

Application Requirements for obtaining a Site Evaluation Permit

Site Evaluation Requirement Checklist

(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
- 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

- Proposed elevations shown at all building and lot corners
- Finished grade/brick ledge elevations at front corners to determine suitability to adjacent building and road elevations
- Finished grade/brick ledge elevations showing positive drainage away from structures
- Finished grade elevations at property line showing existing pass through drainage will be maintained

- Impervious surfaces drain to street
- Private catch basin 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
- Concrete drive slopes at 0.5% or greater to street
- Install curb in driveway along property line if necessary to divert water from flowing onto adjacent property
- Maximum side yard slopes of 1V:4H or less
- Downspouts must not be connected to combined or sanitary sewers

Utility & Service Requirements

1. Sketch of sanitary, combined, and/or storm sewers showing rim and invert elevations of upstream and downstream manholes

2. Proposed new sewer service:
 - Pipe material schedule 40 PVC
 - Pipe slopes at 1% slope or greater
 - City sewer invert shown at connection
 - Sewer service invert shown at connection

- Sewer service invert shown at house
- Sewer service shown perpendicular to Right of Way lines

3. Proposed new water service:

- Type K copper or PEX pipe material
- One (1) inch service size minimum
- Water service shown perpendicular to Right of Way lines
- Show if water service is in the same trench a sewer

4. Private catch basin requirement:

- 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
- Two (2) foot sump pump and gas trap required
- Specify structure materials

Additional Requirements

- Sidewalk & drive approach permit required
- Street tree location, type and size shown on plan to determine conflicts with water and sewer services and drive approach
- Soil erosion control permit (MDEQ) required if site is within 500 feet of the river, or greater than one (1) acre
- If site improvements or grading affects the flood plain, a MDEQ permit is required
- 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,

Please note that revised drainage plans for review must contain (3) copies of a letter explaining the changes, of the new drainage plan

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"/> Detached Accessory Structure	<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	Zip Code
Office:	Cell:	Fax:	
Email:			
III. SURVEYOR INFORMATION			
Name:			
Address:			
City:		State	Zip code
Office:	Cell:	Fax:	
Email:			
IV. FEES			
New Residential Single Family Home:			\$150.00
Residential Addition / Accessory Structure			\$75.00
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