy Ponsetto, to schedule the appointment