

CITY OF IRON MOUNTAIN ZONING PERMIT – SEWER/WATER LINE PERMIT APPLICATION

**Please return to: Iron Mountain City Hall, 501 S. Stephenson Ave., Iron Mountain MI 49801**

Name of Owner: \_\_\_\_\_

Tap or Repair Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**PLEASE INITIAL BELOW:**

I have attached a description of work to be conducted by the owner/contractor. \_\_\_\_\_  
 (See Frequently Asked Question #4)

I have read and understand the provided Rules and Regulations. \_\_\_\_\_

I have read and understand the provided Terms and Conditions. \_\_\_\_\_

I have read and understand the requirements of replacing sidewalk. \_\_\_\_\_  
 (See Frequently Asked Questions #1-3)

**SUBMIT APPLICATION FEE:**

PAYMENTS OF CHECK OR CASH ARE ACCEPTED AND MAY BE PAID VIA DROP BOX OR DELIVERY TO THE FOLLOWING ADDRESS:

CITY OF IRON MOUNTAIN  
 501 S. STEPHENSON AVE.  
 IRON MOUNTAIN, MI 49801

THE FEE SCHEDULE IS SHOWN BELOW:

**WATER TAP FEES**

_____	1" Tap	\$595.00 plus meter	\$ _____
_____	1 1/2" Tap	\$780 plus meter	\$ _____
_____	2" Tap	\$895.00 plus meter	\$ _____
_____	4" Tap	Done on a time & material basis	\$ _____
_____	6" Tap	Done on a time & material basis	\$ _____
_____	8" Tap	Done on a time & material basis	\$ _____

**WATER METER FEES**

_____	5/8"-3/4" Iperl	Current Cost+ 10% Overhead	\$ _____
_____	1" Iperl	Current Cost+ 10% Overhead	\$ _____
_____	1 1/2 "	Current Cost+ 10% Overhead	\$ _____
_____	2"	Current Cost+ 10% Overhead	\$ _____
_____	3"	Current Cost+ 10% Overhead	\$ _____
_____	4"	Current Cost+ 10% Overhead	\$ _____
_____	6"	Current Cost+ 10% Overhead	\$ _____

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**RESETTER** Current Cost+ 10% Overhead \$ \_\_\_\_\_

**HORN ONLY** Current Cost+ 10% Overhead \$ \_\_\_\_\_

**SEWER TAP FEES**

\_\_\_\_\_ 4" Sewer Tap in/saddle \$65.00 \$ \_\_\_\_\_

\_\_\_\_\_ 6" Sewer Tap in/saddle \$80.00 \$ \_\_\_\_\_

Pavement Restoration Deposit \$ 1,500.00 \$ \_\_\_\_\_  
*(Refund if pavement cost less than deposit at \$5.65/SF or actual cost if performed by contractor)*

Excavation Permit fee: \$35.00 (includes one site visit) \$ \_\_\_\_\_  
*(Additional Site/Inspection Visit fee: \$50.00 per visit, \$200 maximum)*

Replacement of Sidewalk Deposit \$ 150.00 per square removed \$ \_\_\_\_\_  
*(Returned when sidewalk installed and lawn restored)*

**AMOUNT DUE:** \$ \_\_\_\_\_

Name of Contractor/Agent: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

Owner/Agent Email: \_\_\_\_\_

Owner/Agent Contact: \_\_\_\_\_  
Home/Cell Work

Owner's Signature: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Owner's Contact: \_\_\_\_\_  
Home/Cell Work

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## **RULES AND REGULATIONS**

