

CITY OF ESCANABA STANDARD OPERATING PROCEDURE

**ABANDONMENT OF PRIVATE SEWER CONNECTIONS AND WATER CONNECTIONS UPON
DEMOLITION OF BUILDING**

The City of Escanaba has adopted the following standard operating procedure for the abandonment of private sewer connections and water connection upon demolition of a building within the City limits. All abandonments of private sewer connections and water connections shall be the financial responsibility of the property owner. All physical abandonments at the sewer main shall be performed by the City of Escanaba at the expense of the private property owner.

At time of application for demolition permit, the property owner and/or his/her representative shall apply for a City of Escanaba Demolition Permit. If a person other than the responsible property owner files for the permit, a letter of authorization to obtain a Demolition Permit must be submitted with said application.

At the time of application for demolition permit, the property owner or responsible person shall pay the following fees and/or deposits:

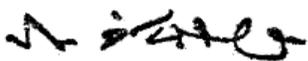
Demolition Permit Fee. If the building is residential in nature or a residential accessory use in nature, the demolition permit is \$30.00.

Demolition Permit Fee. If the building is commercial/industrial in nature or a commercial/industrial accessory use in nature, the demolition permit fee is \$30.00.

Private Sewer Disconnection Deposit. If the building requires the abandonment of a private sewer connection, a deposit of \$350.00 must be made at the time of permitting. The City of Escanaba will be responsible for the physical abandonment of the private sewer line and charge all labor, material, etc., against the deposit. Should cost exceed the amount of the deposit, the property owner or responsible person shall be responsible for all excess costs. The City of Escanaba shall provide an itemized invoice of costs to the property owner and/or responsible person and will provide a refund of any excess deposit.

Private Water Disconnection Deposit. If the building requires the abandonment of a private water line connection, a deposit of \$350.00 must be made at the time of permitting. The City of Escanaba will be responsible for the physical abandonment of the private water line and charge all labor, material, etc., against the deposit. Should costs exceed the amount of the deposit, the property owner or responsible person shall be responsible for all excess costs. The City of Escanaba shall provide an itemized invoice of costs to the property owner and/or responsible person and will provide a refund of any excess deposit.

Street, Sidewalk or other Public Property Repair. If the demolition or abandonment of any building, private sewer connection or private water connection requires the removal and/or replacement of hard and/or soft surfaces (i.e. asphalt, cement, grass, etc.), a deposit of \$350.00 must be made at the time of permitting. The City of Escanaba will inspect and approve all repairs to ensure workmanship and quality of installation standards are met. In the event repairs must be made by the City of Escanaba, all labor, material, etc. shall be applied against the deposit. Should the costs exceed the amount of the deposit, the property owner or responsible person shall be responsible for all excess costs. The City of Escanaba shall provide an itemized invoice of costs to the property owner and/or responsible person and will provide a refund of any excess deposit.



James V. O'Toole, City Manager
City of Escanaba

LETTER OF AUTHORIZATION TO OBTAIN
A DEMOLITION BUILDING PERMIT

PURPOSE: All applications for demolition permits must be submitted to the City of Escanaba for review and approved prior to permit issuance. Each application must include required fees and deposits as outlined in Escanaba's Standard Operating Procedure for the Abandonment of Private Sewer Connection and Water Connections Upon Demolition of Building. By authorizing this letter, the property owner fully understands the Standard Operating Procedure and its contents and will be responsible for all expenses incurred.

DATE: _____

To Whom It May Concern:

I, _____, as the owner or agent for the property listed as _____, Escanaba, MI 49829, do authorize _____ or their authorized agent, to obtain a
(Contractor/Architect/Engineer)

Demolition Permit for the above referenced property on my behalf.

_____ Owner or Agent Signature	_____ Date
_____ E-Mail Address	_____ Telephone Number

Sworn and subscribed to before me this _____ day of _____, 20____ and being personally known to me as _____.

Notary Public

My commission expires: _____,
for _____ County, MI.

CITY OF ESCANABA - APPLICATION FOR DEMOLITION PERMIT

We, the undersigned, owner(s)/agent(s) of the following described property hereby apply to you for a Demolition Permit. The property owner(s) has verified any existing utility placements. The applicant certifies the information submitted is accurate. The applicant states that he/she has the property owner's authority to execute this agreement and permit. **Any permit issued upon a false statement of any fact which is material to the issuance hereof, shall be void. All questions must be answered and please print.**

PARCEL # (OF BUILDING BE DEMOLISHED): _____

STREET ADDRESS (OF BUILDING BEING DEMOLISHED): _____

PROPERTY OWNER(S) NAME: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

PROPERTY OWNER ADDRESS: _____

TYPE OF LOT: Corner Lot Interior Lot Other: _____

LENGTH OF LOT: _____ WIDTH OF LOT: _____

PROPERTY DISTRICT ZONING DESIGNATION: _____

TYPE OF BUILDING (BEING DEMOLISHED): Residential Garage Shed Wireless Tower
 Commercial Industrial Other: _____

SIZE OF BUILDING (SQ. FT.): _____

CONSTRUCTION TYPE: Frame Brick Stone Other: _____

ESTIMATED VALUE OF DEMOLITION: _____

CITY SUPPLIED UTILITIES ON CURRENT SITE (CHECK ALL THAT APPLY): Electrical Water Sewer

DEMOLITION CONTRACTOR INFORMATION

COMPANY/APPLICANT NAME: _____ DATE: _____

SUBMITTED BY: _____

SIGNATURE: _____ PHONE: _____

EMAIL ADDRESS: _____ LICENSE #: _____

PROPERTY OWNER DEMOLITION

I am the property owner and will act as my own demolition contractor.

Property Owner Signature

Date

CITY OF ESCANABA ---OFFICE USE ONLY:

DATE RECEIVED: _____

APPROVED

DISAPPROVED

IF APPLICATION IS DENIED, REASON FOR DENIAL: _____

SPECIAL REQUIREMENTS OF APPROVAL: _____

OTHER REQUIREMENTS:

YES **NO** **N/A**

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Michigan DEQ Notification of Intent to renovate/demolish has been filed with the State of Michigan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Delta County Solid Waste Management Authority has been contacted about proposed demolition. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$350.00 - Water Line Abandonment Deposit has been paid to the City of Escanaba. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$350.00 - Sanitary Line Abandonment Deposit has been paid to the City of Escanaba. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$350.00 - Public Property Repair Deposit has been paid to the City of Escanaba. |

COMMENTS:

Signature of Reviewer

Date