



Charter Township of Chesterfield Department of Public Works

52216 Sierra Dr., Chesterfield, MI 48047
Phone 586-949-0400 ext.3 Fax 586-949-3872

WELCOME TO CHESTERFIELD TOWNSHIP!

We are excited to have your business in Chesterfield Township. To make your transition into the township as easy and effortless as possible, we have assembled a packet of information that you will find helpful to get your project underway in a fast and efficient manner.

The following information needs to be completed and in the possession of the Charter Township of Chesterfield **prior to the preconstruction meeting** to allow for a smooth, easy transition to construction of your project.

Included in this document are the following items:

Pages 2-3:	List of items needed in the township's possession prior to the preconstruction meeting
Page 4:	Project Insurance Requirements
Page 5:	Certificate of Liability Insurance Example
Page 6:	Project Performance Bond
Page 7:	Project Maintenance Bond
Pages 8-9:	Contractor Performance Bond
Page 10:	Contractor Registration
Page 11-12:	Capacity Unit Factors
Page 13:	Ordinance 45, Sections 30-312 and 30-346
Page 14:	Ordinance 45, Section 64-57

Our standard details can be found on our website at www.chesterfieldtwp.org.

Any questions can be directed to the Department of Public Works at (586) 949-0400, ext. 3. We look forward to having your business in the township!

Sincerely,

Don Coddington
Superintendent
Chesterfield Township DPW

The following items pertain to township Ordinance 45, Sec. 30-312, Sec. 30-346, and Sec. 64-57.

- Permits (whichever are applicable to project)
 - Detroit Water
 - Detroit Sanitary
 - Department of Natural Resources (DNR)
 - Department of Environmental Quality (DEQ)
 - Macomb County Public Works - Soil Erosion
 - National Pollutant Discharge Elimination System (NPDES)
 - Macomb County Department of Roads
 - Macomb County Public Works

- Bonds & Insurance
 - Project Insurance
 - See Page 4 for details
 - Project Performance Bond
 - Total cost of underground items
 - Water main
 - Sanitary sewer (including grease trap, if applicable)
 - Storm sewer
 - Paving
 - Bond will be in force until project is accepted by township
 - Project Maintenance Bond
 - Total cost of following items
 - Water main
 - Sanitary sewer (including grease trap, if applicable)
 - Storm sewer
 - Paving
 - Maintenance Bond will cover project for two years after acceptance of project by the township
 - Contractor Insurance
 - See page 4 for details
 - Contractor Performance Bond
 - \$5,000 performance bond
 - Bond covers all water and sanitary sewer connections
 - Contractor Registration
 - \$25 registration fee

- Fees
 - Capacity Unit Factor Fees
 - Based on square footage of building and type of use
 - See pages 11-12 for details

- Tap Fees
 - Based on square footage of building and size of tap
 - See Pages 11-12 for details
- Storm Sewer Tap Fee
 - \$200 per connection
- Inspection Fees (Based on engineer's estimates)
 - 6% underground (water, sewer, and storm quantities)
 - 3% paving
 - Water purification charge
 - Fee for flushing, sanitizing, and sampling water main
- Preconstruction meeting fee
 - \$300 fee for meeting
- As-Built fee
 - 1% of water, sewer, storm, and paving quantities

