

**RIGHT-OF-WAY (ROW) PERMIT SUBMITTAL CHECKLIST**  
**CITY OF SOUTHFIELD ENGINEERING DEPARTMENT**  
**February 2025**

Apply for Engineering **Right-of-Way (ROW) Permit** through BS&A & upload:

- Scaled sketch reflecting compliance with the City's Hardscaping Lot Coverage Requirement (only required if there is a net increase in hard surfaced areas on private property; contact the Engineering Department with questions 248-796-4810)
  - Include scaled aerial or sketch of the property
  - Provide limits/area calculations of front and side yards
  - Show proposed and permitted (35% max) amount of hardscaping (see example below)
  
- Acknowledgement of Hardscaping Lot Coverage Requirement (SEE BELOW)
  
- See **Engineering Fee Schedule** > ROW Permit; fees will be assessed after submittal, and you will receive a link to pay online
  
- Please Note: For drive approaches within County (Oakland County Road Commission) or State (MDOT) Rights-of-Way, applicant to apply directly to and receive approval from that agency **ONLY** (Southfield approval not required); to determine jurisdiction of ROW, refer to the [City of Southfield Primary Road Jurisdiction Map \(PDF\)](#).

**ACKNOWLEDGEMENT OF HARDSCAPING LOT COVERAGE REQUIREMENT**

Per Article 5, Section 5.68 of the Southfield City Code (the Zoning Ordinance):

*All areas of developed single family property that are not covered by buildings and hard surfaced areas such as driveways, patios, swimming pools, tennis courts, and other permitted outdoor activity areas, shall be landscaped as defined in Article 2, Section 5.7, Paragraph (1), and further, not less than sixty-five (65%) percent of all front and side yards shall be landscaped.*

SEE EXAMPLE ON NEXT PAGE



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

Signature of Applicant

Date