

CITY OF DETROIT
Buildings, Safety Engineering & Environmental Department
RIGHT OF ENTRY

Do I need a Right-Of-Entry (ROE) permit from the City for private, county, state or federally owned property?

No. We only issue ROE permits for City owned/controlled property (parcels & Right-Of-Way (ROW)). If the property is not owned or controlled by the City, you will need to contact the owner of the property to gain access.

I am working on a project and have a large group of City owned parcels for which I need a ROE permit. Do I have to pay a fee for each parcel?

No. There is a flat fee for the first 10 parcels per ROE for those parcels within the Project Boundaries.

What are Project Boundaries?

Project Boundaries define the area of your project. Project Boundaries will be determined by the reviewer, but usually include contiguous, adjacent and/or nearby parcels within a defined limited radius.

Can I email my application package to get the process started and provide my payment at a later date?

No. The entire package must be submitted at the same time in order to be processed, otherwise it will not be accepted. Your package should include your ROE application, detailed scope of work, timeline, figures/soil boring location map, insurance certificate (including all corresponding additional insured endorsements as required) and a check made payable to "Treasurer, City of Detroit" in the appropriate amount.

How do I submit my ROE package?

You can either mail or hand-deliver your complete package to 2 Woodward Ave., Suite 401, Detroit, MI 48226 to the attention of Mr. Raymond Scott. If your package is received by mail, your receipt of payment will be mailed or emailed to you. Time permitting, if you hand deliver your package, you may be able to receive your invoice and process your payment with the cashier in Suite 402; otherwise your receipt will be mailed/emailed to you.

How can I prevent delays in getting my ROE package approved?

Prior to submitting your application package you can confirm the

following:

- 1) Your package is complete with all the required submittals. It is recommended that you include 2 copies of your figure/soil boring location map.**
- 2) Make sure you provide a clear and detailed scope of work, providing an overview of the project and detailed site activities including site restoration.**

- 3) Your Certificate of Insurance (COI) meets all of the City's Requirements. Your COI shall read "THE CITY OF DETROIT IS A NAMED ADDITIONAL INSURED FOR COMMERCIAL GENERAL LIABILITY, AUTOMOBILE LIABILITY AND POLLUTION LIABILITY" in the Description of Operations box. Make sure to include all corresponding endorsements which are separate documents.
- 4) Confirm that the property or ROW is owned and/or controlled by the City of Detroit prior to submitting your ROE package. The City cannot give access to property or public ROW's that are not city owned.

How long does it take to process my ROE?

If your ROE package is complete and meets all of the City of Detroit requirements it usually takes approximately 1-2 weeks for you to receive your ROE.

What is the difference between a ROE for a parcel versus a ROE for the Public ROW?

A parcel of land is identified by an address and parcel number. A ROE for a parcel would be requested if you are performing activities on the actual parcel (within the property line).

The Public ROW is generally the area that includes the sidewalk, berm (area between sidewalk and curb), curb, street and alley. A ROE for a ROW would be requested if you are performing activities within these areas or an area that is not considered a parcel.

How do I obtain a refund for my report retainer fee?

Once your work activities are complete, you are required by your ROE permit to submit plans, technical reports (e.g., environmental data) manifest and any other documents relating in any way or arising out of the activities performed at the Site under your ROE. Once you submit the documents to the Environmental Affairs of BSEED, you will need to submit an Application for Refund of Permit, License & Certificate Fees. If you are not in the City's system as a Supplier, a Non PO Supplier form will need to be processed and approved prior to a refund being issued to add you to the system. This form will be completed internally.

Once all documents are received you will be eligible to receive a refund for the report retainer fee you paid in the amount of \$150.00. The ROE fee is non-refundable.

Is a ROE permit for the ROW the same as a ROW permit from City Engineering?

No. A ROE permit from BSEED is required to grant you access to enter onto City owned property (parcel & ROW) to perform site activities and confirms that you are complying with all City requirements. A permit from City Engineering is required to perform work in the public ROW. This work includes curb cuts, excavations, utility cuts, sidewalk & driveway approach construction/reconstruction or street and alley construction/reconstruction. Although the ROE permit is one of the requirements to receive a ROW permit from City Engineering, the approval of the ROE does not relieve you from securing a City Engineering ROW permit for performing work/activities in the public ROW, including but not limited to open cuts, backfills, and barricades. ROW permits must be obtained prior to the commencement of site work/activities from the Department of Public Works, City Engineering Division, 65 Cadillac Square, Suite 900, (313) 224-3935.