

Village of Webberville
115 South Main Street
Webberville, MI 48892
Phone: (517) 521-3984
Fax: (517) 521-3165
www.villageofwebberville.com

DRIVEWAY PERMIT APPLICATION

Owner:

Name: _____

Address: _____

City: _____ State: _____

ZIP: _____ Phone: _____

e-mail: _____

Builder/Applicant/Contractor:

Name: _____

Address: _____

City: _____ State: _____

ZIP: _____ Phone: _____

e-mail: _____

Location of Proposed Driveway:

Parcel Number: _____ Lot Area: _____

Address of Property: _____

Legal Description (copy of deed or title commitment is acceptable): _____

_____**Type of Driveway (check all that apply):**

New Driveway: _____

Residential Driveway: _____

Driveway Improvement: _____

Commercial Driveway: _____

Relocate Driveway: _____

Temporary Driveway: _____

I, the undersigned, acknowledge that the Village of Webberville assumes no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the Village of Webberville. All work shall be done as applicable in accordance with the Michigan Department of Transportation, the Michigan Manual of Uniform Traffic Control Devices, the Village of Webberville Municipal Design Standards, and any supplemental and special provisions deemed necessary as stated in this permit. The Village of Webberville reserves the right to order the removal, reconstruction, relocated, or repair of any work performed under a permit at the Owner's expense. The Village of Webberville or its representatives may revoke or annul or call a halt to work at any time for non-compliance or non-performance of the conditions set forth in the application for permit.

I hereby agree to all terms, conditions, and restrictions so far as they apply to work to be done under the permit as issued and general provisions described herein.

Applicant's Signature and title_____
Date

Village of Webberville
Driveway Permit Application

Requirements:

1. Any person, organization, or governmental unit desiring to construct, reconstruct, relocate or resurface a driveway within the Village of Webberville right-of-way shall make application and secure a permit before beginning construction. Plans for commercial driveways shall be included and review as part of the preliminary and final site plan applications.
2. Include names, addresses, and contact information for all other persons, firms, or entities having legal interest in the property.
3. One permit application is required for each driveway.
4. Please submit a detailed sketch showing lot lines, driveway location, relation to street, lot lines, and any other information required to assure that the proposed driveway conforms to all applicable requirements.
5. The design, location, construction and operation of driveways and related construction within the street right-of-way shall meet the requirements of the Michigan Department of Transportation, the Michigan Manual of Uniform Traffic Control Devices, and the Village of Webberville Municipal Design Standards.
6. Please mark the location of the proposed driveway prior to the Village's inspection.
7. The Village of Webberville will make an inspection of the proposed driveway location to determine that the proposed location meets the appropriate requirements and determine whether or not a driveway culvert will be required.
8. Upon examination of the existing conditions, the driveway permit, along with the proposed conditions, will be mailed to the applicant.
9. After installing the driveway, please contact the Village for a final inspection.
10. The permit is good for 60 days from the date issued.

Appeals and Variance Procedures for Permit Applications:

1. Should the applicant object to a denied permit application or object to any of the terms or conditions of the permit, a written appeal must be filed within 60 days of the transmittal of notice of denial or transmittal of the approved permit. The request shall include the reasons for the appeal and may include recommendations by the applicant. The appeal, the permit application, supporting information, and a memorandum for the Village regarding the review will be submitted to the Village Council to hear and decide such appeals for final decision.
2. The Village Council will review the request and the appeal and render a decision. At this final decision point, no other Village employee or agent will be authorized to approve the permit.
3. If the applicant wishes to seek a variance from the standards of this regulation, a written request must be submitted as an attachment to the permit application form. The request for a variance should include specific and documented reasons why the variance should be allowed. The request and supporting documents shall be submitted at the time of the permit application. The Village Council will consider and make a determination on requests for variances.

For Office Use Only:

Application and Fees Paid on: _____

Site visit on: _____

Comments and required provisions: _____

Permit # and Issue Date: _____

Inspected on: _____

Comments: _____

Final Approval: _____

Comments: _____