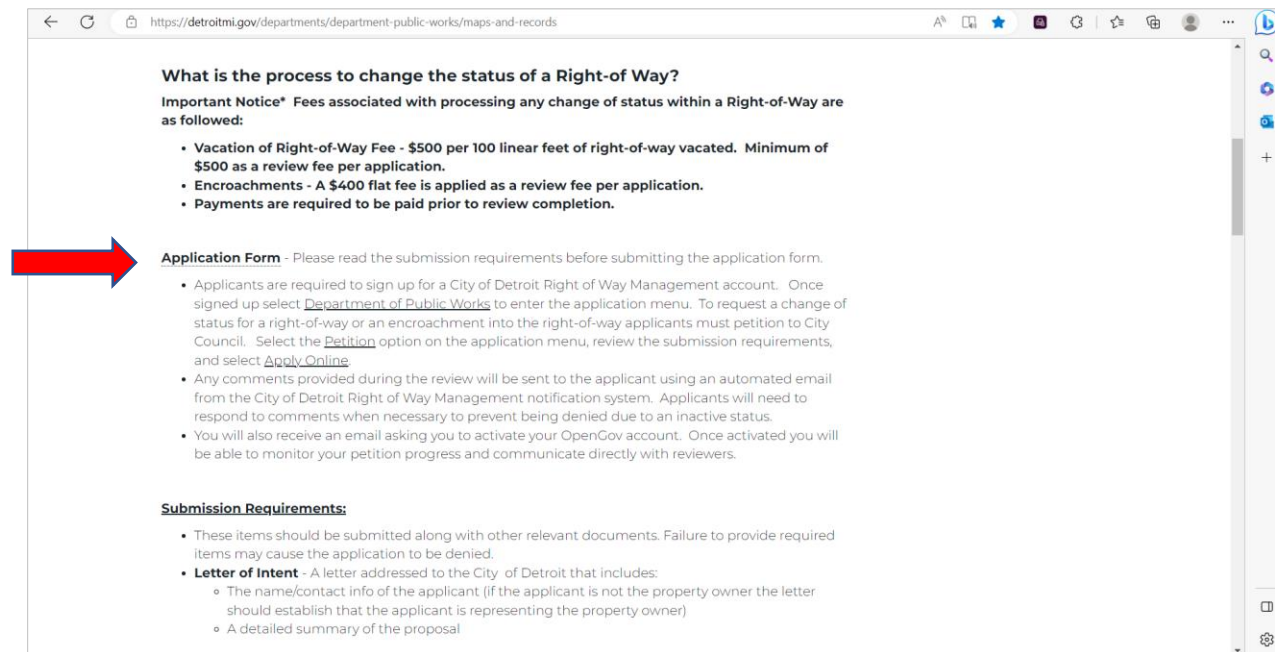


Visual Application Guide
Request for Status Changes to a Right-of-Way

Step 1. Visit the DPW Website

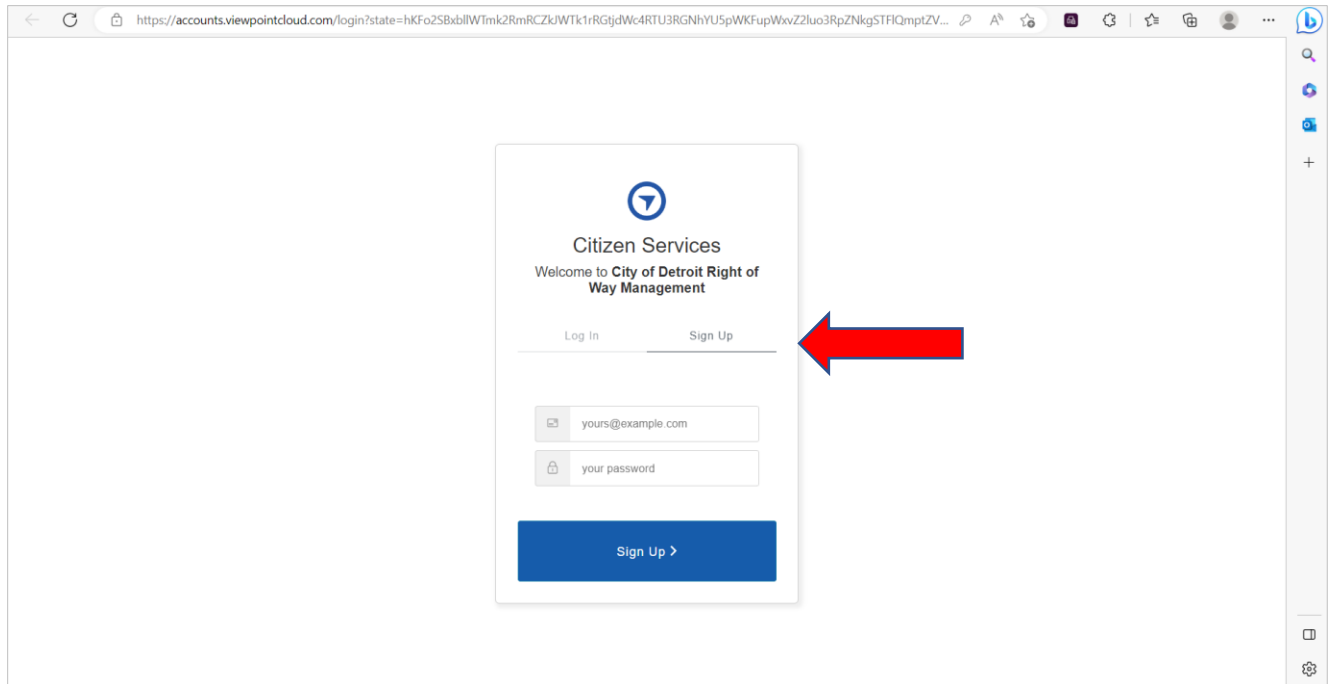
Sign up for a city of Detroit Right of Way management account. Visit the DPW website to access the application form.

Website Link: <https://detroitmi.gov/departments/department-public-works/maps-and-records>



The link will re-direct you to the OpenGov website.

Select the sign-up option.



Step 2. Request a Change of Status for a Right-of-Way

