

# GUIDELINES FOR RESIDENTIAL RIGHT-OF-WAY PERMIT APPLICATIONS

Pursuant to the Amended Right-Of-Way Management Ordinance, a permit application to erect a structure in a residential district shall include a site plan identifying the location of all property lines, as well as scaled drawings indicating compliance with items under # 3 (a – e) of Section 18-127 of Ordinance No. 356 along with the following:

1. Structures located on each side of driveways, shall provide a minimum opening at the driveway of not less than sixteen [16] feet to allow for unobstructed access for emergency vehicles.
2. Structures located on each side of driveways, shall be set back from the road edge so as to provide sufficient turning radius for emergency vehicle access, and to provide a clear line of sight of oncoming traffic when entering the roadway.
3. Structures erected of other than landscape materials, shall be placed on footings that are at least as wide as the structure, but not less than 12 inches in width, 10 inches in thickness, and that extend to a depth that is below the frost line.
4. Structures comprised of masonry units shall conform to all applicable masonry industry standards and practices.
5. The structures shall not contain any exposed or embedded reinforcing members a design features that would present a risk of impalement when struck by pedestrian or vehicular traffic.
6. The structures shall not be located so as to cause pedestrians in the right-of-way to walk within five (5) feet of the road edge for curbed streets, and twelve (12) feet for uncurbed streets.
7. The structures must be routinely maintained so as to be structurally sound and in a safe condition.
8. Structures shall not be located over public utilities.
9. Neither the proposed structure, nor the related landscaping, shall be placed so as to inhibit or impede access to, and/or use of, a fire hydrant. Plantings must be kept a minimum of fifteen (15) feet in any direction from the hydrant.
10. The project may not include filling the ditch and/or in any way negatively affect surface water drainage.
11. Driveway gates must be equipped with a "quick-release" mechanism and a Knox Box.

**ORDINANCE NO. 356**

**RIGHT-OF-WAY MANAGEMENT ORDINANCE AMENDMENT**

**Section 18-127. Residential Use Permit Application, Exemption and Review Standards.**

3. **Review Standards** – In addition to determining whether other standards, terms and conditions of this Ordinance will be satisfied, the City, in determining whether to grant or deny or grant with conditions an application for a Residential Use Permit shall consider the following factors in order to protect the public health, safety and welfare and insure the compatibility of the structure with the residence using or to be served by the structure and residences of other homes in the immediate neighborhood. For purposes of this section, structures shall include such items as entrance piers, gates, walls, and mailbox enclosures.
- (a) Structures shall not exceed four (4) feet in height and must be of a proportionate width and be in harmonious conformance with permanent neighboring development, excluding mailbox enclosures that may extend no greater than five (5) feet in height.
  - (b) Materials shall be of durable quality.
  - (c) Exterior lighting shall not be permitted.
  - (d) Landscape elements consisting of all forms of planting and vegetation, ground forms, rock groupings are encouraged. Boulders the size of a man's head or larger shall not be placed closer than three (3) feet from the edge of the traveled portion of the roadway.
  - (e) To the extent reasonably feasible, the structure design, the landscape and site treatment around the structure shall be consistent with the character of the area.

**City of Bloomfield Hills**  
**Application for Residential Right-of-Way Permit**

To be completed in accordance with the requirements of the City of Bloomfield Hills Right-of-Way  
Management Ordinance Amendment – Ordinance No. 356

**Dear Applicant:**

**By filling out this application form in full, and attaching it to the materials requested, you will assist the City of Bloomfield Hills in its effort to promptly review your application for a Residential Right-of-Way Permit. The information requested on this application is the minimum required by ordinance. You should submit any additional information or materials you believe would assist the City in its review of your proposal.**

**This application must be filled out in full, and must bear the signature of the applicant or applicant's representative. Additionally, an application fee of \$250.00 must accompany this application.**

**Please submit your application, three sets of plans, a copy of the Road Commission for Oakland County's (RCOC) approved application, a copy of the insurance policy listing the City as an added insured, and any other required information, to the City of Bloomfield Hills Building Department.**

**For further information, contact the City of Bloomfield Hills Building Department at (248)-644-1520.**

**City of Bloomfield Hills 45 E. Long Lake Road Bloomfield Hills, MI 48304**  
**Phone: (248) 644-1520 Fax: (248) 644-4813 [www.bloomfieldhillsmi.net](http://www.bloomfieldhillsmi.net)**

