



Utility Dedication Requirement Checklist

Planning & Development Services Department - Engineering Services

Project _____

Process Number PENG _____ Updated _____

REQUIREMENTS FOR TOWNSHIP ACCEPTANCE OF WATER SUPPLY & SEWAGE DISPOSAL SYSTEMS

West Bloomfield Township shall take over simultaneously both water supply and sewage disposal systems existing in developments that have been constructed under a Michigan Department of Environmental Quality permit which has been issued to West Bloomfield Township. Prior to taking over the water supply and sewage disposal systems **and before Building Permits are issued or taps are made to the system**, the following items must be submitted to the Engineering Department.

Date Complete Item # Description

_____ **Item #1 - Quit Claim Deeds** for Water Supply System and/or Sewage Disposal System

WATER MAIN

SANITARY SEWER MAIN

- Township Standard Quit Claim
- Exhibit A - Legal Description and Sketch
- Exhibit B - Overall Legal Description

- Township Standard Quit Claim
- Exhibit A - Legal Description and Sketch
- Exhibit B - Overall Legal Description

_____ **Item #2 - Separate Costs** of Installed Water Supply System and/or Sewage Disposal System

_____ **Item #3 - Easements:** Water Supply System and/or Sewage Disposal System

WATER MAIN

SANITARY SEWER MAIN

- Township Standard Easement Form
- Exhibit A - Legal Description and Sketch
- Exhibit B - Overall Legal Description

- Township Standard Easement Form
- Exhibit A - Legal Description and Sketch
- Exhibit B - Overall Legal Description

_____ **Item #4 - Title Insurance**

_____ **Item #5 - As-Built Certification**

_____ **Item #6 - As-Built Plans** (Approved Hard Copies and PDF)

_____ **Item #7 - Full Unconditional Waiver of Lien**

_____ **Item #8 - Maintenance Bond**

_____ **Item #9 - Storm Water Management** (Private or Chapter 18)

PRIVATE (Township Standard Forms):

CHAPTER 18 DRAINS:

- Maintenance & Easement Agreement
- Exhibit A - SWM Agreement
- Exhibit B - SWM Agreement/Annual Budget

- Agreement for Chapter 18 Drain
- Inspection Approval Letter #1 from OCWRC
- Inspection Approval Letter #2 from OCWRC



Utility Dedication Requirement Details

Planning & Development Services Department - Engineering Services

Item #1 - Quit Claim Deeds for Water Supply System and/or Sewage Disposal System

- Submitted by the Owner
- Township Standard Form required*
- Must be recordable (see Instructions for Execution of Deeds and Easements)
- An original Quit Claim to the entire system, including all mains, pipes, sewer, etc., which are located in easements or in the public thoroughfare.
- Deed(s) submitted prior to Pre-Con
- The legal description must match that of the Title Policy. (Exhibits may need to be resubmitted with as-built plans)

Item #2 - Separate Costs of Installed Water Supply System and/or Sewage Disposal System

- Submitted by the Owner
- Separated costs of installed water supply and/or sewage disposal systems including:
 - o Number of lineal feet, size of sanitary sewers and type of material
 - o Number of manholes
 - o Number of lineal feet, size of water mains and type of material
- Submitted prior to Dedication

Item #3 - Easements: Water Supply System and/or Sewage Disposal System

- Submitted by Owner
- Township Standard Form required*
- Must be recordable (see Instructions for Execution of Deeds and Easements)
- Easement to allow Township to enter upon property for purpose of construction, operation, maintenance, repair or replacement
- Easement(s) submitted prior to Pre-Con
- The legal description must match that of the Title Policy. (Exhibits may need to be resubmitted with as-built plans)

Item #4 - Title Insurance

- Submitted by Owner
- A commitment for a minimum Title Insurance Policy guaranteeing the Township title to real estate transferred (such as easements).
- The date of the commitment must be recent - within the last ninety (90) days.
- Submitted with final as-builts.
- The legal description must match the Quit Claim legal, and the Easement legal description

Item #5 - As-Built Certification

- Submitted by Engineer
- Submitted with Final As-Builts
- An original signed and sealed certification from your engineer who prepared the As-Built drawings that all water mains, sanitary sewers and storm sewer systems are located in easements or in public streets and that all monuments and lot irons have been installed, or surety has been posted in accordance with the approved plans
- An original signed and sealed certification from your engineer stating that the basin is properly sized, according to approved plans and the outlets are properly located and sized

Engineering, Environmental, Planning & Zoning Services

Item #6 - As-Built Plans

- Submitted by Engineer
- Seven (7) complete and full sets (including a cover sheet) of As-Built Record paper **ENGINEER** drawings. Each sheet shall be sealed and signed by the design engineer and prepared from the construction inspection reports provided by the Township
- Electronic copies of the as-built drawings in PDF and AutoCAD formats
- All drawings to be 24" X 36" (Standard detail sheets not required)

Item #7 - Full Unconditional Waiver of Lien

- Submitted by Contractor
- Original Full Unconditional Waiver of Lien from the Contractor who installed the public utilities stating that he has been paid in full
- Submitted following final payment by owner to contractor

Item #8 - Maintenance Bond (Water Main and/or Sanitary Sewer)

- Submitted by Contractor
- Township Standard Form required*
- Must be submitted prior to Dedication
- Maintenance Bond in favor of the Township in the amount equal to fifty (50%) percent of the cost of the system(s).
- It shall run for two (2) years from the time of Acceptance by the Township Board

Item #9 - Storm Water Management (Requirements differ for Private or Chapter 18 Drains)

- Submitted by Owner
- **Private Systems**
 - o Required to submit a Storm Water Management and Maintenance Agreement
 - o Required to provide a **Performance guarantee (Sec. 24-219)**
 - Letter of Credit to be equal to one and one half (x1.5) times the amount required to complete system
 - Submitted prior to initiation of earthwork
 - reducible for the two (2) year Maintenance Period following Dedication
 - reduce to 10% if less than \$100,000.00
 - reduce to 5 % if more than \$100,00.00
 - o Township Standard Forms required for both*
- **Chapter 18 drains**
 - o Submitted prior to Dedication
 - o Provide a copy of the agreement between OCWRC and the developer establishing the storm drainage system as a Chapter 18 Drain.
 - o Inspection Letters #1 and #2

***TOWNSHIP STANDARD FORMS MUST NOT BE DUPLICATED, FAXED OR RETYPED.**

The Engineering Services staff can assist with requirements or forward standard forms and examples
Department: (248) 451-4818 or contact Kathy Sederlund: ksederlund@wbtownship.org (248) 451-4819

All Items must be original and filed with the Planning & Development Services Department (Engineering Services).

Once the checklist is complete, the township will prepare an ordinance amendment to Chapter 24.117 of the Code of Ordinances for the acceptance of the Water/Sewer Supply System(s). The process requires two (2) Township Board meetings, one for Introduction, and the other for Acceptance. The Dedication process must be complete for any refund of Inspection escrow of Surety. The two-year maintenance bond shall run for two (2) years from the time of acceptance.