After signing up for an account, select **“Department of Public Works”** to enter the application menu.

To request a **“Change of Status for a Right-of-Way”** (vacation with access to public utilities easement, outright vacation, temporary closure, dedication, and berm use) or an **“Encroachment into the Right-of-Way”**, applicants must petition to the City Council.

The types of **Status Changes** include:

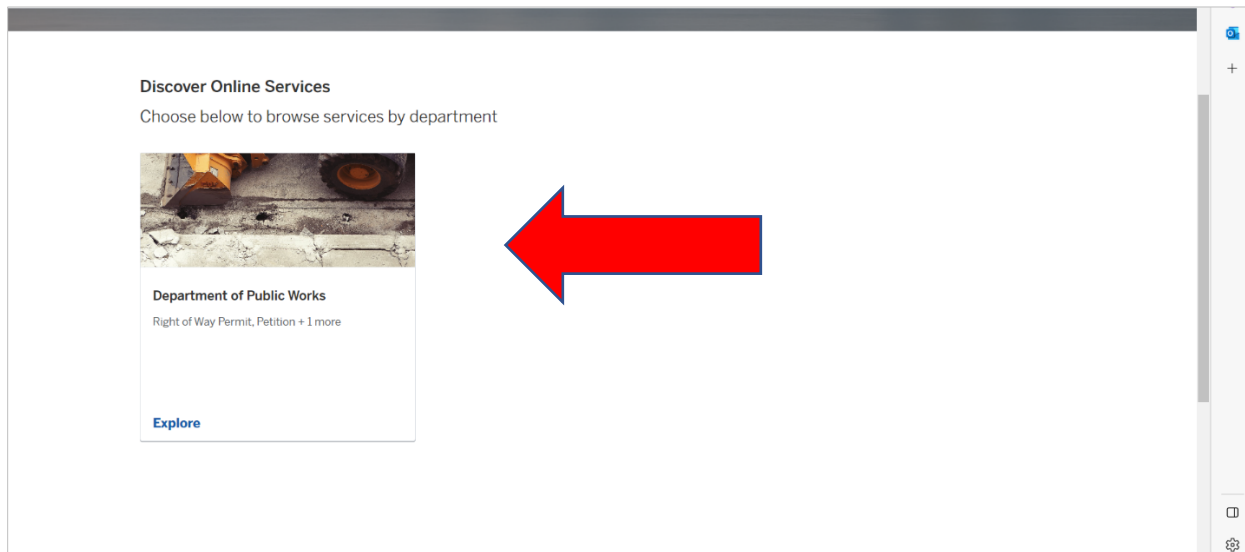
- **Berm Use**
- **Conversion to Easement**
- **Dedication**
- **Encroachment**
- **Outright Vacation**
- **Temporary Closing**

