



## APPLICATION FOR PRIVATE ROAD CONSTRUCTION PERMIT

### Applicant Information:

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Name and Address (if different than above):

\_\_\_\_\_

### Proposed Name(s) of Private Road(s):

\_\_\_\_\_

### Permanent Parcel Number(s) of all properties to be accessed by the private road:

\_\_\_\_\_

**SUBMITTAL REQUIREMENTS** (Refer to Article XXVIII of the Ada Township Zoning Regulations for private road construction standards and permit application requirements.)

**A filing fee of \$300.00 and a site plan must accompany this application.** The site plan, drawn to scale, shall include the following:

- 1) Scale map, prepared by a registered engineer or surveyor, with precise location, route, dimension, and design of the private road and existing and proposed elevation contours within all areas to be disturbed or altered.
- 2) Location of all public or private utilities within the private street right-of-way or within 20 feet thereof.
- 3) Location of any lakes, streams, drainageways, or regulated wetlands within the private street right-of-way or within 100 feet thereof.
- 4) Copy of acceptable recorded maintenance agreement or restrictive covenant providing for maintenance, repair, and financing thereof.

**Note:** Electronic file/pdf is required on all applications (submit via email).

### APPLICANT CERTIFICATION AND SIGNATURE:

I certify that the information given herein is true and correct:

Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY ADA TOWNSHIP

Application Received: \_\_\_\_\_ Initial: \_\_\_\_\_  
mm/dd/yy

App. Fee of \$ \_\_\_\_\_ Received: \_\_\_\_\_ Initial: \_\_\_\_\_ Check# \_\_\_\_\_ Receipt # \_\_\_\_\_  
mm / dd / yy

Private Road Name Approval by Ada Township Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
mm / dd / yy

Permit Application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Zoning Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm / dd / yy

Updated 12/21/2023