

**NEW COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST
CITY OF SOUTHFIELD ENGINEERING DEPARTMENT
February 2025**

Apply for Engineering **New Commercial Plan Review** through BS&A & upload:

- Construction Plans for Site Improvements
- Itemized cost opinion for site improvements
 - To include soil erosion, paving, grading, utilities and storm water management costs

Before your Engineering permit will be issued, the Engineering Department will need the following:

- Issuance of Soil Erosion Permit
- Evidence that any necessary permits have been issued by the following agencies (if applicable):
 - Michigan Department of Transportation (MDOT)
 - Road Commission for Oakland County (RCOC)
 - Oakland County Water Resources Commissioner (OCWRC)
 - Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- The following fees will be charged and must be submitted to the Engineering Department:
 - A non-refundable review fee in the amount of 2.0% of the estimated cost.
 - A cash bond between \$1,000 - \$10,000 will be collected for soil erosion.
 - Performance Guarantee for 100% of the estimated construction cost in the form of cash, certified check, or irrevocable bank letter of credit.
 - Bond Holder Information Form
 - A deposit of the percentage of the total contract amount for inspection; see the **Engineering Fee Schedule** > Deposit Cost
- Utility Dedication Surety (if applicable) in the form of cash escrow or an irrevocable bank letter of credit; see the **Engineering Fee Schedule** > Surety Escrow Cost
- Certificate of Insurance naming City of Southfield as additionally insured

After completion of the project, please complete the following:

- As-Built Plans submitted to the Engineering Department:
 - Two (2) paper copies
 - One (1) electronic copy
 - **As-Built Requirements Checklist**
- Operations & Maintenance (O&M) Agreement for Stormwater Management
- Schedule final structure inspection (through BS&A or by contacting the Engineering Department)

Please provide the following documents if public infrastructure is constructed with the project:

- Maintenance and Guarantee Bond in favor of the City of Southfield in the amount of 100% of the final construction cost of the improvement. This bond is to be on the City's **Maintenance and Guarantee Bond Form** and shall run for two (2) years from the date of acceptance by the City Council.
- A Quit Claim Deed or Bill-of-Sale from the developer for the materials used in these improvements
- A letter from the Engineer stating the final construction cost of these improvements and also indicating that this construction has been completed in accordance with the approved plans
- Sworn statement from the contractor indicating that all labor and materials have been paid in full
- Dedicate to the City all necessary easements and rights-of-Way. See **Easement Form**

I, _____, acknowledge the aforementioned information and will comply with all City regulations pertaining to commercial development within the City of Southfield.

Signature of Applicant

Date