**Proposed Use and Occupancy**

Describe the improvements within the right-of-way to be used and occupied (and show same on plans filed with application):

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Describe the proposed use and occupancy to the right-of-way, including all construction, installation, location, maintenance and/or repairs of improvements in the right-of-way:

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Describe the exact type, kind and amount of construction, installation, location, maintenance and/or repair of improvements:

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Identify the name and number of pages of plans filed in connection with the requirements of this section of the application:

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**Map/Plans of Right-of-Way**

Enclose with this application three sets of site plans identifying the location of all property lines as well as scaled drawings indicating compliance with items under # 3 (a – e) of Section 18-127 of Ordinance No. 356; as well as the Guidelines for Residential Right-Of-Way Permit Applications.

**Anticipated Activities**

Describe all anticipated activities to be performed within the right-of-way after completion of initial construction:

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**Indemnification**

State whether the applicant understands and agrees with the indemnification provisions contained in Section 18-172 of the Right-of-Way Management Ordinance of the City.

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**Certification**

We certify the statements made in the application are true to the best of our knowledge, information and belief.

Applicant's Signature:

Date:

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Applicant's Printed Name:

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**City of Bloomfield Hills**

45 E. Long Lake Road  
 Bloomfield Hills, Michigan 48304-2322  
 Phone (248) 644-1520 Fax (248) 644-4813  
 www.bloomfieldhillsmi.net

**STRUCTURE IN THE R-O-W  
 PERMIT APPLICATION**

<b>I. PROJECT INFORMATION</b>					
PROJECT NAME			ADDRESS		
CITY				ZIP CODE	
<b>II. IDENTIFICATION</b>					
<b>A. OWNER OR LESSEE</b>					
NAME			ADDRESS		
CITY		STATE	ZIP CODE	TELEPHONE NUMBER (    )	
<b>B. ARCHITECT OR ENGINEER</b>					
NAME			ADDRESS		
CITY		STATE	ZIP CODE	TELEPHONE NUMBER (    )	
LICENSE NUMBER				EXPIRATION DATE	
<b>C. CONTRACTOR</b>					
NAME			ADDRESS		
CITY		STATE	ZIP CODE	TELEPHONE NUMBER (    )	
CELL NUMBER (    )	E-MAIL ADDRESS		BUILDERS LICENSE NUMBER	EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION					
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION					
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION					
Insurance Certificate Provided? YES <input type="checkbox"/> NO <input type="checkbox"/> Subdivision Approval Granted? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> Soil Erosion control installed? YES <input type="checkbox"/> NO <input type="checkbox"/> Property identified by address at site? YES <input type="checkbox"/> NO <input type="checkbox"/> Work hours posted at construction site entrance? YES <input type="checkbox"/> NO <input type="checkbox"/>					

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

**HOMEOWNER AFFIDAVIT**

I hereby certify the work described on this permit application shall be completed **by myself in my own home** in which I am living or about to occupy. All work shall be completed and/or installed in accordance with the State Building Code and **shall not be put into use** until it has been **inspected and approved** by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on residential building or a residential building or residential structure. Violators of Section 23a are subjected to civil fines.

**VII. APPLICANT'S SIGNATURE**

**SIGNATURE** (Homeowner signature indicates compliance with Homeowner Affidavit)

**DATE:**

**VIII. VALIDATION – FOR DEPARTMENT USE ONLY**

USE GROUP \_\_\_\_\_

BASE FEE \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_

NUMBER OF INSPECTIONS \_\_\_\_\_

SQUARE FEET \_\_\_\_\_

APPROVAL SIGNATURE

TITLE

DATE

**FEE SCHEDULE FOR R-O-W PERMIT**

APPLICATION FEE	\$50
PERMIT FEE	\$150
PLAN REVIEW	<u>\$100</u>
<b>TOTAL DUE</b>	<b>\$300</b>

**PAYMENT MUST BE MADE IN FULL AT TIME OF SUBMISSION.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**CITY OF BLOOMFIELD HILLS  
OAKLAND COUNTY, MICHIGAN**

**RESIDENTIAL RIGHT-OF-WAY DISRUPTION INSURANCE REQUIREMENTS**

A certificate of insurance shall be required with an endorsement naming The City of Bloomfield Hills as an additional insured.

**MINIMUM INSURANCE AMOUNTS:**

General Liability -	\$5,000,000.00
Person/Property Protection -	\$1,000,000.00

These limits are effective unless the applicant's policy has greater limits, then the greater limits shall prevail.