

BERRIEN COUNTY ROAD COMMISSION

February 20, 1995

PROCEDURE TO TAKE PRIVATE ROADS INTO THE COUNTY ROAD SYSTEM

Upon occasion, the Road Commission is asked to accept an existing private road into the County Road System. At the present time, there are no requirements that the Road Commission must accept a private road.

If the Road Commission does agree to accept the existing private road into the County Road System, it will be done in accordance with the Standards and Specifications for Plat Development and Street Construction as adopted by the Berrien County Road Commission on April 24, 1987.

Summary of the Procedures are highlighted below.

1. Request approved by Township Board.
2. Request approved by Board of County Road Commissioners of the County of Berrien.
3. Berrien County Road Commission reviews existing conditions in the field. Prepares letter stating what road and drainage improvements are required prior to accepting road.
4. Property Owners hire Engineer to prepare plans and specifications for required improvements. Plans and specifications to be submitted for approval to the Road Commission.
5. Storm Sewer System to become a County Drain under the jurisdiction of the Berrien County Drain Commissioner.
6. Property Owners hire Contractor to make required improvements. Construction work to be under the supervision and inspection of an Engineer. Required improvements constructed in accordance with the approved plans and specifications. Engineer submits 'Engineers Certificate' to Road Commission.
7. Property Owners hire Engineer and/or Surveyor to prepare As-Built plans. Plans to include the following: Road right of way, As-Built Road Improvements and drainage systems, adjoining property lines and legal description or proposed right-of-way. The As-Built plans are submitted for approval to Road Commission.
8. Property Owners prepare deeds and submit proof of ownership to Road Commission.
9. Road Commission accepts road into county road system.