



# PRELIMINARY PRIVATE ROAD PERMIT APPLICATION

## Serving 1-4 new parcels (Administrative Review)

Thornapple Township, 200 E. Main St., Middleville, MI 49333  
Phone: 269-795-7202 Fax: 269-795-8812  
Email: [zoning-administrator@thornapple-twp.org](mailto:zoning-administrator@thornapple-twp.org)

**NOTE: THIS APPLICATION MUST BE ACCOMPANIED BY LAND DIVISION APPLICATION**

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_ Zoning District (U^|^&cone) Agric. Res. Rural Res.  
Parcel Size Frontage: \_\_\_\_\_ feet Depth: \_\_\_\_\_ feet Area: \_\_\_\_\_ [Acres or square feet]  
Current Use of Property [describe]: \_\_\_\_\_  
Proposed Use [Describe]: \_\_\_\_\_  
\_\_\_\_\_

### APPLICANT INFORMATION

#### 1. Applicant

Identify the person or organization requesting the Private Road Permit:

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ FAX \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

#### 2. Applicant Interest

The applicant must have a legal interest in the subject property, please check one below:

Property Owner     Purchase by Land Contract     Option to Purchase  
 Purchase Agreement

#### 3. Property Owner    Check here if applicant is also property owner

Identify person or organization that owns the subject property:

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ FAX \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

# Preliminary Private Road Permit Application– Continued

## 4. Authorized Agent

Identify person or entity representing the property owner or applicant in this petition:

Name: _____	Cell Phone _____
Organization _____	Telephone _____
Mailing Address: _____	FAX _____
City _____ State _____ Zip _____	E-Mail _____

## REQUIRED APPLICATION ATTACHMENTS

In addition to documents required and listed in the land division application, the following additional documents are required:

1. Approval by applicable road agency (21.26(e))
2. Completed Preliminary Private Road Application and fee
3. Preliminary plans for the Private Road providing plan / profile views, cross section, base and surface materials and depths, existing and proposed grades, drainage features/structures, erosion control plan, tree clearing plan, other information as required by the Zoning Administrator and/or Planning Commission.
4. Description of private road easement
5. Proposed private road maintenance agreement
6. Proposed sign location and illustration and,
7. Engineers construction cost estimate
8. Proof of land title or option to purchase

## REQUEST & AFFIDAVIT

**The applicant must read the following statement carefully and sign below:**

*The undersigned requests Thornapple Township review this application and related required documents as provided in Article 21 of the Thornapple Township Zoning Ordinance. The applicant further affirms and acknowledges the following:*

- o *That the applicant has a legal interest in the property described in this application, and*
- o *The answers and statements contained in this application and attachment are in all respects true and correct to the best of my knowledge, and*
- o *That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes and does not constitute granting of a variance, and*
- o *The applicant grants the Township staff the right to access the subject property for the sole purpose of evaluating the application.*

Preliminary Private Road Permit Application– Continued

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Legibly

**THIS SECTION FOR TOWNSHIP USE**

Application received by (initials) \_\_\_\_\_ on (date) \_\_\_\_\_.  
Application fee in the amount of \$ \_\_\_\_\_ paid on (date) \_\_\_\_\_ File # \_\_\_\_\_ - \_\_\_\_\_.

Note: Approval by both the Zoning Administrator and the Planner is required.

- Approved by Planner  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- Approved by Zoning Administrator  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

- Approval is denied by the:     Zoning Administrator     Planner

For the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_