



FOR OFFICIAL USE ONLY:
Application No.: PROW____-_____
Date: _____

RIGHT-OF-WAY/EASEMENT PERMIT APPLICATION
Section 31-1 City of Novi Code of Ordinances

Complete this application to construct, operate, use and/or maintain within the right-of-way and easements; or to close a City street. **Read Carefully and Fill Out Completely:**

Applicant Information:

Applicant (Property Owner, Company, etc): _____
Contact Name (if different from above): _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____

Contractor Information (if known): Check here if work is to be completed by Homeowner

Contractor (Individual, Company, etc): _____
Contact Name (if different from above): _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____

Site Information: Check here if a site plan is currently under review for this project

Location (House Number, Road, Street): _____
Site Plan Number (if box above is checked): _____ Site Plan Name (if box above is checked): _____
Anticipated Starting Date: _____ Anticipated Ending Date: _____
Type of Work to occur in Right-of Way/Easement (check all that apply):
 Replace Residential Driveway Commercial Driveway Construction Telecommunications
 New Residential Driveway Utility Construction (indicate length _____ ft.)
 Fill in Ditch/Culvert Replacement Bore & Jack Tree Trimming
 Subdivision Sign Road Widening/Road Construction Other: _____
Provide below a detailed description of the desired facility and/or activity as follows: (include size, length, type of facility, material). If crossing under the roadbed, describe method. If buried, indicate depth from top of facility to surface. If facility is to run parallel to highway, indicate distance from inside edge of facility to centerline of road. If driveway approach, state if residential or commercial; if commercial, state type of establishment it will service. If tree trimming or tree removal, state number, species and sizes of trees involved.

ALL APPLICATIONS FOR RIGHT-OF-WAY PERMITS MUST INCLUDE:

- One (1) set of plans showing the proposed work within the public right-of-way or easement (complete site plan sets are not necessary and may be rejected)
- A \$100 check for the application fee made payable to the "City of Novi" (\$100 plus \$20 per pole and \$0.20 per foot for gas and electric utilities) (Fee is waived for homeowners that are completing the work without using a Contractor)
- Application filled out completely and signed below by applicant. Submitted to Engineering Division located at 26300 Lee BeGole Drive Novi MI, 48375.
- For Utility Installation complete and return the "Right-of-way Checklist for Utility Installation." The checklist is available on the city's website at: www.cityofnovi.org (go to forms and permits)

NOTE TO APPLICANT (PLEASE READ):

- The application will not be reviewed until all of the above items have been received by the Engineering Division located at 26300 Lee BeGole Drive Novi MI, 48375.
- The plan must indicate the work to be performed, the location of the work, any trees within the work area and whether they are to be removed or protected. The plan must also indicate whether traffic will be impacted as a result of the work.
- If a land closure or road closure is proposed, this **MUST** be indicated as part of the application and specifically allowed as a condition of the permit. **A traffic control plan is required for all proposed closures.**
- The review of the application takes approximately 10 business days and is reviewed by multiple departments for compliance with City Ordinance and standards.
- Following review of the application, a notification will be sent to the individual listed below identifying the following:
 - Additional information that may be required
 - Performance Guarantee Requirements (min. \$1500 cash required for minor work, min \$5000 required for new homes on public streets)
 - Insurance requirements (\$1,000,000 min. general liability)
 - If contractor is not known at time of application, it must be provided prior to issuance
- A Road Commission permit will be required for county roads in addition to the City of Novi permit.
- When the requirements in the notification have been satisfied, the permit can be signed by the Contractor (if applicable) and issued.

When Permit is ready, notify: (Name) _____	
By:	<input type="checkbox"/> Mail: _____
	<input type="checkbox"/> Fax: _____
	<input type="checkbox"/> Email: _____
(Indicate preferred method of contact above)	

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way or easement; or to close a city street. The applicants attention is called to the **RULES AND REGULATIONS** attached to this application. **ALTERATION OR REMOVAL** may be required by the **CITY AT ANY TIME** (see rules and regulations A-4). The applicant further understands that this application does not guarantee a permit and understands that no work is allowed in the public right-of-way or easement prior to issuance of a permit.

Signature of Applicant	Name and Title of Applicant	Date
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