



**Pittsfield Charter Township**  
**Department of Municipal Services**  
 6201 West Michigan Avenue, Ann Arbor, MI 48108  
 Phone: (734) 822-3130 Fax: (734) 944-1103  
 Website: www.pittsfield-mi.gov Email: planning@pittsfield-mi.gov

# Utility and Private Road Construction Permit Application

Applicant Requirement Checklist	
<input type="checkbox"/>	<b>Project Fees</b> (must be paid by cash or check when the application is submitted) <i>Administrative Fee of \$500.00 is non-refundable. Application will not be processed until payments are received</i>
<input type="checkbox"/>	Completed <b>Application Form</b>
<input type="checkbox"/>	Proposed <b>Construction Schedule</b> is attached
<input type="checkbox"/>	<b>Written statement</b> from the property owner authorizing Designated Agent to obtain permit in property owner's name, if applicable
<input type="checkbox"/>	Itemized <b>Utility Cost Estimate</b> is attached
<input type="checkbox"/>	Itemized <b>Private Road Cost Estimate</b> is attached
<input type="checkbox"/>	Four (4) <b>full size</b> set of the proposed plan - USB or _____ containing the plans

:: OFFICE USE ::	
USW #	_____ - _____
Admin Fee \$	_____
Escrow Fee \$	_____
<b>Total \$</b>	_____

Property Information		
_____	Or	_____
General Location of Site	Street Number	Street Name
Parcel I.D. # 12 - _____ - _____ - _____	Subdivision: _____	

Project Information	
Please provide a brief description of the project:	
_____	
_____	
Name of Project: _____	
Project Start Date: _____	Project Completion Date: _____
Estimated Cost of Utilities: <input type="checkbox"/> Water Main: \$ _____ <input type="checkbox"/> Sanitary Sewer: \$ _____ <input type="checkbox"/> Storm Water System: \$ _____	
Estimated Cost of Road Construction: \$ _____	

Permit Information		
MDEQ Water Permit No: _____	MDEQ Sewer Permit No: _____	Township SESC Permit No: _____
Date of Issuance: _____	Date of Issuance: _____	Date of Issuance: _____

Applicant Information			
<b>(Please Print)</b>			
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____			
Company Name (If Applicable) _____		Applicant's Name _____	
Address _____	City _____	State _____	Zip _____
(_____) _____	(_____) _____	_____	
Contact Number _____	Fax Number _____	Email Address _____	

Please Complete Reverse Side →

:: Office Use ::	Time Stamp
Received By: _____ (Initials)	

Property Owner Information			
(Please Print)			
Property Owner's Name _____		( ) _____ Contact Number	
Address _____	City _____	State _____	Zip _____
Email Address _____		( ) _____ Fax Number	

Engineer Information			
(Please Print)			
Company Name _____		Contact Name _____	
Address _____	City _____	State _____	Zip _____
( ) _____ Contact Number	( ) _____ Fax Number	Email Address _____	

Contractor Information			
(Please Print)			
Company Name _____		Name of "On-Site" Responsible Contact _____	
Address _____	City _____	State _____	Zip _____
( ) _____ Contact Number	( ) _____ Fax Number	Email Address _____	

Applicant's Permit Compliance Agreement	
By signing below, the Applicant agrees that they are responsible for replenishing any Escrow Accounts that may become delinquent.	
I represent that the foregoing Application is correct and I agree to all conditions of this Utility Construction Permit Application.	
Signature of Applicant _____	Date _____
Signature of Designated Agent _____	Date _____

::OFFICE USE ONLY::	
All construction shall conform to Pittsfield Charter Township Utility Installation Ordinance No. 253 (effective November 30, 2002), and the most current Engineering Design Standards. The Township Engineer's specifications for construction in Pittsfield Charter Township shall be used when the above may not apply. This permit is not valid unless signed by the individual listed below.	
Director of Utilities & Municipal Services for Pittsfield Charter Township _____	Date _____

Please See Next Page →

## Procedures for Utility Construction

- 1) Applicant is strongly encouraged to contact the Director of Utilities at (734) 822-2106 and the Township Engineer at (734) 822-3109 for an explanation of all procedures. **Work cannot begin until the Utility Construction Permit is approved and issued.**
- 2) Applicant completes the Permit Application and submits a hard copy of the proposed **Construction Schedule** to the Township Engineer.
- 3) An Administrative Fee and Escrow Deposit shall be paid at the time the Permit Application is filed. The Applicant shall provide an **Itemized Utility Installation and/or Private Road Construction Cost Estimate** that will be reviewed by the Township Engineer, per Section 36-73 of the Pittsfield Charter Township Utility Installation Ordinance No. 253. The Township shall charge all Township review and construction administration expenses related to the installation, acceptance, and dedication of the utilities permitted, including, but not limited to, shop drawing reviews, construction observation, punch lists, and legal expenses.

a) **Non-refundable Administrative Fee:**           **\$500**

b) **Escrow Deposit:**

**Utilities/Road Cost Estimate**

**\$0 to \$50,000**  
**\$50,001 to \$200,000**  
**Over \$200,001**

**Permit Fee**

**\$10,000**  
**13% but not less than \$15,000**  
**10% but not less than \$30,000**

Pittsfield Charter Township may adjust the amount to be deposited in the Escrow Account. **A 30% minimum balance in the Escrow Account must be maintained for the duration of the project.** If, at any time, the Township determines the amount in the Escrow Account is inadequate, (i.e. 30% below the original Escrow amount), the Township may direct the Applicant in writing to deposit additional funds. Any such written request shall be accompanied by an up-to-date billing statement. Such additional funds shall be delivered to the Pittsfield Charter Township Treasurer's Office within fourteen (14) business days of the date of the written request to the Applicant. In the event the funds in the Escrow Account are depleted, and are not adequately replenished within the above stated timeframe, then a **Stop Work Order** shall be issued by the Township Code Enforcement Officer. Any Permits or Certificates of Occupancy shall not be issued to the Applicant for any work on the subject project until the Stop Work Order is lifted.

- 4) Once plans are approved by the Township Engineer, the Applicant will submit sufficient plans to the MDEQ.
- 5) Four (4) full size Engineer approved site plans are due prior to or at the pre-construction meeting.
- 6) A CD / USB drive containing the entire plan set must accompany the approved site plans.
- 7) Once all the appropriate approvals are obtained, fees are paid, surety is provided, a pre-construction meeting conducted, and shop drawings approved, shall construction commence.
- 8) Appropriate Easement Agreements must be approved by the Township Engineer and recorded at the Washtenaw County Register of Deeds prior to final acceptance by the Director of Utilities & Municipal Services for Pittsfield Charter Township. Standard Easement Agreement language is available on the Pittsfield Charter Township website at: