

Private Development Checklist for Consultants

| Item | Description | Notes |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Project Cover Letter | For projects outside GR (from municipality) | Mail 1 hard copy Email PDF copy |
| Preliminary Utility Plan (PUP) | Highlight proposed GR utilities (color) - reviewed by City staff and approved (full size) | Mail 1 hard copy Email PDF copy |
| Construction Drawing Set Check-print | Submitted for City review following approval of PUP (95% to 100% complete - full size) | Email PDF copy |
| Project Package Submittal | Can be submitted following the revision of the drawing set in regard to check-print comments - includes drawing set and drafts of all other applicable documentation as specified by City Engineer's Office (see specific items listed below) | Email: PDF copy of drawing set and see below for various documents |
| Engineer's Estimate | Includes all GR utility work and GR ROW work | Email PDF copy |
| Construction Agreement* | 2-party, 3-party or Division 27 | Email Word format copy |
| Construction Letter Agreement* | For publicly funded projects (by municipality) | Email Word format copy |
| Public Utility Easement(s)* | For GR utilities (sanitary, water, storm if within City limits) | Email Word format copy |
| Closure Statements for Easements | Metes and bounds descriptions only | Email PDF copy |
| Construction Letter of Credit (LOC) (Original returned at end of construction) | From developer's financial institution (amount equal to engineer's estimate of City utility work) | Mail 1 original copy with final project package submittal |
| Performance Bond | In lieu of the LOC | Mail 1 original copy with final project package submittal |
| Insurance Certificate (copy from contractor) | City of GR listed as additionally insured | Email PDF copy |
| Property Deed | Proof of property ownership for development and granting of easement to GR | Email PDF copy |
| Signee Verification (Articles of Organization) | Proof that signee has authorization to sign on behalf of developer | Email PDF copy |
| EGLE Cover Letter** | Need cover letter for Water Supply applications only | Email Word format copy |
| EGLE Permit Application(s)** | Water Supply application only | Email Word format copy |

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|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| FF Charges Paid (check or City finance) | FF Charges due letter to developer will be sent when front foot charges are applicable | Email PDF copy |
| Engineering Service Fees Deposit (Admin, Inspection) | Deposit with municipality where project is located (amount determined by Engineer's Office) | Email PDF copy if not in GR |
| Payback Agreement (Water)* | Applicable when properties outside development can potentially access water main constructed as part of the current project and paid for by the developer | Email Word format copy |
| Payback Agreement (Sanitary Sewer)* | Applicable when properties outside development can potentially access sanitary sewer constructed as part of the current project and paid for by the developer | Email Word format copy |
| Oversizing Agreement (Water)* | City Water Department will request oversizing of water main when necessary for future distribution - lineal feet of oversized water main is multiplied by a City-established rate to determine difference in cost to reimburse developer | Email Word format copy |
| Sidewalk and Utility Easement(s) (in GR only)* | Required when it is necessary to construct public sidewalk outside the City ROW | 1 |
| Drainage Agreement(s) (in GR only)* | In conjunction with the Kent County Drain Commission | 1 |
| Maintenance Bond (due post-construction) | Amount is 25% of engineer's estimate | Mail 1 original copy |

*Unsigned drafts of legal documents should be submitted with project package submittal. Signed originals are to be submitted following Engineer's Office approval. Project can be scheduled for City Commission meeting once all signed and approved required documents are received in the Engineer's Office.

** EGLE permit applications can be submitted as soon as the project drawing set has been approved by ESD (does not require City Commission approval).