



ROAD CLOSURE PERMIT FOR BLOCK PARTIES AND PARADES

Permit No.: **PRCL23-008**

Issue Date:

Upon the request of **Sarah Moulik**, authorized representative of **Novi High School** and in accordance with the provisions of the Code of Ordinances of the City of Novi, Michigan Section 33-52, Parades and Processions in the Uniform Traffic Code, and Section 31-9, Road Closures, a permit to temporarily close **Eleven Mile Rd (Acadia to Taft), Taft Rd (Eleven Mile to Addington)** for the purpose of a **2023 Homecoming Parade** is granted as follows:

Reason for closure request: 2023 Homecoming Parade

Applicant: Sarah Moulik, Novi High School

Name of street(s) requested for closure: Eleven Mile (Acadia to Taft); Taft (Eleven Mile to Addington)

Date of Closure: 9/29/2023

Time: From 4:45 PM To 6:15 PM

Notes/Special Requests: Parade starts at Parkview Elementary, goes east on 11 Mile, turns south on Taft, goes past 10 Mile and into the Novi High School parking lot just north of Addington.

If the applicant needs barricades, barrels, or cones for the event, the applicant **MUST** contact DPW Field Operations at 248-735-5640 at least 7 business days prior to the event to make the request and coordinate locations.

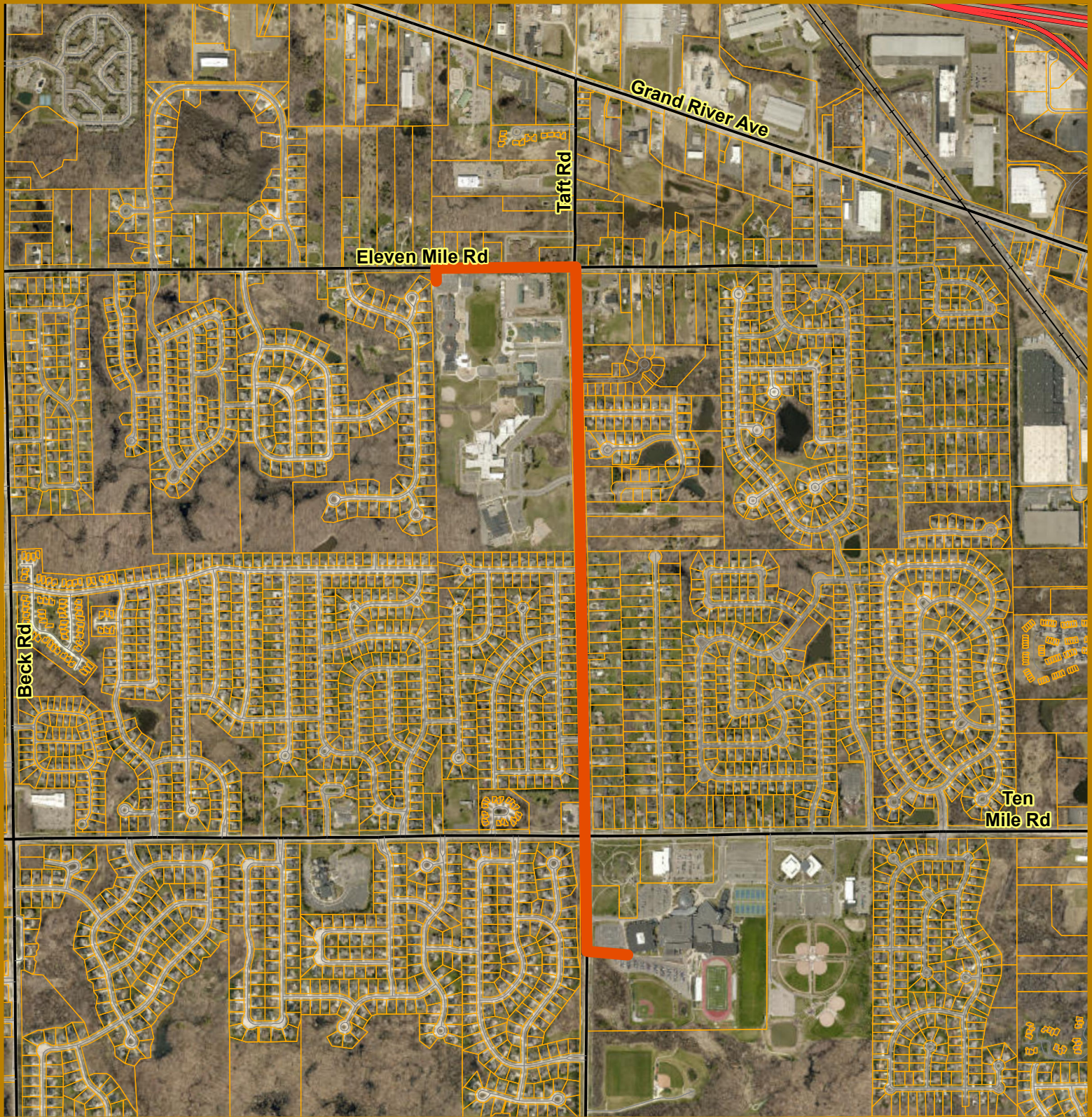
Approved by:

