

# Mission/Pickard DDA Driveway Closure & Consolidation Incentive Guidelines

The City of Mt. Pleasant's Downtown Development Authority offers a closure or consolidation of driveways incentive to DDA District business owners. This incentive assists with the opening on to a MDOT corridor, and is in accordance with the Access Management Plan, or as a condition of a Site Plan or Special Use Permit approval by the Planning Commission. Eligible activities under this program are limited to:

- Closing or relocating driveway access in accordance with the Access Management Plan adopted by MDOT, the City of Mt. Pleasant, and the Charter Township of Union.
- Combining driveway access between businesses.

Participation in this DDA incentive program is subject to the following guidelines:

## Application Procedure

1. Applicant meets with and applies to the DDA Board to request eligible driveway incentive assistance, based on actual contractor bids. Cost estimates will not be accepted as a substitute.
2. More than one bid is required and all bids shall specify unit prices.
3. In conjunction with the City Engineer, the bids will be reviewed for completeness and reasonableness and presented to the DDA Board for consideration.
4. Final approval by the DDA Board must occur prior to the start of construction.
5. The DDA Board will make a-not-to exceed award based on the reasonableness of the bid and staff recommendation.
6. Approved projects will be on a reimbursement basis only, with final payment occurring once evidence that the contractor has been paid in full is submitted.
7. Any adjustment to the DDA's approved amount as a result of extenuating circumstances will only be considered if such a request is submitted and approved by the Board (or staff liaison if so designated) ahead of any additional work being done.