

## **APPLICATION INSTRUCTIONS FOR PARKING PULL-OFF**

As required by City of Royal Oak Ordinance §498, for single-family residences, this application shall be submitted complete with required diagrams for construction and an affidavit of property ownership. License agreements are to be approved by the City of Royal Oak and necessary permits for construction shall be obtained prior to any construction.

### Application Process:

1. The City of Royal Oak Traffic committee will review all complete applications and Engineering Division recommendations. Incomplete applications will be returned to the applicant. The completed application will consist of the following:
  - a. **Application form with all portions complete.**
  - b. **Proof of property ownership.**
  - c. **A detailed description of the NEED for the pull-off parking improvement and/or a demonstrated hardship. Applications will be evaluated on NEED. Additional description sheets may be attached to the application.**
  - d. **A diagram for construction of the proposed pull-off parking, examples attached.**
  - e. **A copy of the adjacent property mortgage survey if available.**
  - f. **Payment of Application Fee in the amount equivalent to: Two hours of engineering site plan hourly review rate as outlined in the City of Royal Oak Engineering Fee Schedule, unless waived by the city commission by resolution.**
2. If recommended for approval by the City of Royal Oak Traffic Committee, the Royal Oak City Commission will review the recommendation and create a resolution to enter into a license agreement for the installation of the public parking pull-off construction with the property owner.
3. Upon the Royal Oak City Commission's approval, the property owner will execute a license agreement with the City of Royal Oak. The license agreement binds the property owner to the installation and maintenance of the public parking pull-off including the liability for such installations. The proposed license agreement indemnifies the city from any and all claims arising out of the licensee's encroachment onto public property and requires the licensee to obtain insurance coverage for the encroachment.
4. A right-of-way permit will be required for the installation of the public parking pull-off to insure compliance with the license agreement and City Ordinance §498. The right-of-way permit requires the contractor performing the construction to be properly insured and guarantee the work with an appropriate bond.
5. Curb and gutter, pavement cutting, removal and replacement and public pull-off parking construction shall be completed according to the [City of Royal Oak Standard Specifications for Construction.](#)

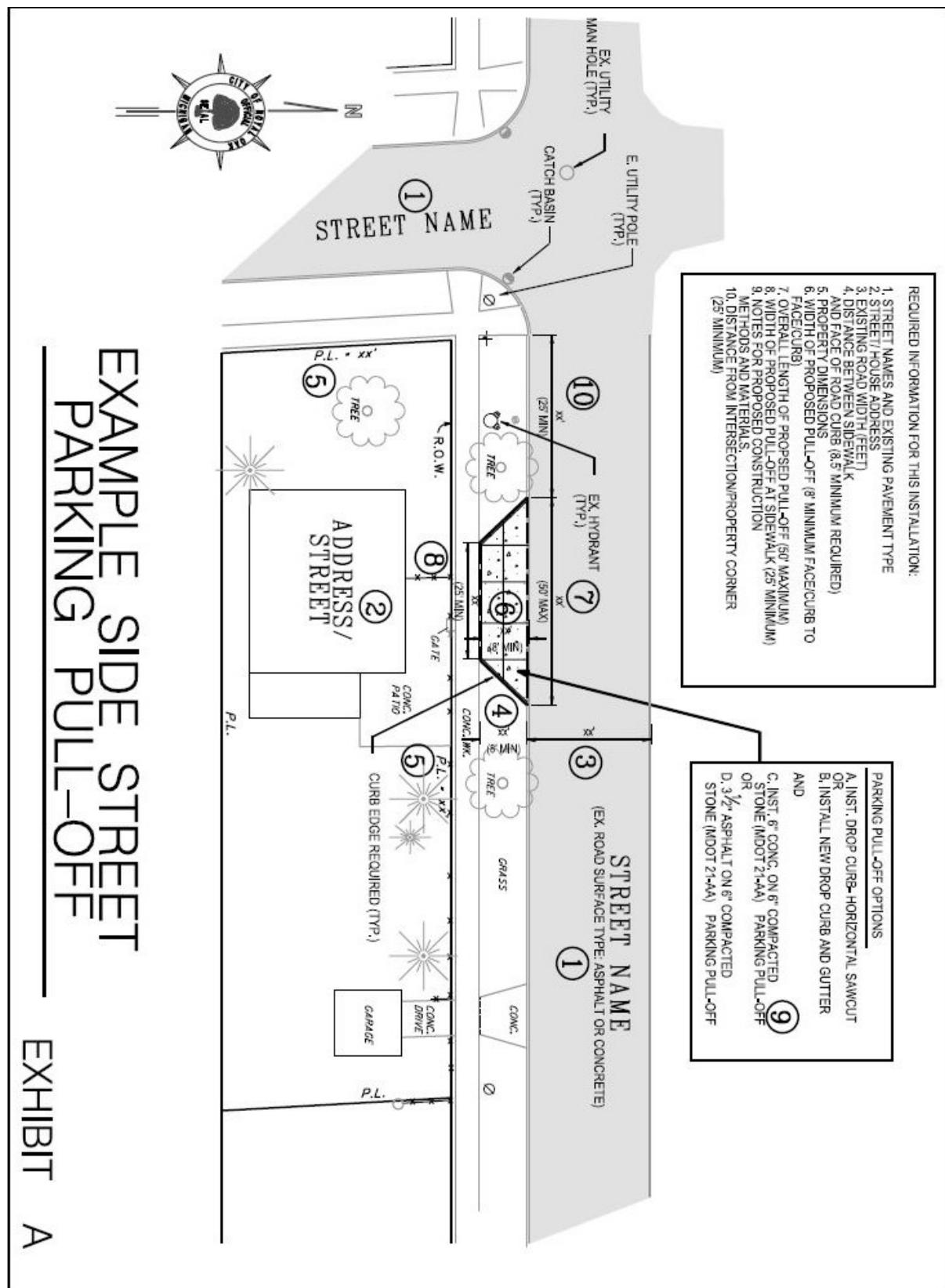
6. **NOTE: Public parking pull-off areas installed within a public right-of-way may be used by ANY properly licensed vehicle eligible for street parking. The public parking pull-off area cannot be solely dedicated or designated for the abutting property owner's use regardless of installation location or installer.**
7. If necessary, call the Engineering Division for assistance in completing the application.

