



**CHECKLIST FOR SUBMITTAL OF ACCEPTANCE OF ROADS**  
**Used for Administrative Completeness Assessment**

Proposed Development Name \_\_\_\_\_ Township \_\_\_\_\_

I have read and understand the current OCRC *Procedures, Guidelines, and Specifications for Developing Public Roads*.

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

Printed Name \_\_\_\_\_ Company \_\_\_\_\_



Check

A. General Requirements

- 1. All construction is completed according to approved construction plans
- 2. All utility work within the development has been completed
- 3. All temporary turnarounds are completed
- 4. Construction inspection and testing fees that were above escrow have been submitted
- 5. Approval and acceptance letter from OCWRC has been submitted
- 7. Proprietor letter for ongoing SESC responsibilities has been submitted
- 8. Copies of all signed IDR's, testing reports, and material certifications have been submitted
- 9. Certification from the Proprietor's Engineer in accordance with **Detail RD-19** has been submitted
- 10. As-built plans on reproducible mylar and signed and sealed by a Professional Engineer registered in the State of Michigan have been submitted
  - a. All storm sewer and drainage structure information including GPS locations and elevations
  - b. Electronic files have been furnished in PDF and one of the following: DXF, DWG, or DGN on an electronic format acceptable to the County Engineer
- 11. Permanent OCRC bench mark has been placed and an information sheet in accordance with **Detail RD-20** has been submitted
- 12. It is understood that the County Engineer may require a waiver of lien

B. Platted Development Requirements

- 1. Final plat for signature by current Board members has been submitted
- 2. True copy of plat for signature by Board chairperson has been submitted
- 3. Original right-of-way deeds, temporary turnaround easements, and maintenance strip deeds with appropriate recording fees have been submitted
- 4. Proprietor letter stating that no utility easements, private easements, or other easements have been or will be conveyed within any proposed ROW or drainage easements has been submitted
- 5. A title insurance policy has been submitted
- 6. Street sign fees have been submitted
- 7. An approved security deposit to guarantee the completion of work has been submitted

C. Un-platted Development Requirements

- 1. Original right-of-way deeds, temporary turnaround easements, and maintenance strip deeds with appropriate recording fees have been submitted
- 2. Proprietor letter stating that no utility easements, private easements, or other easements have been or will be conveyed within any proposed ROW or drainage easements has been submitted
- 3. A title insurance policy has been submitted
- 4. Street sign fees have been submitted

It is understood that this checklist is to aid in the submittal process and that the County Engineer may require revisions and/or additional information prior to acceptance of roads

It is understood that acceptance of the roads is not finalized until the satisfactory completion of all provisions of these Procedures, Guidelines, and Specifications, the documentation related to the creation of the new public road(s) will first be submitted to the Board for formal approval. Final acceptance occurs annually during a separate Board meeting, with formal action accepting and adding the approved proposed road(s) into the OCRC public road system.