PUTNAM TOWNSHIP
PRIVATE ROADS INFORMATION SHEET AND CHECKLIST

NAME OF PROJECT: _____

APPLICANT: _____

To insure that private streets are constructed to minimum standards, Putnam Township requires approval of a private street plan prior to issuing a permit. This Information Sheet and Checklist lists the information needed to receive a private street permit.

This checklist must be filled out and returned with the application form and site plan as required below. While the checklist is an aid, it is not intended to replace the zoning ordinance. All applicable requirements for both private streets and site plan requirements must be met for each project.

Process: The items required below must be submitted no less than fourteen (14) business days prior to the meeting of the Planning Commission. However, if the private street is part of a project requiring Site Plan Review, such as a site condominium or Planned Unit Development, the deadline is 30 days prior to the meeting date. The Planning Commission meets the second and fourth Wednesday of each month. The Zoning Administrator shall determine if the application is complete before distribution to the Township's consultants. Incomplete applications will not be accepted.

The Planning Commission will review the private street application for compliance with the minimum standards in the Zoning Ordinance as well as conformance with the Township Master Plan. The Planning Commission will forward their recommendation to approve, approve with conditions, or deny the application to the Township Board. The Township Board will make the final decision to approve, approve with conditions, or deny the private street. A permit may be issued after approval by the Township Board.

No construction on any private road can begin until a permit has been issued.
This requirement applies to all new construction, extension of an existing private street, or improvements to an existing private street.

Private Street Checklist (please fill out completely and return with the application and site plans)

Application Requirements (check off each item included with the submission, or by checking you acknowledge that the application meets the stated requirement)	
	Twelve (12) copies of the Zoning Application form
	Site plan application fee
	This checklist, filled out completely.
	Notification to the Livingston County Road Commission if the proposed private road is intended to become public in the future.
	If extending or improving an existing non-conforming or conforming private road, a copy of the plans must be submitted to the Township Engineer to determine compliance with County Road Commission standards.
	Private roadway and street design plans must be submitted to the Township as part of the preliminary and final site plan reviews.

Application Requirements (check off each item included with the submission, or by checking you acknowledge that the application meets the stated requirement)	
	If adding additional parcels to an existing non-conforming private road or conforming private road, submit proof that the private street meets Chapter 19, Sec. 26,L. (see Zoning Administrator)
	An easement statement and Maintenance Agreement (see below)
	A letter from a licensed attorney stating that the easement statement and Private Road Maintenance Agreement meet all county, state, and federal laws

Class of road is determined through the use of the tables below.

Class **"A"** private roads meet one or more of the following criteria and shall be paved:
a) Serves seven (7) or more single-family residential lots, or has the potential to be extended to serve a total of seven (7) or more single-family residential lots. The potential shall be based upon the amount of acreage serviced and the potential buildable lots.
b) Serves four (4) two-family residential lots or any combination of two-family residential lots with single family lots that total more than seven (7) family units.
c) Connects with another public or private road.
d) Has a reasonable probability of dedication as a public road at a future time.
e) Has a length of more than two thousand (2,000) feet, measured on the roadway centerline from the right-of-way of the public or private road it intersects with to either the right-of-way of another intersecting roadway or center of a cul-de-sac.
f) Serves two (2) or more nonresidential uses, not including farm uses and farm buildings.

Class **"B"** private roads meet one or more of the following criteria and shall be paved or gravel:
a) Serves three (4) to six (6) single-family residential lots
b) Serves two (2) or three (3) two-family residential lots or any combination of two-family residential lots and single-family residential lots that total between three (4) and six (6) family units.
c) Has a length of <u>not more</u> than two thousand (2,000) feet, measured on the roadway centerline from the right-of-way of the public or private road it intersects with to either the right-of-way of another intersecting roadway or center of a cul-de-sac.

Class of proposed private road is:

☐ Class A

☐ Class B

	Required Site Plan Elements:
	The site plan shall be drawn to scale and prepared and sealed by a civil engineer registered in the State of Michigan. The Township Board may waive the requirement of a separate set of road plans only in the case where the required road construction information is incorporated into the overall site plan of a development. Required site plan elements are listed below:
	1. Names and addresses of the lot or parcel owners to be served by the private road.
	2. A vicinity map of a minimum scale of 1"=2,000', showing the location of the private road in the Township, including any access roads and cross streets, road names, a scale and a north arrow.
	3. Existing topography at one (1) foot contour intervals for the portions of the site sufficient to determine drainage from the private road easement to a suitable storm water outlet. Elevations shall be based on the most current United States Geographical Survey (USGS).

Application Requirements (check off each item included with the submission, or by checking you acknowledge that the application meets the stated requirement)	
	4. Proposed improvements (including but not limited to roads, sewers and ditches) shown in the plan and profile indicating all materials, grades, dimensions and bearings in compliance with Chap. 19, Sec. 26F& 26G of the Zoning Ordinance:
	a. Private roads shall be named, and all names must be approved by the Livingston County Road Commission
	b. If applicable, the plans must be submitted to any other County, State or Federal agencies that have jurisdiction (i.e, MDOT, County Road Commission, County Drain Commission, MDEQ, etc.). Proof that applicable permits have been approved must be provided prior to final approval.
	c. Plans shall show that the private street adheres to the most recent State and or County standards (except that Class B roads are allowed to meet MDOT specification 23A for paved roadway base).
	5. Existing and proposed grades
	6. Location of all existing and/or proposed drainage facilities
	7. Indicate physical and natural features adjacent to the private road
	8. Connections to existing public or private roads
	9. Soil borings within the proposed route of the road.
	10. Existing tree coverage and wetland areas within one hundred (100) feet of either side of the proposed route.
	11. The location of existing buildings on the lots or parcels being served or intended to be served by the private road as well as any existing building(s) or structure(s) in or adjacent to any proposed road easement.
	12. The existing or proposed location of public and/or private utilities and easements, such as gas, electric, water, sewer, telephone, cable televisions, etc.
	13. Proof that the land, parcel or lot has proper frontage on a public road, on an approved private road, or a shared drive on a dedicated 66 foot easement.
	14. Proof that all lots are currently in compliance with the minimum lot requirements (such as related setbacks, min. lot size) within the designated zoning district.
	Easement Document Requirements per Chap. 19, Sec. 26H
	1. A detailed legal description of the private road easement
	2. The easement shall provide for unrestricted access for emergency vehicles
	3. The easement terms shall prohibit any property owner served by the road from restricting or interfering with normal ingress and egress of other property owners and their families, guests, invitees, trades people and others traveling to or leaving from the other properties on the private street.
	4. The terms of the easement shall provide that the Township Board may require that future abutting private roads or public roads shall be connected to the proposed private road.
	5. A description of the method by which the initial costs of construction will be paid. If more than one property owner will share in the costs, the easement statement shall specify the formula for apportioning the costs.
	6. The easement shall describe the method for charging new users for the cost of any subsequent extensions or improvements to the private street.

Application Requirements (check off each item included with the submission, or by checking you acknowledge that the application meets the stated requirement)	
	7. The easement shall indicate that the method of apportioning costs applies whether the new users are a result of: 1) extension of the private road beyond its initial length; 2) improvements made necessary as a result of land divisions; or 3) connection to another private road.
	8. The method of apportioning costs shall be the responsibility of the private road applicant and shall be based on a ten (10) year period of full depreciation.
	9. The apportionment formula shall apportion costs in relation to the benefit to be derived from the private road.
	10. The apportionment formula may allow for reduction of costs for parcels that have existing access to another public or private road and therefore would not derive full benefit from the proposed private road.
	Easement Maintenance Agreement Requirements per Chap. 19, Sec. 26 I
	1. The Easement Maintenance Agreement shall be in recordable form
	2. The Agreement shall acknowledge that the road surface and easement area are privately owned and all construction and improvements thereon are the responsibility of the signatories to the Easement Maintenance Agreement
	3. The Agreement shall describe the methods by which maintenance and costs of improvements will be apportioned by the original users.
	4. The Agreement shall describe the methods by which maintenance and costs of improvements will be apportioned by new and future users.
	5. The Agreement shall indicate that the method of apportioning costs applies whether the new users are a result of: 1) extension of the private road beyond its initial length; 2) improvements made necessary as a result of land divisions; or 3) connection to another private road.
	6. The Agreement shall contain a provision to permit the Township Board to authorize the repair of any private road that is not being adequately maintained, and to assess the cost of such repair, including the cost of engineering and administration, to the signatories to the Easement Maintenance Agreement on an equal basis.
	7. The Agreement shall acknowledge the responsibilities of the signatories to maintain: surface grading and surfacing at regular intervals; snow and ice removal; repair of pot holes; maintenance of road drainage systems; unobstructed vision at any intersection; annual dust control; and regular cutting of grass and weeds within the easement.
	8. The Agreement shall specify that the obligation to maintain the private road shall be an obligation running with the land and apply to heirs and future owners.

The provisions of the Easement Maintenance Agreement shall in no way be construed to obligate the Township to perform inspections or perform maintenance. The Township shall intercede in maintenance of a private road only if there is a potential health or safety hazard that is not being addressed by the private road association. In such a case, the Township will assess all costs associated with maintenance

Questions regarding this checklist should be directed to the Zoning Administrator.

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