

PRIVATE ROAD PROCESS



APPLICATION



- Submit the **Private Road Application** (available online) to the Township along with all required fees and escrow deposits.
- Refer to **Section 7.120** of the Zoning Ordinance for submittal requirements.
- Provide the following materials as required:
 - One (1) full-size 24x36 plan
 - Eight (8) reduced 11x17 copies
 - One (1) complete digital file
- Township staff (Zoning Administrator or Planner) will review for completeness and contact the applicant if any items are missing.

LEGAL



- The Township will forward draft legal documents—such as the easement and maintenance agreement—to the Township Attorney for review and comments.

INFRASTRUCTURE REVIEW



- The application is sent by the Township to the Township Engineer for review of grading, drainage, and general compliance with local, county, state, and federal regulations.
- The Engineer coordinates with the **Kal-Lake Water and Sewer Authority** as needed.
- The **applicant** must submit plans to the **Allegan County Drain Commission** and **Allegan County Road Commission** for additional review and approval.
- The Engineer and other reviewing agencies may request clarification or revisions.
- All written comments are provided to both the applicant and Township Planner, and included in the Planning Commission packet if applicable.

FIRE DISTRICT REVIEW



- The **applicant** submits the required plans and documents to the **Saugatuck Township Fire District** (contact the Fire District for details).
- The Fire District reviews the plans for compliance with the **International Fire Code** and contacts the applicant for any needed revisions.
- **Applicants** are responsible for paying all Fire District review fees.
- A written review is prepared by the Fire District and forwarded to the applicant, Engineer, and Planner for inclusion in the Planning Commission packet.

PLANNING COMMISSION



- If Planning Commission review is required, the Township Planner will prepare a written report analyzing the request for compliance with the Zoning Ordinance.
- The application, site plan, review letters, and all supporting materials are distributed in advance of the meeting.
- The Planning Commission may approve the request, approve with conditions, table it for more information, or deny it based on ordinance standards.

CONDITIONS / FINAL APPROVALS



- The applicant submits a final revised plan set in both paper and digital formats.
- The Township Planner compiles review letters from the Fire District, Engineer, and other agencies with the final plan.
- Final approval is issued by the Township Planner.
- Note: Any land divisions associated with the project can only be approved after the road is constructed and inspected by the Township.