



VILLAGE OF NEWBERRY

Request to Perform Work



This form is to request authorization to preform work in The Village of Newberry, such as repairing sewer lines, water lines, installing telecommunications, etc. A letter of approval must be issued before work can begin. Submission of this request does not constitute approval to perform work. A signed project agreement must be on file with the Village prior to the start of any work. Property owner is responsible for ensuring that work is completed safely, that all required permits are in place and that the contractor adheres to the project agreement. Project costs and replacement of any Village property is the sole responsibility of the property owner unless authorized by the Village Manager in writing.

Please complete the following information. Please print.		
Name/Company Name:	Date form completed:	
Phone:	Email:	
WORK REQUEST DETAILS		
Proposed dates of project:	Property Owner Name & Phone number if different from above:	
Street Address of project location (include intersections and cross streets if impacted):		
Will the project require disturbing any Village property such as right of ways, sidewalks, curbs, roadways, etc.		YES NO
If YES, describe in detail the disruption to Village property and what will be done to repair and replace it.		
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Please list the details of your request (attach additional pages if needed):		
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Name and phone number of project supervisor:		
Requestor's Signature:	PROOF OF INSURANCE & WORK SCHEDULE MUST BE SUBMITTED WITH THIS FORM. WORK MAY NOT BEGIN WITHOUT APPROVAL.	
Property Owner's Signature:		
Submission of this request does not constitute approval to perform work. A signed project agreement and any required documentation must be on file with the Village prior to the start of any work.		
FOR VILLAGE STAFF USE ONLY		
Date Received:	Received by:	Referred to:
Investigation & Action:		
REQUEST IS: <div style="display: flex; justify-content: space-around;"> APPROVED DENIED </div>		APPROVED BY:
DATE APPROVAL /DENIAL LETTER SENT TO REQUESTOR:		

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

REQUIRED ACTIONS TO RECEIVE APPROVAL FOR WORK IN THE VILLAGE OF NEWBERRY AND/OR WORK IMPACTING VILLAGE PROPERTY

- ALL PROJECT COSTS INCURRED ARE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER AND CONTRACTOR UNLESS AUTHORIZED BY THE VILLAGE MANAGER IN WRITING.

IN ORDER TO HAVE YOUR PROJECT REVIEWED FOR APPROVAL, YOU MUST:

- Have MISS DIG clearance for all utilities.
- Provide a copy of proof of liability insurance prior to start of work.
 - You will assume all liability and will be responsible for payment for any damages to Village property. Further, you will assume responsibility for payment for any required services rendered by the Village to rectify accidents or damages to Village property or utilities caused by this project including wages, benefits, materials, equipment use, call-out fees, contractor fees, etc.
- Provide a work schedule – you must also give advanced notice of at least 24 hours if a local street closure is needed.
 - Work must be completed Monday through Friday, between the hours of 8 a.m. to 3 p.m. to ensure Village staff availability should any issue occur.
- Report any planned disturbance of road surfaces, sidewalks, or right of way to the DPW Superintendent, George Blakely (906-291-0599, wwtp@newberry.mi.gov), **at least 72 hours prior to start of project**. Approval will not be given and work may not commence until after the proposed site has been evaluated by the DPW Superintendent for cost of repair, an estimate has been created, and a deposit for the cost of restoration of road, surfaces, sidewalks, and right of way has been received by the Village.
- Secure any required permits and licensing from local or state officials for the proposed project.

PROJECT REQUIREMENTS:

- Work area is to be properly fenced and secured to limit access.
- Work is to be conducted following local, state, and federal safety standards.

(CONTINUED ON NEXT PAGE)

PROJECT REQUIREMENTS (continued):

- Restore any ground, property, road surfaces, sidewalks, or right of way disturbed by the project, costs are incurred by the contractor and property owner.
 - Any damages to road surfaces, curbing, sidewalks and any ground disturbed must be repaired to pre-work conditions and final work approved by DPW Superintendent.

Please note: The Village does not have authority to approve work being completed on M-123 right of ways. You must contact MDOT for any required permitting or approvals.

STEPS TO COMPLETE APPROVAL PROCESS:

1. Review this document
2. Submit Request to Perform Work
 - a. Include proof of insurance
 - b. Include work schedule
3. Schedule inspection with superintendent (if applicable)
4. Receive estimate from superintendent (if applicable)
5. Submit deposit check (if applicable)
6. Village provides a letter of approval/denial
7. Letter is signed by property owner and contractor (if applicable)
8. Return signed letter to Village
9. Work can begin if approved.

Please let us know if you have questions or need clarification. Work cannot commence until a signed approval letter is signed and dated.