

Request Number: \_\_\_\_\_

Filing Fee \_\_\_\_\_

**APPLICATION FOR PRIVATE ROAD**

- All drawings must be sealed by an architect, landscape architect, engineer, or surveyor unless waived by the Zoning Administrator or Planning Commission.
- A complete application and plans (and a PDF) must be filed to the Township Zoning Administrator **not less than thirty days** before the Planning Commission meeting to allow adequate staff review.
- Incomplete applications will be returned to the applicant by the Zoning Administrator.
- If approved, all other required township, county, state, and federal permits must be secured before construction may commence.

1. Street Address and/or Location of Request: \_\_\_\_\_

2. Parcel Identification Number (Tax I.D. No.): # \_\_\_\_\_

3. Applicant's Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

4. Are You:  Property Owner  Owner's Agent  Contract Purchaser  Option Holder

5. Applicant is being represented by: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

6. Present Zoning of Parcel \_\_\_\_\_ Present Use of Parcel \_\_\_\_\_

7. Description of proposed development (attach additional materials if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The facts presented above and on the following page(s) are true and correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Your Name Here: \_\_\_\_\_

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. I further agree to permit members of the Planning Commission, Township Board, and other authorized Township officials to enter the above-mentioned property.

Owner

Date

**Review of Permit Application.** Pursuant to Section 1.06 of the Private Road Ordinance, the Private Road Application must contain or be accompanied by the following information in order for the Township to consider approval of the private road(s):

**INITIAL**

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 location, route, 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. \_\_\_\_\_
5. A scaled drawing illustrating the proposed lot divisions. \_\_\_\_\_
6. A road maintenance agreement, access easement agreement and deed restrictions as described in Section 1.05 of the Private Road Ordinance. \_\_\_\_\_
7. A driveway permit application from the Cass County Road Commission. \_\_\_\_\_
8. A letter from the Cass County Road Commission indicating there is no known duplication of the proposed private road name. \_\_\_\_\_