## CITY OF ROYAL OAK

# ENGINEERING SITE PLAN REVIEW APLICATION

APPLICANT TO PROVIDE ALL INFORMATION IN BLANK AREAS

**SITEPLAN WORK ORDER NO: _____**

A. **APPLICANT**: ( ____Property Owner/Developer, ____ Contractor or _____ Utility Company)

| | |
|---|---|
| _____ (COMPANY NAME) | _____ (FAX) |
| _____ (ADDRESS) | _____ (CONTACT PERSON) |
| _____ (CITY, STATE, ZIP CODE) | _____ (24 HOUR EMERGENCY PHONE) |
| _____ (OFFICE PHONE) | _____ (E-MAIL ADDRESS) |

B. **DESCRIPTION OF SITE IMPROVEMENT(S)**: *(CIRCLE ALL THAT APPLY)*

1. **RIGHT-OF-WAY IMPROVEMENTS**
   a. Curb Cut
   b. Drive Approach
   c. Public Sidewalk
   d. Pavement Cuts
   e. Landscaping
   f. Traffic Control

2. **UTILITY IMPROVEMENTS**
   a. Water Service Lead
   b. Fire Suppression
   c. Sewer Lead
   d. PUBLIC WATER MAIN
   e. PUBLIC SEWER
   f. PUBLIC EASEMENTS
   g. OTHER UTILITY:_____

3. **SITE DRAINAGE**
   a. STORM WATER DETENTION
   b. Runoff

4. SEWER TAP FEE (WASTEWATER COLLECTION SYSTEM FEE)

C. **LOCATION OF DEVELOPMENT**: *(BE SPECIFIC AND INCLUDE ADDRESS, LOT NO. ETC.)*

| | | | |
|---|---|---|---|
| D. **SITE PLAN RECEIVED:** | | E. **SITE PLAN APPROVED:** | |

| TO BE COMPLETED BY CITY | | |
|---|---|---|
| D. **ESTIMATED SITE PLAN REVIEW FEE**: | $ | (____ HRS @ $107.00/HR) |
| 1. Additional Site Plan Review Fees Due City (See General Requirement 14) | $ | (____ HRS @ $107.00/HR) |
| 2. Review Fee Reimbursement (See General Requirement 15) | $ | (____ HRS @ $107.00/HR) |
| E. **WORK ORDER PREPARATION FEE**: | $ 107.00<br>**ACCOUNT NO. 101.000.62806.** | |
| F. **EASEMENT/LICENSE AGREEMENT PREPARATION FEE**:) | $ _____ (_____ x $ 266.00)<br>**ACCOUNT NO. 101.000.62806.** | |
| G. **TOTAL - WORK ORDER, SITE PLAN REVIEW AND EASEMENT/LICENSE FEE:**<br>(To be determined when site plan review work is completed) | $ _____<br>**ACCOUNT NO. 101.000.62806.** | |
| H. **FEE PROVIDED BY:**<br>(If different than Page 1) | NAME<br>ADDRESS | |

I. **CHECK LIST**:

( ) THREE SETS OF PLANS (SEALED BY ARCHITECT/ENGINEER) FOR APPROVAL

( ) ESTIMATED SITE PLAN REVIEW FEE

( ) STORM WATER DETENTION CALCULATIONS WHEN APPLICABLE

( ) ADDITIONAL EIGHT SETS OF PLANS (SEALED) FOR PROPOSED PUBLIC SANITARY SEWER INCLUDING EASEMENT AND PROPERTY DESCRIPTIONS

( ) ADDITIONAL EIGHT SETS OF PLANS (SEALED) FOR PROPOSED PUBLIC WATER MAIN INCLUDING EASEMENT AND PROPERTY DESCRIPTIONS

*Applicant: Signature*

*City Engineering Department*

*Applicant: Printed Name*

*Date*

*Date*

Cc: Site Plan Review Work Order File ***1-ENG, 2-APPLICANT, 3-TREASURER***

**SITE PLAN RULES, REGULATIONS, AND STANDARDS:**

The following current rules, regulations, standards, and ordinances of the City of Royal Oak, Michigan, shall be incorporated into site plans for public road, sidewalk, water main, sanitary sewer, storm sewer, and storm water retention facility improvements:

1. City of Royal Oak Standard Specifications for Construction, Current Edition. Issued by:

   City of Royal Oak
   Engineering Department
   211 Williams Street
   Royal Oak, MI 48067
   **Cost: $ 25.00**

2. City of Royal Oak Site Plan Design Standards. Issued by:

   City of Royal Oak
   Engineering Department
   211 Williams Street
   Royal Oak, MI 48067