[Definitions of Terms](#)

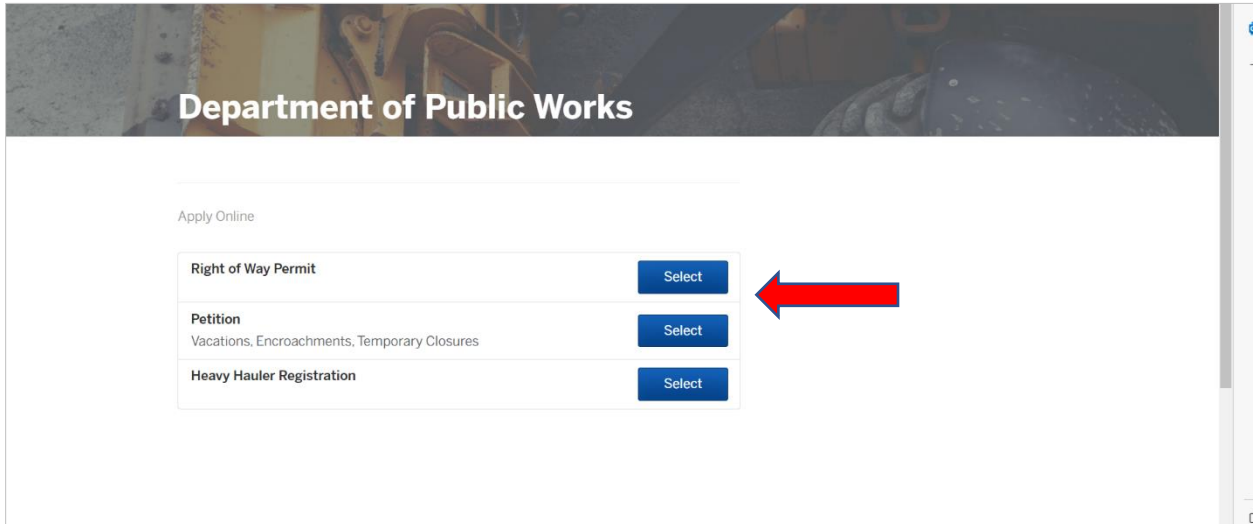
Sample Drawings of Changes Within a Right-of-Way

A list of sketch examples with links are below:

1. [Sample Vault Sketch](#)
2. [Sample Monitoring Wells Sketch](#)
3. [Sample ADA Ramp Sketch](#)
4. [Sample Business Sign Sketch](#)
5. [Sample Awning Sketch](#)
6. [Sample Irrigation Line Sketch](#)
7. [Sample Streetscape Sketch](#)
8. [Sample Utility Cabinet Sketch](#)



Select the Petition option on the application menu.