Ben Croy, City Engineer

cc: Erick Zinser, Director of Public Safety/Chief of Police
Jeff Johnson, Director of EMS & Fire Operations
John Martin, Assistant Fire Chief
Scott Beatens, Assistant Police Chief
Matt Wiktorowski, Field Operations Senior Manager
Aaron Staup, Construction Engineer

2023 Homecoming Parade

Road Closure Map, PRCL23-008

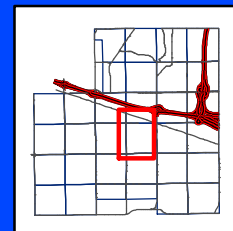


Map Author: Olga MacDonald
Date: 6/8/2023
Project: PRCL23-008
Version #: 1.0

MAP INTERPRETATION NOTICE
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Map Legend

-  Road Closure Location
-  Tax Parcels



City of Novi

Engineering Division
Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org



0 260 520 1,040 1,560
Feet
1 inch = 1,250 feet



QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

Board of Road Commissioners

Ronald J. Fowkes
Commissioner

Andrea LaLonde
Commissioner

Nancy Quarles
Commissioner

Dennis G. Kolar, P.E.
Managing Director

Gary Piotrowicz, P.E., P.T.O.E.
Deputy Managing Director
County Highway Engineer

Department of
Customer Services
Permits

2420 Pontiac Lake Road
Waterford, MI
48328

248-858-4835

FAX
248-858-4773

TDD
248-858-8005

www.rcocweb.org

April 12, 2021

City of Novi
Matt Wiktorowski
26300 Lee BeGole Dr
Novi MI 48375

RE: Annual Permit for Community Events

Dear Mr. Wiktorowski:

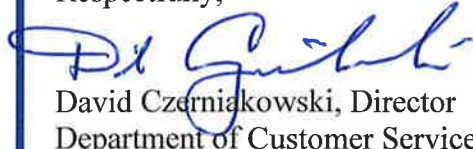
Enclosed is your annual permit for community events such as parades, banners, festivals, and block parties, on roads under the jurisdiction of the Road Commission for Oakland County. This permit is valid through December 31, 2023.

This permit allows communities to conduct community events or install banners under the following conditions:

1. That the local municipality adopts a resolution authorizing the event or banner.
2. That a copy of the resolution is provided to the Road Commission, via email to permits@rcoc.org or facsimile at (248) 858-4773, a minimum of three (3) days prior to the event or installation of the banner.
3. That the local municipality is responsible for necessary or appropriate traffic control associated with the event.
4. That any banner be installed above minimum height and clearance requirements. Specifications for permitted banners are enclosed.
5. That the municipality records the 5-digit permit number on all event-related documents/resolutions when submitted for review.

Also enclosed is a copy of our specifications and guidelines which pertain to banner permits. Should you have any questions or require additional information, please feel free to contact me at (248) 858-4835.

