



## ENGINEERING PLAN REVIEW SUBMITTAL PROCESS

1. The proposed project must have an approved site plan.
2. Submit a complete Engineering Plan Review Application, a set of engineering plans in PDF format of the current drawings for each review, along with Engineer's estimate of construction cost (first review only) to the Building Department (8:30 a.m. to 5:00 p.m.). Review fees (based on submitted estimate of construction cost) shall be paid upon submittal of plans at the Building Department. Checks shall be made out to the City of Grosse Pointe Woods with name and/or address of project in the memo.
  - a. The municipal engineer or the consulting engineer will calculate review fees and notify the Applicant and the Building Department if revisions to the estimate are necessary. Further review will not proceed until revisions to the estimate are made and revised fees (if necessary) are paid.
3. Current engineering plan review fee schedule is 2.0% of the construction cost broken down as follows\*:  
Plan Review Fee = 1.7% (First two reviews) + \$500 each additional review. Minimum Review Fee = \$500  
Admin. Fee = 0.3% (First two reviews) + \$100 each additional review. Minimum Admin. Fee = \$100
4. Once the plan review fee is paid to the Building Department, project is set up in system and engineer can begin first review.

### PRIOR TO THE START OF ANY SITE or BUILDING IMPROVEMENTS:

1. Construction permits and approvals must be provided by the Owner or Design Engineer from the County Department of Public Services, the EGLE for water main, sanitary sewer and other agencies as deemed necessary by the Engineer and/or the City.
2. Any required easements/covenants/agreements must be submitted to engineer for review and approval prior to recording. Approved documents must be recorded prior to engineering plan approval.
3. A pre-construction meeting must be conducted with the Building Department after engineering plan approval and prior to construction.
4. Inspection escrows for all site work must be paid prior to construction. Escrow amounts are as follows\*:
  - a. 10% of cost to construct Storm Sewer, Sanitary Sewer and Water Main
5. All debt service fees, tap fees, capital charges, connection charges, front footage fees, and right to use charges must be paid.
6. Proof of liability insurance is required. A \$1 million umbrella and naming both *City of Grosse Pointe Woods* and Anderson, Eckstein & Westrick, Inc. as additionally insured.

### PRIOR TO BUILDING OCCUPANCY AND USE OF THE MUNICIPAL UTILITIES:

1. All underground construction must have final inspections.
2. As-built plans must be prepared by the Owners engineer for the water, sanitary sewer and storm sewer systems (3 hard sets of plans and a pdf file).
3. All outstanding fees must be paid.

\* Fees are based on percentage of approved engineer's estimate of all site improvements, submitted by the applicant. Engineer's estimate subject to revision if changes to plan increase site improvement costs by more than 10%. Any remaining escrow after Certificate of Occupancy is issued will be returned to whomever provided the funds.