



ARCHITECTS. ENGINEERS. PLANNERS.

March 18, 2019

Northfield Township Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

**Regarding: Littlefish Design/8425 Main Street
Site Plan Review #2**

We have reviewed the March 13, 2019 site plan based on the Township's engineering standards for the above referenced project received by the Township on March 13, 2019. Plans were prepared by PEA, Inc. The applicant is requesting Site Plan approval for miscellaneous site improvements. A general summary of the site followed by our review comments and conclusion are noted below.

General/Utilities

The site is located on parcel #02-08-327-002 with address 8425 Main Street. The site is zoned as General Commercial (GC). The applicant is proposing to perform miscellaneous site improvements. General comments are as follows:

1. The existing well and sanitary sewer facilities are now shown. It is now noted that an existing sanitary sewer manhole is in the area in front of the building that will be paved with concrete and that the manhole is buried. This is acceptable but a Township representative will need to be present during construction to observe the sanitary manhole adjustment that will be needed.

Paving/Grading/Drainage

2. The proposed parking in the front of the building is now down to one barrier free space and is outside of the Main Street ROW. Paving work is still taking place in the ROW. All work in the Main Street ROW must be approved by the WCRC.
3. As noted by McKenna, two-way circulation is proposed on the north side of the building. We also recommend one-way circulation and will await the decision by the WCRC. In any event, permanent directional striping and/or signage should be provided to avoid circulation confusion.
4. There is a catch basin located just off the property to the north. Based on the proposed spot grades provided, additional drainage will not be directed to this catch basin. This is acceptable.
5. All soil erosion and sedimentation control items should be shown on the grading sheet once the WCWRC reviews the plans.
6. Details should be provided for SESC items (catch basin filters, silt fence, mud tracking mats, etc.).

Permits and Other Agency Approvals

Copies of all permits and/or letters of waiver should be provided. The current status of all necessary permits should be included on the cover sheet. We note that this project may require the following permits and/or approvals:

- Northfield Township Fire Department approval for emergency vehicle access and maneuverability.
- Northfield Township Building Department.

- Washtenaw County Water Resources Commissioner's office for storm water and soil erosion and sedimentation control.
- Washtenaw County Road Commission for work in the Main Street ROW.

Conclusion

If the Planning Commission approves the plans, then we recommend that our comments be addressed as a contingency. Please note that additional comments may be generated on future reviews based upon revised material being presented.

Pre-Construction Requirements

The applicant shall be aware that Township standards require that a pre-construction meeting for site work be held before construction will be permitted to commence. Prior to the pre-construction meeting, the following information must be submitted:

- Six (6) complete sets of approved construction plans for final distribution.
- Copies of all permits and other agency approvals as noted above.
- An approximate schedule of project construction and engineer's estimate of the construction costs.
- Contractor insurance certificates in the types and limits of coverage as required by the Township. The name of the project shall be on all certificates for identification referencing. The insurance certificates must be reviewed and accepted by the Township. The additionally named insured under the Owner's and Contractor's Protective Public Liability and Property Damage Insurance shall include Northfield Township, the Township Engineer (OHM Advisors) and members of its staff, employees, and agents for the Township.
- A construction escrow is required to be deposited with the Township. The recommended amount is an initial deposit, however the applicant should be aware that actual costs will be a result of contractor production rates and that additional monies may be required. All monies deposited that are not expended will be returned after final closeout and after the project is accepted by Northfield Township.
- It is our recommendation that a Performance Guarantee be submitted to the Township. An engineer's estimate must be provided to determine the amount.

Once the above requirements are successfully completed, a pre-construction meeting can be scheduled. A pre-construction meeting is required before any construction work can commence onsite.

The applicant shall contact Chris Donajkowski (734.891.2447) of OHM for the scheduling of this meeting. The contractor shall arrange for construction observation at least three (3) working days prior to the start of work.

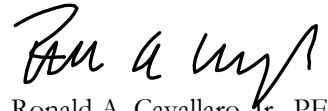
Project Construction Close-out Requirements

A final site walk through will be conducted after the completion of all construction activities related to site improvements. Digital as-builts including one (1) CD-ROM containing AutoCAD files and PDF plot plans, and one (1) set of bond drawings shall be submitted to our office for review immediately following completion of the site improvements. All outstanding issues must be addressed to the Township's satisfaction. Additionally, the design engineer shall submit a grading certification for the project as part of the final acceptance of the proposed work. Final acceptance of the project and release of the escrow will not occur until all of the above are complete.

If you have any questions, please contact us at (734) 522-6711 or ronald.cavallaro@ohm-advisors.com.

Littlefish Site Plan Review #2
March 18, 2019
Page 3 of 3

Sincerely,
OHM ADVISORS

A handwritten signature in black ink, appearing to read "Ron A. Cavallaro, Jr.", written in a cursive style.

Ronald A. Cavallaro, Jr., PE

cc: Mary Bird, Northfield Township (via e-mail)
Paul Lippens, MCKA, Township Planner (via e-mail)
Chris Donajkowski, OHM (via e-mail)
File

P:\0126_0165\SITE_NorthfieldTwp\2018\0151181070_Littlefish Desgin_8425 Main St\Littlefish Design SPR#2.docx