

## TO ALL RIGHT-OF-WAY PERMIT APPLICANTS

In accordance with West Bloomfield Township Ordinance No. C-553:

In order to receive a permit, the applicant must submit four (4) sets of plans (**signed and sealed**), complete a Right-Of-Way Disruption Permit Application, the original Terms and Conditions Form, Indemnification Agreement and pay fees to the Engineering Department. The plans will be reviewed first by the Engineering Department, the Planning and Environmental Department for soil erosion measures and if applicable, the Building Department.

The application fee for the Right-Of-Way Disruption Permit is \$2,500.00. The application fee is non-refundable and due at the time of submittal. There is a per week fee of \$500 for right-of-way disruption.

The following items **must** be shown on the plans:

1. A scale of not less than one inch equals fifty feet (1" = 50'). Scales of one inch equals twenty feet (1" = 20') are preferred.
2. Date, north arrow and scale.
3. The dimensions of all lot and property lines, showing the relationship of the Right-Of-Way to abutting properties.
4. The location of all existing and proposed structures on the subject property and all existing structures within fifty (50) feet of the subject property.
5. The location of all existing and proposed drives, parking areas and easements on or adjoining the Right-Of-Way.
6. The location and widths of right-of-way of all abutting streets.
7. The location of freestanding signs and lighting structures.
8. The proposed location and dimensions of any pedestrian sidewalks.
9. For underground installation, show existing ground elevations on a 25-foot by 25-foot grid or by contours at two-foot intervals or other such topographic information satisfactory to the Township Engineering Department. Include existing ground elevations on adjacent land within fifty (50) feet of the subject property and existing building, drive and parking lot elevations, and elevations of any adjacent unusual surface conditions.

10. The name, address and telephone number of the engineer responsible for the preparation of the plans.
11. Bench mark description and location used for the development, based on United States Geological Survey datum.
12. All official State and Township wetlands, watercourses, 100-year floodplains and woodlands as accurately depicted on the official Township maps, including buffer zones, all of which are subject to field verification after application, and all other natural features on the property, including tree lines, etc.
13. Additional grades shown under special conditions required by the Township Engineering Department.
14. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this article are being observed.
15. For underground installation, a description of the soils within the subject Right-Of-Way.
16. All above and below ground installations must clearly be marked to identify ownership.
17. Other information as deemed necessary by the Township Engineer.

**Record Drawings:**

Overhead utility construction:

1. Location of existing pole.
2. Location of any new poles.
3. Actual lineal feet of line installed.
4. Location of any structures including final grade and first floor elevation of any constructed structures.
5. Structures labeled with NAD83 coordinates.

Underground utility construction:

1. Rim elevations to USGS for all structures.
2. Actual laying length between structures.
3. Type of cable used.
4. Approximate top of conduit elevation.
5. Size of cable used.
6. Structures labeled with NAD83 coordinates.

**After your permit has been reviewed and approved, and prior to issuance of the disruption permit, the following items must be provided to the Township:**

1. A copy of your **Contractor's Insurance Policy** naming West Bloomfield Township as additional insured.
2. Restoration Surety in the amount of \$1000.00.
3. A copy any R.C.O.C. and O.C.D.C. permits required for the project.

**REMINDER: NO WORK SHALL BE PERFORMED UNTIL ALL REQUIRED INFORMATION AND FEES ARE SUBMITTED AND AN APPROVED PERMIT IS ISSUED.**

When work is complete and after final grading is done on the site, a **FINAL SITE INSPECTION** will be required by the Engineering Department. This inspection is scheduled through the Engineering Department.

In general, the final grading should incorporate the following:

1. The final grade must not be subject to erosion.
2. Temporary soil erosion measures must be in place.
3. Drainage is adequately discharged off site.
4. No upstream drainage is restricted.
5. Grading shall meet abutting property line elevations. Exceptions to this may be made subject to approval by the Township Engineer or his designee.
6. Area shall be cleared of debris, raked and restored with 3" topsoil and sod or seed and mulch or as directed by Township Engineer.

Questions pertaining to this permit should be directed to the Engineering Department at **248-451-4852**.

Township hours are Monday through Friday, 8:00 AM - 4:30 PM.

WEST BLOOMFIELD TOWNSHIP