TALLMADGE CHARTER TOWNSHIP

Ottawa County

O-1451 Leonard Street, Grand Rapids, Michigan, 49534

PRIVATE ROAD

For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please state "not applicable" and provide an explanation why it is not applicable.

- **Review Body:** Planning Commission
- **Meeting Frequency:** Fourth Tuesday of every month
- **Site Plan Required: Site** plans require professional seal of designer
- **Township Office Review:** Following application submission, a 31-day township staff review period will begin. After these 31 days, comments will be returned to the applicant for necessary revisions. Once the applicant submits the revised materials to the Township Planner and the application is deemed complete, it will be placed on the Planning Commission meeting agenda.
- **Initial Submission Requirements:** One (1) electronic copy emailed to the Township Planner (greg@freshcoastplanning.com) and two (2) copies folded to a size no larger than 11"x14". **No rolled plans shall be accepted.**
- **Final Plan Submission Requirements**: One (1) electronic and nine (9) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11" x 14" and shall be clipped or otherwise secured in nine (9) equal groups**. No rolled plans shall be accepted.**

DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT A COPY OF THIS PAGE WITH YOUR APPLICATION

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Ottawa County

O-1451 Leonard Street, Grand Rapids, Michigan, 49534

PRIVATE ROAD APPLICATION

REQUEST FEE: $750.00

+$5,000 minimum escrow (Please make separate check from request fee)

PROCEDURE:

Name of Applicant: _____

Address of Applicant: _____

Email: _____ Telephone: _____

Property Location: _____

Name of Owners: _____

Address of Owners: _____

Email: _____ Telephone:_____

Permanent Parcel Number:_____

Legal Description:_____

Parcel Size: _____ Current Zoning^ of Property: _____

^Private Road are only permitted in the AG & RP Districts

Proposed Use of Property and/or Structure: _____

Point of Contact Name(POC)*: _____

*Point of Contact shall be the only person contacted by the township regarding the application

POC Telephone: _____ POC Email: _____

I agree to authorize members of the Planning Commission and representatives from the Zoning or Building Department to enter my property in order to review the particulars of my request.

_____ _____

Date Applicant's Signature

FOR OFFICE USE

REQUEST FEE: Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

ESCROW: Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

ACKNOWLEDGEMENT OF CONDITIONS AND CONSTRUCTION AND PERMIT REQUIREMENT

By signing below, the applicant explicitly acknowledges and agrees that all conditions of approval stipulated by the Planning Commission or Board of Trustees must be fully satisfied prior to any **construction of the road** and the submission of **any building permit applications** for the project.

The applicant understands that commencement of construction of the road will be a violation of approval unless all required Planning Commission or Board of Trustees conditions have been met.

The applicant additionally understands that no building material, grade level or above ground site change shall occur without first receiving approval in writing from the Township Zoning Administrator, Planning Commission, or other authorized official.

Applicant Signature: _____

Date: _____

REQUIRED MATERIALS:

SECTION 1.04 MINIMUM STANDARDS FOR PRIVATE ROADS

A. A private road shall be located within a private road easement. Such easement shall not be less than sixty-six (66) feet in width.

At any dead-end of such easement, the easement shall widen such that there is a minimum radius as illustrated in Attachment A.

B. A lot shall have frontage on the private road easement which is at least equal to the minimum lot width required for the zoning district in which the lot is located. Lots fronting on a cul-de-sac may be reduced to forty (40) feet at the front lot line, as long as the lot meets the minimum width requirement at the minimum front yard setback line.

C. A private road shall intersect and connect to a public road. The private road shall have a minimum of sixty six (66) feet of frontage at its access point to the public road. A private road shall not be approved which accesses a public street or road by another private road, except extensions permitted by this Ordinance.

D. The private road shall be given a street name that is not the same or similar to any other street name in the county. A street sign bearing the street name given the private road meeting Ottawa County Road Commission standards as to design, location, and maintenance shall be erected and maintained where such private road intersects any public road. The provision shall also apply to existing private roads. A street sign shall be erected within one (1) year after the adoption of this Ordinance. For all new private roads, the address shall be the name of the private road, not the adjacent public road.