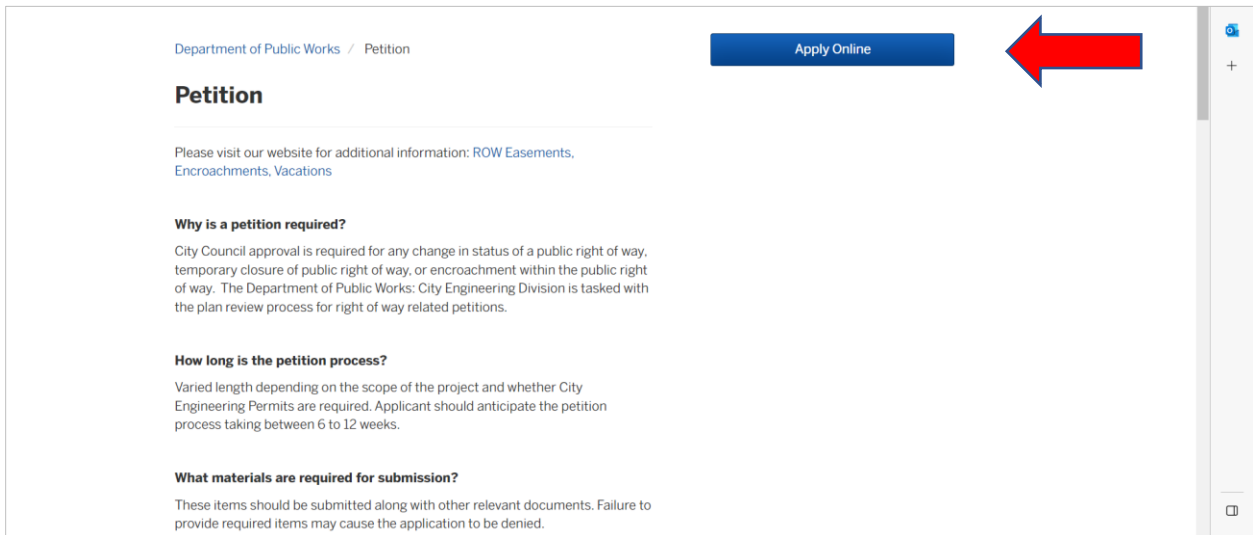


The screenshot shows the 'Department of Public Works' header. Below it, there is a section titled 'Apply Online' containing a table with three rows: 'Right of Way Permit', 'Petition' (with subtext 'Vacations, Encroachments, Temporary Closures'), and 'Heavy Hauler Registration'. Each row has a blue 'Select' button to its right. A large red arrow points to the 'Select' button for the 'Petition' row.

Apply Online	
Right of Way Permit	Select
Petition Vacations, Encroachments, Temporary Closures	Select
Heavy Hauler Registration	Select

Step 3. Application Submission Requirements

Please **read** the application submission requirements thoroughly before clicking “**Apply Online.**”



The screenshot shows the 'Petition' page under the 'Department of Public Works' header. A blue 'Apply Online' button is in the top right corner, with a large red arrow pointing to it. The page content includes a breadcrumb 'Department of Public Works / Petition', a title 'Petition', and three sections: 'Why is a petition required?', 'How long is the petition process?', and 'What materials are required for submission?'. Each section contains detailed text about the petition process.

Department of Public Works / Petition

Petition

Please visit our website for additional information: [ROW Easements](#), [Encroachments](#), [Vacations](#)

Why is a petition required?

City Council approval is required for any change in status of a public right of way, temporary closure of public right of way, or encroachment within the public right of way. The Department of Public Works: City Engineering Division is tasked with the plan review process for right of way related petitions.

How long is the petition process?

Varied length depending on the scope of the project and whether City Engineering Permits are required. Applicant should anticipate the petition process taking between 6 to 12 weeks.

What materials are required for submission?

These items should be submitted along with other relevant documents. Failure to provide required items may cause the application to be denied.

Fill in the contact information.

City of Detroit Right of Way Management

My Account You

Have a project #?

Step 1 of 8

Save Draft and Exit

Right of Way Permit

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

Phone Number

Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code

MI

Next >

Revert

“Step 2 of 3” requires for the applicant to select the **Petition Type.
Fill in the appropriate information.**

City of Detroit Right of Way Management

My Account Raven

Have a project #?