Respectfully,



David Czerniakowski, Director
Department of Customer Services

DC:rr
Enclosures

BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328
REFER ALL INQUIRIES TO DEPARTMENT OF CUSTOMER SERVICES - PERMITS (248) 858-4835

Const. Bond: \$ 0.00
Permit Fee: \$ 0.00
Deposit: \$ 0.00
Est. Insp. Fee: \$ 0.00
Paint Fee: \$ 0.00
Sign Fee: \$ 0.00
Signal Fee: \$ 0.00

Application No: 21-0072

Permit No: 61758

This permit is issued on the condition that licensees and any persons working under the authority of this permit shall comply with the requirements of Act 53 of the P.A. of 1974.

CALL MISS DIG BEFORE YOU DIG
PHONE: (248) 647-7344

01/11/2021

Received of **NOVI, CITY OF**
with the terms of below permit.

to be applied in accordance

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan

by:

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application on file, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to:

NOVI, CITY OF

45175 W 10 MILE ROAD NOVI, MI 48375 248-34-7-04,60

hereinafter referred to as the Licensee.

This is a permit to:

CONDUCT PARADES AND OTHER COMMUNITY EVENTS OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL MUNICIPALITY RESOLUTION. THE LOCAL MUNICIPALITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE MUNICIPALITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE, COMMUNITY EVENT, OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL MUNICIPALITY AND SHALL NOT ADVERTISE FOR A PRIVATE BUSINESS OR BE POLITICAL IN NATURE. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC SPECIFICATIONS AND GUIDELINES.

THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES.

SUBCONTRACTORS AND ANY OTHER PARTIES WORKING ON BEHALF OF THE MUNICIPALITY SHALL BE MADE AWARE OF THE TERMS OF THE PERMIT.

ALL BILLINGS FOR INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE MUNICIPALITY.

All construction shall be in accordance with the attached approved plan and application on file for:

NOVI, CITY OF

as prepared by **CITY OF NOVI**

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND APPLICATION ON FILE AND WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.

This permit is granted for the period

Commencing 01/11/2021

and ending 12/31/2023

NOVI

BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan
Department of Customer Services - Permits

By: 

In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT.)

01/11/2021 **NOVI, CITY OF**

By: 

Digitally signed by Matthew Wiktorowski
Date: 2021.01.04 08:43:24 -05'00'

BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN

PERMIT APPLICATION

MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

FOR R.C.O.C. USE ONLY	
Application No.	21-72
Date Received	1-9-21
Permit E No.	61758
Date of Issuance	1-11-21

APPLICANT: Matt Wiktorowski hereby makes APPLICATION for a permit to **CONSTRUCT, OPERATE, USE and/or MAINTAIN or to TEMPORARILY CLOSE A COUNTY ROAD** within the part of the right-of-way of road(s) VARIOUS under the jurisdiction of the Board: a detailed description of the desired facility and/or activity is required in the space provided below: (Include size, length, type of facility; - if underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed, describe method). **THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE** 1. Plans, specifications and location of facility. 2. Traffic plan and detour route in cases of street closures.

PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:

- | | | | |
|---|---|---|--|
| ☒ Annual | ☒ Community Event | ☐ Public Utility (i.e. electric, gas, telephone) | ☐ Soil Boring/Monitoring Well |
| ☐ Approach/Private Road Access | ☐ Landscaping/Grading | ☐ Sanitary/Storm Sewer | ☐ Watermain |
| ☐ Cable TV | ☐ Pathway/Sidewalk | ☐ Sign/Subdivision Entrance Marker | ☐ Other |

ANNUAL COMMUNITY EVENTS

City or Township City of Novi Section No. _____
The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the R.C.O.C. as part of this application, and if said application is approved, the above named applicant agrees to abide by the **CONDITIONS** contained on the reverse side. Since a permit will have to be secured from the Board prior to the start of any construction or maintenance operations proposed by this application, it is intended that the **SUPPLEMENTAL SPECIFICATIONS**, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

FOR R.C.O.C. USE ONLY	
Design: _____	Right-of-Way: _____
Traffic: _____	Maintenance: _____
Planning: _____	Construction: _____
Subdivision: _____	
Environmental Concerns: _____	Permits: _____

