



WEBSTER TOWNSHIP

5665 Webster Church Road, Dexter MI 48130, (734) 426-5103

Application for Private Road Permit

ADMINISTRATIVE USE ONLY

Total Fees:		Date Paid:		Receipt No:	
-------------	--	------------	--	-------------	--

REQUEST (Check all that apply)

Prior to applying, please call the Zoning Administrator at 734-426-5103 to schedule a pre-application meeting for determination of type of approval and application requirements

Board Approval	Administrative Approval	Board Variance
----------------	-------------------------	----------------

APPLICANT

If not the property owner, you must attach a "Letter of Authorization to apply" signed by the Owner)

Road Name			
Company			
Primary Contact			
Address			
Phone Number		E-mail	

PLAN PREPARER

Company			
Primary Contact			
Address			
Phone Number		E-mail	

INTERESTED PARTY (S)

The names and addresses of all persons or parties owning an interest in the title to the lots and the easement area. Use a separate paper if necessary.

Owner Name	Property Address

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on/or with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner and I have attached a letter of authorization to apply from the owner who grants me permission to act on his/her behalf. I acknowledge that by making this application I have consented to the entry of Township officials, employees, agents, and/or representatives for all purposes in connection with this application and to ensure compliance with Township Ordinances.

Signature of Applicant

Date

SUBMITTAL REQUIREMENTS

Click on the link to access [Webster Township Private Road Ordinance](#)

This Application must include all required information as noted in the pertinent sections of the ordinance. The Zoning Administrator will conduct an initial review of this application for completeness. The Zoning Administrator will notify the applicant in writing if the Township requires further information in order to consider the application “complete”. Once the application is considered complete, the application and record documents will be processed for review.

General Requirements

A completed application

Cash or check payable to ‘Webster Township’. Refer to the Township Fee Schedule.

A right of way or an access easement, including all agreements as identified in Section 6A(4), herein, shall be recorded in the Office of the Register of Deeds for Washtenaw County prior to issuance of the certificate of completion required in Section 9, herein

A draft agreement which includes all terms and conditions of the proposed right of way including copies of all agreements or intended agreements regarding the maintenance and improvements of the right of way and roadway. For more detail, see section 13. Maintenance of Private Roads

A copy of any permits or applications for permits from the County Road Commission, County Drain Commission, State Department of Natural Resources, etc. as required by Section 8, herein. 8.

Additional Requirements for Board approval *(Section 6A of Private Road Ordinance)*

A survey prepared by a Registered Land Surveyor or Civil Engineer, registered by the State of Michigan, and shall bear the seal of the same. Section 6A for more details of contents

A legal description of each lot to be served by the right of way, 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 the right of way area

Plan and profile drawings and cross sections of the proposed improvements prepared by a Civil Engineer registered in the State of Michigan, and bearing the seal of the same

If the application for a private road is to include a secured entrance, the following details and description of the security proposed

A statement adopting the State Uniform Traffic Code. Show all proposed sign locations and type of signage.

A request for variance, if being requested. The letter of request shall include description of variance requested and reasons for request such as unnecessary hardship or practical difficulty due to soil conditions, topographical considerations, or other factors.

Additional Requirements for Administrative approval *(Section 6B of Private Road Ordinance)*

One printed and one (1) PDF copy of a survey or sketch of the property showing its

- Boundaries,
- Location of all existing improvements and the location of future buildings.
- Relationship of the lot to any public or private rights of way or roads.
- Dimensions and location of the existing and proposed access easements.
- All proposed traffic sign locations and site addressing. Details about type of signage.

A narrative explaining the materials, method of construction, road widths and any other improvements.

If the application for a private road is to include a secured entrance, the details and description of the security proposed should be included.