Step 2 of 3

Save Draft and Exit

Petition

Petition Application

Related Permit Number

Petition Type *

Select your option

Select your option

Temporary Closure

Encroachment

Street/Alley Dedication

Street/Alley Vacation

Location (Provide Address) *

123 Fake St.

For the Purpose Of *

Applicant Name *

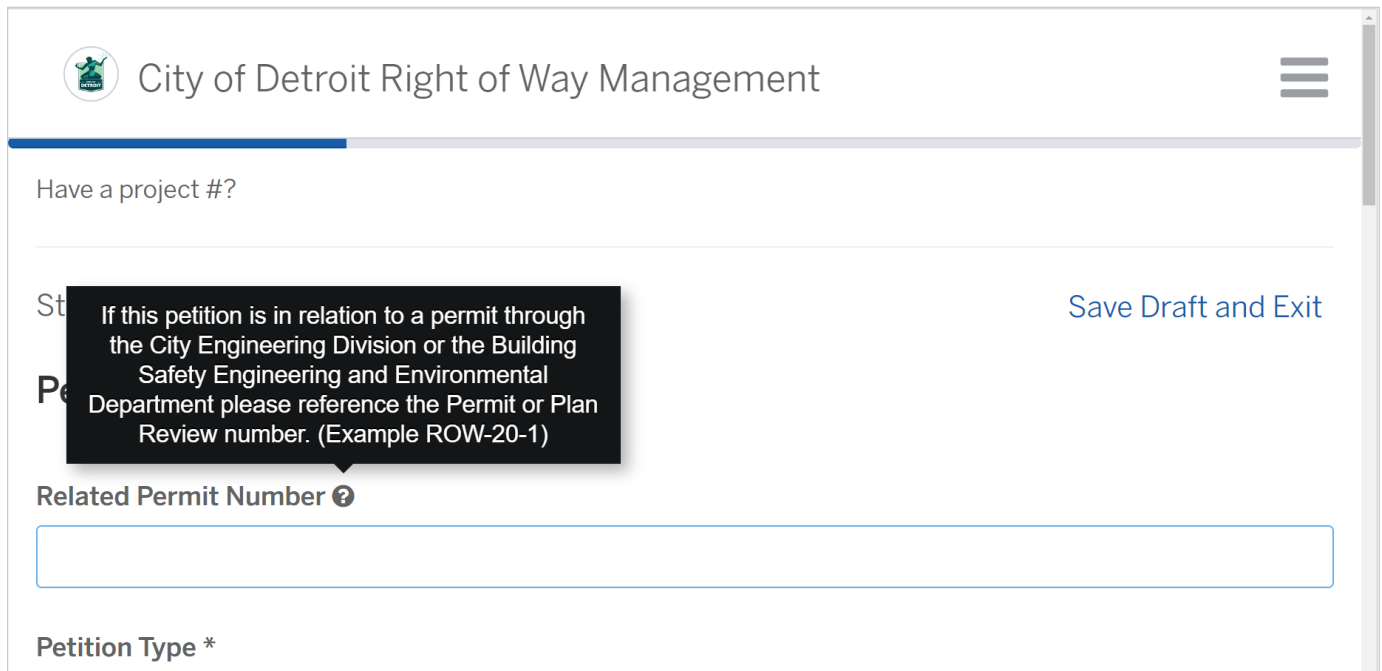
Applicant Email/Address *

Applicant Phone Number *

< Back

Next >

If the petition is related to another permit through the City Engineering division or the Building Safety Engineering and Environmental Department, please reference the Permit or Plan Review number.



City of Detroit Right of Way Management

Have a project #?

Save Draft and Exit

Related Permit Number ?

Petition Type *

If this petition is in relation to a permit through the City Engineering Division or the Building Safety Engineering and Environmental Department please reference the Permit or Plan Review number. (Example ROW-20-1)

“Step 3 of 3” requires the applicant to **upload the appropriate attachments** depending on which **Status-of-Change within a Right-of-Way** is selected. Also, a **“Save Draft”** option is available at the top right corner of the window. **A draft copy of the application can be accessed after logging out.**

Please note: The cover letter needs to **identify the location of the project, summarize the project, and identify the owner of the property.** Approval for encroachments are given to property owners. Cover letters should avoid identifying the business leasing the land or contractors hired to pull the permits. Misidentifying the owner may cause delays in the review process.

Also, use the owner’s name rather than the agent’s name, or mention who on behalf of the owner. In that way we will be able to easily track whether the ownership changes in the future.

Have a project #?

