



**CITY OF COOPERSVILLE**  
**289 DANFORTH STREET**  
**COOPERSVILLE, MI 49404**  
**616-997-9731 VOICE ♦ 616-997-6679 FAX**

PERMIT NUMBER
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**\$ 50.00 FEE**

**APPLICATION FOR FLATWORK AND CURBCUT**  
**City Ordinance 1420.09**

Department of Public Works – Bryan Buist 616-997-8502  
 Deputy City Manager/Planning Director – James Kilborn (616) 997-9731

**NOTE:**  
**IF FLATWORK IS BEING DONE IN THE ROAD RIGHT-OF-WAY –**  
**A ROAD RIGHT-OF-WAY PERMIT IS ALSO REQUIRED**

**1420.09 - PERMITS REQUIRED FOR FLATWORK AND CURB CUTS.**

- (a) All property owners of residential, commercial or industrial parcels within the City shall obtain a permit from the Building Official prior to commencing any concrete or asphalt paving flatwork in excess of 200 Square Feet or before commencing any curb cuts.
- (b) A site plan shall be submitted to the following responsible City officials:
  - (1) Building Official: Single-family or two-family residential property.
  - (2) City Engineer: Multiple-family residential, commercial or industrial property.
  - (3) Planning Director: Compliance with Chapter 12.
- (c) Site plans shall indicate the location of the concrete or asphalt on the property and shall provide details for the drainage of storm water so that run-off from the hard surface will not affect neighboring property.
- (d) A fee for flatwork in excess of 200 square feet and/or curb cuts shall be set from time to time by resolution of Council.

**1020.01 - WORK TO BE DONE BY CITY; COSTS.**

- (a) All ditching, drainage and installation of driveway tiles and culverts along City streets shall be done exclusively by the City.
- (b) The abutting property owners shall be responsible for the cost of such work and upon failure of the property owners to pay such costs, the City is hereby authorized to charge and collect such charges as a special assessment against the same.

**APPLICATION INFORMATION**

<b>PROPERTY LOCATION</b>			
<b>Applicant Name or Contractor Name</b>			
Name		Address	
City	State	Zip	Telephone
<b>Owner Name – IF NOT SAME AS APPLICANT NAME</b>			
Name		Address	
City	State	Zip	Telephone

**PROJECT INFORMATION**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction
Is ROW Permit Also Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes is ROW Permit Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Sidewalk 6" sand subbase & 4" of concrete (minimum requirement)			
<input type="checkbox"/> Driveway 4" sand subbase & 6" of concrete (minimum requirement, including sidewalk area of drive)			
<input type="checkbox"/> Curb Cut			
<input type="checkbox"/> Other – Description _____			
<input type="checkbox"/> Completion of Page 3 – Site Plan/Plot Plan or Attachment			

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT _____	DATE _____
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<b>FOR OFFICE USE ONLY</b>			
	REQUIRED	APPROVED/DENIED	DATE
<b>BUILDING REVIEW</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>PLANNING/ZONING APPROVAL</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>CITY ENGINEER REVIEW</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>DPW SUPERINTENDENT REVIEW/APPROVAL</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<u>INITIAL</u>	
<b>DPW SUPERINTENDENT REVIEW/APPROVAL</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<u>FINAL</u>	

**Comments PLEASE CALL BRYAN BUIST AT (616) 293-0256 FOR FORM INSPECTIONS BEFORE POURING CONCRETE.**

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**Planning Director**  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department of Public Works Superintendent**  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**SITE PLAN/PLOT PLAN**

**A site plan/plot plan shall be submitted** with the permit application and fee for review by the City officials.  
The site plan shall provide the location of the concrete or asphalt on the property and shall provide details for the drainage of storm water so that run-off does not affect neighboring property.

**SITE OR PLOT PLAN or ATTACH SITE / PLOT PLAN or DRAWINGS**

A large grid area for drawing a site or plot plan. The grid consists of 20 columns and 30 rows of small squares, providing a space for technical drawings or site plans.