



**CITY OF MADISON HEIGHTS
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
300 W. 13 MILE ROAD, MADISON HEIGHTS, MI 48071
(248) 583-0831 Fax (248) 588-4143**

FOR OFFICE USE ONLY

PERMIT #: _____

DATE ISSUED: _____

BY: _____

RIGHT OF WAY PERMIT APPLICATION

Job Address: _____ Tax Parcel ID No: _____

Applicant: _____ Phone: _____ Fax: _____

Applicant's Address: _____ City: _____ Zip: _____

Applicant's E-mail Address: _____

Contractor: _____ Phone: _____ Fax: _____

Contractor's Address: _____ City: _____ Zip: _____

WORK DESCRIPTION:

The work will be done within the right-of-way of _____ between
_____ and _____.

Detailed description of work: _____

FOR OFFICE USE ONLY

FEES

Application: **\$200.00**

Plan Review: _____

Permit: _____

Inspection: _____

GIS: _____

Bond: _____

Registration: _____

Investigative: _____

TOTAL: _____

ENGINEER ONLY

Approval _____ Date _____

PROJECT COST: \$ _____ ☐ See attached engineer's estimate.

PLAN SUBMITTAL:

The initial submittal and any re-submittals must consist of one (1) drawing not to exceed 24" x 36", and one (1) 11" x 17" drawing (must be readable) along with a PDF.

Note: The obligation to operate, use and/or maintain the facility to the satisfaction of the City of Madison Heights remains in force as long as the facility exists.

Note: If said permit is granted, the above named applicant agrees to do the following:

1. Give notice to the Community Development Department (249-583-0831) twenty-four hours prior to commencement of operations covered by this permit and twenty-four hours before any required inspection.
2. Save harmless the City of Madison Heights, Michigan against any and all claims for damages arising from operations covered by this permit and, furnish proof of liability insurance coverage for the term of this permit in an amount not less than \$1,000,000.00.
3. Maintain a performance bond in an amount acceptable to the City of Madison Heights and conditioned upon performance of the conditions of the permit and compliance with all requirements of law.

I hereby certify that I have received, read and understand this form and any attachments or plans, that all information provided herein is correct and true to the best of my knowledge, and that all work will be performed in accordance with the plans and specifications approved herewith.

APPLICANT'S SIGNATURE

DATE

DRIVER'S LICENSE NUMBER

DATE OF BIRTH

RIGHT OF WAY PERMIT FEE SCHEDULE

Application Fee	(Non-refundable) \$200.00 for all projects. Due at time of application.
	Permit fees are non-refundable after work has started and non-transferable.
Review Fees:	2% of the cost of the project. Minimum \$200.00
Inspection Fee:	4% of the cost of the project. If the inspection fees exceed the non-refundable fee, the permittee is responsible for the difference between 4% of the value of the project plus 175% of the payroll costs (including but not limited to wages, fringe benefits and/or expenses) for any inspection fee above the non-refundable 4% inspection fee \$100.00 for each road crossing/driveway compaction test.
GIS Fee	\$0.10 per lineal foot of cable, wire, conduit or pipe plus \$10.00 for each structure, including but not limited to, manholes, hand holes and/or vaults, whichever is greater. Minimum fee: \$150.00.
Contractor Registration Fee	\$15.00
Right of Way Bond	\$5,000.00 Cash Bond (Required for R.O.W.) A bond of \$5,000 or 5% of the work, whichever is greater, must be on file with the Department.

SUPPLEMENTAL SPECIFICATIONS

1. **PERMIT** - The person in charge of the work shall have the permit and the approved plans in his possession on the job at all times.
2. **INSPECTION** – In all cases the applicant shall notify the Community Development Department when the work will commence so, when necessary, arrangements may be made to have an inspector present while the work is in progress. Twenty-four hours notice is required for inspection requests.
3. **MISCELLANEOUS** – Any operation in the right-of-way not covered by the above specifications, submitted with this permit, shall be done in accordance with instructions of the City Engineer.
4. **APPROVAL OF THE CITY ENGINEER** – All permits other than residential sewer and water leads and curb cuts must be approved by the City Engineer.

NOTE: THIS PERMIT DOES NOT RELIEVE APPLICANT FROM MEETING ANY APPLICABLE REQUIREMENTS OF LAW OR OF OTHER PUBLIC BODIES OR AGENCIES.