1. Application for water, sewer, and street breaking permits must be made two weeks in advance of the planned construction date. If the planned date of excavation is changed by the contractor, a new date will be scheduled by the City. No taps will be made unless all permits are approved and appropriate fees are paid in full.
2. Tap and meter size must be stated at the time the application is made for the water tap.
3. Pavement will be cut before (and after if necessary) excavation to insure proper repair of ditch. Cutting must be completed within seven days of the actual start of construction (see "Restoration Requirements").
4. The City will permit water and sewer taps from April 1<sup>st</sup> to the last Friday in October. There will be a \$150.00 additional fee if done after the October cutoff date and then only with the consent of the City Manager or Public Works Supervisor.
5. The enclosed fee schedule is subject to change without notice, pending increase in material costs. The City will attempt to give advance notice of such increases.
6. Minimum tap size is one (1) inch for all service lines
7. All new fire lines going to buildings will be separate from potable water lines for domestic use. Two separate taps will be made at the main. Minimum fire line size is four (4) inches.
8. The contractor will supply sufficient equipment to comply with all OSHA and City standards. City employees will not enter a ditch which is not in a safe condition. It is the option of the Water Department Foreman, or his representative, to require that the excavation method exceeds OSHA standards if it is deemed necessary to insure a safe ditch.
9. The contractor is responsible for contacting MISS DIG at 1-800-482-7171, regarding all utilities, and have the job staked in advance.
10. The contractor must have all necessary equipment and people on the job site, and ready to go at the time arranged in advance as stated in the permit application. Failure to be prepared at the arranged time will result in additional charges and the postponement of the tap to a future date set by the City. All work will commence at 8:00 a.m. unless approved by the City.

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## **THE UNDERSIGNED AGREES TO THE FOLLOWING TERMS AND CONDITIONS:**

1. **INDEMNIFICATION CLAUSE:** The contractor and the owner shall hold harmless from and indemnify the City of Iron Mountain against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees, by reason of any person or persons or property being damaged or injured by the acts or omissions of the owner and the contractor or any of his subcontractors, or any person employed under said contractor, or under any of his subcontractors, during the progress of the work described in the permit.
2. **INSURANCE:**
  - A. **WORKER'S COMPENSATION INSURANCE:** The contractor shall file with the City prior to the execution of the permit, a certification that he carries Worker's Compensation Insurance.
  - B. **BODILY INJURY AND PROPERTY DAMAGE:** The contractor, prior to execution of the permit, shall file with the City copies of complete certificates of insurance, with the City listed as "additional insured" on the policy, as evidence that he carries adequate insurance, to afford protection against all claims for damages to public, or private property, and injury to persons, arising out of and during the progress of the work, and to its completion and where specified in the proposal, similar insurance to protect the owner of premises on or near which construction operations are to be performed.

Unless otherwise specifically required, the minimum limits of property damage and bodily injury liability covering each permit shall be:

BODILY INJURY LIABILITY:	Each Occurrence:	\$1,000,000.00
	Aggregate	\$1,000,000.00
PROPERTY DAMAGE LIABILITY:	Each Occurrence:	\$500,000.00
	Aggregate:	\$500,000.00

Such insurance shall include, but not be limited to, coverage for:

1. Underground damage to facilities due to drilling and excavating with mechanical equipment; and
  2. Collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work or building moving or demolition; and
  3. All manner of vehicular liability including the City and any third party.
- C. **NOTICE:** The contractor shall not cancel or reduce the coverage of any insurance required by this Section without providing 30-day prior written notice to the City. All such insurance must include an endorsement whereby the insurer shall agree to notify the City immediately of any reduction by the contractor. The contractor shall cease operations on the occurrence of any such cancellation or reduction and shall not resume operations until new insurance is in force.
3. **STREET AND LAWN RESTORATION**
    - A. The contractor shall be required to compact the excavated ditch area with a vibrating type compactor at a rate of 1' (one foot) of loose fill to each compacting cycle. Also, pavement, concrete, large rocks or any similar materials which will interfere with proper compaction shall not be used as backfill material. The contractor shall be liable for all charges (including all labor, equipment and material) associated with repairing a ditch not properly backfilled and compacted.
    - B. Final grading of the ditch must be completed with 9" (nine inches) of compacted 22A crushed gravel. The final grade of the ditch shall be the same as the adjacent street surface.
    - C. The contractor shall be required to score or cut the pavement to a minimum of 12" (twelve inches) from disturbed earth on the sides of the ditch. The configuration of the cut or scored pavement shall be

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square or rectangular or of such configuration as determined by the City to be acceptable for proper repair.