Petition

Step 3 of 3 · Save Draft and Exit

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.


Attachment	File	
Site Plan	No file uploaded	Upload
Cover Letter	No file uploaded	Upload
Add attachment		

[< Back](#)[Next >](#)

Click **“Confirm and Submit”** to continue to the application review process.

Uploaded on Jun 23, 2023 at 10:25 am

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#)[Confirm and Submit >](#)

City of Detroit Right of Way Management

Your Profile

Your Records

Resources

[Claim a Record](#)

[Employee Login](#)

Portal powered by [OpenGov](#)

Step 4. Application Review Process

After the applicant uploads the required attachments and submits the application, the application review process is the next step. The application review process allows the applicant to *post comments, respond to comments, and manage attachments*. All submission requirements must be satisfied to begin this step.

There are steps within the application review process that need to be fulfilled before the petition is approved. The Department of Public Works might request more information from the applicant before a “Welcome Letter” is issued. Please respond to emails from City of Detroit ROW to move the application forward. **Failure to respond to emails from City of Detroit ROW will result in the application being rejected.** An email with a link will be sent for your response.

To **message the reviewer**, enter a comment in the Message the Reviewer box and click “Send Message”

Petition
MAP-23-82

Your Submission
Attachments
Guests (0)

Encroachment Application Review
Welcome Letter
Technical Review
Payment
Pre-Agency Review
Final CED Review

Encroachment Application Review

In progress. This step is in progress.

Before we proceed, make sure you've uploaded your:

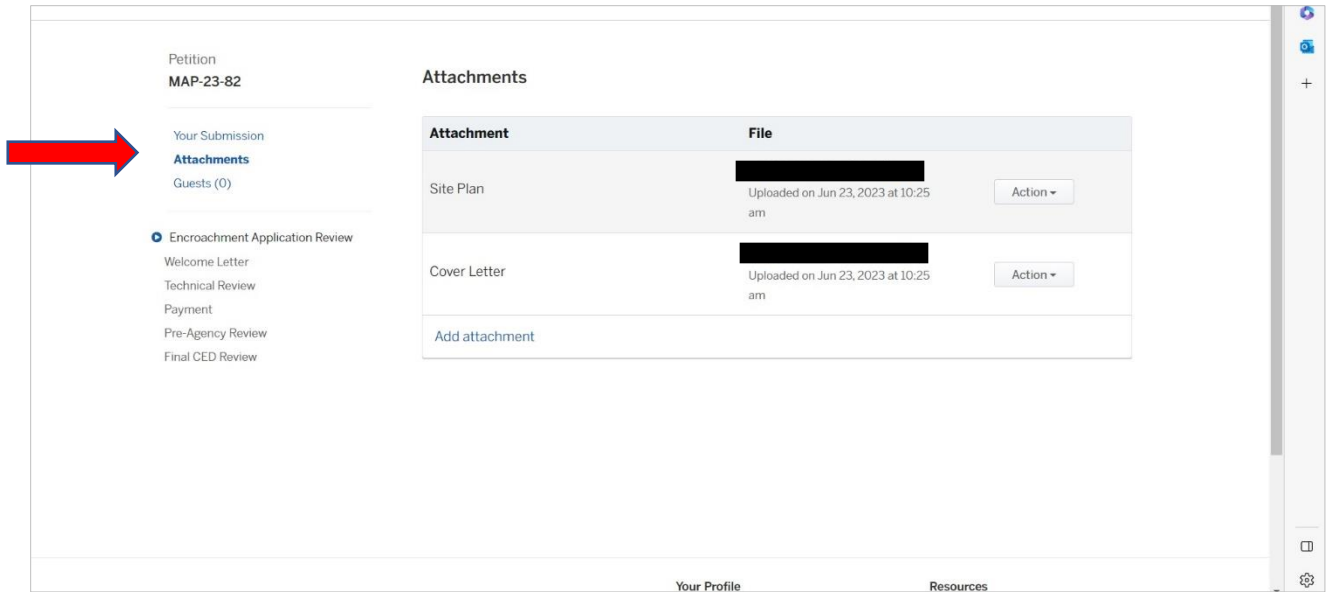
- 1) Site Plan
- 2) Cover Letter
- 3) Maintenance Agreement

Provide the review ID for any related permits for this item.

