

# City of Mount Clemens – Site Plan – Engineering Review Process

Site Plan Approved by Planning Commission or City Staff

Pre-Engineering meetings will be billed at the City Engineer's current hourly rate and will be added to the Engineering Review Fee below.

Design Engineer submits 2 sets of Engineering Plans & Engineer's Cost Estimate of improvements to the City Engineer for review

City Engineer calculates Review and Inspection fees and notifies Design Engineer of fees to be paid to the City

The engineer review fee is 1% of the site construction cost (water, sewer, paving, grading) with a minimum fee of \$750. Additionally, the fee for easement review is \$130 fee per easement.

City notifies City Engineer of receipt of payment of fees

City Engineer reviews plans and submits engineering review letter to Design Engineer outlining items that need revision - Standard Review Time = 2 Weeks

Design Engineer revises plans and submits plans to City Engineer for further review

City Engineer reviews revised plans to ensure all items have been provided and all revisions addressed - Standard Review time = 1 Week

If all items have been addressed, City Engineer approves the plans. Otherwise, the preceding 3 steps are repeated

If approved, City Engineer writes approval letter and submits plans to the City

If needed, the City schedules a preconstruction meeting for the project with all applicable parties

Upon receiving approval from all departments and upon receipt of the construction observation/inspection fee, the City releases associated permits.

The construction observation/inspection fee is 6% of the site construction cost (public water and sewer, and paving/grading within the public right-of-way) with a minimum fee of \$1,000, or \$500 when none of the above is occurring.