E. A private road shall be constructed to the standards indicated in Attachment A.

F. A private road shall not exceed a grade of eight (8) percent; provided that within 30 feet of the intersection of a private road with any other private road or with any public right-of-way, a private road shall not exceed a grade of one and one-half (1.5) percent.

G. A private road shall be constructed in a manner to provide effective storm water drainage and to prevent run-off onto adjacent property. If a private road crosses a natural drainage course, stream or other natural body of water, the method of crossing (by bridge, culvert or other structure) must be certified by a registered professional engineer so that it complies with applicable Ottawa County Drain Commission and State of Michigan requirements.

H. A dwelling unit which derives its primary access from a private road shall display a house number in a manner so that the number is at all times readily visible from the private road. The house numbers shall be a minimum of three (3) inches in height.

I. In determining the location of a private road, consideration shall be given to safety of traffic entering and exiting the driveway in relationship with the public road.

J. A private road shall have a stop sign which requires all traffic to stop before exiting the private road and entering the public street upon which the private road fronts.

K. All brush and trees shall be cleared for a distance equal to at least four feet (4') from each side of the road for the entire length of the private road.

SECTION 1.05 ROAD MAINTENANCE The applicant (s) and/or owners(s) of the proposed private road shall provide to the Township a recorded road maintenance agreement, access easement agreement, and deed restrictions in compliance with Section 1.06(B)(5) which shall provide for the perpetual private (non-public) maintenance of such roads and/or easements to a necessary and reasonable standard to serve the parties having an interest in the private road. These documents shall contain the following provisions.

A. A method of initiating and financing of such road and/or easements in order to keep the road in a reasonably good and usable condition.

B. A workable method of apportioning the costs of maintenance, snowplowing, and improvements. The road shall be snowplowed as often as necessary to keep it reasonably passable for motor vehicles, especially for emergency motor vehicles. For purposes of this Ordinance, the words 'maintenance' and 'improvements' shall include but not be limited to tree trimming, tree removal, and reconstruction of the private road.

C. A notice that if repairs and maintenance are not made, the Township Board may bring the road up to the design standards specified in Section 1.04 and assess owners of parcels on the private road for the improvements, plus an administrative fee in the amount of 5% of the total cost of the improvements.

D. A notice that no public funds of the Charter Township of Tallmadge are to be used to build, repair, or maintain the private road.

E. Easements to the public for purposes of utilities, emergency and other public vehicles for whatever public services are necessary.

F. A provision that the owners of any and all of the property using the road shall refrain from prohibiting, restricting, limiting or in any manner interfering with

normal ingress and egress and use by any of the other owners. Normal ingress and egress and use shall include use by family, guests, invitees, tradesmen, and others bound to or returning from any of the properties having a right to use the road.

SECTION 1.06 PROCEDURE FOR REVIEW OF PRIVATE ROADS

A. Permit Application and Fee

An application to establish, extend, or relocate a private road shall be filed with the Township Zoning Administrator along with a fee as set by the Township Board. The application shall contain or be accompanied by the following information:

(1) The name(s) of the owners and any other parties having any legal interest in the private road and the property across which it is to be constructed.

(2) Permanent parcel number or legal description of the property over which the private road is to be constructed.

(3) A site location map not to scale which shows the location of the parcel containing the road to surrounding properties and roadways within one-half mile of the site.

(4) A scaled drawing showing the precise location, route, elevations, dimensions, specifications and design of the private road and any proposed extensions of the road, existing or proposed curb cuts and the location and distance to any public street which the private road is to intersect, in compliance with this Ordinance. (See Attachment A)

(5) A scaled drawing illustrating the proposed lot divisions. (See Attachment A)

(6) A road maintenance agreement, access easement agreement and deed restrictions as described in Section 1.05 herein, shall also accompany the application.

(7) A driveway permit from the Ottawa County Road Commission.

(8) A letter from the Ottawa County Road Commission indicating there is no known duplication of the proposed private road name.

B. Review of Permit Application

(5) Final Compliance Requirements - Upon completion of construction of the private road, the applicant shall provide to the Zoning Administrator: *a)* a letter from a registered professional engineer that the road has been constructed in compliance with the approved private road plans, and *b)* documentation that the road maintenance agreement, access easement and deed restrictions have been recorded with the Ottawa County Register of Deeds office, and *c)* a driveway permit for the private road from the Ottawa County Road Commission.