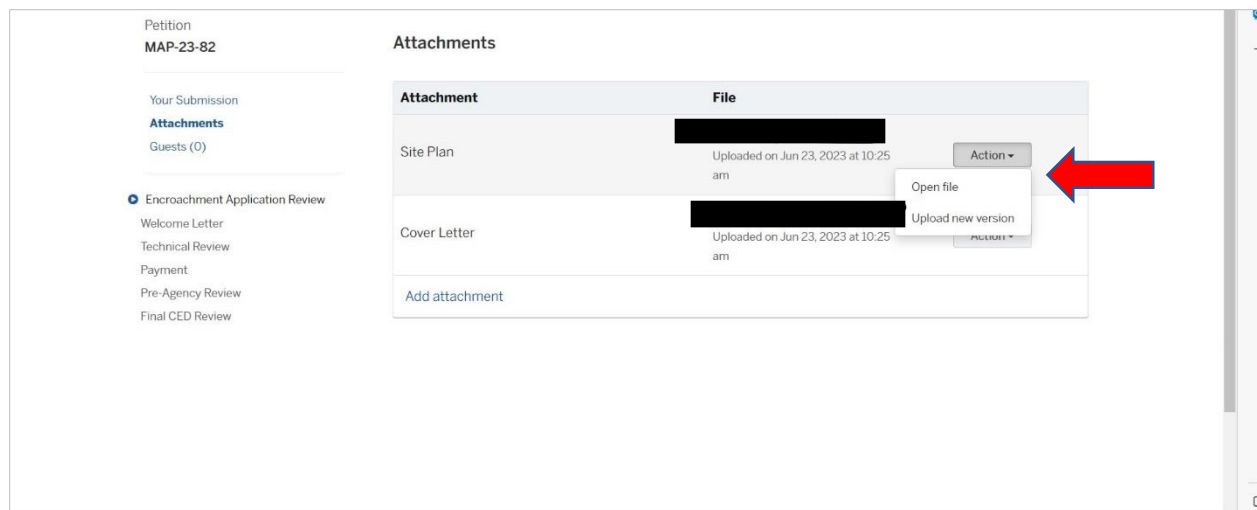
Message the reviewer

Send Message

To **manage attachments**, click on the “Attachments” link.



On the **Attachments** tab, the applicant can **open and add more attachments** using the “Action” menu.



Once the application review is complete, a “**Welcome Letter**” is issued letting the applicant know *the application was accepted and will be reviewed*.

After reviewing the cover letter and the site plan (if required), a sketch of the request of the status change of right-of-way will be generated by a drafting technician. Please respond to the technician’s questions or concerns if there are any about the uploaded Site Plan. Also, please follow the instructions within the “Request of Status Change of Right-of-Way Guidelines” regarding Site Plans. **Failure to do so will result in the application being rejected.**

Sample of Welcome Letter from the Department of Public Works:



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.Detroit.gov

Hello [REDACTED]

Welcome to the City of Detroit Right of Way Permits platform. Please bookmark our login page for future use, <https://detroitmi.viewpointcloud.com/>. Using your account you may observe the progress of your project review, communicate with reviewers, manage payments, and receive your permit or other approval notice.

You are receiving this letter because project ID MAP-23-47 has been initiated and is now under review. Proceeding the Technical Review we allow utility agencies a period of 21 days to review your project. When the 21 day review period expires the City Engineering Division will place your project under Final Review. Completion of the Final Review will result in either a recommendation for approval to City Council or a denial. Please have patience when your project is being recommended for approval as we must take the City Council schedule into consideration.

