

**CITY OF LIVONIA**  
**ENGINEERING DIVISION**  
**GRADE CERTIFICATE SUBMISSION CRITERIA**

In addition to the information provided on the original approved Plot Plan, the following requirements and information shall be included on all Residential Grade Certificate submittals:

1. Three (3) copies of the Grade Certificate shall be submitted on legal size (8.5" x 14") paper.
2. Drawings shall be professionally drafted or generated from a computer aided drawing program; hand drawn sketches will not be accepted. The information provided on the drawing shall be shown clear, concise, with legible elevations and background information. The existing topography shall be provided by a professionally licensed surveyor registered and in and in good standing with the State of Michigan.
3. A North Arrow and Bench Mark shall be included on the drawing, U.S.G.S. Datum shall be used for all elevations and Bench Marks.
4. Drawing shall be to a selected Engineering Scale (Ex. 1" = 20', 1" = 30', 1" = 40', etc.)
5. Engineering permit number, and Plot Plan number as assigned by the Engineering Division.
6. Building permit number as assigned by the building Department.
7. The Parcel Address as assigned by the City of Livonia.
8. An accurate legal description for the parcel or lot.
9. Show building outline, including window wells.
10. Show existing tree locations that are to remain, wooded areas can be shown with a vegetation outline.
11. Existing, proposed and As-Built Elevations, include; finished grade at all house corners, garage floor, finished floor or door threshold, high points, low points, swales, ditches, with drainage pattern arrows, sidewalk, driveway, and drive approaches.
12. Show existing elevations on all adjacent lots, including finished grade and finished floor of adjacent structures (house, sheds, etc.). Include drainage arrows showing existing flow patterns.
13. Show location, size and type of all utility lines, service leads structures, and inlets. Include; storm sewer, sanitary sewer, water main, sanitary leads, sump pump leads, water services, stop boxes, yard drains, drywells, etc.
14. Existing easements as approved and/or recorded by the City Council and, or Wayne County. including; vacated easements, alleys or rights-of-way. (Note: The Easement Dedication Process requires a minimum 2-month time frame to complete). Easements include; Public Utility Easements for storm sewer, sanitary sewer, and watermain, Private Easements for Public Utilities and Private Utility Easement.
15. Show all franchise utility cabinets and/or pedestals along with recorded easements (DTE, AT&T, Spectrum, etc.)

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16. Certification statement attesting to date and accuracy of as-built grades.
17. Grade Certificate must be sealed/stamped and signed.
18. Sidewalk waiver council resolution number (if required).

**It is strongly recommended this be applied for at the beginning of the development and requires a letter to the City Clerk's Office requesting a sidewalk waiver and a \$250 fee as this process which takes 1 ½ months to complete.** (Recommend checking with City Engineer prior to submitting letter and fee to City Clerk's Office since a recommendation to City Council will be provided to approve, deny or abstain will be provided).

19. Meet the following Project Site Conditions:
  - Property corners shall be staked prior to the commencement of work and maintained / identified throughout the course of the development until final grade certificate approval.
  - Proper soil erosion control measures must be in place, including but not limited to:
    - a. Silt fence along curb, side property lines
    - b. Sedimentation control measures to protect storm utilities, inlets, catch basins, etc.
  - Prior to submitting grade certificate, site shall be inspected by the permit holder and must be cleared of any construction debris and stockpiles (branches, broken concrete, excavation piles, dumpsters, porta-john's, etc.) and edges of property shall be graded to properly transition to abutting properties. Site shall be fine graded and free of any ruts, stones over ¾-inch in diameter, or any other objects that may hinder drainage. Final grade shall be at a point that it is ready to place top-soil, seed or sod. It is the permit holder's responsibility to maintain the swales and grades until the final grade certificate is approved as rain storm events or other construction activities may change or alter them.

**ANY DEVIATIONS / CHANGES FROM THE APPROVED PLOT PLAN SHALL REQUIRE RESUBMITTAL OF THE PLOT PLAN FOR REVIEW AND APPROVAL PRIOR TO GRADE CERTIFICATE SUBMISSION. THE GRADE CERTIFICATE WILL NOT BE ACCEPTED UNLESS CHANGES WERE PREVIOUS APPROVED ON THE PLOT PLAN OR ADMINISTRATIVELY APPROVED BY THE CITY ENGINEER, ASSISTANT CITY ENGINEER OR PROJECT ENGINEERING FOREMAN.**

**PLEASE ALLOW 10 BUSINESS DAYS (NOT INCLUDING HOLIDAYS) FOR REVIEW OF GRADE CERTIFICATE ONCE THE CRITERIA LISTED ABOVE HAS BEEN VERIFIED TO ALLOW REVIEW TO OCCUR.**

**PERMIT HOLDER SHALL ENSURE CRITERIA HAS BEEN MEET PRIOR TO TURNING IN GRADE CERTIFICATE, OTHERWISE GRADE CERTIFICATE WILL BE RETURNED.**

**NOTE: SITES FOUND NOT TO BE CONFORMING TO THE ABOVE SPECIFICATIONS WILL INCUR A REINSPECTION FEE OF \$250 FOR EACH TRIP MADE TO THE SITE AFTER THE INITIAL VISIT.**