



ROBINSON TOWNSHIP

Ottawa County

12010 – 120th Avenue, Grand Haven, Michigan 49417

PRIVATE ROAD APPLICATION

REQUEST FEE: \$50.00

IN ACCORDANCE WITH SECTION 4.9B OF THE ROBINSON TOWNSHIP ZONING ORDINANCE

Summary of Section 4.9B

The Township will not issue a permit under its Zoning Ordinance for a lot accessed by a private road unless the private road complies with the requirements of Section 4.9B of the Zoning Ordinance.

Included with these procedures is a responsible party listing for each, indicated after the “~” symbol. Procedures must occur in the order they appear below. It is recommended that the applicant seek pre-application consultation with Township staff.

RECOMMENDED:

- Pre-Application Consultation ~ **Applicant**
 - Consider scheduling an appointment with the Assessing and Zoning Departments prior to application.

PROCEDURES:

Initial Procedures

- Preliminary Road Construction Application (PRCA) **Applicant**
 - Complete and Return with copy of Ottawa County Road Commission permit.

Secondary Procedures

- Issuance of Preliminary Road Construction Application Road Name ~ **Township**
- Construction of Private Road should be completed, including erection of street name sign, before any permit is issued for a building or a structure pursuant to the Zoning Ordinance. Request inspection when complete. ~ **Applicant**

Final Procedures

- Recorded Driveway Joint Maintenance Agreement (DJMA) ~ **Applicant**
 - Review and complete requirements included on Driveway Joint Maintenance Agreement example. The provided example may be used after the necessary

information is included. Attach survey to agreement with legal descriptions.
Complete and Return to Township for review. ~ **Applicant**

- Issue DJMA Acceptance. ~ **Township**
- Record DJMA at the Ottawa County Register of Deeds (OCRD) office. ~ **Applicant**
- Submit a copy of the recorded DJMA (with OCRD-issued liber and page numbers) to the Township. ~ **Applicant**

Issue permit under Zoning Ordinance, if all other requirements are satisfied. ~ **Township**

****Applicant Checklist***

- Pre-Application Consultation scheduled.
- Preliminary Road Construction Application submitted.
- Ottawa County Road Commission Permit submitted to Township with PRCA.
- Issuance of Preliminary Road Construction Application Road Name received.
- Began construction of Private Road.
- Street name sign erected.
- Driveway Joint Maintenance Agreement completed and submitted to Township for review.
- DJMA Acceptance received.
- DJMA recorded at the Ottawa County Register of Deeds office.
- Copy of recorded DJMA submitted to Township.
- Requested inspection of completed road.



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PRELIMINARY ROAD CONSTRUCTION APPLICATION

Applicant's Name: _____

Current Address: _____

Telephone: Day _____ Evening _____

Parcel No.: _____ Section: _____

Checklist

- Submit two choices for proposed name of the private road.
- North and south roads must end with: Road, Avenue, Drive, Highway, Lane, Pass, Parkway, Pike, Place, Run, Trail, Way, Court (permanent dead end) or Boulevard (must be actual boulevard).
- East and west roads must end with: Street, Drive, Highway, Lane, Pass, Parkway, Pike, Place, Run, Trail, Way, Court (permanent dead end)
- Boulevard (must be an actual boulevard) or Road.
- Maximum length of a street name is 10 letters, including spaces.
- Possessive names are not allowed. Example – Ken's Road.
- No punctuation of any type is allowed.
- A "No Outlet" sign should be placed at the street intersection.
- If the proposed private road aligns with an existing public street or is within 250 feet of aligning with a public street, that public street's name will be continued.
- **Must obtain and include a copy of an Ottawa County Road Commission driveway permit with submission. Call 842-5400.

First Name Choice: _____

Second Name Choice: _____

The Township will assign actual addresses. Notification will be sent by the Township to the Ottawa County Road Commission, 911 Dispatch (Fire, Police and Medical) and the U.S. Post Office.

Names and Addresses of other Persons or Parties with an interest in the private road, or who access their property via the private road:

Name Address

Name Address

RB032634

TOWNSHIP ACTION:		
Name Assigned: _____	Date: _____	Applicant Notified: _____



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REQUIRED ROAD CONSTRUCTION SPECIFICATIONS

IN ACCORDANCE WITH SECTION 4.9B OF THE ROBINSON TOWNSHIP ZONING ORDINANCE AND
THE ROBINSON TOWNSHIP PRIVATE ROAD ORDINANCE

APPLICANT CHECKLIST

- Maximum private road length with one outlet is 1,000 feet.
- There is no maximum private road length with two or more outlets.
- The private road easement must be at least 66 feet in width.
- If proposed private road serves less than five lots, it may be gravel.
- If the proposed private road serves five or more lots and connects to a public gravel road, it may be gravel.
- If the proposed private road serves five or more lots and connects to a public paved road, it must be paved.
- The proposed private road must be built in compliance with the following requirements, for its entire length, before a permit is issued by the Township under its Zoning Ordinance for a lot which is accessed by the private road and which was not a legal lot of record at the adoption of the Zoning Ordinance..

Gravel Specifications

- 10-inch depth of sand and gravel base.
 - At least six inches must be gravel
- 12 feet in width gravel bed.
- Clearing:
 - 20 feet in width, 15 feet in height, cleared of trees, limbs, branches, stumps, shrubs, debris, or any other material that would impede vehicular ingress and egress.

Paving Specifications

- 12-inch depth of sand and gravel base.
 - At least six (6) inches must be gravel
- 24 feet in width gravel bed
- 20 feet in width bituminous blacktop paving at 1 and ½ inches in depth
- Clearing:

- 24 feet in width, 15 feet in height, cleared of trees, limbs, branches, stumps, shrubs, debris, or any other material that would impede vehicular ingress and egress.

APPLICANT & SURVEYOR CHECKLIST

- Indicate distances of all buildings and structures from the proposed private road, either through a narrative or drawing with distances noted.