3. Michigan Department of Transportation Standard Specifications for Construction, 2003 Edition. Issued by:

   Michigan Dept. of Transportation
   Financial Operations - Cashiers Office
   P.O. Box 30050
   Lansing, MI 48909
   MDOT-Publications@michigan.gov
   http://www.mdot.state.mi.us/specbook/

4. Michigan Standard Plans. Issued by:
5. 1986 Uniform Criteria for Major Streets. Issued by:
6. Michigan Manual of Uniform Traffic Control Devices. Issued by:

   Michigan Dept. of Transportation
   Financial Operations - Cashiers Office
   P.O. Box 30050
   Lansing, MI 48909
   http://www.mdot.state.mi.us/design/englishstandardplans/index.htm

7. **A Policy on Geometric Design of Highways and Streets, 5th Edition** American Association of State Highway Officials. Issued by:

   American Association of State Highway Officials
   341 National Press Building
   Washington, D.C. 20004
   https://www.aashto.org

11. The City of Royal Oak Engineering Department oversees the following Regulations and Permits pertinent to property development:

    a. City Right-of-way Blockage and Construction Permit requirements.
    b. City Curb Cut Permit requirements.
    c. City Sidewalk Builders License and Sidewalk Permit requirements.
    d. City Private Property Paving Permit requirements.
    e. City Waste Water Collection System Fee requirements.
    f. City Streetscape Construction Agreement.

12. Americans with Disabilities Act (ADA) - Uniform Federal Accessibility Standards (UFAS) which were implemented by the Handicapper Rehabilitation Act of 1973 (ADA Standards for Accessible Design). Issued by:

    Department of Justice - Civil Rights Division
    Public Access Section
    P.O. Box 66738
    Washington, DC 20035
    http://www.usdoj.gov/crt/ada/stdspdf.htm

13. The City of Royal Oak has issued the following Codes pertinent to property development:

    a. City Code 650, "An Ordinance to Regulate the Construction and Repair of Sidewalks", as amended.
    b. City Code 70, "Fire Prevention Code", as amended. I
    c. City Code 745, "Water Works", as amended. :
    d. City Code 745, "Installation of Water Service", as amended.
    e. City Code 600, "An Ordinance to Provide for the Establishment and Collection of Sewage Disposal Charges and the Enforcement Thereof", as amended.
    f. City Code 600, "An Ordinance to Regulate Connections to Sewers in the City of Royal Oak", as amended.
    g. City Code 740, "Waste Water Collection System Fee", as amended. Issued by:
    h. City Code 644, "Storm Water Detention", as amended.
    i. City Code 770, "Zoning Ordinance", as amended

14. Recommended Standards for Water Works, 1997 Edition - Great Lakes Upper Mississippi River Board of State Sanitary Engineers.
15. Recommended Standards for Wastewater Facilities, 1997 Edition - Great Lakes Upper Mississippi River Board of Sanitary Engineers. Issued by:

    Health and Education Services
    P.O. Box 7283
    Albany, NY 12229

16. Procedures and Design Criteria for Subdivision Drainage in Oakland County by:

    Oakland County WATER RESOURCES COMMISSIONER
    One Public Works Drive
    Waterford, MI 48328

17. City Commission policies, regulations, and ordinances relating to property improvements.

18. Downtown Development Authority -- Downtown Royal Oak Master Plan, 1994 Edition.

19. In case of any conflict between City rules, regulations, standards, and ordinances or in case the meaning of these documents shall be obscure or uncertain or in dispute, the City Engineer shall decide as to the true intent and his decision shall be binding and final.

This site plan review work order is issued subject to the following **General Requirements**:

1. A site plan review work order shall be issued before any Engineering Department site plan review work will be done.

2. Site plans shall be NO LARGER THAN **24" x 36"** in size.

3. Preparation shall be by an engineer or architect licensed to practice in the State of Michigan.

4. The site plan shall meet the terms and conditions specified in the Rules, Regulations, and Standards section of the site plan review work order.

5. Where public easements are required, the easement legal description and the legal description of the property shall be included as part of the site plan for approval.

6. The site plan review may include other public utilities such as gas, electric, telephone, and cable television when determined applicable by the City Engineer.

7. Single-Family Residential Subdivision Required Sidewalks: Sidewalks shall be required on both sides of streets in all plats for the development of single-family residential subdivisions.

8. Streets: Streets shall conform to all minimum requirements, general specifications, typical cross-sections, and other requirements of the City Engineer.

9. Easements:

    A. Location of utility line easements shall be provided along the rear, front, or side lot lines as necessary for utilities. Every lot, park, or public grounds shall have access to an easement.