Project Insurance Requirements

1. Worker's Compensations and Related Coverages
 - a. State: Statutory
 - b. Applicable (e.g. Longshoreman's): Statutory
 - c. Employer's Liability
 - i. Max Limit Each Accident
 - ii. Max Limit Policy Limit
 - iii. Max Limit Each Employee
2. Contractor's General Liability
 - a. General Aggregate: \$1,000,000
 - b. Products – Completed Operations Aggregate: \$1,000,000
 - c. Personal and Advertising Injury: \$1,000,000
 - d. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
 - e. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable
 - f. Excess or Umbrella Liability:
 - i. General Aggregate: \$2,000,000
 - ii. Each Occurrence: \$2,000,000
 - g. Fire Damage: \$50,000
 - h. Medical Payments: \$5,000
3. Automobile Liability
 - a. Combined Single Limit: \$1,000,000
4. Contractual Liability
 - a. Bodily Injury:
 - i. Each Accident: \$1,000,000
 - ii. Annual Aggregate: \$1,000,000
 - b. Property Damage
 - i. Each Accident: \$1,000,000
 - ii. Annual Aggregate: \$1,000,000
5. Owner's and Contractor's Protective Liability Insurance Policy shall include as additional insured all persons/entities listed below
 - a. Charter Township of Chesterfield
 - b. Anderson, Eckstein, and Westrick, Inc.
 - c. Chesterfield Township Department of Public Works
 - d. Road Commission of Macomb County
 - e. Macomb County Office of Public Works
 - f. Michigan Department of Transportation
6. Owner's and Contractor's Protective Liability
 - a. General Aggregate: \$2,000,000
 - b. Each Occurrence: \$1,000,000
 - c. Combined Single Limit: \$1,000,000



SAMPLE CERTIFICATE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/01/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Construction Company A, 1234 Easy St., Chesterfield, MI 48047. CONTACT NAME: Jane Smith, PHONE: 586-555-1234, FAX: 586-555-1235, E-MAIL ADDRESS: jsmith@cca.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Insurance Company XYZ, NAIC #: 12345.

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Name of Project
Additional Insured:
Charter Township of Chesterfield
Anderson, Eckstein, & Westrick, Inc.
Chesterfield Township Department of Public Works
Road Commission of Macomb County
Macomb County Office of Public Works
Michigan Department of Transportation

CERTIFICATE HOLDER

CANCELLATION

Certificate holder: Charter Township of Chesterfield, 47275 Sugarbush Rd., Chesterfield, MI 48047. Cancellation notice: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

PROJECT PERFORMANCE BOND
ORDINANCE #45, SECT. 30-346

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that _____

_____ as Principal, and _____ a corporation duly organized and existing under the laws of the State of _____ and/or _____, a corporation duly organized and existing under the laws of the State of _____ and having its principal bond office in _____, as Surety, are held and firmly bound unto the City or Town of _____ in the sum of _____ Dollars (\$ _____), lawful money of the United States of America to be paid to the City or Town of _____ for which payment, well and truly to be made, we bind ourselves, our respective heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has made a contract with the City or Town of _____ bearing date of _____ for _____

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well and truly keep and perform all the undertakings, covenants, agreements, terms and conditions of said contract on its part to be kept and performed during the original term of said contract and any extensions thereof that may be granted by the City or Town of _____ with or without notice to the Surety, and during the life of any guaranty required under the contract, and shall also well and truly keep and perform all the undertakings, covenant, agreements, terms and conditions of any and all duly authorized modifications, alterations, changes or additions to said contract that may hereafter be made, notice to the Surety of such modifications, alterations, changes or additions being hereby waived, then this obligation shall become null and void; otherwise, it shall remain in full force and virtue.

SIGNED, SEALED AND DATED this _____ day of _____, _____

(Principal)

By _____ (Seal)

By _____ (Seal)
(Attorney-in-fact)

By _____ (Seal)
(Attorney-in-fact)

Maintenance Bond
ORDINANCE #45, SECT. 30-346

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, That we (name) _____

As Principal, and _____, a Surety Corporation organized under the laws of the State of _____ and duly authorized to do business in the State of _____, as Surety, are held and firmly bound unto Chesterfield Township, 47275 Sugarbush, Chesterfield, MI 48047

as Obligee, in the penal sum of _____ (\$ _____)

to which payment well and truly to be made we do bind ourselves, our and each of our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

Sealed with our seals and dated the _____, day of _____

WHEREAS, the said Principal entered into a contract with the (company name or project name) _____ dated _____

For: (List project and jobs to be done)

WHEREAS, said contract provides that the Principal will furnish a bond conditioned to guarantee for the period of Two (2) years after approval of the final estimate on said job, by the owner, against all defects in workmanship and materials which may become apparent during said period, and

WHEREAS, the said contract has been completed, and was approved on

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that, if the Principal shall indemnify the Obligee for all loss that the Obligee may sustain by reason of any defective materials or workmanship which become apparent during the period of Two (2) years from and after date of final acceptance then this obligation shall be void, otherwise to remain in full force and effect.

