

CONSTRUCTION PERMIT APPLICATION
STORMWATER SYSTEM
PUBLIC SANITARY SEWER MAINS AND LEADS
PUBLIC WATER MAIN AND WATER SERVICE LEADS
PRIVATE ROAD

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

(For Office Use Only)

Permit No.: _____
Type of Permit: _____
Date Issued: _____
Issued To: _____
Admin Fee (Non-refundable): \$500.00
Review/Inspection Deposit:* _____
Receipt No. _____ Date: _____

Name of Project: _____
Type of Permit: _____
Location: _____
Project Parcel ID No. _____
Description of Project: _____

Owner: _____
Address: _____
Phone: _____
Representative name: _____
Address: _____
Phone: _____

Engineer: _____
Address: _____
Phone: _____
Representative name: _____
Address: _____
Phone: _____

Contractor: _____
Address: _____
Phone: _____
Representative name: _____
Address: _____
Phone: _____

For Water Permit Only:
EGLE – Water Permit No.: _____
(attach a copy)
Date of Issue: _____

For Sanitary Sewer Permit Only:
EGLE – Sewer Permit No.: _____
(attach a copy)
Date of Issue: _____

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For Stormwater Permit Only:

Must be reviewed and inspected by Ann Arbor Township for the WCWRC with a final inspection by the WCWRC.

Date of Township Inspection: _____ Date of WCWRC Inspection: _____

For Private Road Permit Only

Washtenaw County Road Commission

Permit No: _____ (if access to a public road) Date of Issue: _____ (attach a copy)

Private Road Maintenance Agreement and Easement (attach proposed draft agreement with survey and legal description)

Township Attorney approval: _____ (date) Township Engineer approval: _____ (date)

Estimated construction cost of: Water \$ _____ Sewer \$ _____ Storm water \$ _____
Private Road \$ _____

Plans submitted with application (list): _____

See Pages 3 and 4 for Additional Requirements

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

Signature of Owner: _____ Signature of Contractor: _____

Application approved and permit issued by:

Township Utility Director: _____ Date: _____

Township Building Official: _____ Date: _____

Township Engineer: _____ Date: _____

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***Review/Inspection Deposits:**

1. Applicant must provide Ann Arbor Township with construction cost estimates certified by a licensed engineer for all improvements subject to permit. Review inspection deposit will be based on the construction cost as follows:

<u>Construction Cost</u>	<u>Amount of Review/Inspection Deposit</u>
\$0- \$125,000	\$15,000.00
\$125,000 - \$500,000	12% of construction cost
Over \$500,000	10% of construction cost

2. In accordance with the Township’s adopted Fee Schedule and Policy, Owner is responsible for the cost of all Township reviews and consultant’s fees required for issuance of a certificate of completion, including Township engineer, attorney, planner, and other Township consultants.
3. Public utility easement and dedication (form available on request) to be provided prior to final certificate of completion.
4. Easements must be approved by the Township attorney and engineer prior to final certificate of completion.
5. Private Road Maintenance Agreement and easement must be approved by the Township attorney and engineer prior to commencement of work and recorded prior to certificate of completion.
6. See Private Road Ordinance Section 4.E. for additional submittal requirements, including topographical contours, soil characteristics and wet areas, trees, streams, bodies of water, existing buildings, relationship to property lines, location of proposed improvements.
7. Right of way must conform with:
 - Township Wetland and Water Course Protection Ordinance
 - Township Natural Features Ordinance
 - WCWRC Standards

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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 and the Review/Inspection Deposit shall be paid at the time the application is filed. The Owner/Representative shall provide an itemized utility construction cost estimate that must be reviewed and approved by the Township Engineer. Adjustments in the approved construction cost may require additions to the deposit.
4. The Township shall deduct from the Review/Inspection Deposit all Township inspection, review and construction administration expenses related to the installation, acceptance, and dedication 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 Review/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/reviews 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. Project inspections/reviews will be by the Township Utility Director for smaller or less complex projects. A Project consisting of construction of any private road, water main, sanitary sewer main or stormwater system designed or intended to serve two or more buildings, or designed for a fire hydrant, inspections/reviews will be by the Township Engineer or Inspectors.
7. Once Project plans are approved by the Township, Owner/Representative must submit additional plans to be forwarded to EGLE or WCWRC, if applicable.
8. No permit will be issued until receipt of any necessary approvals from the EGLE, WCWRC, WCRC and Township, payment of fees, completion of any necessary pre-construction meeting, and approval of all required plans.

No Work Can Be Started Until the Permit Is Issued

Form Approved

7/14/2022