



Mayor Robert Paul
Mayor Pro-Tem Joe Rozell
City Manager Amy Sullivan

Commissioner Jules B. Olsman
Commissioner Allison Iversen
Commissioner Jeff Jenks

A Builders Code of Conduct

The Builder* is a Businessperson in the Community

Builders are businesspersons in our existing residential community. Builders are expected to conduct themselves in a professional businesslike manner at all times. Existing neighbors have a right to the quiet enjoyment and use of their property, so builders should make every reasonable effort to operate in the least disruptive fashion possible. This includes attention to equipment operation, noise of operations, employee behavior, site cleanliness and safety of the site.

Builders Need to Familiarize Themselves with the City Codes

Builders are expected to familiarize themselves with the all applicable Codes and follow them. The City will not tolerate ignorance of the laws. The City takes enforcement of the City Code seriously for the protection of our citizens and neighboring property (public and private). If a mistake is made, own up to it as soon as it is evident so that proper correction action can be approved by the City and the project may progress to completion.

This Code of Conduct outlines some of the requirements of the City's Code, but is not intended to, and should not be interpreted as, containing all the Code provisions that are applicable to development in the City. Builders are encouraged to review the entire City Code prior to commencing any project in the City. The City Code may be viewed on our website at www.hwmi.org.

Hours of Operation for Construction

Construction, including demolition, alteration and repairs, is permitted Monday through Saturday between 8 a.m. and 9 p.m. Failure to comply will result in Stop Work orders and municipal civil infractions being issued.

Communication Benefits the Builder and the Neighbors

Builders should communicate with their neighbors to explain their proposed project, expected construction timeline, and names of contacts. Additionally, builders should attempt to determine if any problems could be avoided by contacting adjoining property owner to see if there are any particular concerns or problems with the proposed project that could be addressed before the project starts. City staff will make the site plans and exterior elevations available to the public at City Hall pursuant to the public disclosure laws.

Safe Site Management is Crucial

Builders must manage the site to minimize safety risks to their neighbors and the public at large. Site management includes controlling the material and equipment deliveries and not placing materials on the right-of-way. Excavating for footings and foundations is expected to be timed so construction follows as quickly as possible to minimize the safety risks of open unprotected excavations. Shoring of excavated walls is mandatory in cases where there is less than six feet of solid earth between the neighbor's property and the excavation. Compliance with the City's perimeter fencing requirements and controlled entry gate is expected. Fences around property must be chain link with a gate that swings in to the property. City ordinance requires that walkways are kept open and usable at all times. Walkways leading to and from schools and public facilities require extra care to avoid even temporary closure during normal travel time. Adequate provision for power and water are to be provided on site. No use of a neighbor's services or City services will be allowed. As per City ordinance, portable toilets must be located in the rear yard or the back half of the front yard in the least offensive location to the neighboring properties. No overnight on-street storage of trailers, materials or equipment is permitted. Materials temporarily stored in the street until they are moved on-site, must be marked off with cones to identify the hazard.

Builders are to Exert Care

Builders are to exert extreme care in designing their project and during construction to avoid cutting cable, telephone, power lines, etc. It is important to grade property temporarily and permanently to avoid drainage problems for a neighbor. Care is to be exercised in grading and excavating to prevent damage to trees and shrubs on neighboring property and in the public right-of-way.

Deliveries of a large nature should be done in such a manner to not obstruct the street or impede traffic. Should this not be possible, the builder must schedule delivery with the City so adequate measures may be taken by Public Safety or Public Works to safeguard the public. The builder shall provide appropriate personnel to guide traffic or prevent unsafe entry into the temporary unloading or loading area.

Respect the Public Right of Way

Builders are reminded that generally the area between the street and the sidewalk adjacent

to a City street is owned and controlled by the City and no alteration, change, or disruption is permitted without prior approval of the City. Trees within the public right of way may not be removed or trimmed.

Street trees are to be fenced off to protect the roots a minimum of five feet from the tree base if possible without impeding street or pedestrian traffic flow. Excavations and driveways shall not be placed within six feet of any street tree without a written permit from the DPW. Any person making such excavation or construction shall guard any tree within six feet with a good substantial frame box to be approved by the DPW and all building material or other debris shall be kept at least four feet from any street tree.

Preservation of Surroundings

Builders are encouraged to preserve natural features on their property including trees and shrubbery. Builders should build homes which complement and blend into the existing neighborhoods. Builders are encouraged to maximize as much permeable surface as possible to reduce storm water run-off.

Builders are Responsible for Damages

Builders are required to pay the costs of repairing any and all public improvements including curbs/gutters, sidewalks, streets, trees/shrubs, and public utilities. Builders shall promptly clean any debris that is spilled on public or adjoining private property during the course of construction activities.

Sidewalks that are damaged and become hazards must be restored to a safe passable condition immediately. Dirt and debris must be cleaned up daily so as not to disrupt travel on streets and sidewalks. Damage to neighboring properties is the responsibility of the builder to remedy. Should damage to a neighboring property be verified by City Staff, further inspections will be withheld until such damage is repaired.

Builder's Rights

Builders have the right to develop their property consistent with the laws of the City of Huntington Woods, Oakland County and State of Michigan. The community recognizes the right of builders to develop their property consistent with the ordinances of the City, but construction activity should occur in a manner which is the least disruptive to the neighborhood.

Remember that inconsiderate action on the part of just one builder may result in the passage of laws affecting all builders. Builders are encouraged to police themselves, thus reducing the need for added laws and enforcement. Absentee management of building projects is the number one cause of problems leading to enforcement by the City.

Understanding this Code

The understanding and implementation of this Builders Code of Conduct will lead to a successful project, informed neighbors and positive City relations. Questions may be directed to Code Enforcement Officer Hank Berry at hberry@hwmi.org or 248-581-2637.

*The use of the term Builder throughout the code of conduct includes the existing lot owner, general contractor and all subcontractors.

Adopted by the Huntington Woods City Commission on May 24, 2016.