

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

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

- Soil Erosion Permit Application**
- Construction Plans
- 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:

- 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
 - 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 and testing fees; see the **Engineering Fee Schedule** > Deposit Cost

After completion of the project, and prior to final acceptance/approval by the Engineering Department, please provide:

- Utility Dedication Surety in the form of cash escrow or an irrevocable bank letter of credit. Release of Utility Dedication Surety shall be made after public improvements have been accepted by City Council; see the **Engineering Fee Schedule** > Surety Escrow Cost

The contractor shall procure and maintain during the construction and until final acceptance of the improvements by action of the City Council, insurance meeting the requirements of the General Supplementary Conditions of the City's specifications for construction. The contractor shall provide one (1) copy of the insurance certificates and policies as listed below.

- Certificate of Coverage of Contractor's Michigan Worker's Compensation Insurance and Employer's Liability in the amount of \$100,000.
- Certificate of Coverage of Contractor's Comprehensive General Liability Insurance in the amount of \$500,000-\$500,000 for Bodily Injury and \$100,000-\$100,000 for Property Damage. This policy shall also include coverage for: Explosion and collapse hazard, underground hazard and products/completed operations hazard.
- Certificate of coverage of Contractor's Comprehensive Automobile Liability in the amount of \$250,000-\$500,000 for Bodily Injury and \$100,000 for Property Damage Insurance, covering owned, hired and non-owned vehicles.
- INSURANCE POLICY: "Owner's and Contractor's Protective Liability Policy (O.C.P. - Policy) in the amount of \$500,000-\$500,000 for Bodily Injury and \$100,000-\$100,000 for Property Damage. Under this policy, the City of Southfield and the City's Consulting Engineers, Hubbell, Roth and Clark, Inc. and/or OHM Advisors shall be named as assured.
- All policies and certificates shall provide for a ten (10) day notice of cancelation to the City of Southfield and the City's Consulting Engineer(s).

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 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

As-Built Plans submitted to the Engineering Department

- Two (2) paper copies
- One (1) electronic copy
- **As-Built Requirements Checklist**

- Sworn statement from the contractor indicating that all labor and materials have been paid in full
- 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.
- 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