

**CITY OF HASTINGS
DEPARTMENT OF PUBLIC SERVICES**

ADVANCE PERMIT REQUIREMENTS

July 1, 2013 through June 30, 2014

PERMIT REQUIREMENTS AND RESTRICTIONS

1. Advance Permits are required for any work within the City street right-of-ways such as:
 - a. Any new construction.
 - b. Open pavement cuts.
 - b. Buried gas mains and borings.
 - c. Customer service lines and borings.
 - d. Poles, new and replacement.
 - e. Tree trimming and removal.
2. Advance Permits are **not** immediately required for the following work within the City street rights-of-way.
 - a. Emergency operations requiring immediate repair such as a gas leak or downed power line. A permit will still need to be obtained on the first business day following the emergency operations, and all rules and requirements will still be in effect.
3. Restrictions:

Buried gas mains, new and replacement, shall be located on the west side of the street behind the curb line on the north/south streets, and on the south side of the street behind the curb line on the east/west streets.
4. Copies Required:

Two (2) copies of the application and two (2) copies of the site plan shall be submitted for approval. One (1) copy will be returned to the applicant, and one (1) copy shall be kept by the City for their records.
5. Submission of Application:

All applications and site plans shall be submitted for approval to the City of Hastings, attention Mr. Tim Girrbach, Director of Public Services, 201 East State Street, Hastings, MI 49058. Telephone number, 269-945-2468, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
6. Permit Fees:

There is no fee for Advance Application and Permit. However, there is a fee for open pavement cuts for work to be performed within the City's street rights-of-way and is set annually by Resolution of the City Council. The 2013/2014 fiscal year pavement cut fee is \$135.00 due and payable before work is to begin.