



PRIVATE ROAD APPLICATION

SPECIAL APPROVAL APPLICATION ADDENDUM

A friendly, progressive open space community

Request is for: PAVED ROAD , or GRAVEL ROAD

For ALL Private Road requests, please complete this addendum and attach it to a completed **SPECIAL APPROVAL APPLICATION** and submit both to the Evangeline Township Zoning Office, a minimum of 45 days prior to the next scheduled regular meeting of the Township Planning Commission. *Planning Commission meets monthly at 5:30 pm every 3rd Tuesday of the month.*

Attach all of the following to this application addendum:

- ✓ Six (6) Copies of applicable Easement Agreements
- ✓ Six (6) Copies of applicable Deed Restrictions
- ✓ Six (6) Copies of an executed, perpetual Road Maintenance Agreement, which shall include all of the following:
 - a. *Method of initiating and funding road and/or easements for maintaining the proposed road in a good and usable condition.*
 - b. *Method for apportioning the costs of maintenance and improvements.*
 - c. *Express permission from all property owners serviced by proposed road for normal ingress/egress upon said easement by family, guests, invitees, tradesmen and others having a right to use the road including emergency and other public vehicles.*
 - d. *Consent to the establishment of a special assessment district to defray the costs of making repairs and/or maintenance of the private road in the event of neglect or failure of the parcel owners to do so as required by the road maintenance agreement.*
 - e. *Consent that the road maintenance agreement shall serve as the petition for a special assessment district in any case where a petition is required for the establishment of a special assessment district.*
 - f. *Consent of participation in the agreement cannot be withdrawn by any parcel owner or their heirs, successors, or assigns.*
 - g. *Waiver of maintenance agreement participants' rights to challenge a special assessment district if established by the Township for failure of the participants to fulfill the required repairs and maintenance.*
 - h. *Certification that no public funds, except for situations described in Section 5.01.J.4.d of the Evangeline Township Private Road Ordinance, shall be used to build, repair or maintain the private road.*

Road Details:

Desired Road Name: _____

Number of lots or parcels to be serviced by proposed road: _____ Any Commercial Lots? YES, NO

Width of Easement: _____ (ft) Width of Roadbed: _____ (ft) Depth of sand & gravel base: _____ (in.)

If paved, thickness of pavement: _____ Type of pavement surface: _____

Any plans to convert this to a Public Roadway in the future? YES, NO, If YES, anticipated date: _____

Road serving as point of origin: _____ Public Private

Road-end Location: _____ N/A Public Private

of curb cuts on public roadway of origin: _____ Proposed will have circular road-end? YES, NO

If more than one curb cut on a public roadway for a loop back, list distance between cuts: _____ (feet)

Any part of the proposed roadway located in a wetland? YES, NO

Any cuts or fill greater than 6 ft.? YES, NO, If YES, list: type, size & #of: _____

of Culverts planned: _____ & type(s): _____ # of intersections planned: _____ (must be 90° angle)

Intersection approach distance(s): _____ Intersection approach max grade % _____

Maximum grade on ANY curved section of proposed road: _____ % Max grade on straight sections _____ %

Road Design:

Engineering Firm or Civil Engineer responsible for design of the private road:

Name: _____ Phone#: _____

Address: _____

Company Contact Name: _____

Email Address: _____

Contractor that will perform the road construction work:

Name: _____ Phone#: _____

Address: _____

Company Contact Name: _____

Email Address: _____

Private Roads shall be sited to the greatest extent feasible to achieve the following guidelines:

- ✓ NOT located on wetland soils (soils classified as ‘hydric’)
- ✓ Along fence rows or edges of open fields adjacent to any woodlands
- ✓ Locations least likely to impact scenic vistas, as seen from public roads and waters

Attach to this Addendum the following additional data:

- Names, mailing addresses, phone numbers, and parcel identification numbers for ALL parcels and parcel owners with an interest in this application.
- Authorization to make such an application for private road approval on behalf of all owners with an interest in the private road.
- Proof of current ownership which includes a legal description of each parcel, for all parcels listed in the application (copy of deed, current tax bill, or abstract of title for each).
- Copies of, or waivers of, all other permits which may be required by County, State, or Federal statute.
- Site plan depicting the following:
 - proposed route of the road
 - limits of area of disturbance with distances clearly notated
 - elevations, grades, curvature degree, sectional distances, cut & fill areas depth
 - cross-sectional view of the roadbed design & culverts design
 - stormwater control measures
 - soil erosion control measures