If you receive a notification stating that your project has been Stopped, please review your account and response using the 'Message the Reviewer' tool provided to you. If you experience any problems during your review and require further assistance please email us at MapsandRecordsBureau@Detroitmi.gov

Payment Information: Please note that once the application is accepted a payment will be due. The scheduled fee for an Encroachment is \$400 per review, and Vacations are \$500 per 100 linear feet of right way requested to be vacated. To make payment please use the following link, <https://detroitmi.gov/webapp/dpw-permits>. Please input your review ID as the invoice # (your review ID will begin with MAP), provide your name, address, and a brief description. Be sure to provide a valid email address so to receive your payment confirmation receipt. Once you receive your payment confirmation, you must upload the confirmation letter as an attachment within your review. The review cannot proceed until the confirmation letter has been uploaded.

Best,

City of Detroit
Department of Public Works
City Engineering Division

Step 5. Payment Instructions

Payment is required prior to moving to the next steps in the review process. Before submitting a payment, please read the Payment Instructions.

Payment Instructions:

- Enter your **MAP#** into the Invoice field.
- Enter **payer Name**.
- Enter **payer Address**.
- Enter a brief **Description** for the Payment Item

Once payment is complete you will receive a **Confirmation E-mail**. Attach a copy of the Confirmation Letter to the “Attachments.”

Important Notes

Fees that are associated with any Change of Status within a Right-of-Way:

- Vacation of Right-of-Way - \$500 per 100 linear feet of right-of-way vacated.
Minimum of \$500 as a review fee per application.
- Encroachments - \$400 is applied as a review fee per application.

Payments are required to be paid before review completion.

Step 6. Utility Review

Depending on the Change of Status within the Right-of-Way and the number of agencies involved the estimated time of completion could vary.

Agencies such as the DTE, Comcast, the Police Department, Detroit Water and Sewerage Department, and the Public Lighting Authority might have to give their approval.

Agencies might leave comments requesting more information from the applicant. Also, an

agency might put an application review on hold to investigate further. Please respond to all emails from agencies and utility companies to move the application forward. Failure to respond will result in the application being rejected.

Step 7. Final Review and City Council Approval

Once your application moves to City Council, a letter from the Department of Public Work's office will be issued. The petition will be received by the City Engineer and be sent to the City Clerk's office to be placed on the City Council Agenda. **The Department of Maps and Records will no longer give updates during this step. Please contact the City Clerk's office at (313) 224-3270 for any questions or information about the application.**



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

Hello,

Your petition has received a recommendation from the City Engineer and has been sent to the Clerk's Office to be placed on the City Council Agenda. Please allow a few weeks for the petition to be scheduled and reviewed by City Council members.

You will be contacted if City Council requests to speak directly to the petitioner during the scheduled hearings. If you would like to receive an update on the scheduled hearing or have questions regarding the proceedings, please contact the City of Detroit Clerk's Office at (313) 224-3270 and provide them the petition ID number, x145.

You will receive a notice regarding City Council's decision to approve petition x145 within five (5) business days following the hearing.

Sincerely,

Department of Public Works
City Engineering Division
Maps and Records Bureau

The final steps of the review process involve City Council Approval.

Please note:

The length of the petition process varies depending on the scope of the project and whether City Engineering Permits are required. The petition process could take between 6 to 12 weeks to complete. Please allow time for your application to be reviewed.

An approval letter will be issued after City Council's approval.

Sample of an Approval Letter:



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

To: [REDACTED]
From: The Department of Public Works
City Engineering Division
MapsandRecordsBureau@DetroitMI.Gov
(313) 224-3970

[REDACTED]
[REDACTED]
Hello,

This letter is to inform you that the review of petition x2023-195 has concluded. The City of Detroit City Council received your petition and scheduled the petition for a vote on June 20, 2023.

The City of Detroit City Council ruled in favor of petition x2023-195 and the proposed action described in petition x2023-195 is approved effective June 20, 2023.

Please contact the City of Detroit Clerk's Office, (313)-224-3270, if you wish to acquire a copy recorded by the Wayne County Register of Deeds.

Sincerely,

City of Detroit
Department of Public Works: City Engineering
Maps and Records Bureau

If you have any questions or concerns, please contact the DPW City Engineering Division, Maps & Records Bureau.

Contact Information:

**City Engineering Division
City of Detroit- Dept. of Public Works
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 642
Detroit, Michigan 48226**

Office: (313) 224-3970

MapsandRecordsBureau@DetroitMI.gov