



**PERMIT TO CONSTRUCT SIDEWALK AND/OR DRIVEWAY IN RIGHT-OF-WAY**

**FEE: \$35.00**

NAME OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS WHERE DRIVEWAY IS TO BE CONSTRUCTED:

\_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WILL DRIVEWAY BE IN: \_\_\_\_ RESIDENTAL AREA \_\_\_\_ COMMERCIAL AREA

NAME OF CONTRACTOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

START DATE: \_\_\_\_\_ PERIOD OF TIME TO COMPLETE THE WORK: \_\_\_\_\_

IF APPLICANT HIRES A CONTRACTOR TO PERFORM THE WORK, THE HOMEOWNER AND THE CONTRACTOR WILL BOTH ASSUME RESPONSIBILITY FOR DAMAGE TO ANY UTILITY WITHIN THE CITY RIGHT OF WAY AND CALL MISS DIG AT LEAST THREE (3) FULL DAYS BEFORE ANY WORK CAN BE STARTED. **INITIAL:** \_\_\_\_\_

PERMIT HOLDER AGREES TO WORK UNDER THIS PERMIT IN A SAFE MANNER AND TO KEEP THE AREA AFFECTED BY THIS PERMIT IN A SAFE CONDITION UNTIL THE WORK IS COMPLETED AND SHALL COMPLY WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES. INSPECTION OF THE WORK WILL BE DONE BY THE DPW SUPERVISOR OR HIS APPOINTEE. **INITIAL:** \_\_\_\_\_

**\*\*\* BEFORE PLACEMENT OF CONCRETE: DPW OR APPOINTEE SHALL BE NOTIFIED TO DO INITIAL REVIEW OF SITE. ONCE SITE IS APPROVED, DPW SUPERVISOR OR APPOINTEE SHALL BE NOTIFIED TO INSPECT WHEN FORMS ARE SET, BEFORE PLACING & FINISHING CONCRETE.\*\*\***

PROPERTY OWNER'S SIGNATURE:

CONTRACTORS SIGNATURE:

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDED FOR ISSUANCE

SIGNATURE: \_\_\_\_\_  
DEPT. OF PUBLIC WORKS

DATE: \_\_\_\_\_

NOTES:

**\*\*SEE ATTACHED CONCRETE DRIVEWAY & SIDEWALK SPECIFICATIONS FOR MATERIALS\*\***

**§ 94.21 RESPONSIBILITY FOR CONSTRUCTION, MAINTENANCE, AND REPAIR.** All sidewalks shall be built, maintained and repaired at the expense of the owner, or owners, of the lots or premises adjoining or abutting upon such sidewalks, to their property lines. The city will be responsible for sidewalks crossing alleys and that portion of the sidewalk between existing sidewalks to the property line and to the curb, at intersections where there is a sidewalk or where a sidewalk is deemed necessary. Business places will be responsible for building, maintaining and repairing the sidewalk from the building to the curb.(Ord. passed 9-5-75)

**§ 94.22 PERMIT REQUIRED.** No person shall construct or repair any sidewalk, crosswalk, driveway approach or curb without first obtaining a written permit from the City Clerk.(Ord. passed 9-5-75)  
Penalty, see § 10.99

**§ 94.23 WORK TO COMPLY WITH LINE, GRADE, SLOPE AND SPECIFICATIONS.** No person shall construct or repair any sidewalk, crosswalk, driveway approach or curb, except in accordance with the line, grade, slope and specifications established by the City Engineer or his agent. Completed work will be reviewed by the City Engineer.(Ord. passed 9-5-75) Penalty, see § 10.99

**§ 94.24 CONCRETE DRIVEWAY AND SIDEWALK SPECIFICATIONS.**

(A) *Description.* This work shall consist of constructing a sidewalk of a single course of concrete, in accordance with these specifications and in conformity with the lines and grades established by the Engineer or his agent. Unless otherwise indicated or noted on plans, **the thickness of the sidewalk shall be four inches except in driveways where it shall be six inches thick.**

(B) *Materials.*

(1) The concrete shall be air-entrained and shall have the cement content of six (6) sacks per cubic yard of concrete. The entrained air content in the concrete as placed shall be between 5.0 and 8.0 percent. The concrete shall be composed of Portland cement, fine aggregate, coarse aggregate, and water in the proper proportions specified in Section 601 of MDOT 2003 Standard Specifications for Construction to obtain a good mix. The coarse aggregate used to prepare concrete for use in public right-of-way shall be class 6AA limestone only unless otherwise specified by the City Engineer. Where concrete is placed by a slip-form machine, the slump shall be less than 1.5 inches and the minimum air content shall be greater than 4.5 percent.

