



CITY OF TRAVERSE CITY
 Engineering & Planning Departments
 400 Boardman Ave - Traverse City, MI 49684 - 231-922-4460

Project Application Form

4 Complete sets of site plans/building plans required (3 for 1 & 2 Family Residential).

Project Address: _____ Date of Application: _____

Parcel ID: _____

Applicant: _____ Phone: _____

Address: _____ Zip: _____

Email Address: _____

Is Applicant also Owner: Yes No: _____

Is Applicant also the Contractor: Yes No

Contractor: _____ Phone: _____

Address: _____ Zip: _____

Project Description: _____

Project Schedule: Start date _____ Completion date _____ Location: Front Rear Side

New utility hook-ups required? Yes No

Fees will be paid by: Applicant Contractor Owner Other _____

For Right-of-Way Permits - Choose one:

Providing Bond (Please issue Bond Refund to: Owner Contractor Applicant Other _____)

Special Assessment -In lieu of posting a bond to ensure the restoration of the right-of-way, street, alley, or other public place following completion of the work done pursuant to this permit, I (we) consent to a special assessment pursuant to Section 232.04 of the City's Codified Ordinances in the amount of the labor, material or services incurred by the City in restoring the public right-of-way, street, alley, or public property to its former condition in the event that the right-of-way, street, alley, or public property is not restored to its former condition as required by Section 1024.04 of the City's Codified Ordinances.

Owner's Signature _____ Contractor's Signature _____

In signing this application the property owner agrees to all "Terms & Conditions" for all permits issued, including on site inspections by City of Traverse City Zoning, Planning, Engineering and Assessing officials, necessary to ascertain compliance, completion and value of the content of the permit(s).

(Internal Use Only)

CITY PERMITS/APPROVALS REQUIRED

Yes	No	Permit Type	Permit #	Fee
[]	[]	Land Use Permit	_____	_____
[]	[]	Right of Way Permit	_____	_____
[]	[]	Right of Way Bond	_____	_____
[]	[]	Soil Erosion Permit	_____	_____
[]	[]	Stormwater Runoff Control Permit	_____	_____
[]	[]	Fire Review	_____	_____
[]	[]	Utility Review	_____	_____

Approval: _____ Date: _____
 Planning/Zoning

Approval: _____ Date: _____
 Engineering

ROW Distribution: Fire Police Water/Sewer Streets Parks DDA Parking Completed By: _____