- D. The contractor shall be liable for the condition of the ditch until the area is resurfaced by the City or until the excavated area is restored and/or resurfaced by the contractor in a manner and with material acceptable to the City. The excavated street, sidewalk or curb shall be completely restored by the contractor within 30 days of the completion of work. Lawn area affected or disturbed by the construction activity will be fully restored to original condition including proper backfill, topsoil, seed, mulch, etc. as may be required by the City.
4. The contractor or owner shall be required to pay the fees as listed in this permit at the time of application and prior to approval. No permit will be issued until all fees are paid.
  5. A copy of this permit shall be available at the site and made available for inspection by City employees.
  6. Failure to comply with the terms and conditions of this permit may result in fines and penalties and will result in the refusal by the City to issue future permits to the contractor.
  7. Failure to comply with the RESTORATION SCHEDULE (i.e. pavement cutting surface replacement, etc.) will result in the City making repairs and/or contracting for repairs to be made. The full cost of labor, equipment and material will be charged to the contractor. The City will use all remedies available to collect such costs and failure to reimburse the City for restoration costs will result in denial of future permits to the Contractor.
  8. INSPECTION:
    - A. The tap or repair and back filling of the trench will be conducted by the contractor under the supervision of a City inspector.
    - B. It is the contractor's responsibility to make arrangements for advance notice to have the inspector on-site at the time of repair, tap and backfill.
    - C. The tap or repair must be inspected prior to backfilling.
    - D. Any costs incurred by the City which are caused by the failure of the contractor to adhere to the requirements of this permit will be charged to the contractor.
    - E. Failure of the contractor to comply with the terms and conditions of this permit will result in either refusal by the City to issue future permits or the requirement for a cash or performance bond to be provided by the contractor before issuing future permits.

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## Frequently Asked Questions

### 1) Does the City help with the cost of replacing my sidewalk?

City of Iron Mountain policy #77, adopted 7/5/2005, outlines the assistance offered to homeowners regarding sidewalk replacement. The policy is shown below:

The City of Iron Mountain supports the proposition of sidewalks in neighborhoods that are well kept. The City of Iron Mountain has an Ordinance which places the responsibility for the maintenance, upkeep and replacement (if needed or directed to by the City) on the adjoining property owner. The City of Iron Mountain wants to be a partner with property owners in the replacement of sidewalks that are in disrepair, dangerous, etc. for the improvement of neighborhoods, increase of property values and curb appeal of property. Therefore, the City of Iron Mountain will, upon notification by the property owner, remove the existing sidewalk and dispose of the debris, making way for the new sidewalk, amounting to approximately fifty (50%) percent of the cost of sidewalk installation. The property owner will make arrangements with the cement contractor of their choice (or the City, at its option, may be out the cement work to one contractor should there be enough work and interest) and pay the contractor directly for the concrete and finishing work. Upon the contractor's removal of the framing, the property owner will then undertake the finishing landscaping adjacent to the sidewalk. \*\*\*See Policy #48 for Sidewalk Specifications\*\*\*

### 2) Where can I find the specifications for proper sidewalk installation?

The sidewalk specifications required by City Policy #48 are shown below:

