

PROCEDURES FOR ZBA 008 – PRIVATE STREET PERMIT

This permit is used for private street regulations as stated in Article 23.09 of the Zoning Ordinance.

This permit must be approved before any zoning permits are issued to any building served by a street. *

A. Submit Private street permit application to the Village Clerk – include the following:

Required fee

Location of property involved in request

Name and address of applicant

Legal description of property

Present zoning of property

And attach three (3) copies of the following items:

- A site plan sketch, showing all existing and future proposed parcel splits and proposed structures. Also showing proposed utilities, sidewalks, curb openings, pavement width, fire hydrants, water and storm drainage facilities, topography and vegetation.
- A recorded easement agreement, including location, access, and maintenance provisions for the private street.
- A maintenance agreement which shall require that the road be kept in a condition that will accommodate emergency vehicles and allow the safe access of emergency vehicles to the site.
- Proof of other permits and/or approvals that are required by the State of Michigan and Barry County.

B. The request will be given to the Planning Commission for approval

(no public hearing is needed – Planning Commission will consider application at their next scheduled meeting) Planning meets on the 1st Tuesday of each month

Approval of the site plan must also be received from:

Village Fire Chief

Village Engineer

Director of Public Works

Zoning Administrator

C. Approved request (with or without stipulations) **

Apply for preliminary site plan approval (for new buildings)

Apply for zoning permit (for new buildings)

Apply for final site plan approval

D. Denied request

Drop request

Reapply with revisions

* preliminary &/or final site plan (plat) application approval and zoning permit are required before new buildings can be placed on a proposed building site (see instructions for needed application/permit for additional information)

** any revisions in approved request requires additional approval of changes

VILLAGE OF NASHVILLE
PRIVATE STREET PERMIT
Requires approval of Planning Commission

PRIVATE STREET REGULATION – Article 23.09

The application for a private driveway or street permit includes the submission of three copies of the following:

- (i) A site plan sketch, showing all existing and future proposed parcel splits and proposed structures.
- (ii) Drawings showing proposed utilities, sidewalks, curb openings, pavement width, fire hydrants, water and storm drainage facilities, topography and vegetation.
- (iii) A fee shall be required as set by the Village Council for the review of private driveways and private streets. Fees will be revised from time to time as necessary to cover the costs associated with the review procedure.
- (iv) A recorded easement agreement, including location, access, and maintenance provisions for the private street. The maintenance provision shall require that the road be kept in a condition that will accommodate emergency vehicles and allow the safe access of emergency vehicles to the site.

Prior to the issuance of the permit for the private street, the applicant must provide to the village proof of other permits and/or approvals that are required by the State of Michigan and Barry County.

Cost of permit - \$200 - paid _____

Date _____

I. Location of property: _____

Name of applicant: _____ Telephone # _____

Address of applicant: _____

Please attach a copy of the legal description of property

Present zoning classification: AG ___ RA ___ RB ___ RC ___ RD ___ CBD ___ GB ___ I ___ PUD ___

II. Attach three (3) copies of the following items:

- ___ Site plan (including – existing & future proposed parcel splits and proposed structures, utilities, sidewalks, curb opening, pavement width, fire hydrants, water and storm drainage facilities, topography and vegetation)
- ___ Easement agreement
- ___ Maintenance agreement
- ___ Required permits (including village right of way permit and any required state and county permits)

Applicant must complete section I & II.

III. Approval of site plan received from the following representatives:

- ___ Village Fire Chief
- ___ Village Engineer
- ___ Zoning Administrator
- ___ Director of Public Works

IV. Action by Planning Commission: Denied ___ Approved ___ Approved with stipulations ___

Condition of approval/reasons for denial: _____

Review of property as it pertains to the provisions of the Zoning Ordinance – additional pages may be attached

Signature of Planning Commission chairperson and attach minutes pertaining to this action

_____ Date

NOTE – filling this application implies that the property owner is giving permission for the Planning Commission members to visit, walk on or around the property either individually or as a group, to investigate the application request when/if needed.

The Village of Nashville is an equal opportunity provider.