## Requirements for parking pull-off

### GENERAL REQUIREMENTS:

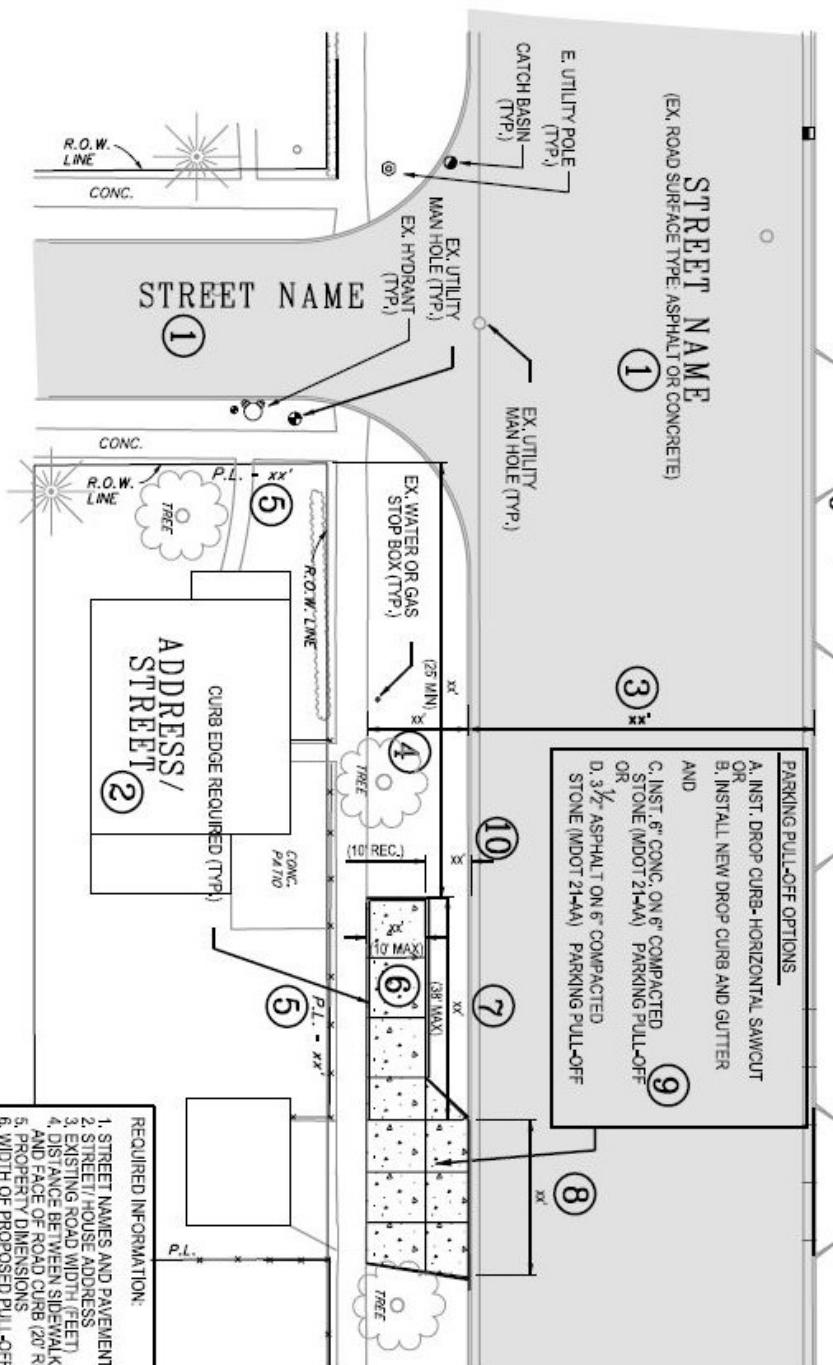
1. All right-of-way work shall be performed in accordance with the details, terms, and conditions of the [Right-of-Way Permit](#).
2. The permittee agrees to make any modifications to the right-of-way deemed necessary by the Engineering Division while performing the work.
3. The Engineering Division shall be notified by the permittee twenty-four (24) hours in advance of the work to arrange for inspection.
4. The permittee shall pay a permit fee, inspection fee and performance guarantee in accordance with the Right-of-Way Permit policies, as outlined in the City of Royal Oak Engineering Division [Fee Schedule](#).
5. The permittee shall provide the City of Royal Oak all certificates of insurance in accordance with the city's [Insurance Requirements](#) prior to execution of the permit
6. The permittee shall perform no work on Sundays and holidays, unless authorized in writing by the city engineer.
7. The permittee shall provide and maintain all necessary precautions to prevent injury or damage to persons and property from curb work authorized under this permit.
8. The permittee shall furnish, install, and maintain all necessary traffic controls and protection during Permittee's operations in accordance with the current edition of the **Michigan Manual of Uniform Traffic Control Devices**. This includes lane required closures during construction operations and barricading roadway.
9. The permittee shall advise the Engineering Division within five (5) days of completion of the paving work for final inspection. **Unless otherwise specified, new pavement/sidewalk/curb shall be placed within 5 days of removal.**
10. Any change or alteration in this permit requires prior written approval by the Engineering Division and may require a new permit.
11. The execution of the work authorized by this permit shall be performed without cost to the City of Royal Oak.
12. The permittee shall be responsible for the restoration of the right-of-way to a condition equal to or better than existed prior to the work covered under this permit or as directed by the city engineer.