IN WITNESS WHEREOF the said Principal and Surety have caused these presents to be signed and their seals to be hereunto affixed the day and years first above written.

Witness: _____

By: _____

PRINCIPAL

By: _____

ATTORNEY-IN-FACT



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Performance Bond

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that we, _____
_____, as Principal, and
_____, incorporated under
the laws of the State of _____, with principal offices located in
_____, as Surety, are held and firmly bound to the Charter
Township of Chesterfield, a Michigan municipal corporation, as Obligee, in the
sum of Five Thousand (\$5,000.00) Dollars, for which payment we bind ourselves,
our heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Principal wishes to perform work within the Charter Township of
Chesterfield specifically relating to making connections to the Township water,
sanitary sewer, and storm sewer systems; and/or other related work; and

WHEREAS, the Chesterfield Township Sewer and Water Use Ordinance, being
Ordinance Number 69, as amended, requires Principal, as a condition precedent
to conducting such work, to provide a Performance Bond for each connection in
an amount not less than Five Thousand (\$5,000.00) Dollars; and

WHEREAS, this Performance Bond is being provided to satisfy the condition
precedent to the issuance of a construction permit.



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NOW, THEREFORE, the Principal and Surety shall indemnify the Charter Township of Chesterfield against all loss, costs, expenses or damage to the Township caused by the Principal's non-compliance with or breach of any laws, statutes, ordinances, rules or regulations pertaining to the issuance of a construction permit to the Principal, which said breach or non-compliance shall occur during the term of this Bond.

FURTHER, this Bond shall remain in full force and effect commencing on _____, _____, and shall expire on _____, _____.

IN WITNESS WHEREOF, the parties have executed this Bond on the _____ day of _____, _____.

(Principal)

By: _____

Its: _____

(Bonding Company)

By: _____

Its: _____



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Contractor Registration

Date: _____ Registration #: _____
(Office Use Only)

Business Name: _____

Address: _____

City, State, Zip: _____

Phone Number: (____) _____ - _____

Emergency Phone Number: (____) _____ - _____

Contractor's Name: _____

Applicant Signature: _____

Requirements for Registration

- Registration Fee: \$25.00
- Performance Bond: \$5,000.00 -OR- Cash Bond: \$5,000.00
- Liability Insurance per Person: \$1,000,000.00
- Liability Insurance per Incident: \$1,000,000.00
- Workers Compensation Insurance: Max Limit

THE CHARTER TOWNSHIP OF CHESTERFIELD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY CONTRACTOR APPLICATION FOR REGISTRATION

Chapter 64. Utilities

ARTICLE III. Sewer and Water Rates

DIVISION 4. Wastewater Rates, Charges and Fees

Sec. 64-219. Table of capacity unit factors for water system benefit fee and sewer system benefit fee.

[Ord. No. 68, § 7.9, eff. 8-10-1979; Ord. No. 68-4, § 7.9, eff. 7-28-1983; Ord. No. 68-15, § 7.9, eff. 9-22-1989; Ord. No. 68-21, § 1(7.9), eff. 12-3-1998; Ord. No. 68-25, § 1, 6-20-2005]

(a) The table of capacity unit factors for water system benefit fee and sewer system benefit fee is as follows:

