

## Macomb Township

### Residential Road Improvement Project Participation Policy

#### I. **Overview & Purpose**

The Macomb Township Board of Trustees has instituted a Residential Road Improvement Project Participation Policy (hereinafter "Policy") to provide Township assistance to property owners for the cost of public residential road improvements under certain conditions. The following is the Policy as to the process for property owners to request participation from the Township in a proposed Residential Road Improvement Project (hereinafter "Project").

#### II. **Minimum Requirements**

- a. The Project proposed is financially supported by County, State or Federal assistance.
- b. The Project proposed is financially supported through a Special Assessment by no less than fifty-one percent (51%) of the property ownership of parcels subject to the Special Assessment per the procedures set forth below.
- c. The Township financial participation shall not exceed twenty-five percent (25%) of the total cost of the Project, and in no event shall the Township's contribution exceed Two Hundred Fifty Thousand Dollars (\$250,000).
- d. The Township has allocated adequate funding for residential road improvements in the annual budget

#### III. **Process**

The following is the process and timeline to be followed in submitting a request for a *Project*:

- a. Property owner(s)/Petitioner(s) request in writing to the Engineering Department, an informal cost estimate of the proposed Project. The Engineering Department will review the proposed Project to determine if the road at issue is a "failed road" under the Pavement Surface Evaluation and Rating (hereinafter "PASER") system. If the road does not meet the "failed road" criteria, the Petitioner(s) will be advised that it does not meet the initial criteria for participation under this Policy. **(Due February 1st)**
- b. If the road meets the "failed road" criteria, an informal cost estimate is prepared by the Township. **(Completed by March 1st)**
- c. An informal petition and application to request participation by the Township in the Project is filed by the Petitioner(s). The Petitioner(s) must show preliminary interest by signatures on the informal petition of at least fifty-one percent (51%) of property owner(s) to be assessed under the Special Assessment District (hereinafter "SAD"). Upon receipt of the informal petition, a

determination is made by the Township as to the viability of the Project(s) going forward with the SAD. **(Due April 1st)**

- d. The Township assesses all requests and decides which Project(s) should proceed to the formal SAD petition process. In doing so, the Township shall review the following:
  - i. PASER rating.
  - b. Remaining service life.
  - ii. The general condition of the road, e.g. the pavement, shoulders, drainage system, etc.
  - iii. The volume of traffic, or number of trips, found on the road.
  - iv. The ability to provide, or the need for, safety improvement projects.
  - v. The ability to provide corridor continuity.
  - vi. Location of the road in relation to essential services, e.g. schools.
- e. The Board of Trustees approves the preparation of a formal petition and associated forms for circulation by the Petitioner(s). Petitioner(s) circulate the petition in accordance with the rules and procedures for same, a copy attached hereto. **(Completed by June 1st)**
- f. Upon receipt of executed petitions, the Township verifies the signatures and ownership of each of the parcels for which a signature was obtained. The Board of Trustees approves the amount of money to be spent on the Project(s) conditional on participation by the County, State or Federal program and the amount received. **(Completed by August 15th)**
- g. The Board of Trustees accepts the petitions and proceeds to prepare and adopt the necessary resolutions and procedures provided by State statute for establishing the SAD.
- h. After approval of the SAD by the Township Board through the resolution process, an application shall be submitted to the County, State or Federal government for participation. In the event funding is denied, the process terminates and the Project does not go forward. **(Due September 16th)**

*\*At any time during the course of the process, the Board of Trustees reserves the right to terminate the process and not proceed with the Project.*