



**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
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GENERAL INFORMATION

Building private roads in Thornapple Township involves a 3 step process. Step 1 is the preliminary private road application and construction plans. Step 2 is building the road. Step 3 is a final inspection for conformance to the Township's standards and workmanship.

Step 1: Applicant must have Road Commission approval prior to filing application with Township.

Step 2: Owner/Applicant files a completed private road permit application. There are 2 types: form 2010-21 is for a private road serving 5 or more parcels. This application and private road plan are reviewed by the Township's Planning Commission at a public hearing.

Form 2010-22 is for a private road serving 4 or fewer parcels and is reviewed by the Zoning Administrator and Township Planner.

Step 2 is completed when the Planning Commission or Zoning Administrator grant the Preliminary Private Road Permit and escrow fee of 3% of estimated construction cost is filed with Thornapple Township (21.26(g)). This permit approval authorizes construction of the private road in accordance with the approved construction plans.

Step 3: Private Road Construction. When all work is completed to the approved plan, call Thornapple Township for a final inspection.

Step 4: When the final inspection concludes all work has been completed in conformance to the approved construction plans and Township private road requirements, the final private road permit can be issued by the Zoning Administrator. If the final inspection reveals incomplete items or not to specification work, the owner/contractor must complete work on items not passing inspection. Only then will a final private road permit be issued.