



Acceptance of a Private Road Into the Public Road System Application

Application Fee - \$500

Further Escrow deposits shall be determined as necessary.

Payable Online Option at: tinyurl.com/PayItOnline

The Village of Friendliness - Since 1870

Applicants Information: *unless proposed work is to be done by the property owner*

Name: _____ Contact Name: _____

Phone Number: _____ Email Address: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Property Owner(s) Name: *if different than applicants* _____

Phone Number: _____ Email Address: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Project Information: New Road: _____ Existing Road: _____

Project Name: _____ Project Location: _____

Road(s) Name Proposed for Acceptance: _____

Number of Proposed Units Serviced per Road: _____

Width of Right-of-Way: _____ ft. Width of Road: _____ ft. Width of shoulder: _____ ft. Depth of Installed Pavement: _____ in.

Length of Road Segments: _____

Project Description: *Attach more sheets if necessary* _____

Is there an existing neighborhood / condominium association that is currently responsible for maintenance and repairs of the road? _____

If so, please provide the name and contact information for the president and/or chair of the association.

President/Chair of Association: _____ Phone: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Yes, I have read the City of Douglas Code of Ordinance Chapter 93 Streets and Sidewalks

Signature of Applicant _____ Date _____

Signature of Condo/Neighborhood Association President _____ Date _____

Process:

- A. An application for acceptance of a private street shall be submitted to the Planning Department on a form for that purpose together with an application fee, as determined by the City Council.
- B. Upon receipt of a complete application, a preliminary meeting with the applicant, the City Manager and the City Engineer shall be required. The purpose of this meeting shall include discussion of all known items of concern related to the existing private street, including but not limited to drainage, construction, sidewalks, lighting, and all underground utilities.
- C. Following the preliminary meeting, the applicant shall submit a detailed engineering plan which specifies the proposed construction or reconstruction of all necessary improvements required to bring the road into compliance with the standards of this ordinance. The proposed plan shall include an accurate and up to date cost estimate for all proposed improvements as well as a signed statement from at least 60% of the property owners having direct access to the private street which verifies their knowledge and support for the acceptance of the street into the public network as well as the potential costs associated with any required improvements to bring the road into compliance with City standards. All costs associated with improving or upgrading the private road shall be borne by the property owners with direct access to the private road.
- D. A review meeting with the City Engineer and City staff may be appropriate.
- E. Upon determining that the application and plans are complete, the City Manager shall direct the Clerk to provide notice to all property owners within 300 feet of the private street being requested for such acceptance that the Planning Commission will hold a public hearing on the application.
- F. In addition, any property owner who lives on or uses the private street as access to their property will be notified of the hearing.
- G. The Planning Commission shall, within a reasonable amount of time after the public hearing, give a recommendation to the City Council on whether to deny, approve or approve with conditions the request. The recommendation shall include an evaluation of the proposed street design and construction as well as a review from the City Engineer.
- H. The City Council shall then hold a meeting within a reasonable period of time to make a decision. If approved, a special assessment district shall be created at the same time that the private road is accepted. The City shall contract to have the private road improved as necessary to comply with local ordinances and all costs shall be apportioned to the properties on an annual basis.

FOR INTERNAL USE ONLY

CITY OF DOUGLAS REVIEW	
Fee Paid <input type="checkbox"/> Application Complete <input type="checkbox"/> Escrow Deposit <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/>	
Received by: (City Clerk) _____	Date: _____
Received by: (Planning & Zoning Administrator) _____	Date: _____
Required Escrow Deposit: (no less than \$500) _____	
Planning Commission Recommendation on: _____ Minutes Enclosed: _____	
City Council Resolution Adopted on: _____ Resolution Enclosed: _____	
<input type="checkbox"/> Plans sent to Saugatuck Township Fire District on _____	
Fire Inspector Review/Comments: _____	

<input type="checkbox"/> Plans sent to Kalamazoo Lake Sewer & Water Authority on _____	
KLSWA Manager Review/Comments: _____	

<input type="checkbox"/> Plans sent to City Engineer on _____	
City Engineer Review/Comments: _____	

