Permit No: _____

RIGHT OF WAY PERMIT

Location: _____

Name of Applicant: _____

Company Name: _____

Address of Applicant: _____

Signature of Applicant: _____

Contact Name: _____

Telephone & Email Address: _____

Email Address: _____

Description and Purpose of Request: _____

_____

_____

Attachments: Plan of Proposed Right of Way Work

Copy of Insurance Certificate (Naming City of Grosse Pointe Farms as Additionally Insured) Special Conditions: **You must contact the following departments at least 48 hours before the work is scheduled to begin;**

Department of Public Services - (313) 885-4285

Department of Public Safety - (313) 885-2100

Permit Expiration is 30 days from above date or _____

Contractors must take out a "Right-of-Way" permit from the Public Services Department for any work within the right-of-way. The contractor must meet insurance requirements established by the City and must submit a current certificate of coverage.

PERMIT FEES:
$100 base fee
$500 trench maintenance fee*

Approved By: _____

Date: _____

*Does not apply to landscaping or other softscaped unless otherwise determined by the Director of Public Services.

Right-of-Way Sewer and Water Installation and Repair Policy

1. **Water services only:** The City will make water main taps in a single trench only.

   a. If the service is 3" or less, standard scheduled fees apply. The cost of restoration is extra.

   b. If the service is 3''or larger, an estimate is requested and prepared by the Water Dept. The contractor will be notified of the price and the fee must be paid prior to work starting.

2. **Sewer services only:** The City will not make sewer service installations. The owner/applicant is responsible for engaging a qualified contractor to do this work, including the portion in the right-of-way.

   a. A plumbing permit is required in addition to the right of way permit.

   b. The trench maintenance fee of $500 will be charged from the City's schedule of fees. The fee assumes a maximum 4-foot wide saw-cut trench. Any damage to the street in excess of 4 feet will be charged in multiples of the original fee (for example an 8-foot-wide trench would be double the original fee).

   c. The contractor shall install the sewer on a minimum 3 inch bedding of 6A stone. The pipe shall also be backfilled with 6A stone to a minimum of 6 inches above the top of the pipe. The stone layer shall be followed with sand backfill in the City right-of-way. The contractor is responsible to place 6 inches of gravel and 3" of compacted cold mix in the trench within the street and sidewalk areas prior to leaving the site.

   d. All necessary supplies must be on site prior to the start of any digging in the City right-of-way. Failure to do so may result in the City inspector shutting down the job.

e. Contractors closing the road must have prior approval. The City requires the placement of road closed signs (if closing the road) or road work ahead signs at the end of each block prior to starting any work in the City right-of-way. Contractor must call the Grosse Pointe Farms Public Safety Department at 313-885-2100 to notify them that the road will be closed at the address of the work being performed and called back open when the work is completed.

f. The contractor must take out a "Right-of-Way" permit from the Public Services Department for **any** work within the right-of-way. The contractor must meet insurance requirements established by the City and must submit a current certificate of coverage.

g. A City inspector must be on site at the time taps are made. A minimum notice of 48 hours must be given to the DPS to allow proper scheduling of the inspection. Please call 313-885-4285 to schedule this inspection. This requirement may be waived by the DPS if unforeseen circumstances dictate.

3. **Sewer and water combined trench connections:** If the contractor wishes to use a combined trench, the private contractor shall do all work.

   a. All fees and comments noted above for water and sewer work will apply here as well.

   b. An all-brass tapping saddle (or clamps on repairs) and valve must be used on all water taps.

   c. PE Pipe, Blue - ultra or equivalent, CTS, AWWA AC909 is required for all water services 2” or less in the right-of-way.

   d. A McDonald 21/2 Buffalo #5700curb box or gate box must be used. Curb box is to be placed on the property line (normally 12" inside of sidewalk) unless specific approval of change is authorized by the City.

   e. Contractor will do all work involved in the installation (as in sewer tap above).

   f. A contractor shall not shut down any water main without the expressed permission of the City. Doing so is a violation of the permit and may subject the permit holder to additional charges and/or penalties.

   g. A City inspector must be on site at the time taps are made. A minimum notice of 48 hours must be given to DPS to allow proper scheduling of the inspection. This requirement may be waived by DPS if unforeseen circumstances dictate.

4. **Other notes:**

   a. A sewer guarantee (if any) is through private arrangements between the contractor and homeowner but should, for the homeowners benefit if granted, include the portion within the right-of-way. The City is not involved in establishment of this "guarantee" nor shall it be obligated in any way for any agreements or guarantees between the parties.

   b. Work inspected by DPS will include right-of-way work and taps on City mains only. Work on private property will require a separate plumbing permit and separate inspection from the Public Services Department.

   I have read and understand the City’s policy as outlined above:

_____

_____