Private road plans shall be reviewed and approved as per the Site Plan Review procedures outlined in Section 6.02 (ETZO)

Certification:

I certify that I have been authorized by the owner(s) of record of the parcel(s) concerned with this application to make this application as agent for all named under this application, and that the information provided herein is accurate to the best of my knowledge. I/we hereby agree to abide by all provisions of the Evangeline Township Private Road Ordinance as well as all procedures and policies of the Evangeline Township Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application. Furthermore, I hereby grant authorization to the Zoning Administrator, and other Township officials, to access/enter onto the properties referenced in this application, to make such investigations and tests as they deem necessary or required for processing this request.

Signature: _____

Parcel Owner, or Authorized Agent for Parcel Owner(s) Date: _____

ACKNOWLEDGEMENT

Private Roads:

All private roads constructed in Evangeline Township shall be constructed in a good and workmanlike manner upon and parallel to the centerline of a permanent right-of-way easement duly recorded with the Charlevoix County Register of Deeds. All private roads constructed in Evangeline Township shall be constructed according to Charlevoix County Soil Erosion and Sedimentation Control standards and the standards outlined in the Evangeline Township Stormwater Control Ordinance. All new private roads created shall be required to have an agreement with the Township, allowing the Township to enter the property to inspect erosion and stormwater control measures to ensure continued compliance with these standards. Signature(s) supplied with attachments to and on this application shall constitute said agreement for perpetual periodic access to inspect.

Conditions:

The Planning Commission may attach reasonable conditions on discretionary zoning decisions under their jurisdiction. Including those necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Prior to the commencement of any clearing or grading, the developer shall if required, deposit a cash bond or other bond assurances of performance, in the amount established by the Planning Commission, to guarantee that the clearing and grading will conform to the approved plans.

Stop Work:

The Township Zoning Administrator has the authority to reject the work and issue a stop work order if there is evidence the road is not being constructed according to the approved plans or if a contractor or contractor’s equipment creates any unnecessary disturbance beyond the limits as shown on the approved plans. The Zoning Admin shall report any such deviations and reasons for such to the Planning Commission.

All Special Approvals expire 1 year from date of approval if no substantial construction has commenced prior to the expiration date. Extensions may be granted if warranted, applied for, and approved by the applicable board or commission.

I have read and understand the acknowledgement and hereby agree to comply with all of the terms and conditions of any special approval granted in conjunction with this application, as well as all zoning permits that may be issued pursuant to this special approval application.

Signature: _____ Date: _____

For TWP Use Only:

Application fee Amount: \$ _____ Received Date: _____ Receipt #: _____

Hearing Date: _____ Case#: _____ APPROVED, DENIED

As Built Cert Received Date: _____ As submitted Modified | *Civil Engineer?* YES, NO

Bond Required? YES, or NO | If YES, Amount: \$ _____ Docs Rcvd: _____

Date of FINAL Inspection: _____ | Completed as designed, Completed as modified

Date of Bond Release (if applicable): _____ ZA Initials: _____

Check list of items required for Private Road Application processing

Completed Application:

Date App Rcvd: _____ Certified as Complete Date: _____

Application Data Required:

- Proof of ownership and/or written consent of all owners concerned with the application
 - Copies of current tax bill, deed, or abstract of title for each parcel
 - Names and addresses for all parcel owners concerned with the application
- 6 Copies of proposed perpetual Road Maintenance Agreement
- 6 Copies of Deed Restrictions
- 6 Copies of applicable Easement Agreements
- Map of subject parcels involved showing location within the Township
- Site Plan of proposed road and all items listed on Special Approval Application Checklist for Site Plans
 - Cross-sectional drawings of road design and any required culverts with specifications data
 - Name, address and contact info for Civil Engineer providing the road design
- Copies of all other permits (or waivers of permits) which may be required for the project
- Payment of \$250 application fee

Fee Amount Paid: _____ Date Paid: _____ Receipt#: _____