CITY OF NOVI
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
RIGHT-OF-WAY CHECKLIST
FOR UTILITY INSTALLATION

PROJECT:

LOCATION:

Contact Name:

Phone Number:

Fax Number:

OFFICE USE ONLY

ROW Application #: PROW -

DATE SUBMITTED:

DATE REVIEWED:

STATUS:

General Requirements – This form shall be completed by the applicant and submitted with the City of Novi right-of-way application and one (1) copy of the site plan to the Engineering Department. Each applicable item shall be addressed prior to approval. If an item can not be provided, give a response in the comment column.

ITEM NO.	ITEM	Provided on Plans	COMMENTS
1.	Plan shall include a location map to the scale of not more than 1" = 50'.	☐	
2.	Plan shall include proprietor information, parcel identification number and/or address of all affected adjacent parcels.	☐	
3.	Plan shall include all relevant street names.	☐	
4.	Plan shall show the location of the proposed facility, including invert elevations of all structures, piping, or appurtenances.	☐	
5.	Plan shall show any property lines within 50-feet of the proposed facility.	☐	
6.	For the area 25-feet on either side of the proposed facility, the plan shall show 2-foot contours or strip topography of elevations and the location of any and all water courses, along with any associated 25-foot buffers.	☐	
7.	Plan shall show the location of all physical structures, manholes, hydrants, trees, or any other permanent physical objects.	☐	
8.	Plan shall show the length, size and type of each section of proposed pipe/conduit.	☐	
9.	Plan shall include a minimum of two (2) benchmarks consistent with the datum utilized by local standards.	☐	

ITEM NO.	ITEM	Provided on Plans	COMMENTS
10.	Provide a note stating whether or not the proposed facility will be located within 500-feet of a waterbody or watercourse. If so, the project may also require a SESC permit.	☐	
11.	Provide a note on the plan stating the contractor will field verify all existing utility locations, inverts and grades prior to the start of any work.	☐	
12.	Show and note any and all locations of staging and/or stockpiling of equipment and materials.	☐	
13.	If any road closure, including shoulders, is proposed, a traffic control plan shall be submitted under Section 31-9.	☐	
14.	All existing facilities within the road right-of-way or within 25-feet of the proposed facility shall be shown.	☐	
15.	Pavement types/limits (including driveways) and existing/proposed right-of-way lines shall be shown on the plan.	☐	
16.	For proposed above-ground facilities a separate detail of each facility including dimensions shall be provided.	☐	
17.	Dimensions of the proposed facility/facilities from existing pavement, property lines, right-of-way lines and other facilities shall be provided.	☐	
18.	All plans shall show compliance with AASHTO standards.	☐	
19.	Above ground facilities shall be installed outside of the site triangle Section 31-2. If an above-ground facility is proposed within the sight triangle of the right-of-way, strip topography is required within 50-feet of the proposed facility to verify no sight obstructions will be proposed.	☐	
20.	Proposed parking locations shall be indicated. Parking on non-motorized pathways is prohibited.	☐	
21.	Provide a sufficient landscape plan showing proper screening and density to screen any proposed above-ground facility. Landscape should not interfere with any other proposed or existing use of the right-of-way.	☐	
22.	If work is proposed on private property that does not have an existing utility easement, an additional easement must be obtained and shown on the plan. Section 31-4 (a)	☐	

ITEM NO.	ITEM	Provided on Plans	COMMENTS
23.	Utilities shall not be located within the Zone of Influence (45-degrees from the utility invert to the ground elevation) of any existing or proposed sanitary sewer or water main.	☐	
24.	Underground facilities shall maintain a minimum 18-inch clearance on all utility crossings	☐	
25.	Underground facilities shall be installed at least four (4) feet below the centerline of the road.	☐	
26.	Road crossings shall be at a 90-degree angle to an adjacent road. Show in detail bore pit and recovery pit locations.	☐	
27.	Above-ground facilities shall be installed outside of the site triangle.	☐	
28.	Above-ground facilities shall be a minimum of 3-feet off of the pedestrian pathways or sidewalks.	☐	
29.	Above-ground facilities shall be of neutral color and blend with the immediate surroundings.	☐	
30.	If work is done in the county right-of-way, a note shall be provided on the plan stating Road Commission of Oakland County approval is required.	☐	
31.	Provide a note on the plan stating two (2) copies of as-built plans shall be submitted to the City Engineer within thirty (30) days of the completion of the utility installation as per Section 31-7 (a) City of Novi Ordinance.	☐	

ADDITIONAL COMMENTS: