



# Application for Private Street Construction

3275 Central Blvd., Hudsonville, Michigan 49426-1450, 616.669.0200 fax 616.669.2330

It is **STRONGLY** recommended that any application that must go before the Planning Commission for approval be submitted to the City at least six (6) weeks in advance of the next regular meeting. This lead time is necessary to provide an adequate review period of the application materials for compliance with applicable codes, requirements and regulations, and to publicly post the meeting in accordance with State law. The Planning Commission meets on the third (3<sup>rd</sup>) Wednesday of every month at 7:00 p.m., with the exception of December.

**NO** application will be placed on a Planning Commission agenda until it has been determined by staff to meet **ALL** applicable codes, requirements, and regulations. As such, there is no guarantee that an application will be placed on the next regularly scheduled meeting agenda, even if submitted six (6) weeks in advance. It is the applicant's responsibility to modify (as requested by staff) and resubmit application materials in a timely matter.

The Private Street Construction application fee is **\$400 plus engineering, legal, and other professional costs.** **Six (6) hard copies and a digital copy of the plans must be submitted initially with the application and fee (4 full size no larger than 24"x 36" and 2 11" x 17").** **Sixteen revised hard copies (4 full size no larger than 24" x 36" & 12 11" x 17")** and revised digital and CAD compatible copies will be **required after** initial review.

*Attendance by the owner or owner's representative is required at all Planning Commission or City Commission meetings at which this request is considered.*

Date: \_\_\_\_\_ Application Number: **PSC** - \_\_\_\_\_

Base Fee: **\$400.00** PPN: \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**OWNER OF PROPERTY** (if different than applicant): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Stormwater:** The acreage of disturbance for the project: \_\_\_\_\_. If the area of disturbance is more than 1 acre or is within 500' of an Ottawa County Drain, the Stormwater Plan Review checklist to be completed.

**ENGINEER INFORMATION:**

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROJECT INFORMATION:**

1. List the proposed street name(s).

\_\_\_\_\_

\_\_\_\_\_

2. Identify by parcel number all properties to have a legal interest in the private street(s). Identify also the names and addresses of the owners of all such parcels. Add additional sheets as necessary.

Parcel Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Parcel Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Parcel Number \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

3. What are the short and long term projections of average daily traffic volumes on the proposed private street?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Maintenance Agreement or Covenant:

A copy of a recorded maintenance agreement or restrictive covenant which provides for the continued maintenance and repair, and the financing thereof, of the private street(s) by the parties in interest shall be included with this application.

**PLAN REQUIREMENTS:**

A construction plan, drawn to scale, prepared by a registered engineer or surveyor, showing the precise location, route, dimension and design of the private street(s) shall be included in this application. Specifically, the following information shall be provided:

1. all existing and proposed contours in the area where the street(s) is to be built;
2. the location of all public or private utilities;
3. the location of any stream, drainage way, or wetland within the proposed private street right-of-way, or within 100 feet thereof;
4. an indication of gradient ranges, including an indication of maximum and minimum grades proposed in the street(s) design;
5. a cross section of the proposed street(s) showing the surface and base design features;
6. precise location/route of the private street(s), and proposed easements associated with same;
7. lot lines for all lots which will have access from the private street(s), and all other lot lines which are within 25 feet of the proposed private street(s); and
8. proposed street name(s).

I do hereby submit application for Private Street Construction and understand that **all engineering, legal, and other professional costs must be paid by the applicant.**

I also authorize the Planning Commission and City Staff to access the property for inspection purposes.

The answers and statements herein contained and the information submitted are in all respects true and correct to the best of my knowledge.

**CIRCLE ONE:**

I am the **owner** **lessee** **legal representative** involved in the request

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date