B. Recommendations on the proposed layout for telephone, gas, and electric utility easements shall be obtained from the utility companies serving the City. It shall be the responsibility of the proprietor to submit copies of the preliminary plans to all appropriate public utility agencies.

10. Approvals: Engineering plans and specifications for all improvements shall be approved by the City Engineer prior to the installation of any subdivision or project improvements within the City.

11. The developer or architect/engineer shall pay the City of Royal Oak for all costs associated with the site plan review, reports, letters, and final approval.

12. Site Plan Review Fees: Refer to the City Engineering Department Fee Schedule for the annually updated review fee rate and processing fees. An estimated review fee amount, as determined by the City Engineering Department, shall be paid to the City prior to any site plan review work.

13. Additional Site Plan Review Fees Due City: Additional site plan review fees may be required, as determined by the City Engineering Department, during the progress of the site plan review operation(s) authorized under this site plan review work order. When notified by the Director of Finance or the City Engineering Department, the developer or architect/ engineer shall pay additional site plan review fees to the City of Royal Oak within three (3) calendar days or the site plan review operation(s) authorized under this work order shall be suspended until the additional site plan review fees are paid to the City.

14. Developer Site Plan Review Fee Reimbursement: If, after the site plan review is completed, the site plan review fees paid by the developer or architect/engineer exceed the actual costs incurred by the City Engineering Department for the site plan review, the excess funds shall be returned to the developer.

This site plan review work order is issued subject to the following **Definitions**. All terms as defined in the Subdivision Control Act of 1967 shall control unless specifically defined hereinafter in this section. For the purpose of this section, certain words, terms, and phrases shall be defined as follows:

1. Engineer: The City Engineer of the City of Royal Oak, Michigan, or his duly authorized agents, assistants, or representatives, limited to the specific duties assigned or entrusted to them.

2. City Commission/Governing Body: The City Commission of the City of Royal Oak, Michigan.

3. Plan Commission: The City Plan Commission of the City of Royal Oak, Michigan.

4. Improvements: Grading, street surfacing, curb and gutter, sidewalks, non-motorized vehicle pedestrian paths, crosswalks, water mains and lines, sanitary sewers, storm

sewers, culverts, bridges, utilities, drainage, storm water retention requirements, and other additions to the natural state of land which increases its value, utility, or habitability.

5. Sidewalks: A public pathway constructed of concrete for public use located within the public right-of-way or easement.

6. Street: Any avenue, boulevard, road, lane, parkway, viaduct, or other way which is an existing state, county, or municipal roadway or any road or way shown in a plat heretofore approved pursuant to law. A street as defined above, includes the land between the right-of-way lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, sidewalks, parking areas, and lawns.

7. Major Street: An arterial street of great continuity which is intended to serve as a large volume traffic way for both the immediate municipal area and region beyond comprising the basic structure of the street plan.

8. Collector Street: A street intended to serve as a major means of access from local streets to major thoroughfares, including principal entrance streets to large scale developments.

9. Local Street: A street of limited continuity used primarily for access to abutting residential properties.

10. Boulevard: A street developed in two (2) one-way pavements separated by a median.

11. Cul-De-Sac: A short minor street having one (1) end permanently terminated by a vehicular turn-around.

12. Initial Investigation: The proprietor shall provide information concerning the following:

    A. Availability of copies of the City Zoning Ordinance, Master Plan, subdivision regulations, engineering specifications, and other similar ordinance code provisions or controls relative to the subdivision and improvements of land.
    B. The relationship of the proposed subdivision with respect to the adjacent land uses and to major thoroughfares and plans for widening of thoroughfares.
    C. Traffic Impact Analysis requirements.
    D. Adequacy and standards for schools and public open spaces, including parks and playgrounds, to serve the proposed subdivision.
    E. Availability, standards, and adequacy of sewage disposal, water supply, and drainage within the City.

13. Words: Singular words shall include the plural, and masculine words shall include the feminine and neuter.

14. Storm Detention System -Means all features that comprise the requirements of this ordinance including but not limited to storm detention basins and their required components and finishes, restrictors, pumps and freeboard structures; and all

collection and outlet piping, drainage structures and conveyance features including curbing, swales, ditches; and all fences, gates and signage.

15. Easement -An area of land on private property dedicated for limited public use (an interest in land owned by another that entitles its holder to a specific limited use or enjoyment)

This site plan review work order is subject to the following **Special Instructions**:

**NOTE: These instructions are additional special requirements intended to supplement the City of Royal Oak Standard Specifications for Construction or General Requirements or General Construction Requirements sections of this site plan review work order.**

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