

# City of Southfield, MI --- UTILITY PERMIT APPLICATION FORM (Page 1 of 2)

Section 1 of 3 - General Information <sup>(+)</sup>				
APPLICANT <sup>(1)</sup>			Date Submitted (mm/dd/yyyy):*	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		
UTILITY COMPANY (Permit Owner)* <sup>(1,2)</sup>			Same as Applicant?*(1):	
			<input type="radio"/> YES <input type="radio"/> NO	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		
Emergency Contact (Name, Title):				
Phone:		Email:		

Section 2 of 3 - Description of Work* <sup>(+)</sup>	
PROJECT DETAILS	
List all streets where facilities will be used or will be located. Describe the location of the facilities in all sections of the streets, including which side of the street (N, E, S, or W) and whether aerial or underground work will be performed. Attach a map and any other documentation describing proposed work including additional pages if necessary.	
<input type="radio"/>	<b>Underground Installation (Linear Feet):</b>
<input type="radio"/>	<b>(and/or) Aerial Installation (Linear Feet):</b>
UTILITY PERMIT TYPE AND ASSOCIATED FEES <sup>(3)</sup>	
Utility Permit Type:	<input type="radio"/> Standard <input type="radio"/> Priority <input type="radio"/> Emergency
Application Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO      Payment Type:
Bond Submission (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO      Payment Type:
Related Notes:	

ENGINEERING DEPARTMENT USE ONLY	
Utility:	
Permit Number:	
Bond Number:	
Note:	

# City of Southfield, MI --- UTILITY PERMIT APPLICATION FORM (Page 2 of 2)

<b>Section 3 of 3 -Additional Application Material*<sup>(+)</sup></b>	
<b>ATTACHMENTS</b>	
Please check all items that have been included as part of this permit application <sup>(4)</sup> :	
<input type="radio"/>	<b>(A)</b> If a designated entity is applying on behalf of the permit owner, please include documentation from the permit owner authorizing such action.
<input type="radio"/>	<b>(B)</b> If work for this permit application is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, please include the existing agreement, or reference of this agreement.
<input type="radio"/>	<b>(C)</b> Attach engineering plans showing the location and detailed drawings, plans, and specifications of proposed work in the right-of-way in relation to the project details subsection of description of work and in accordance with the city's engineering requirements.
<input type="radio"/>	<b>(D)</b> Please provide a list of all anticipated contractors and subcontractors involved in the work proposed within this permit application.
<input type="radio"/>	<b>(E)</b> Please provide all applicable insurance documentation, pursuant to this permit application and the Southfield City Code.
<input type="radio"/>	<b>(F)</b> If a bond deposit should be refunded to a different entity or address than is identified on the bond payment, authorization from the paying entity must be submitted. A record change request fee will apply.
<b>CERTIFICATION</b>	
The below signer has the express permission of the permit owner to apply for a permit granted by the city for the work proposed within this application and verifies that statements made in this application and attached material are true and correct to the best of their knowledge. By signing and submitting this application, the permit owner agrees to the terms and conditions contained therein.	
Signature: _____ Name: _____ Date: _____	

<b>REFERENCES</b>
<p><b>(*)</b>: Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p><b>(+)</b>: If a field does not have sufficient space to properly communicate listed requirements, please include an attachment with the necessary information. Attachments should clearly indicate the section of the permit application (for example: Section 1 of 3 - General Information), the page number of the section (for example: Page 1 of 2), the sub-section of the section (for example: Utility Company (Permit Owner)), and the name of the field (for example: Company Address) for which the information is being provided.</p> <p><b>(1)</b>: If a designated entity is applying for work being proposed on behalf of a permit owner, please fill out both sections. If an entity is applying for work that they will be directly responsible for, please mark "YES" for "Same as Applicant" and fill out "Utility Company (Permit Owner)" section.</p> <p><b>(2)</b>: For any work in the city right-of-way that is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, this information should be filled out for the entity that ultimately holds such an agreement with the city. Please attach any information of entities, other than the permit owner, performing work in the right-of-way in relation to this permit application under Attachment (E) of Section 3 - Additional Application Material.</p> <p><b>(3)</b>: Please see the permit application for permit types and their corresponding fees.</p> <p><b>(4)</b>: If an attachment is not required due to any conditions within this permit application, please state the purposeful omission of an attachment, referencing the corresponding attachment letter (for example: Attachment A).</p>

<b>ENGINEERING DEPARTMENT USE ONLY</b>	
<b>Utility:</b>	
<b>Permit Number:</b>	
<b>Bond Number:</b>	
<b>Note:</b>	