



# PAVING PERMIT APPLICATION

Community Planning and Economic Development  
245 N Rose St, Ste 100, Kalamazoo, MI 49007

SBC/CCN #

- Telephone 269-337-8026

Date Received

PERMIT NUMBER

Date Issued

## SECTION 1 OWNER INFORMATION

1. Job address: \_\_\_\_\_
2. Owner's address: \_\_\_\_\_
3. Property owner: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Phone #: \_\_\_\_\_
6. \_\_\_\_\_ Check here if the owner listed above will do the work. If so, please skip Section 2 and go directly to Section 3.

## SECTION 2 CONTRACTOR INFORMATION (if different than property owner)

1. Contractors name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone #: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## SECTION 3 TYPE OF PERMIT REQUESTED

Select one space from each column that identifies the proposed project.

- |                   |                        |                       |
|-------------------|------------------------|-----------------------|
| _____ RESIDENTIAL | _____ DRIVEWAY         | _____ ASPHALT         |
| _____ COMMERCIAL  | _____ PARKING LOT      | _____ CONCRETE        |
|                   | _____ REPLACE EXISTING | _____ GRAVEL          |
|                   | _____ OTHER:           | _____ GRADING/FILLING |
|                   |                        | _____ OTHER: _____    |

Following are the requirements for the new paving permit:

**Permit Application** - Applications for the paving permit shall be made to Community Planning and Development, 245 N Rose Street, Ste 100, Kalamazoo, MI 49007. The application shall include an accurate site plan or survey of the lot for which the paving permit is sought, showing: **a.)** The dimension of each side of the lot. **b.)** The boundaries, with dimensions, of existing and proposed paving on the lot and location and dimensions of parking spaces. **c.)** The location and dimensions of any buildings or other structures on the lot. **d.)** The nature of the sub base to be used, and the nature of adjacent ground cover.

**Permit Issuance** - The paving permit shall identify the property upon which the paving is to be done and describe the specific area which is to be paved and the type of surface to be used. The paving permit shall be posted in a conspicuous location on the lot during the paving operation. No paving permit shall be issued to replace new paving, or paving expansion, unless all parking and access facilities on the property meet the standards in Section 36-186 in the City Code of Ordinances and the standards of Chapter IXE of Appendix A of the City Code of Ordinances, being the Zoning Ordinance.

**Right-of-way, Sidewalks, and/or Approach** – Right-of-way work requires a ROW permit through the Engineering Department. If ROW permit is needed please contact the ROW Coordinator, Joe Stark at (269) 337-8436.

**I understand that a site plan containing the information listed above must be submitted with this application for approval and that any work within the public right-of-way may require a separate permit from Public Services prior to any work being performed. Public Services is located at 415 Stockbridge, Kalamazoo, MI 49001. Phone (269) 337-8660.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Submitted by (check one)  Property Owner  
 Contractor

### Department Use Only

\_\_\_\_\_  
 Zoning Inspector Approval    R.O.W. Coordinator Approval    Date    \_\_\_\_\_  
 Rev. 6/24/14    Cost of Permit