13. This permit is not assignable or transferable.
14. The permittee, upon request of the city engineer, shall immediately remove, cease operation, and surrender this permit, or alter or relocate at the Permittee's own expense, the facility for which this permit is granted. Upon failure to do so, the city engineer may take any necessary action to protect the right-of-way interest and the Permittee shall reimburse the City of Royal Oak for its costs in doing same. The Permittee expressly waives any right to claim damages or compensation in the event this permit is revoked.



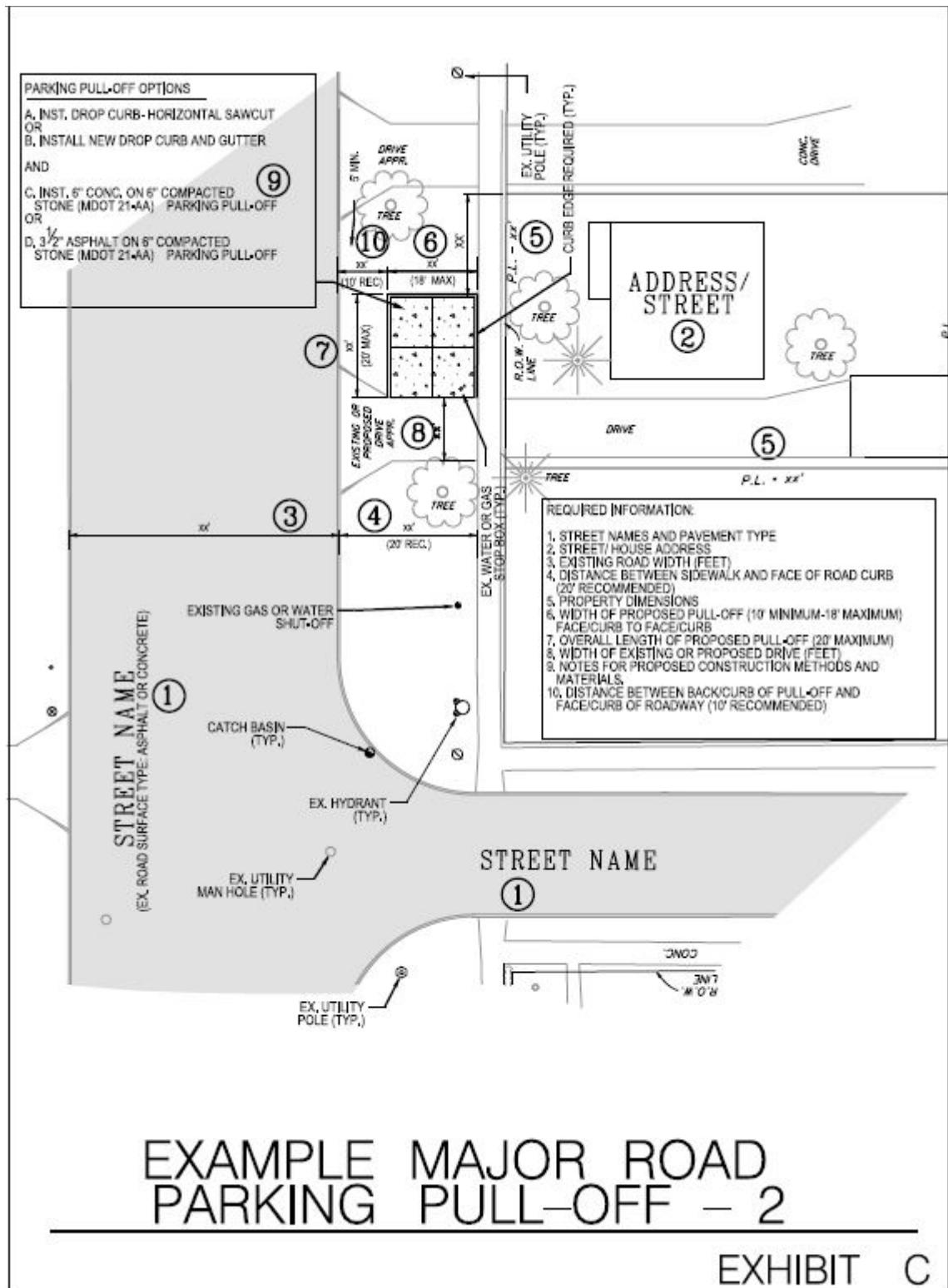
EXAMPLE MAJOR ROAD  
PARKING PULL-OFF -1

**EXHIBIT**  
**B**



**REQUIRED INFORMATION:**

1. STREET NAMES AND PAVEMENT TYPE
2. STREET/ROUTE ADDRESS
3. EXISTING ROAD WIDTH (FEET)
4. DISTANCE BETWEEN SIDEWALK AND FACE OF ROAD CURB (20' RECOMMENDED)
5. PROPERTY DIMENSIONS
6. WIDTH OF PROPOSED PULL-OFF (10' MAXIMUM FACE CURB TO FACE CURB)
7. OVERALL LENGTH OF PROPOSED PULL-OFF (38' MAXIMUM)
8. WIDTH OF EXISTING OR PROPOSED DRIVE (FEET)
9. NOTES FOR PROPOSED CONSTRUCTION
10. DISTANCE FROM FACE CURB OF PULL-OFF TO FACE CURB OF ROADWAY (10' RECOMMENDED)





**Engineering Division**  
203 S. Troy Street  
Royal Oak, MI 48067  