- 1-1 Definitions: When used in this chapter, the words defined in this section shall have the following meaning ascribed to them, except where the context clearly indicates a different meaning.
- (a) "Sidewalk" shall mean a concrete portion of the street right-of-way, designed for pedestrian travel, meeting the specifications contained in this article.
  - (b) "Foreman" shall mean the Foreman of the Department of Public Works of the City of Iron Mountain.
  - (c) "Enforcement Officer" shall mean the person designated by the City Manager as the Enforcement Officer.
  - (d) "Contraction joint" means a place of weakness caused by cutting or tooling the concrete sidewalk to a sufficient depth to control the location of cracking.
  - (e) "Expansion joint" means a complete separation in the concrete sidewalk filled with bituminous pre-molded joint filler.
  - (f) "Contractor" the person or persons taking responsibility for the project.
- 1-2 Sidewalk Construction and Replacement Requirements
- (a) Specifications, permit fee: No person shall construct, rebuild or repair any sidewalk except in accordance with the line, grade, slope, and specifications hereby established, nor without first obtaining a written permit from the code enforcement officer. A written permit shall be obtained and prominently displayed on the construction site. The fee for the permit shall be established by the City Council.
  - (b) Right-of-way limitations: Whenever possible, the Foreman shall direct that the construction of the sidewalk be on a line parallel with the edge of the proposed road right-of-way and that it be contained within that right-of-way and that its inside edge be one (1) foot from the edge of the road right-of way.
  - (c) Removal of Sidewalk: Sidewalk squares must be removed and replaced on a full square. (d) Excavated Material: Excavated material, sidewalk, sod, and earth shall become the property of the Contractor and shall be disposed of. The excavated material shall not be deposited on adjacent lawn areas. Excess stockpiled soil shall be placed in a manner which will not result in the soil running off and impacting storm drains, surface waters, or wetlands. Where runoff from the pile may occur, silt fence shall be placed at the base of the pile.
  - (e) Protection of Existing Sidewalks: The Contractor will be responsible for damage to any existing walks and will be required to replace any walks damaged due to construction. Excess concrete shall not be allowed to set up on adjacent sidewalk squares. The square will be considered damaged and will be replaced at the Contractor's expense.

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- (f) Concrete Sawing: Concrete sawing may be required at some locations to separate existing full squares. The sawed joint shall be perpendicular to the edge of the sidewalk, finished smooth and substantially true to line.
  - (g) Protection of Utilities: The Contractor shall be responsible for damage to any utility service. Curb boxes or other utility fixtures lying within the sidewalk shall be adjusted to finished sidewalk grade, and be protected during the construction. Electric conduit, wire, water, sewer, telephone, television, and gas lines are known to occupy areas near and under sidewalks and curbing. It is the Contractor's responsibility to notify MISS DIG (1-800-482-7171) and the Iron Mountain Water Department (1-906-774-0722) at least 72 hours prior to start of construction.
  - (h) Tree Root Removal: In areas where tree roots are present, the roots shall be cut and removed from the sidewalk area. Roots shall be cut at least 4" to 6" each side of the sidewalk alignment and below the subgrade of the new sidewalk.
  - (i) Lawn Restoration: After construction of new sidewalks, curbs and ramps. Adjacent lawn and boulevard areas disturbed from construction activity shall be restored to original condition or better to the satisfaction of the property owner and the City of Iron Mountain. Existing sod shall not be used, unless the property owner or City of Iron Mountain approves its use and it is of acceptable quality. All areas disturbed by construction shall be restored with topsoil, seed, fertilizer, and mulch to be supplied by the Contractor.
    - 1. Topsoil-Topsoil shall consist of dark, organic, natural surface soil, exclusive of any peat or muck and shall be reasonably stone free. Topsoil shall be placed along edges of construction and ruts, any large clods and lumps shall be broken or pulverized. Unsuitable material or stone shall be removed and disposed of by the Contractor. The topsoil surface shall conform to the grade of existing lawn surface and sidewalks or curb.
    - 2. Seed-Class "A" shall consist of 30% Perennial Rye Grass; 30% Kentucky Bluegrass; 40% Creeping Red Fescue. Seed shall be furnished in durable bags with tagged lot no. net weight of contents, purity, and germination. Rate of application is one pound per 300 square feet.
    - 3. Fertilizer-Fertilizer is equal proportions of nitrogen, phosphoric acid and potash shall be used to lightly fertilize all topsoil areas.
    - 4. Mulch-Mulching shall be done with straw or an approved alternate to reasonably cover all areas of topsoil.
  - (j) Street Gutter Restoration: After construction of sidewalk ramps, alley ramps, and curb, adjacent gutter removed by the Contractor to permit forming shall be restored to its original condition or better to the satisfaction of the City of Iron Mountain. Street gutter restoration shall be supplied by the Contractor and shall be incidental to curb and ramp construction.
    - 1. Aggregate base 22A the top of which shall be placed to 2" below the gutter grade and compacted to a minimum of 6" thickness.
    - 2. Bituminous aggregate shall be placed on the aggregate base with a 2" minimum thickness and compacted on line and grade with the existing gutter.
  - (k) Barricades: The Contractor shall furnish and maintain all necessary safety equipment such as barriers, barricades, signs, warning lights, and guards as required to provide adequate protection for property owners, pedestrians, and the construction project. The signs and barricades shall meet the color and construction requirements of the construction and maintenance section of the Michigan Manual of Uniform Traffic Control Devices.
    - 1. Line and grade of new construction: as may be necessary for proper control of the construction conducted under this permit approved by the Foreman shall be required. This does not relieve the contractor of the responsibility for complying with all other conditions of this permit.
    - 2. Replacement of sidewalks within DDA area: All sidewalks replaced or constructed in the DDA area (boundaries of said Downtown Development Authority established and adopted in a resolution by the Common Council of the City of Iron Mountain on September 5, 1978, will be constructed in accordance with DDA Guidelines on file with the City Clerk's Office.
    - 3. Repair of damage: The City Council may designate such persons as it shall deem advisable to replace such utilities, structures or improvements, including shrubs, trees, and grass plots, damaged or interfered with by reason of construction work being engaged in under the provisions of this article, all of which shall be at the expense of the applicant.
- 1-3 Material Specifications for Concrete Sidewalk.
- (a) Materials: Concrete will consist of a 6-bag (94 lb. per bag of cement) mix that will result in a 28-day strength of 4000 pounds per square inch (psi). Other cement content mixes will be considered, upon

