



City of Bloomfield Hills

Application for Authorization for Use and Occupancy of Right-of-Way

(To be completed in accordance with the requirements of the
City of Bloomfield Hills' Right-of-Way Regulation Ordinance)

For City Use Only

Application No.: _____ Applicant Name: _____

Received By: _____ Date: _____

Approved By: _____ Date: _____

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 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 in the amount required by the City Commission Resolution must accompany this application.

Please submit your application, **three** sets of plans, and any other required information, to the City of Bloomfield Hills Clerk's Office. All applications for aboveground structures will also require **three** copies of landscape plans.

This application is valid for six (6) months from the date it is received by the Clerk's Office.

Applicant Information:

Name: _____ Estimated Commencement Date: _____

Street Address: _____ Estimated Completion Date: _____

City: _____ State: _____ Zip: _____

45 E. Long Lake Road Bloomfield Hills MI 48304

Phone: 248-644-1520 Fax: 248-644-4813 www.bloomfieldhillsmi.net

Please check the type of work being completed:

- Curb/road cuts
 - Ditch enclosures
 - Dumpster
 - Installation of brick pavers in driveway or curbs
 - Parking for a permitted project (does not include landscape vehicles, vehicles for tours or sales, vehicles for moving or deliveries)
 - Staging of construction or landscape vehicles with or without trailer
 - Structures in the right of way (boulders, fence, gates, landscape, mailbox enclosure, piers, or walls)
 - Utilities (installation, repair or replacement)
 - Other (please describe)
-

For all non-utility related requests, please skip ahead to the “Proposed Use and Occupancy” section of this application.

Does the applicant currently have a permit in any other Oakland County community? If so, list such communities: _____

Contact Person’s Name: _____

Contact Person’s Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person’s Phone: _____

Character of Business

Character of business applicant generally engages in: _____

Length of time engaged in such business: _____

Location(s) engaged in such business: _____

Character of business applicant proposes to engage in: _____

Length of time engaged in such business: _____

Location(s) engaged in such business: _____

Corporate/Partnership Information

Attach to this application copies of the Articles of Incorporation of an applicant that is a corporation or limited liability corporation, as well as copies of the corporation's last three annual reports. If the applicant is a partnership, attach a copy of the Partnership Agreement. Also attach to the application copies of the financial statements of the applicant for the last three years.

Proposed Interconnection

Attach a map to the application showing the manner and location in which proposed improvements will interconnect with existing and proposed improvement in other municipalities.

Use and Occupancy Schedule

Specify the schedule and timetable for the construction and installation of improvements, including the commencement and completion dates for the construction, as well as a commencement date when the actual operation and use of the improvements in the City right-of-way will begin to take place.

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): _____

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:

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

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

Map/Plans of Right-of-Way (Utilities)

Enclose with this application a detailed map and plans showing all of the City's right-of-way the applicant proposes to construct, install, locate, use and/or operate improvements, and a map and plans clearly designating the proposed route and exact location of the same, and designating whether the improvements are proposed to be located underground and/or above ground. If the applicant proposed to establish facilities above ground, specify all reasons why applicant should be exempt from the obligation of placing all improvements underground.

Map/Plans of Right of Way (Non-Utility)

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 of Residential Right-Of-Way Permit.

Anticipated Activities

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

Describe in detail all of the services to be provided by the applicant:

Specify and, if appropriate, attach a map showing the location of known and projected customers, i.e., person to be served.

Indemnification

State whether the applicant understands and agrees with the indemnification provisions contained in the Right-of-Way Regulation Ordinance of the City.

Insurance Policy Information

Name of Company: _____ Expiration Date: _____

Certification

I certify the statements made in this application are true to the best of my knowledge, information and belief.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____



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

R-O-W PERMIT APPLICATION (NON UTILITY)

I. PROJECT INFORMATION			
PROJECT NAME	ADDRESS		
CITY	STATE	ZIP CODE	
II. IDENTIFICATION			
A. OWNER OR LESSEE (please complete if different from above)			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()
B. ARCHITECT OR ENGINEER			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()
LICENSE NUMBER			EXPIRATION DATE
C. CONTRACTOR			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER ()
LICENSE NUMBER			EXPIRATION DATE
CELL NUMBER ()	EMAIL 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"/>
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"/>
<p>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 law of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</p>			

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. HOMEOWNER’S SIGNATURE

SIGNATURE (Homeowner signature indicates compliance with Homeowner Affidavit)

DATE

PRINTED NAME

Additional Information

Escrow requirement – The City has established an Ordinance requiring the payment of monies to reimburse the City for review expenses; the Ordinance Code requires persons making application for reviews, approvals or other beneficial grants from the City to defray the costs and expenses of the City for reviews reasonably required to respond to such applications.

Bond requirement – The City has established an Ordinance requiring that a bond be posted by the applicant to ensure that the city’s right-of-way that are to be disrupted and/or used by the applicant are returned and restored to their original condition after the applicant’s disruption and/or use of the right-of-way, that all required fees are paid, that all permit conditions are satisfied and that acceptable as-built plans are provided to the city.

Restoration requirement – Please note that restoration is to be completed, weather permitting, within 30 days of completion on the permitted work as required by ordinance.

MDOT flagging requirement – Please refer to the MDOT website for traffic/flagging requirements. Here is the website: www.michigan.gov/documents/mdot/MDOT-TrafficRegulatorsManual_327600_7.pdf