



**PROCEDURAL EXPLANATION –
Preliminary and Final Private Road Permit**
Thornapple Township, 200 E. Main St., Middleville, MI 49333
Phone: 269-795-7202 Fax: 269-795-8812
Email: zoning-administrator@thornapple-twp.org

Building a private road in Thornapple Township is a multi-step process. Step 1 is the review and approval of a preliminary private road application and detailed construction plans. Step 2 is construction of the private road and step 3 is the final inspection of the completed road.

IMPORTANT NOTE: NO WORK SHOULD BEGIN UNTIL THE PRELIMINARY PRIVATE ROAD PERMIT IS APPROVED BY THE ZONING ADMINISTRATOR OR PLANNING COMMISSION

Step 1: PRELIMINARY PRIVATE ROAD PERMIT APPLICATION – PRIOR TO CONSTRUCTION

Owner/Applicant submits the required **Preliminary Private Road Permit Application** complete with detailed construction plans prepared by a registered engineer, if required.

- i. For a private road serving only 1 parcel - private road construction plans are reviewed by the Zoning Administrator.
- ii. For a private road serving 2-4 parcels- the private road construction plans are reviewed by the Zoning Administrator and Township consulting engineer.
- iii. For private roads serving 5 or more parcels, approval is required by the Township's Planning Commission at a public hearing.

Step 1 is completed when the Zoning Administrator or Planning Commission approve the Preliminary Private Road Permit *and* the applicant deposits an escrow fee (amount determined by scope of the project). The escrow fee is used to pay for profession review expenses such as construction inspections, materials testing and Certificate of Private Road Completion by a registered professional engineer retained by the Township. Any unused portion of the escrow fee will be returned to the owner following issuance of the Certificate of Completion. Applicants may be invoiced for expenses exceeding the amount held in escrow.

Approval of the Preliminary Private Road Permit authorizes construction to begin of the private road in accordance with the approved construction plans.

Step 2: PRIVATE ROAD CONSTRUCTION.

Step 3: PRIVATE ROAD INSPECTION AND APPROVAL. When all work is completed according to the approved plan, please contact the Zoning Administrator to schedule a final inspection. When the final inspection concludes all work has been completed in conformance to the approved construction plans and Township private road requirements, the Zoning Administrator shall issue a Final Private Road Permit. If the final inspection reveals incomplete items or not to specification, the owner/contractor must complete work on items not passing inspection. Only then will a final private road permit be issued.

NOTE: LAND DIVISION ACCOMPANYING A PRIVATE ROAD APPLICATION WILL BE APPROVED ONCE PRIVATE ROADS ARE CONSTRUCTED AND APPROVED.