

**PERMIT APPLICATION FOR CONSTRUCTION IN PUBLIC RIGHTS OF WAY**

**(CHAPTER 50 ARTICLE I)**

**ANN ARBOR CHARTER TOWNSHIP**  
3792 Pontiac Trail, Ann Arbor, Michigan 48105  
(734) 663-3418

*(For Office Use Only)*

Township Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Issued To: \_\_\_\_\_

Admin Fee (Non-refundable): \$100.00 \_\_\_\_\_

Plan Review Fee/ Non-Refundable \$100.00 \_\_\_\_\_

Inspection Deposit:\* \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant/Representative name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner's Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Representative name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Owner's Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Representative name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SESC Permit No. if applicable: \_\_\_\_\_

(attach a copy of application and permit)

Date of Issue: \_\_\_\_\_

Site Plan or Other Township approvals: \_\_\_\_\_

(attach a copy of application and approvals)

Date of Issue: \_\_\_\_\_

Applicant is responsible for obtaining all required permits, approvals, easements, permission from private property owners, and compliance with applicable laws and ordinances. Contact MISS DIG prior to start of construction.

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Estimated construction cost: \$ \_\_\_\_\_

Plans submitted with application (list): \_\_\_\_\_

*See Pages 3 - 4 for Additional Requirements*

I represent that the foregoing application is correct and agree to pay the fees required.

Signature of Owner: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Application verified as complete by:

Township Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by:

Township Utilities Director: \_\_\_\_\_ Date: \_\_\_\_\_

Permit issued by Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Inspection Deposit:**

Applicant must provide Ann Arbor Township with construction cost estimates certified by a licensed contractor or engineer for construction costs of all improvements. The Inspection Deposit will be based on the construction cost as follows:

3% of approved construction cost with a minimum deposit of \$500.

Any unused portion of the Inspection Deposit shall be refunded to the Applicant.

In accordance with the Township's adopted Fee Schedule and Policy, Owner is responsible for the cost of all Township reviews, including Township engineer, attorney, planner and other Township consultants.

Easements

Submit copies of existing and proposed easements with application if applicable. Easements must be approved by the Township attorney and engineer prior to final certificate of completion.

**NO PERMIT IS REQUIRED FOR ROUTINE MAINTENANCE. TREE TRIMMING IS NOT CONSIDERED ROUTINE MAINTENANCE AND A PERMIT IS REQUIRED.**

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1. Owner/Representative should contact the Township at (734) 663-3418 prior to filing an Application for a determination of plans required and whether a preconstruction meeting is necessary. All fees and deposits must be paid prior to the preconstruction meeting.
2. Owner/Representative must complete the Permit Application, submit required fees and deposits, participate in any necessary preconstruction meeting, and have plans approved prior to issuance of a permit and beginning construction.
3. The Administrative Fee, the Plan Review Fee and Inspection Deposit shall be paid at the time the Application is filed. The Owner/Representative shall provide an itemized construction cost estimate that must be reviewed and approved by the Township Utilities Director or Engineer. Adjustments in the approved construction cost may require additions to the Deposit.
4. The Township shall deduct from the Inspection Deposit all Township inspection, construction review/administration expenses related to the installation of the utilities, including but not limited to review of shop drawings, construction observation, punch lists, consultant's review, and review of easements.
5. If more than 75% of the Inspection Deposit is used to reimburse inspection and review costs, the Owner/Representative must bring the Deposit to its initial level within 14 days after notice from the Township. If the Deposit is not brought back to its initial level within the time required, then no further inspections shall occur, a stop work order may be issued and no permits or certificates of occupancy shall be issued for any work on the Project until the Deposit is brought to its initial level.
6. Applicant/Owner shall comply with all applicable franchises and franchise agreements, laws, ordinances and regulations governing the utility being installed, including obtaining permits and approvals from the Washtenaw County Road Commission.

**No Work Can Be Started Until the Permit Is Issued**

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**ADDITIONAL REQUIREMENTS FOR PROJECTS SUBJECT TO SITE PLANS OR PRELIMINARY PLATS**

- All procedures, design and construction of utilities shall be in conformance with the requirements of the supplying utility company.
- Plans of all proposed utilities, whether or not in public easements, shall be submitted by the utility company to the Township for review. The Township will issue a construction permit to the utility company when the plans are approved.
- All existing and proposed utility information including lines, poles and surface equipment shall be shown on the final site plan or on the preliminary plat filed if one is required.
- Every effort shall be made to install all proposed electrical, telephone, cable and telecommunications utilities underground for their full length in new developments.
- Surface equipment shall be located so as not to interfere with traffic flow, parking, building access, access to fire hydrants, or with existing natural features to be preserved, such as trees.
- Surface transformers, pedestals and similar equipment shall be screened from view to the extent feasible.
- Electrical, telephone, gas and television lines may not share a common trench with sewer and water mains and shall maintain a minimum of 10 feet of separation distance.
- Preconstruction staking.
- Insurance Certificate.
- County Road Permit.