Usage	Capacity Unit Factor
Airport repair and storage, per 1,000 sq. ft.	.10
Auto dealers, per 1,000 sq. ft.	.40
Auto repairs, per 1,000 sq. ft.	.40
Bakeries (excluding shops), per 1,000 sq. ft.	1.50
Banks, per 1,000 sq. ft.	.50
Banquet halls, per 1,000 sq. ft.	.50
Barbershops, per 1,000 sq. ft.	1.00
Bars, per 1,000 sq. ft. (minimum two units)	5.00
Beauty shops, per 1,000 sq. ft.	2.00
Boardinghouses, per bed	.35
Boarding schools, per bed	.35
Bowling alleys (no bars, lunch facilities), per 1,000 sq. ft.	.20
Car wash:	
(1) Manual, do-it-yourself, per stall	1.50
(2) Semiautomatic (mechanical without conveyor), per stall.	7.50
(3) Automatic with conveyor, per lane	20.00
(4) Automatic with conveyor, conserving and recycling water, per lane	8.00
Churches (no office, school, kitchen), per 1,000 sq. ft.	.10
Cleaners (pick-up only), per 1,000 sq. ft.	.50
Cleaners (pressing facilities), per 1,000 sq. ft.	1.50
Clinics (minimum assignment 1.00 unit per profession):	
(1) Medical, per 1,000 sq. ft.	1.00
(2) Dental, per 1,000 sq. ft.	1.50
Community building (mobile home or multiple dwellings), per 1,000 sq. ft.	.50
Convalescent homes and senior citizen homes, per bed	.35
Convenience store, per 1,000 sq. ft.	1.00
Convents, per person (bed)	.35
Country clubs (exclusive of complementary facilities), per 1,000 sq. ft.	1.00
Day care facilities, per 1,000 sq. ft.	.25
Drugstores (with fountain service), per 1,000 sq. ft.	.50
Efficiency apartments, per apartment	.50
Factories, per 1,000 sq. ft.	.50
Florist, per 1,000 sq. ft.	.50
Fraternal organizations, per 1,000 sq. ft.	.50
Funeral homes, (minimum 2.00 units per funeral home), per 1,000 sq. ft.	.50
General sales (not otherwise listed), per 1,000 sq. ft.	.60
Grocery stores and supermarkets, per 1,000 sq. ft.	1.00
Health clubs (including masseuse), per 1,000 sq. ft.	2.30
Hospitals, per bed	1.40
Hotels and/or motels (exclusive of swimming pools, bars, restaurants, etc.), per bedroom	.50

Usage	Capacity Unit Factor
Laundry (self service), per washer	.50
Meat markets, per 1,000 sq. ft.	1.00
Mobile home parks, per mobile home	1.00
Multiple-family residence, per dwelling unit	1.00
Office building, per 1,000 sq. ft.	.50
Party store, per 1,000 sq. ft.	1.00
Pet store, per 1,000 sq. ft.	.50
Produce market, per 1,000 sq. ft.	1.00
Public golf and recreation facilities (exclusive of pool, bar, restaurants, etc.), per 1,000 sq. ft.	.60
Public institutes (other than hospitals, schools), per 1,000 sq. ft.	.50
Rental hall, per 1,000 sq. ft.	.50
Restaurants:	
(1) Conventional type, per 1,000 sq. ft.	3.00
(2) Quick service franchise types, without dishes, with or without eating in building, with public restrooms (including, but not limited to Taco Bell, McDonalds, Burger King, Subway and Tubby's), per 1,000 sq. ft.	5.00
(3) All other quick service restaurants with no dining in building and no public restrooms (including, but necessarily limited to, drive-ins, snack bars, carry-outs; all without dishes), (minimum six per restaurant), per 1,000 sq. ft.	3.50
Retail store (other than specifically listed), per 1,000 sq. ft.	.60
Roominghouses (no meals), per bed.	.25
RV parks (central bathhouses), (water only), per RV site	.35
RV parks (sewer and water connection), per RV site	1.00
RV parks (sewer and water connection—seasonal only), per RV site	.50
Schools (cafeteria without showers and/or pool), per classroom	1.50
Schools (showers and/or pool), per classroom	2.00
Schools (showers, gym, cafeteria), per classroom	2.50
Service stations (exclusive of auto repair), per pump (minimum two units)	.30
Shopping center-mall (common) areas, per 1,000 sq. ft.	.50
Single-family residences, per residence	1.00
Stadiums (closed), per seat	.01
Stadiums (open), per seat	.008
Stores (other than specifically listed), per 1,000 sq. ft.	.50
Summer camps (exclusive of kitchens, pools, etc.), per bed	.10
Swimming pools with bathhouses (residential excluded), per 1,000 sq. ft.	3.00
Telephone answering or marketing service, per 1,000 sq. ft.	.50
Theaters (drive-in), per car space	.012
Theaters (indoor), per seat	.008
Tourists courts (individual bath units), per cubical	.27
Veterinary clinic and kennels, per 1,000 sq. ft.	1.00
All others, per 1,000 sq. ft.	.50