engineering@romi.gov  
248.246.3260

## **APPLICATION FOR PARKING PULL-OFF**

APPLICANT TO SUPPLY ALL INFORMATION IN BLANK AREAS

### **REQUESTED LOCATION:**

(APPLICANT NAME)

(TELEPHONE NUMBER)

(ADDRESS)

(FAX NUMBER)

(CITY, STATE, ZIP CODE)

(E-MAIL ADDRESS)

### **DETAILED WRITTEN DESCRIPTION OF PULL-OFF CONSTRUCTION:**

*(Include location, size, dimensions, etc. Also attach sketch of proposed work on a plot plan, mortgage survey or Google Image/Street View.)*

### **EXPLAIN THE NECESSITY FOR THIS IMPROVEMENT:**

*(Be specific. Use extra sheets if necessary.)*

### **NOTARY USE:**

I, \_\_\_\_\_ being duly sworn, say that I own the property described above and swear that the information given herein is true and correct.

\_\_\_\_\_ (Signed)

Signed, subscribed and sworn to before me, \_\_\_\_\_, a Notary Public in and for said County this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

**TO BE COMPLETED BY CITY:**

**APPLICATION FEE:** \$ \_\_\_\_\_  
(Two hours @ current inspection rate\*)

*\*Refer to the City of Royal Oak Engineering Division Fee Schedule*

**COMPLETED APPLICATION** (  )

**COMPLETED DIAGRAM** (  )

**PROOF OF PROPERTY  
OWNERSHIP** (  )

**PAYMENT:**  
101.000.62806

TREASURER'S  
STAMP HERE