FOR R.C.O.C. USE ONLY	
Application Fee: \$ - 0 -	Permit Fee: \$ - 0 -
Receipt No: _____	Deposit: \$ - 0 -
Bond: \$ - 0 -	Estimated Inspection Fee: \$ - 0 -
(RCOC Form 75)	Paint Fee: \$ - 0 -
	Sign Fee: \$ - 0 -
TOTAL FEES DUE	
AT TIME OF PERMIT ISSUANCE: \$ - 0 -	
Proof of Insurance Required	Yes ☒ No ☐
Pollution Liability Required	Yes ☐ No ☒

This application is approved subject to **CONDITIONS** and **SUPPLEMENTAL SPECIFICATIONS** contained on the reverse side of this application. Approval of this application does not relieve applicant from meeting any applicable requirements or duties of law or other public bodies or agencies including but not limited to the Michigan Department of Natural Resources. **APPROVAL OF THIS APPLICATION EXPIRES IN ONE YEAR IF A PERMIT HAS NOT BEEN ISSUED. RESUBMITTAL OF CURRENT PLANS, PERMIT APPLICATION REVIEW FEES AND PERMIT APPLICATION IS REQUIRED IF APPROVAL OF THIS APPLICATION HAS EXPIRED.**

REFER ALL INQUIRIES TO (248) 858-4835

DEPARTMENT OF CUSTOMER SERVICES - PERMITS
2420 PONTIAC LAKE ROAD
WATERFORD, MI 48328

APPLICATION APPROVED:

By: [Signature] Date: 1-21-21

Matt Wiktorowski mwiktorowski@cityofnovi.org
APPLICANT (PRINT OR TYPE) Digitally signed by Matthew Wiktorowski Date: 2021.12.29 09:58:32 -0500
SIGNATURE DATE
Matt Wiktorowski, Field Operations Senior Manager
(PRINTED/TYPED SIGNATURE & TITLE)
26300 Lee BeGole Dr. 248-735-5640
APPLICANT'S ADDRESS TELEPHONE NUMBER
Novi Michigan 48375
CITY STATE ZIP CODE

4/12/2021

Application # 21-0072

Contact: REBECCA RUNKEL

Phone: 248--34-7-0460

PERMIT DESCRIPTION

The following is a permit description ONLY. It shall not be construed to be a permit and shall become valid only after the permit is acquired.

This is a permit to:

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as prepared by **CITY OF NOVI**

and with the RCOC Supplementary Permit Specifications as follows:

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Start of Work Application

Mail To:

Road Commission for Oakland County
Department of Customer Services
Permits
2420 Pontiac Lake Road
Waterford, MI 48328

Or Fax To: (248) 858-4773

Or Email To: PERMITS@RCOC.ORG

THE PERMIT LICENSEE SHALL GIVE NOTICE TO THE DEPARTMENT OF CUSTOMER SERVICES **AT LEAST TWO (2) WORKING DAYS PRIOR TO COMMENCEMENT OF OPERATIONS** COVERED BY THIS PERMIT.

Date: _____
Permit Issued to: _____
Permit Number: _____
City or Township: _____
Beginning Date: _____
Location of Work: _____
Description of Work: _____
Submitted By: _____
Company you work for: _____
Telephone Number: _____

NOTE:

- A CONDITION OF THE PERMIT THAT YOU RECENTLY RECEIVED IS THAT A TWO-DAY ADVANCE NOTICE BE GIVEN TO THE ROAD COMMISSION **BEFORE WORK BEGINS**. PLEASE SUBMIT THIS FORM A MINIMUM OF 2 DAYS PRIOR TO BEGINNING WORK IN THE RIGHT OF WAY. PLEASE KEEP A COPY FOR YOUR RECORDS.
- IF THERE IS ANY CHANGE IN DATE OR TIME AFTER YOU SUBMIT THIS FORM, PLEASE NOTIFY THE PERMIT INSPECTOR IMMEDIATELY.

PERMIT OFFICE HOURS:
MONDAY – FRIDAY 7:30 AM – 4:15 PM
(248) 858-4835