(b) For mixed uses, compute units for each separate use and combine total of individual uses for total unit factor.

(c) When the unit factor in the table of capacity unit factors refers to square feet, it shall mean the gross floor area of the building measured from outside of wall to outside of wall on each floor of the building, including basement area, for that use or ancillary use, except as a storage, furnace, and/or air conditioning equipment room.

(d) The total number of units assigned to a particular usage or a single premises (defined as a single use by a single lessee or owner) as computed from the table of capacity unit factors shall be a whole number and any fractional portion of the number equal to 0.5 of one unit or more shall be considered the next higher whole number. In any event, a minimum of 1.00 unit factor shall be charged for each usage.

Chapter 30. Engineering Design Standards

Article XI. Fees

Sec. 30-312. Inspection fees.

Prior to construction of project improvements, the owner shall deposit with the township department of public works an amount equal to 6% of the estimated cost of construction for water, sanitary sewer and storm sewer as an inspection fee; and shall deposit with the township building department an amount equal to 6% of the estimated cost of construction for paving and sidewalks as an inspection fee. Fees collected for sidewalks in platted subdivisions shall include all sidewalks along major thoroughfare and any other sidewalk required by the commission for which the builder is not responsible. Should the cost of an inspection exceed this amount, the owner or developer shall pay such additional amounts upon demand. The fees and charges contained in this article shall be in addition to those charged for debt, service charges, connection charges and other charges or fees imposed for sanitary sewer and water supply.

Article XII. Insurance and Bonds

Sec. 30-346. Insurance policy; bonds.

[Ord. No. 45, art. XII, eff. 10-15-1973; Ord. No. 45-4, eff. 12-14-1988; Ord. No. 45-5, eff. 5-3-1989; Ord. No. 45-10, eff. 12-24-1998]

Prior to construction of subdivision and project improvements, the contractor shall procure and maintain during the life of any contract or agreement for such construction, a comprehensive general liability insurance policy protecting the township, the township department of public works and the township engineer from any claim for damages, real, personal or otherwise, in the following amounts: \$1,000,000 for bodily injury, including death, per person, \$1,000,000 per occurrence and \$500,000 aggregate for property damage. Prior to commencement of any work the developer shall provide a performance bond and a labor and material bond in the full amount of the contract for such improvements. Prior to the acceptance of improvements by the township, a two-year maintenance bond in the full amount of the contract for such improvements shall be posted by the owner.

Chapter 64. Utilities

ARTICLE II. Sewer and Water Use

DIVISION 2. Sewer Use

Sec. 64-57. Registration of contractors; performance bond, liability insurance and worker's compensation coverage.

[Ord. No. 69, § 4.7, eff. 8-10-1979; amend. by Ord. No. 69-1, § 4.7, eff. 9-22-1989; Ord. No. 69-02, § 1(4.7), eff. 12-3-1998]
All contractors engaged in the business of making connections to the township water, sanitary sewer and storm sewer systems shall be registered with the sewer and water department. Such registration shall be effected by the completion of a form provided by the superintendent. As a condition for conducting business in the township, such sewer contractor shall provide a performance bond for each connection in an amount not less than \$5,000, and shall provide liability insurance in the amount of \$500,000 per person and \$1,000,000 per incident, together with property damage insurance for personal injuries in the amount of \$50,000. The township, its employees, agents and consultants, shall be named as an additional insured on the policies. Such contractor, as a condition for conducting business, shall provide evidence that compliance with the Michigan worker's compensation insurance requirements have been satisfied.