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written proof from ready-mix supplier that the strength will meet the 4000 psi criteria. The mix will also contain 6% (plus or minus 1 %) entrained air and will have a maximum slump of four (4) inches as placed.

- (b) **Base Preparation:** Preparation of base after removal of existing concrete sidewalk, curb or ramp or excavation of earth in new construction is made to the required depth and to a width that will permit forming. All soft and yielding material under the proposed construction shall be removed and replaced with acceptable material. Areas where settlement has occurred will be brought to grade. The foundation shall be shaped and compacted to a firm, even surface using vibratory equipment. Base preparation shall provide for a transverse slope of 1/4 inch per foot toward the top of curb, unless otherwise provided. The base and forms shall be wetted prior to placement of concrete.
- (c) **Formwork:** All forms shall be straight, free from warping, and of sufficient strength to resist bulging from the pressure of the concrete. The forms must be staked and braced firmly to keep them in horizontal and vertical alignment. A four (4) inch thick slab normally requires 2x4 lumber and 2x6 lumber for six (6) inch slabs.
- (d) **Sidewalk Ramps:** Sidewalk ramps shall be installed where directed by the Foreman. Standards so printed by the MDOT Construction Manual shall be used for all ramps constructed. Copies can be obtained through the City Public Works Department upon request. A maximum slope of one (1) inch per foot will be allowed. If required slope cannot be met, additional sidewalk squares may be removed with approval of the Foreman.
- (e) **Sidewalk Forms 4" - 6":** Either fixed-forms or slip-forms may be used. Forms shall be straight and free from warp and of sufficient strength to resist springing during the process of depositing concrete against them. The forms shall be the full depth of the concrete with a minimum length of 8'. The minimum slope of 1/4" per foot toward the curb shall be maintained.

