

Permits

All applicable permits must be obtained prior to the commencement of construction activities. These permits shall include, but not be limited to:

Wetland and Watercourse Use Permit - This permit is required for activities within a wetland, watercourse or buffer area as required by Chapter 60 of the City Code. These activities include but are not limited to the following:

- Removal of vegetation, ground cover or disturbance of soils within a wetland, watercourse or buffer area.
- Filling, flooding, draining, dredging, ditching, tiling or excavating to/from a wetland, watercourse or buffer area.
- Construction, placement or development of any structure, road rights-of-way, bridges or trails, utility transmission and distribution lines and related facilities, parks and recreation areas, or fish and wildlife management activities within a wetland, watercourse or buffer area.
- Enclosure, enlargement, diminishment, relocation or alteration in any manner of a wetland or watercourse.
- Application of herbicides, pesticides or other chemical substances.

Application for this permit is to be made to the Building Department for construction of a one or two-family dwelling on a parcel zoned solely for residential purposes, or for the erection of signs, fences, poles or other similar structures. For all other construction or activities, the permit application is to be submitted to the Planning Department along with an appropriate site plan, area plan or plat for the project.

Grading/Soil Erosion & Sedimentation Control Permit - This permit is obtained from the Building Department, and is required for any Private Development Project which will have any grading, stripping, excavating or filling. The permit applicant shall meet the requirements of Chapter 63 of the City Code, and shall pay all applicable fees.

This permit is required (by State law) for all City projects which are located within 152.4 m of a water course or involve 0.404 ha or more of soil disturbance. For City projects which don't require this permit, written approval of the project must be obtained from the Building Department. In both cases, the applicant shall submit a completed Commercial and Industrial Grading Application to the Building Department, accompanied by two sets of plans which include the information requested in the application instructions. For further information, see **Division VII, Soil Erosion and Sedimentation Control**.

Right-of-Way Permit - This permit is obtained from the Building Department, and is required for any activity within a City right-of-way including but not limited to: utility main line and utility service lead construction, road construction, sidewalk and/or bikepath construction, drive approach construction, street light construction, or occupancy of the right-of-way during construction by equipment, dumpsters, scaffolding, barricading or materials. The permit applicant must have on file with the City an approved certificate of current liability insurance in an amount not less than:

- | | |
|-------------|--|
| \$500,000 - | On account of injury to, or death of, any person in any one accident |
| \$ 50,000 - | On account of damage to property in any one accident |

The following items are to be included on the insurance certificate:

- The City must be named as an additional insured party
- The City must be listed as the certificate holder
- The cancellation clause must indicate unconditional 30 day advance notification to the City of the cancellation of, or material change in, the policy. The word "endeavor" and all language from "but failure to..." must be deleted from the standard "Acord" 25-S (7/90) insurance certificate form. (see below).

Standard Form - Not Acceptable

<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</p> <p>_____ AUTHORIZED REPRESENTATIVE</p>

Modified Standard Form - Acceptable

<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.</p> <p>_____ AUTHORIZED REPRESENTATIVE</p>

If any activity is to take place in a right-of-way outside of the City's jurisdiction (MDOT or WCRC jurisdiction), all required permits must be obtained from the governing agency.

Lane Closure Permit - This permit is obtained from the Transportation Division, and is required if any traffic on a City street will be obstructed or restricted as a result of construction activity. The permit applicant must have an approved, valid Right-of-Way Permit in order to receive this permit. Any similar permit required by the MDOT or WCRC must be obtained for work within rights-of-way under their jurisdiction.

Plumbing Permit - This permit is obtained from the Building Department, and is required for construction of any service lead which is not being constructed concurrently with the utility main, and for the construction of all private storm sewers. The applicant must be a licensed plumbing contractor or sewer installer registered with the Building Department. A separate permit must be obtained for each address to be connected. Prior to the issuance of this permit the City utility, and any existing service lead stub, must be approved by the Engineering Division.

Request for a Sewer Tap & Application for Water Service - These applications must be made to the Water Utilities Department, and are required for any utility service lead connection to a City water or sewer main involving the Water Utilities Department (see **Section 1E. Inspections and City Department Involvement**). The applicant must obtain a Right-of-Way Permit, a Plumbing Permit, and a tap-in requisition from the Building Department prior to making these applications.

Water Meter Permit - This permit is obtained from the Water Utilities Department and is required prior to the installation of any water meter by the Water Utilities Department. This permit will not be issued until the sanitary sewer service lead for the subject building has been approved by the Building Department.

MDEQ Sanitary Sewer Construction Permit - This permit is obtained from the MDEQ by the City, and is required for the construction of any public sanitary sewer. The Engineering Division will apply for the permit upon approval of the sanitary sewer construction plans. The Engineer is responsible for supplying to the Engineering Division the basis of design flow calculations for the sewer. These calculations are required as part of the permit application. The construction plans to be submitted with the permit application are to be prepared and stamped or sealed by a professional engineer who is registered in the State of Michigan.

MDEQ Water Main Construction Permit - This permit is obtained from the MDEQ by the City, and is required for the construction of all public water mains. The Engineering Division will apply for the permit upon approval of the water main construction plans. The construction plans to be submitted with the permit application are to be prepared and stamped or sealed by a professional engineer who is registered in the State of Michigan.

Engineering Division Permit - This permit is obtained from the Engineering Division, and is required for the construction of public utilities, private service leads which are inspected by Engineering, or public roads, which are part of a private development project. Construction activities related to these areas of work may not commence until this permit has been issued. The following items must be received by Engineering prior to approval of this permit:

- Payment of permit fees
- A copy of the approved Grading & Soil Erosion Permit, Right-of-Way Permit(s), and Lane Closure Permit(s)
- MDEQ Sanitary Sewer Construction Permit (if applicable)
- MDEQ Water Main Construction Permit (if applicable)
- All required easement and right-of-way dedications as described in **Division II** of these standards
- One set of "original" plans of the final approved construction plans as described in **Division II** of these standards
- Ten sets of the final approved construction plans (unless fewer are requested by the Public Services Director)
- Approved sieve and proctor analyses for all backfill materials.
- Pipe certifications for all public utilities to be constructed.
- A copy of the approved Plumbing Permit (if private storm sewer to be constructed)

In addition to City permits, all required permits from agencies other than the City must be obtained prior to the start of construction. These other agencies include the State of Michigan (Department of Environmental Quality, Department of Transportation, etc.), Washtenaw County (Road Commission, Drain Commissioner, etc.) and all railroads whose rights-of-way will be affected by the work. Copies of all City permits are to be located at the construction site at all times and made available for inspection by City personnel. Copies of all permits

obtained from outside agencies are to be submitted to the City prior to construction to verify their approval.

For projects requiring the construction of public utilities to serve the site, those utilities must be preliminarily accepted and put into service by the City prior to the issuance of any building permits.