

# City of Westland

**MOHAMED AYOUB**  
DIRECTOR

**ROGER SHIFFLETT**  
BUILDING OFFICIAL

**KEVIN COLEMAN**  
MAYOR



**PLANNING & BUILDING  
DEPARTMENT**

36300 WARREN RD  
WESTLAND, MI 48185  
734-467-3210

BUILDING@CITYOFWESTLAND.COM

Authority: 1972 PA 230  
Penalty: Failure to provide the information may result in denial of  
your request.

For Official Use Only

Date Submitted \_\_\_\_\_

Permit Number \_\_\_\_\_

## RESIDENTIAL NEW CONSTRUCTION (LOT IN SUBDIVISION DEVELOPMENT & RESIDENTIAL INFILL LOTS)

### PLOT PLAN & GRADE CERTIFICATION & LANDSCAPING PROCESS APPLICATION

**YOU MUST FILL IN ALL FIELDS**

#### Property Information

|                  |           |
|------------------|-----------|
| Address:         |           |
| Occupant:        |           |
| Zoning District: | Tax I.D.: |

#### Property Owner/ Developer Information

|          |               |
|----------|---------------|
| Name:    | Phone Number: |
| Address: | Email:        |

#### Contractor Information

|  |               |
|--|---------------|
| Business/Last Name:                    | Phone Number: |
| Address:                               | Email:        |
| Residential Contractor License Number: | Tax I.D. #    |

#### Engineer/Surveyor Information

|          |               |
|----------|---------------|
| Name:    | Phone Number: |
| Address: | Email:        |

#### BUILDING INFORMATION

|  |
|--|
| Have you built in the City of Westland prior? ( Y / N )  |
| Are you currently developing or proposing to develop multiple lots ( Y / N ) If yes what are the other Address(es) |
| _____  |
| Proposed Start Date of Project: _____  |
| Will a temporary Certificate of Occupancy be needed for this project?: ( Y / N )                                   |

## FEE SCHEDULE (TO BE COMPLETED BY CITY)

|   |                            |
|---|----------------------------|
| Administration Fee \$100.00   | \$ <u>100.00</u>           |
| Plot Plan and Grade Cert Review, Each Review (Min of 2): \$134.00 each                            | ___ @ \$ 134.00 = \$ _____ |
| Grade Inspection Fee (Includes one Rough Grade and one Final grade Inspection): \$535.00          | \$ _____                   |
| Reinspection Fee each additional inspection: \$332.00   | ___ @ \$ 332.00 = \$ _____ |
| Street Protection and Utility Bond: Minimum \$500.00 <sup>(1)</sup>                               | \$ _____                   |
| Site grade completion bond, Required for Temporary Certificate of Occupancy is released \$2000.00 | \$ _____                   |
| Sanitary Sewer Inspection Fee: Long taps \$268.00; Short Taps \$160.00                            | \$ _____                   |
| Utility Inspection Escrow (INFILL LOTS ONLY): \$2000.00 <sup>(2)</sup>                            | \$ _____                   |
| Culvert, Drive Approach and Sidewalks under 100', Each: \$32.00                                   | ___ @ \$32.00 = \$ _____   |
| Sidewalks over 100': \$64.00  | ___ @ \$64.00 = \$ _____   |
| <b>Total Fees Due</b>   | <b>\$ _____</b>            |

<sup>(1)</sup> All street and utility protection *bonds*, other than for new residential construction (subdivision development), could be more than the minimum of \$500.00, depending upon the extent of the project, and shall be determined by the Department of Public Service (DPS). The deposit for these *bonds* is refundable upon compliance with all requirements for final acceptance by the City. If the project is not acceptable within two years, the *bonds* will be forfeited. Any request for extensions or refunds must be submitted in written form to the DPS.

<sup>(2)</sup> Contact Engineering prior to any work within the Right of Way. Inspection shall be scheduled while conducting working around public utilities. Any escrow not used will be refunded. Additional escrow will be requested if the original amount is not sufficient. Final Certificate of Occupancy will not be issued if there is an outstanding request for escrow.

In addition to the above fees and bonds all contractors are required to provide proof of general liability insurance prior to construction endorsing the City of Westland and OHM Advisors as additionally insured. Policies are required to provide coverage up to \$1,000,000 for per occurrence and/or \$2,000,000 aggregate combined single limit. Project name must be shown in the description area.

**I, CONTRACTOR**, acting through the undersigned, agrees to comply with all terms and conditions of the permit as it may be issued.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Signature and Title \_\_\_\_\_

Company Name \_\_\_\_\_

**Violation Penalties:** Any person who shall violate any provision of the Ordinance of shall fail to comply with any of the requirements thereof, shall upon conviction thereof, be punished by a fine not to exceed \$500.00 or by imprisonment for not to exceed 90 days or both such fine and imprisonment, at the discretion of the Court.

## PLOT PLAN PROCESS

Submit plot plan with this application electronically to [building@cityofwestland.com](mailto:building@cityofwestland.com). The city engineer will review and return with any comments. See list below for key items. Approximate review time by engineering is 2 weeks. If additional reviews are required, an invoice will be provided. Once plans are approved and fees are paid a Preconstruction Meeting will be held.

Prior to sodding and/or seeding being installed, a rough grade cert application shall be submitted and shall include as-built surveyed site grading. Engineering will inspect the grading and approve. After rough grade cert is approved sod and/or seed shall be installed. Once growth is established, the property owner shall notify the City that the site is ready for a final grade cert and landscaping inspection to be performed.

## PLOT PLAN CHECKLIST

- ☐ Site Address and Parcel ID (if assigned) clearly shown.
- ☐ Total site acreage shall be shown on the plans.
- ☐ Show existing utilities (GIS map can be provided if requested)
- ☐ Location of (or distance to) the nearest fire hydrant shall be shown on the plans.
- ☐ Water service location shown and material type noted (1" Type "K" Copper or Plastic).
- ☐ Sanitary service location shown and material type noted (6" SDR 23.5 installed at a min. 1% slope).
- ☐ Storm sump is required for structures with basements (min. 3" Schedule 40 PVC).
- ☐ Storm sump shown connecting to the existing storm system or a proposed dry well (Dry well will require DPS Approval).
- ☐ Egress window well for any basements shall be noted on plans.
- ☐ Final grade and finished floor elevations (including garage) shall be shown.
- ☐ Corner elevations, mid and high points, and flow arrows shall be shown.
- ☐ Grading shall be less than 10% slope throughout the site.
- ☐ No surface drainage can discharge on neighboring properties. (Survey shots with a minimum distance of 25' or to the nearest building structure into neighboring lots are required to confirm slopes and that no discharge occurs).
- ☐ Concrete drives shall be designed to a maximum 8% slope, typically 2% to 6%.
- ☐ Concrete sidewalk shall be installed across the property frontage meeting 2% cross slope ADA requirements.