Phone: 734-426-8303
Fax: 734-426-5614
E-mail: abishop@dextermi.gov

VILLAGE OF DEXTER RIGHT OF WAY PAVEMENT CONSTRUCTION PERMIT

(Mail) 8140 Main Street,
Dexter, MI 48130
(Physical) 8123 Main Street,
Dexter, MI 48130

PERMIT INSTRUCTIONS

GENERAL

1. Sidewalk and driveway approach construction shall be in accordance with Section V.F of the Village of Dexter Engineering Standards.

2. The Village of Dexter shall be contacted prior to performing any work at the phone number listed above.

3. Failure of inspections will require an additional $50 for each additional visit. Inspection fees shall be deposited prior to subsequent inspections.

SUBGRADE INSPECTION

4. Pre-Construction photographs shall be taken showing the proposed walk corridor parallel to the road and drive approach area with the right of way line. Two additional photos shall be obtained viewing the proposed corridor longitudinally from each end.

5. Part 1 shall be completed and a permit fee of $100 shall be submitted or delivered to the Village offices.

6. After the Contractor completes the items listed under the Part 2 –Subgrade Inspection, the Village of Dexter shall be contacted to schedule an inspection. An inspection will occur within three (3) working days of contacting the Village.

7. The permit shall be posted on site at all times and shall be sealed within a watertight, transparent enclosure.

FORM INSPECTION

8. The Contractor shall notify the Village of Dexter when appropriate aggregate/granular base and forms have been placed. An inspection will occur within three (3) working days of contacting the Village.

9. The Village inspector will contact the Contractor upon Approval of the base and forms.

10. After performing the concrete pour and appropriate cure time, the Contractor shall remove all forms, tape, barrels or other protective devices.

11. The Contractor shall deliver the original permit and post construction photographs to the Village Offices.

PERMIT CLOSEOUT

12. The Village of Dexter will provide the Contractor with a copy of the final processed permit (hand delivered or via e-mail).
13. Final Zoning Compliance will not be issued until the release of the permit and correction of any damage within the right of way.

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PART 1 – GENERAL INFORMATION

CONTRACTOR		DATE (Received by Village)	BY
PHONE	E-MAIL		
STREET	LOT NO.	ADDRESS (If Available)	

PART 2 - SUBGRADE INSPECTION

To be completed by Contractor:

☐ Pre-construction photographs taken looking parallel and perpendicular to the proposed sidewalk and driveway.
☐ Sidewalk located 1 foot inside of public right of way line.
☐ Subgrade with a width of at least 5.5 feet is prepared.
☐ Subgrade was compacted in place using a plate compactor.

To be completed by Inspector:

☐ Permit posted on site.
☐ Subgrade suitable

STATUS OF INSPECTION
☐ Approved ☐ Rejected

Notes: _____

INSPECTOR APPROVAL STAMP

INSPECTION DATE/TIME

PART 3 - FORM INSPECTION

To be completed by Inspector

☐ Inspection 1 Approved
☐ 4 inches of MDOT Class II granular base material or 21AA limestone aggregate base placed above approved subgrade and compacted in place. 6 inches of 21AA shall be provided below driveways.
☐ Forms placed along sidewalk and placed 5 feet apart
☐ Cross-slope of sidewalk towards street does not exceed 2%
☐ Forms set for 6 inch concrete at driveway crossing, 4 inch depth elsewhere

STATUS OF INSPECTION
☐ Approved ☐ Rejected

Notes: _____

INSPECTOR APPROVAL STAMP

INSPECTION DATE/TIME

PART 4 - PERMIT CLOSEOUT CHECKLIST (To be completed by Village Staff)

☐ Pre Photographs Submitted ☐ Post Construction Photographs sent to Village
☐ Permit document delivered to Village Offices
☐ Permit Fee ($100, $50 per extra inspections)
☐ Copy of Permit Sent to Contractor

DATE	STAFF REVIEWER