

**CITY OF SOUTHFIELD, MICHIGAN  
PLAN REVIEW PERMIT**

**Application for Permit to Occupy (P.O.) City Right-of-Way  
(Code 1170)**

<b>P.O. Permit:</b>	
<b>File No.</b>	
<b>Date:</b>	

Application is hereby made to obtain an approved construction plan for the following improvements to be constructed at the location described in detail below:

**\* APPLICANT SHALL COMPLETE ONLY THOSE SECTIONS MARKED WITH AN ASTERISK. PLEASE TYPE OR PRINT LEGIBLY. ALL OTHER SECTIONS WILL BE COMPLETED BY CITY STAFF.**

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*	<b>Name of Project:</b>	
*	<b>Address/Street Name:</b>	
*	<b>Subdivision:</b>	
*	<b>Sidwell/Lot No.:</b>	
*	<b>Section(s):</b>	

The applicant agrees to conform to the conditions of this Permit as described in the Application Requirements.

*	<b>Applicant:</b>	
*	<b>Address:</b>	
*	<b>City, State, Zip:</b>	
*	<b>Phone:</b>	
*	<b>Fax:</b>	
*	<b>Contact Person:</b>	

**PERMIT TO OCCUPY CITY RIGHT-OF-WAY**

This permit is granted subject to the conditions stated in the application. If construction has not begun within one year after date below, this Permit shall be void.

<b>By:</b>	<b>Title:</b>	<b>Date:</b>
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**PERMIT FEES**

<b>Estimated Construction Cost</b>	<b>\$</b>	
<b>Review Fee (2.0%) of Construction Cost</b>	<b>\$</b>	
<b>TOTAL FEE WITH APPLICATION</b>	<b>\$</b>	(\$250 minimum)

See "Application Requirements" sheet for terms, conditions and requirements.  
This is not a construction permit.

Checks may be electronically debited from your account. A \$35.00 fee will be invoiced for any returned checks.

## **APPLICATION REQUIREMENTS**

### **PERMIT TO OCCUPY CITY RIGHT-OF-WAY**

The applicant for a Permit to Occupy right-of-way hereby agrees:

1. To furnish to the Southfield Engineering Department for review, three (3) sets of plans for the proposed public utility or improvement. (Additional copies will be needed upon the notification by the Engineering Department.)
2. To submit a detailed engineer's cost estimate for all site improvements.
3. To pay to the City a non-refundable fee in the amount of 2.0% of the estimated cost provided above.
4. To advise the contractor that approval of the plans accompanying this application does not constitute a construction permit. A Permit to Construct within City right-of-way must be applied for. Applications are available from the Engineering Department and on City web site.

The City further requires that the applicant provide the City with easements for all proposed public utilities or improvements that are not already located within City right-of-way. These easements shall be for the purpose of maintaining and operating these utilities or improvements by the City. Easements shall be submitted on forms provided by the City and are available from the Engineering Department and on City web site.