

APPLICATION FOR PRIVATE ROAD REVIEW

PROJECT NAME _____

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____ FAX _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION Attached Included on site plan

EXISTING ZONING _____ PROPOSED USE _____

ENGINEERED SITE PLAN Attached ***Application will not be accepted without site plan***

AREA OF SUBJECT PARCEL Gross: _____ Net: _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? YES NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

Name (Please Print)	Address	Interest	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant _____
Date

Office Use Only

Date Received _____ By: _____ Fee Paid: _____

Site Plan Submitted? (15 Copies) Yes (DO NOT ACCEPT APPLICATION WITHOUT SITE PLANS)

Planning Commission: Preliminary Site Plan Review (Date) _____ Final Site Plan Review (Date) _____

Planning Commission Recommendation: Approval Approve With Conditions Denial Date: _____

Township Board Action: Approval Approve With Conditions Denial Date: _____

Case # PRD _____

Bridgewater Township Private Road Procedures

Where Do I Get Application Forms?

Application forms are available on the Township's website at www.twp-bridgewater.org and from the Township Clerk or Zoning Administrator.

When Do I Apply?

At least twenty one (21) days prior to a regularly scheduled meeting of the Planning Commission.

What Types of Developments Permit Construction of a Private Road?

Private roads are permitted only within:

- Single-family cluster developments in accordance with Sections 1101 and 1447 of the Bridgewater Township Zoning Ordinance.
- Multiple Family Residential developments.
- Mobile Home Parks.

What Do I Submit?

- Fifteen (15) copies of the completed application form must be submitted to the Township Clerk
- Fifteen (15) copies of required site plan and engineering plans for private road.
- Fifteen (15) copies of required Private Road Maintenance Agreement.
- Verification of approval of Washtenaw County Road Commission for design of proposed intersection(s) with County road(s).
- Legal Description of subject property, private road easement, all resulting parcels, and drain / utility easements.
- Ten (10) year ownership history of parent parcel.
- Required fee as established by the Township Board.

Note: Incomplete or inaccurate submittal may result in significant delay.

Do I Need To Attend Any Meetings?

The Planning Commission and Township Board will conduct meetings at which your request will be considered. While you are not personally *required* to be in attendance, it is strongly recommended that you have representation at all meetings at which your request will be discussed. You will be notified of all meetings.

NOTE: The Planning Commission and Township Board may take action on your request whether you are in attendance or not.

Does An Approved Private Road Site Plan Allow Me To Begin Construction?

No. Approval does not authorize construction. If your Private Road site plan is approved, construction plan review and permits may be required prior to construction.

How Much Does The Review Process Cost?

Attached to this application is a fee schedule which outlines review costs.

Who Do I Call If I Have More Questions?

Contact: _____ at _____.

Note: The Township's Planning Consultant is available for a Pre-Application Conference to discuss your request, review procedures, timing etc. Costs associated with this service are listed on the attached schedule of fees.

What Needs To Be Included In The Private Road Maintenance Agreement?

The Following list highlights the basic required content of Private Road Maintenance Agreements:

- Legal Description** - legal description of parent parcel, resultant parcels, private road easement, utility easements.
- Private Road Association** - Creation of Private Road Association, Membership, Voting rights, Election of officers.
- Annual Meeting** - Annual meeting required. Purpose - Elect officers, approve maintenance program and budget for next year.
- Assessment** - Annual assessment required, proportional to share of budget, based on number of parcels owned.
- Assessment Collection** - How assessments will be collected, treasurer responsible, due dates, where funds will be deposited.
- Failure To Pay Assessment** - Recourse(s) available to Association if landowner fails to pay, liens, suits, collection costs.
- Road and Utility Easement** - Easement for road and utilities, access assured to owners, public, utilities and the Township.
- Estimate Of Expenses** - Estimates required yearly for maintenance of road, Association responsible for securing estimates for grading, drainage, snow removal and base / surface repair.
- Extraordinary Repairs** - Unanticipated repairs, method of assessment collection, Association empowered to take immediate steps to repair.
- Notice to Township** - Association required to notify Township yearly with Association contact, agenda and minutes for annual meeting, proposed and approved maintenance budgets.
- Maintenance and Repair Work** - Association Chair responsible to schedule maintenance, bills paid by treasurer, all work to be in conformance with Township-Approved plans dated _____ and Bridgewater Township Private Road Ordinance, Township Case # _____.
Township and County Road Commission NOT responsible for maintenance of private roads.
- Remedies** - Vested right of Association to take legal actions deemed necessary for violations.
- Drainage Maintenance** - Drainage to be maintained, drainage patterns not to be altered unless prior approval by appropriate governmental authority and Township, owners not to block or alter.

- Dust Control** - (If Applicable) For gravel roads, method & frequency of dust control.
- Subsequent Owners** - Agreement runs with the land, binding on all current and future owners, owner required to disclose this agreement.
- Public Road Dedication** - Process for future dedication, sole responsibility of Association to comply with Road Commission requirements at that time.
- Owners Not To Restrict Road Access** - Owners prohibited from blocking or hindering use of road.
- Recording Required** - Maintenance Agreement, survey and legal description to be recorded.
- Copy of Agreement To Be Provided At Closing** - Seller required to provide copy of maintenance agreement at time of closing.
- Amendments** - Amendments to Maintenance Agreement require Township approval, can not have effect of reducing or eliminating Association's responsibility for road maintenance.
- Signatures.**

What Is The Private Road Review Process?

