

# PRIVATE ROAD APPLICATION

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## I. PROJECT LOCATION

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Parcel ID #: K-11- \_\_\_\_\_ Zoning \_\_\_\_\_ Lot Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_

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## II. APPLICANT INFORMATION

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
**Engineer/Architect:** Firm: \_\_\_\_\_ Individual: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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## III. FEES

<b>Total: \$3,500</b>	<b>Breakdown of fee:</b>	<b>Private Road Review (non-refundable):</b>	<b>\$500</b>
		<b>Private Road Review (refundable):</b>	<b>\$2,000</b>
		<b>Private Road Inspection (refundable):</b>	<b>\$1,000</b>

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## IV. APPLICANT SIGNATURE

The following are provided with the application:

- Required information according to Section 47-30 of the Private Road Ordinance (see attached checklist)
- Project cost estimates
- Number of parcels served by the proposed private road: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

# Charter Township of Ypsilanti

## Office of Community Standards

7200 S. Huron Drive, Ypsilanti, MI 48197

Phone: (734) 485-3943

Website: <https://ytown.org>

**OFFICE USE ONLY**

### Private Road Application Checklist

- An agreement regarding the interconnection, access rights, maintenance and improvements of the right-of-way and roadway was submitted to the township for review.
  - Said maintenance agreement shall be in a form that will allow it to be recorded with the Washtenaw County Register of Deeds
  - The agreement shall run with the land and specifically address the liability and responsibility of the parties to said agreement to maintain the private road pursuant to the specifications of this article (annual maintenance, snow removal, repair or reconstruction of the road)
  - Shall include rules regarding voting rights and responsibilities of parties to the agreement in relation to road maintenance and improvements
  - Shall include detailed legal descriptions of the private road and all properties allowed to use the road
  - Shall state "the private road system may be connected to future public or private road systems when stub streets are shown on the approved plan for private roads"
- Fee
- Project cost estimates
- A legal description of each lot to be served by the private road, a legal description of the right-of-way, the names and addresses of all persons or parties owning an interest in the title to the lots and right-of-way area.
- A complete statement of all terms, conditions and agreements related to the proposed private road.
- All plans drawn 24 inches by 36 inches at a scale not smaller than one inch equals 40 feet horizontal, one inch equals four feet vertical
- All elevations related to the North American Datum, NAD, of 1988
- All drawings prepared by a civil engineer, registered in the State of Michigan
- The application was signed by the applicant or agent thereof, accompanied by a duly executed and notarized power of attorney representing that the applicant is making the application on behalf of all persons having an interest in the right-of-way or the abutting lots

### Drawings detailing the following:

- A map of existing conditions, including:
  - All adjoining subdivisions, roads, railroads, parks and schools
  - Existing county or private drains, sewers, and crossroad culverts
  - Existing buildings within 50 feet of proposed ROW
  - All trees with a DBH of 8 inches or greater within 60 feet of centerline
  - Easements for public access for construction and maintenance of drains, public utilities, and their dimensions in, over, and across private property within the development
  - Existing topographic contours at 2 foot intervals
  - Wetlands and bodies of water within 10 feet of proposed ROW
  - North arrow
- A location map at least 1"=2000' with a north arrow.
- The address, telephone number, seal and signature of the person who prepared the drawing
- Existing or proposed lot lines
- A map showing dimensions and bearings of the entire parcel
- Proposed contours at two foot intervals
- Two benchmarks in NAD that will not be affected by the construction of the private road.

### Plans for the private road including the following:

- Plan view of each road showing the centerline, stations, edge of pavement and curb line if appropriate.
- Location of proposed culverts, storm sewers and utilities.
- Location of proposed traffic control and road-name signs

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- Location of proposed street-light poles.
- Intersection details (radius, auxiliary lanes, sight distance, curb tapers etc.).
- All pertinent survey information (a minimum of two benchmarks, curve data, section comers, north arrow, etc.).
- Soil boring logs at sufficient intervals to determine the sub-grade condition. Soil borings shall be at a minimum of seven feet below proposed centerline elevations.
- Location of all proposed sidewalks and bike paths, and any proposed curb drops to accommodate sidewalks.
- Proposed topographic contours, at 2 foot intervals, of the ROW area and all adjacent land
- Names of existing and proposed roads

### Drainage plan requirements for private roads with underground drainage systems

- The location, size and depth of all underground structures used for road drainage including:
  - Location and type of inlets and clean-out points for underground drainage systems, including sumps in all catch basins
  - Standard detail for all catch basins, inlets, manholes, etc.
  - Schedule of structure diameters, casting types, rim and invert elevations and sump notation where applicable
  - Detention design per township standards
- Profile of centerline
- Profile of top-of-curb with corresponding profile of ROW line
- Percent of grade and vertical curve data
- Profile of centerline, ditch and proposed ditch of county road(s) intersecting with the proposed private road
- Curb elevations a minimum of every 25 feet and centerline elevation at a minimum of every 50 feet
- Show locations and profile of all drains outside of the roadway area that are going to be used for roadside drainage and contours to show how flow will be directed there
- Invert elevations at all structures
- Legend of profile lines shall be shown on each road according to illustrations
- Notations shall be included to require continuous under-drain behind all curbs

### Drainage plan requirements for private roads with open ditch drainage systems

- The location, size and depth of all underground structures used for road drainage including the following:
  - Culvert size and lengths providing access to all lots in the development
  - Sizes, lengths, classes or gauges, and locations of all crossroad culverts
  - Detention/retention design information
- Each profile must be shown separately for the following:
  - Existing and proposed centerline
  - Right ditch and right-of-way
  - Left ditch and right-of-way
  - Centerline, ditch and proposed ditch of county road(s) adjacent to proposed subdivision with proper outlet thereto
- Percent of grade of proposed centerline and independent ditches
- Numerical elevations of the existing and proposed centerline at each station (100 ft. or change in grade)
- Vertical curve information
- Erosion control information (ditch bottom, slopes, sod, rip-rap)
- Invert elevations of crossroad culverts
- Front slope and back slope information
- All drainage easements, including those in areas where the drainage outlet is not within control of a public agency