(2) The concrete shall have a compressive strength at 28 days of 3500 pounds or more per square inch and shall be either 35P or 35S MDOT mixture. Delivery tickets for each batch shall show the amount of cement, fine aggregate, coarse aggregate, and water and one copy of each delivery ticket shall be given to the City Engineer or his representative. The temperature of the concrete as discharged from the mixer shall not be greater than 90 degrees F, or the concrete will be rejected.

(3) Curing compound shall meet the requirements for Transparent Membrane Curing Compound in Section 903.06B of the MDOT 2003 Standard Specifications.

(C) *Construction methods.*

(1) *Preparation of subgrade.* The subgrade shall be formed by trenching and filling to the required elevation for bottom of concrete. All fill shall be good clean sand. The sub-grade shall be thoroughly tamped to insure its stability. All roots must be removed.

(2) *Forms.* The forms shall be of wood or metal, straight and free from warp and of sufficient strength to resist springing during the process of depositing concrete against them. Forms shall be the full depth of the concrete. The side forms shall be firmly staked to the required line and grade and shall provide for a transverse slope of ¼-inch per foot toward the centerline of the street, unless otherwise provided. Metal forms may be used if concrete is poured continuously for 100 feet or more. If wood forms are used, they shall be staked at no greater than four feet apart.

(3) *Placing and finishing concrete.* The subgrade shall be thoroughly wetted, and the concrete shall be deposited thereon to the proper depth. No concrete shall be placed when its slump exceeds four inches. The concrete shall be thoroughly spaded along the faces of the forms and

adjacent to joints before finishing operations are started. The concrete shall be alternately tamped and struck off with a strike board until all voids are removed and the surface has the required grade and cross section. The surface shall be floated with a steel float just enough to produce a smooth surface free from irregularities. All edges and joints shall be rounded to a radius of ¼-inch with an approved finishing tool. The surface shall then be brushed to slightly roughen it and remove the finishing tool marks.

(4) *Joints.*

(a) Joints shall be constructed true to line with their faces perpendicular to the sidewalk and shall not vary more than ¼-inch from their designated position. Transverse joints shall be constructed at right angles to the centerline of the sidewalk. Expansion joint filler shall extend to the full depth of the joint and the top shall be flush with the surface of the sidewalk.

(b) One-half-inch transverse expansion joints shall be placed through a concrete sidewalk at uniform intervals of not more than 50 feet. One-half-inch expansion joints shall be placed between the sidewalk and back of abutting parallel curb and gutter, and between the sidewalk and buildings or other rigid structures, or where new sidewalk meets old sidewalk. One-half-inch expansion joints shall be placed between sidewalk approaches and the back of the curb and gutter.

(c) Any new concrete abutting next to old concrete has to have a clean, straight cut line with an expansion joint. When new concrete is poured, false expansion joints shall appear not less than every five feet or more than six feet.

(5) *Contraction joints.* A sidewalk five feet in width shall be divided into unit areas of 25 square feet. Insofar as possible, the maximum unit areas should not exceed 36 square feet nor be less than 16 square feet. The unit areas shall be produced by use of slab division forms extending to the full depth of the concrete or by cutting joints in the concrete after floating to a depth of not less than one quarter the thickness of the sidewalk. The cut joints shall be not less than ⅛-inch nor more than ¼-inch in width and shall be finished substantially true to line.

(6) *Clean-up.* All wood forms and stakes are to be removed upon completion, along with excess concrete. Backfill and clean-up of all of the excavated area shall be performed in a workman-like manner.

(D) *Curing.* Immediately after the concrete has been finished and before the initial glaze has set, the white membrane curing compound shall be applied at a rate of one gallon per 200 square feet of surface.

(E) *Cold weather paving.* All the methods and precautions set forth in the current MSHD constructional manual shall apply.

(Ord. passed 9-5-75) Penalty, see § 10.99

**§ 94.25 INSURANCE AND BOND REQUIREMENTS.**

(A) Contractors are required to furnish the city with a Certificate of Insurance for Worker's Compensation and Manufactures Contractor's Liability and/or Comprehensive General Liability Insurance with no less than 30-day notice of cancellation and liability limits of \$100,000 and \$300,000, and \$100,000 property damage.

(B) Performance bonds are required except at the discretion of the City Engineer or his agent.(Ord. passed 9-5-75)