



6878 Belding Road NE, Rockford, MI 49341 \* Ph. (616) 874-6966 \* Fax: (616) 874-8940 \* www.cannontwp.org

### PRIVATE ROAD APPLICATION

Applicant/Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Name(s), addresses and telephone numbers of any other parties having any legal interest in the private road and the property across which it is to be constructed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel Number 41-11- \_\_\_\_\_

\*\* Attach **address** list for new parcels (numbers to be provided by the Kent County Road Commission)

Engineer/Surveyor for drawings \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Private Road Name \_\_\_\_\_

(Must be approved by Kent County Road Commission and Cannon Township)

Location of Road \_\_\_\_\_

Cross streets \_\_\_\_\_ and \_\_\_\_\_

Number of Parcels to be served by this road \_\_\_\_\_

(Attach copy of recorded deed restrictions permitting future land divisions)

If applicable, Project Name \_\_\_\_\_

\*\*Please attach: Permit application will not be processed without the below information

- 1) **Copy of recordable private road maintenance or restrictive covenant agreement (road will not receive final approval until a copy of the covenants have been recorded with the Kent County Register of Deeds)**
- 2) Soil Erosion Permit from Kent County Road Commission
- 3) Driveway Permit from Kent County Road Commission
- 4) Copy of instruments describing and granting the private road easements
- 5) Name, address, phone number of contactor building road; and a statement providing contractor's experience in road construction.

In making this application I hereby certify that I or my agent has reviewed the Cannon Township Private Road Ordinance, that this application and the accompanying documents have been prepared in compliance with the conditions of the Cannon Township Private Road Ordinance, and that any exceptions to the Cannon Township Private Road Ordinance are stated and explained in the documentation submitted herewith.

Signature of Applicant/Property Owner:

\_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

Permit Fee \$50.00 Account # E\_\_\_\_\_PR

Escrow \$1,000.00

Date Received \_\_\_\_\_

Submitted to Prein & Newhof \_\_\_\_\_

Application Complete                      Yes              No

Following items are missing:

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

## PRIVATE ROAD PERMIT APPLICATION CHECKLIST

The following items are to be submitted by the applicant for review by Cannon Township's engineer.

- A) All items must be included with the application or a written statement provided with the application explaining the status of any item not included.
- 1) Scaled construction drawing – not less than one inch = 200 feet; (drawing must be prepared and sealed by an engineer or land surveyor, licensed by the State of Michigan if the proposed private road is to serve **seven (7) or more parcels.**)
  - 2) Scaled drawing shall show: location, route, elevations, and dimension of the private road.
  - 3) A layout including dimensions of the parcels to be served by the private road, including parcels to be accessed by future extensions.
  - 4) The location where the private road is to intersect with any public street.
  - 5) The location of all public utilities including but not limited to water, sewer, telephone, gas, electricity and television cable to be located within the private road right-of-way or within twenty (20) feet either side thereof.
  - 6) The location of any lakes, streams and drains within the proposed right-of-way or within one hundred (100) feet thereof.
  - 7) The location of any buildings and structures to be located within the private road right-of-way.
  - 8) A detail of the road cross-section.
- B) A copy of the instruments describing and granting the private road easements.
- C) A copy of a recordable private road maintenance or restrictive covenant agreement as described in Section 21A.10 herein.
- D) A Soil Erosion and Sedimentation Control Permit as issued by the Road Commission or the Soil Erosion and Sedimentation Control Agency having jurisdiction, if applicable.
- E) A driveway permit as issued by the Road Commission.
- F) Permit and escrow fees in the amounts as periodically established by resolution of the Township Board.
- G) The name of the applicant's contractor and a statement of the contractor's experience in road construction.



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## PRIVATE ROAD MAINTENANCE AGREEMENT CHECKLIST

**Per Section 28.08 of the Cannon Township Zoning Ordinance, a private road maintenance agreement shall contain the following:**

- A. The applicant shall obtain and provide the zoning administrator with a signed, recordable private road maintenance agreement, restrictive covenant or similar recordable legal instrument satisfactory to the Township, between the owner(s) of the private road and all other parties having an interest therein.
- B. The private road maintenance agreement shall include at least the following:
  - 1. Provisions that assure the private road will be maintained, repaired, and snow plowed for the full length and width of the roadway, in accordance with the requirements of this chapter and in a manner to assure the private road is safe for travel at all times.
  - 2. Provisions that assure the cost of maintenance will be paid for in an equitable manner, among all parties in interest or in other equitable manner.
- C. A legal description of the private road easement and a legal description of the individual properties to be accessed by the private road as of the date of recording.
- D. Provisions whereby the parties signing the agreement, including all owners of the private road easement, shall indemnify the Township and hold it harmless from any and all claims for personal injury and/or property damage arising out of or in any way relating to the failure to properly construct, maintain, repair and replace the private road.
- E. If the private road is included in a planned unit development, a condominium or a site condominium, the required contents of a private road maintenance agreement may instead be included in the applicable instruments whereby the planned unit development, the condominium or the site condominium is established and approved. If the private road is included in a platted subdivision, the required contents of the maintenance agreement may be included in restrictive covenants recorded with respect to the platted subdivision, subject to the approval of the zoning administrator.



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### ESCROW AFFIDAVIT

Escrow Account No. \_\_\_\_\_

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

Project Name: \_\_\_\_\_

Action Requested: \_\_\_\_\_

By the:    Planning Commission            ZBA            Township Board            Engineer

Party responsible for expenses incurred:

Payee Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

If the applicant named is different from the person/company responsible for the payments on the escrow account, please provide documentation establishing that applicant has authority to bind the person/company responsible for payments on the escrow account.

**For Township office use only:**

Reviewed by: \_\_\_\_\_

Initial escrow required: \$ \_\_\_\_\_

Date received and check #: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Account Code:

PCFEE  
PVTRD  
ZBA

I have read and acknowledge the Township Escrow Policy, which provides for reimbursement of Township expenses in zoning matters and/or land division approvals (as applicable). The policy authorizes the establishment of escrow accounts for such reimbursement and adopts other provision relating to zoning permits and approvals and land division approvals. I am, with this affidavit, making the initial deposit in accordance with the terms of the applicable policy.

I acknowledge that all escrow charges must be current or project/application will be removed from the Planning Commission agenda, Township Board agenda, Zoning Board of Appeals agenda, or Land Division Administrator consideration, as applicable, and no action will be taken.

I acknowledge that no building permits or certificates of occupancy or other permits will be issued if there is an unpaid escrow account balance.

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Applicant/Responsible Party

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Date