### 1-4 Detailed Specifications

- (a) **Placing Concrete:** After concrete has been spread and compacted to fill the forms, strike-off and bull-floating follow immediately. Any operation performed on the surface of the concrete, once bleed water has had a chance to form, will cause serious dusting or scaling of the concrete surface. Following floating, and after any bleed water has evaporated, the finishing procedure can begin. Finishing consists of edging, jointing, and transverse brooming in order to produce a non-slip surface.
- (b) **Curing Concrete:** Curing is one of the important steps in concrete construction and also one of the most neglected. The hardening of concrete is brought about by chemical reactions between the cement and water. This process, called hydration, continues only if water and a suitable temperature are present. If too much water is lost by evaporation then proper curing is affected and the concrete is often damaged. Curing is accomplished in a number of ways: Moist curing (the most effective method) consists of wet coverings, sprinkling or ponding to offset the loss of moisture. Sealing the concrete surface by using plastic sheeting or sprayed-on membrane (curing compound). Curing should normally be continued without interruption for seven days. If membrane curing compound is used, manufacturer's recommendations for rate and method of application must be followed and white pigment must be used.
- (c) **Reinforcing in Concrete:** Unless otherwise specified, no reinforcing (either steel or fiber) will be required in concrete sidewalks. The typical reinforcing (fiber, WWF, fabric, mesh) is not placed in concrete to increase the strength, but rather to control the width of cracks that may develop. Proper preparation of subgrade is the key to crack-free concrete.
- (d) **Concrete Thickness and Width:** Public walks in areas of single-family housing shall be a minimum of five feet wide and four inches thick. Those areas of sidewalks crossed by auto or light truck traffic shall be a minimum of six (6) inches thick concrete. Residential driveways shall be a minimum of six inches thick concrete and a minimum of ten feet wide. The last two feet to the existing road surface shall be bituminous asphalt blended and flared to match existing roadway. Walks in commercial shopping areas shall consist of concrete a minimum of six inches thick.
- (e) **Sidewalk Joints:** Transverse joints shall be constructed at five (5) foot intervals to 1/4 thickness of the sidewalk. All edges and joints shall be rounded to a 1/2-inch radius with approved finishing tools. Sawing is permitted for joints after concrete has set.
- (f) **Expansion Joints:** Expansion Joints of 1/2" felt shall be placed every fifty (50) feet, at the intersection of crosswalks, adjacent to concrete driveways or at any locations otherwise instructed by the Foreman. The expansion joint material shall be perpendicular to the edge of the sidewalk and shall be slightly below the finished surface of the sidewalk.
- (g) **Curb Joints:**



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1. Contraction Joints-shall be placed at ten (10) foot intervals. The joints shall be constructed by methods meeting the approval of the Foreman to assure a plane-of-weakness to at least 1/4 the depth of the curb.
  2. Expansion Joints-shall be placed at fifty (50) foot intervals. Expansion joint filler shall extend to the full depth of the join and the top shall be recessed 1/4 to 1/2 inch from the finished curb surface.
- (h) Surface of Finished Concrete: To avoid ponding and to provide proper drainage, the concrete forms will be placed to allow for a transverse slope of 1/4 inch per foot. Ideally this slope will be toward an existing street gutter. The preferred surface finish will be a broomed non-slip finish, other decorative, non-slip finishes will be considered. The concrete surface, though required to be non-slip, must not be so rough as to pose a tripping hazard. When tested with a ten-foot straight edge no surface area should be more than 1/4 inch out of plane. Additional detailed specifications in addition hereto and not inconsistent herewith, may be established with the approval of the City Council.

#### 1-5 Permit Revocation.

- (a) The Enforcement Officer may suspend any permit issued under the terms of these regulations for incompetence or failure to comply with the terms of these regulations, or the rules, regulations, plans, and specifications established under the provisions of these regulations for the construction, reconstruction, or repair of any sidewalk. The Enforcement Officer may cause work to be stopped under any permit granted for the construction, reconstruction, or repair of any sidewalk for any of the causes enumerated in this section, which stop order shall be effective until the next regular meeting of the City Council and if confirmed by the council, at its next regular meeting, such stop order shall be permanent, and shall constitute a revocation of the permit.

#### 1-6 Sidewalk Inspection

- (a) The owner of each lot will be responsible to see that the Enforcement Officer is notified at least twenty-four (24) hours in advance of the pouring of any sidewalk. The work shall not proceed until the Enforcement Officer shall have inspected the rails and subgrade and passed the work as suitable and in conformance with the grade specifications. The sidewalk shall be subject to final inspection after all work has been completed.

### **3) How do I get my deposit back?**

Once your project is completed contact the City Clerks Office at (906)774-8530 or [clerktreasurer@cityofironmountain.com](mailto:clerktreasurer@cityofironmountain.com).

### **4) What do I need to include in my work description?**

A map/drawing showing location and distance of the new utility line; diameter and depth of installation; the estimated size of the installation ditch; and the sidewalk/roadways most likely to be disturbed must be included. Also note the date work will commence and conclude; the type of utility service that will be installed; and the purpose for the project. See the diagram below:

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