



# BAY TOWNSHIP – CHARLEVOIX COUNTY

05045 Boyne City Road  
Phone (231) 582-3594

Boyne City, Michigan 49712  
www.baytownshipmi.org

## PRIVATE ROAD PERMIT APPLICATION

- Please call the Zoning Administrator (Ron Van Zee) at (231) 497-4701 for any questions, or e-mail [zoning@baytownshipmi.org](mailto:zoning@baytownshipmi.org)
- Answer all questions and include all required attachments.
- Attach a check payable to "Bay Township" for **\$200**.
- Return completed application to: Bay Township Zoning Administrator  
05045 Boyne City Rd.  
Boyne City, MI 49712

The applicant shall attach the following information with this Private Road Permit Application:

- Legal description and survey of the proposed private road.
- Copies of all other permits which may be required of the Charlevoix County Road Commission.
- Proof of ownership and/or written consent of such owner, and the names and address of those concerned with the application.
- Copies of the proposed Road Maintenance Agreement, easement agreement and deed restrictions, if applicable.
- Detailed site plan in compliance with the Bay Township Private Road Ordinance.

### 1. GENERAL INFORMATION

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone No.: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Parcel Identification Number: 15-001-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

### 2. PROPOSED PRIVATE ROAD INFORMATION

The applicant shall attach a legal survey and description **of the proposed private road**

Private Road Name: \_\_\_\_\_

Private Road Location: \_\_\_\_\_

Private Road Length: \_\_\_\_\_

### 3. ACKNOWLEDGEMENT

I authorize Bay Township (staff, appointed board and/or commissions, or committee members) to enter upon the subject property for purposes of making inspections related to this application. Such inspections or site walks shall be conducted at reasonable hours and times.

I certify that all the above information is accurate to my fullest knowledge.

Owner's Signature(s): \_\_\_\_\_

Signature of Applicant, if different than Owner: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Township Use Only</u>	
Date Application Completed: _____	Committee Review Date: _____
Bd. Of Trustees Review Date: _____	Bd. Of Trustees Action: _____
_____	_____
_____	_____