



Application Requirements for obtaining a Site Evaluation Permit

Site Evaluation Requirement Checklist (*Plans shall be submitted with a scale of 1" = 10'*)
(*Builder & Surveyor must meet and insure that all items are included*)

- Include a cover letter signed by the builder and surveyor describing in detail how the property will be drained and how the adjacent properties will be affected. A statement of tree protection in the City Right of Way must also be included
- Site topographic elevations shown to 10-25 feet around lot
- Reference to City benchmark datum (City of Birmingham Benchmark Datum)
- Existing elevation at building and lot corners
- Elevation at relative high and low points on property
- Existing elevations of property and adjacent properties at points to help determine the general flow patterns
- Existing elevations of neighboring building finished floor and finished grades
- Proposed elevations shown at all building and lot corners
- Proposed finished floor elevations at front corners of building to be compared with adjacent buildings and road elevations
- Finished grade/brick ledge elevations to show positive drainage away from structures
- Finished grade elevations at property line to show existing pass through drainage will be maintained
- Show that all impervious surfaces drain to the street
- Alternative storm water management methods are required if grades do not allow gravity drainage to street
- Downspouts shown with direction of flow
- Grass swale slopes at 1% slope or greater if necessary for gravity flow to street (grades shown at every 25 feet along the swale)
- Concrete drive slopes at 0.5% or greater to street
- Install 4 inch curb in driveways located along property line or where the top of drive is below the adjacent grade (T/C and T/P grades shown every 25')
- Maximum side yard slopes of 1V:4H or less
- Downspouts must not be connected to combined or sanitary sewers
- Pop-up drain located minimum 10 feet from sidewalk/property line

Utility & Service Requirements

1. Sketch of sanitary, combined, and/or storm sewers showing rim and invert elevations of upstream and downstream manholes
2. Existing or proposed new sewer service

If proposed, please provide the following:

- Service location
- Pipe material schedule 40 PVC
- Pipe slopes at 1% slope or greater
- City sewer invert shown at connection
- Sewer service invert shown at connection (above springline)

- Sewer service invert shown at house
- Sewer service shown perpendicular to Right of Way lines
- Cleanouts shall be installed at every bend (at least)
- Location of sewer service

If existing, please provide the following:

- Service location
- Pipe material

3. Existing or proposed new water service

If proposed, please provide the following:

- Service location
- Type K copper or PEX pipe material
- One (1) inch service size minimum
- Water service shown perpendicular to Right of Way lines

4. If proposing a private catch basin, provide the following:

- If impervious surfaces cannot be drained to the street, a private catch basin connected to a public combined or storm sewer will be required
- Show rim elevation
- Show sewer invert at CB and at connection to public sewer (minimum 3 foot cover)
- Two foot sump and gas trap required if connected to a combined sewer
- Located minimum of 5 feet from property line
- Minimum 6 inch pipe at 1% slope
- Specify structure materials

Sidewalk and Approach Requirements

- Sidewalk cross slope less than or equal to 2%
- Running sidewalk slope less than or equal to 5%
- Driveway approach slope less than or equal to 10%
- 6 inch thick concrete sidewalk through approach
- Approach flares less than or equal to 2 feet

Additional Requirements

- City street tree location, type and size shown on plan to determine conflicts with water and sewer services and drive approach
- Must show distance of any proposed utility lines or planned excavation from city trees (if applicable)
- Must identify all trees on property and all trees within 25' of property being worked on – Must use appropriate markers
- Must identify any City tree within project area and include proposed tree protection as a detail (if applicable)
- Soil erosion control permit (EGLE) required if site is within 500 feet of the river, or the lot is greater than one acre
- If site improvements or grading affects the flood plain, an EGLE permit is required

- If not already obtained, a backyard sewer easement is required in the Quarton Lake neighborhood
- For back and side yards: Minimum utility setbacks: sewers 10 feet, water 6 feet

Fees

The fees for a new home will be deposited into an escrow account and will cover the initial review and up to three (3) revisions, and the final inspection with one (1) revision. The fee for a residential addition covers the initial review, two (2) revisions and the final inspection. Any unused funds will be returned to the payee upon finalization of the project. Additional reviews will require additional fees.

The fee for accessory structures and impervious surfaces is a set rate.

Please provide a minimum of four (4) copies of the initial site plan and three (3) copies for each revision

CITY OF BIRMINGHAM
Community Development – Engineering & Building Departments
151 Martin Street, Birmingham, MI 48009
Community Development: 248-530-1850
Fax: 248-530-1290 / www.bhamgov.org
APPLICATION FOR SITE EVALUATION PERMIT

Permit # _____

Project # _____

I. JOB TYPE & LOCATION			
Job Location:		Sidwell#:	
<input type="checkbox"/> New Home	<input type="checkbox"/> Accessory Structure/Impervious Surface	<input type="checkbox"/> Addition	
Name of Applicant:		E-Mail Address*:	
Address:	City:	State:	Zip:
Phone:	Cell:	Fax:	
II. CONTRACTOR/HOMEOWNER INFORMATION			
Name:			
Address:			
City:		State:	
Office:		Zip Code:	
Cell:		Fax:	
Email:			
III. SURVEYOR INFORMATION			

Name:			
Address:			
City:		State:	
Office:		Zip code:	
Cell:		Fax:	
Email:			

IV. FEES	
Base Fee (Required)	\$50
New Residential Single Family Home- Escrow Account	\$1375
Residential Addition/Accessory Structure/Impervious Surface- Escrow Account	\$900
Additional Reviews (if necessary)	\$175
TOTAL FEES:	

A copy of the survey and site plan with the proposed work is required. A drainage plan must clearly indicate how the drainage design will drain all impervious surfaces.

I certify that I _____ the builder/developer, and _____ the surveyor/professional engineer, have read the attached site evaluation requirements, and that all items listed are included in the attached survey are accurate. As the developer/builder, or surveyor/professional engineer, I recognize the responsibility to properly provide drainage to avoid harm to the property under construction as well as the adjacent properties from the potential of destructive effects of inadequate drainage.

Developer/Builder: _____
Print Name Signature

Surveyor/Engineer : _____
Print Name Signature

Surveyor/Engineer License: # _____

V. APPROVALS

The City of Birmingham Engineering Department has either approved or disapproved the proposed drainage for the Reason indicated below.

Drainage Approved As Submitted:

Signature

Date

Drainage Approved As Noted:

Signature

Date

Please Revise & Re-Submit Drainage:

Signature

Date

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