



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
CITY ENGINEERING DIVISION

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE. SUITE 601  
DETROIT, MICHIGAN 48226  
PHONE: (313) 224-3949 TTY: 711  
WWW.DETROITMI.GOV

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To: Clerk's Office  
From: The Department of Public Works  
City Engineering Division  
MapsandRecordsBureau@DetroitMI.Gov  
(313) 224-3970

Petitioner:  
311 Grand River LLC  
311 E. Grand River Ave.  
Detroit, MI, 48226

On behalf of the above-mentioned petitioner the Department of Public Works: City Engineering Division is submitting a petition request for the action below. The petitioner has received a project consultation from the Department of Public Works: City Engineering Division and has been advised the following:

Type of action recommended:

Petition for encroachment into Grand River Avenue adjacent to the property commonly known as 267 E. Grand River Avenue, for the purpose of recording an existing below-grade basement.

Raven Wright  
Supervisor of Maps and Records  
Department of Public Works  
City Engineering Division  
313-224-3985



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April, 2024

Department of Public Works  
Maps and Records Bureau

MAP-24-68  
ENCROACHMENT  
311 E Grand River

311 Grand River LLC  
1300 Broadway Street, Suite 600  
Detroit, MI 48226  
Contact: Jack Hartounian  
248-410-9566  
[jackh@bascomi.com](mailto:jackh@bascomi.com)

I am writing on behalf of Basco Detroit to formally request approval for an encroachment at 311 E Grand River, in accordance with the guidelines and regulations set forth by the City.

The property in question, identified by either 311 E Grand River or 267 E Grand River (parcel # 01004041-2), was acquired from the Downtown Development Authority in 2021. Upon review, it has come to our attention that the basement of this property extends beneath City sidewalks, although no official records of such encroachment are currently available.

In recent weeks, we encountered the necessity to conduct concrete work and replace sidewalk slabs due to water infiltration issues. These maintenance activities were undertaken in compliance with the Right of Way permit ENG-23-1530. I would like to note that Richard Doherty, Pamela Lemme, and Jered Dean independently approved this permit, albeit separate from the encroachment request that is now being submitted to initiate the inclusion of this encroachment into City records.

Hence, we are formally submitting this encroachment request for 311 E Grand River, seeking the necessary approvals and documentation to ensure compliance with all relevant regulations and requirements.

We appreciate your attention to this matter and look forward to a prompt and favorable response. Should you require any additional information or documentation, please do not hesitate to contact us at your earliest convenience.

Thank you for your cooperation and assistance in this regard.





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