

CITY OF FARMINGTON HILLS GRAVEL PUBLIC ROAD PAVING PETITION

The undersigned hereby request the City of Farmington Hills to improve and pave

It is understood that by signing this petition, we acknowledge that we have read, understand, accept, and agree to abide by both the City’s Policy for Conversion of Gravel Public Roads to Paved Roads by Petition and the Policy on Right of Way Obstructions and Improvements Related to Gravel Public Road Conversion Projects. By signing, we also understand that the paving project may require some or all of us to donate portions of our property to the City for purposes of meeting the City’s current public road design and safety standards.

Name(s) of Property Owner(s)	Address	Date	Phone or Email
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1. _____	_____	_____	_____
Signature			

Print Name

2. _____	_____	_____	_____
Signature			

Print Name

3. _____	_____	_____	_____
Signature			

Print Name

4. _____	_____	_____	_____
Signature			

Print Name

5. _____	_____	_____	_____
Signature			

Print Name

STATE OF MICHIGAN)

ss:

COUNTY OF OAKLAND)

On this _____ day of _____, 20____, before me personally appeared _____ who did say upon oath that he/she circulated the foregoing petition and that each of the signatures to said petition is the true and genuine signature of the person of whom it purports to be.

Circulator: _____

Notary Public, Oakland County, MI

My Commission Expires: _____

(City to complete)

Signatures verified by: _____ Date: _____

Policy Number 12.5G	Subject: Gravel to Pave Conversion
Revised:	Issued: March 25, 2019
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Intent: Establish a Policy for Converting Gravel Public Roads to Paved Roads	
Applies to: All DPS	

I. Title & Objective

This policy shall be known and referred to as the “Policy for Converting Gravel Public Roads to Paved Roads by Petition”. This policy provides the methodology and procedures for citizens to follow when requesting that an existing gravel public road be paved by the City.

II. Procedures

General

There shall be a consistent and uniform process for citizens to request the paving of gravel public roads in the City, and for the City to process such requests.

1. Paving Request Petition – The first step towards having a gravel public road paved is to submit a Paving Request Petition to the City Engineering Division in accordance with this policy. Blank petitions are available on-line at www.fhgov.com or through the Engineering Division, located at 31555 West Eleven Mile Road, Farmington Hills MI 48336 (248-871-2560). The petition is used to gauge property owner support of the project, willingness to donate right-of-way and move/remove obstructions and improvements in the right-of-way, support for the extension of water and sanitary sewer where lacking, and recognize changes to the character of the neighborhood if the project proceeds. A copy of the City’s Policy on Right of Way Obstructions and Improvements Related to Gravel Public Road Conversion Projects is attached.
2. Petition Requirements for Consideration – In order for a Paving Request Petition to be considered, it shall have the original signatures of the record owners of at least 60% of the total number of parcels or lots within the project area in support of the project. The “project area” shall be described in the petition and must consist of the public road(s) requested for paving and each parcel and lot that partially or completely abuts the designated public road(s), and the roads within the project area must meet all of the following criteria: (a) be gravel public roads under the City’s jurisdiction; (b) connect with each other; (c) include the entire length of all gravel roads to which they connect; and (d) one of the roads proposed for paving must have at least one point of gravel connection to an already paved public road. Each lot and parcel of land within the project area shall be eligible for one vote. If a parcel or lot is owned by multiple persons or entities, then a majority of those persons or entities must sign the petition in order for that parcel or lot to be counted as supporting the

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- project on the petition. Each petition signature must be witnessed by a person who is circulating the petition, and that circulator must certify under oath that they have witnessed such signatures on the petition. At the time of submitting the petition, the City requests two property owners within the project area to identify themselves as volunteers to serve as liaisons between the City and the neighborhood. A petition meeting the requirements of this policy is advisory only and does not mean the City will proceed or is obligated in any way to proceed with the request. Proceeding with paving of a gravel road is within the sole and exclusive discretion of the City.
3. Preliminary Engineering – Upon receipt of a petition meeting the requirements above, the City will prepare a project scope and conceptual road layout (based on existing aerial photography and topography) that shows the proposed project limits, pavement surface type (such as asphalt or concrete) road alignment and width, right-of-way, and drainage improvements, and potential easements needed, whether curb and gutter or enclosed drainage is appropriate, and whether ditching and shoulder installation/widening will be considered. Characteristics, features and constraints that are unique to the project area and neighborhood will also be identified and discussed relative to their potential impact on the proposal and the proposal's impact on them. This information serves two purposes. First, it allows the Engineering Division to develop preliminary cost estimates of the project. Second, it will provide information to help identify and explain potential impacts to property owners.
 4. Property Owner Confirmation – Upon completion of the preliminary engineering and cost estimates above, the City will conduct a public information meeting with the property owners in the project area and present the plans to them. This meeting is designed to disseminate information and allow questions regarding impacts to individual properties. At the conclusion of the public information meeting, the City representatives will circulate a sheet to all attendees and will mail the sheet to any property owners within the project area who did not attend the meeting, which sheet shall ask the owners to identify themselves, state whether they signed the original petition, state whether they wish to have their name removed or added as a supporter/non-supporter of the paving project, and sign the form. Property owners shall have 14 days from the date of the public information meeting to make this determination and submit the signed sheet to the City Engineering Division. Upon validating that majority support, 50 percent or more, for the project still exists based on the responses above (to be validated and calculated in the same manner as set forth in section 2 above for the original petition) and the original petition, the City will proceed with the remaining steps to move the request forward.
 5. Public Hearing and City Council Approval – A public hearing shall be scheduled and held before City Council. The hearing shall be held not less than ten (10) days after notice has been sent by the City Clerk by first class mail to all property owners in the proposed gravel road conversion project area. Such notice shall specify the time and place of the hearing. At the time and place specified in the notice for the public hearing, typically a regularly scheduled Council meeting, the Council shall meet and hear any person to be affected by the proposed public improvement. The Engineering Division will present the paving request, all pertinent supporting information and a department recommendation on the request to the City Council. Property owners and

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- other interested parties will have an opportunity to express support or opposition to the project during the public hearing. After the public hearing on the proposed project, the Council may, by resolution, determine whether to direct the City Manager and Administration to proceed with scheduling of and budgeting for the project, preparation of final construction engineering and design plans, and procurement of bids for the proposed project.
6. Funding & Scheduling – In the event of City Council approval of a resolution to proceed as described above, funding for the project will be scheduled in accordance with the City’s Local Road Capital Improvement Program. In the event that requests for paving exceed anticipated budgets, the projects may be prioritized based on public interest, schools within the neighborhood, public utility extension, DPW maintenance cost and frequency, right-of-way needs, and environmental impacts.
 7. Engineering and Design – Upon scheduled implementation, detailed engineering work will commence. Properties will be surveyed and plans developed identifying road alignment, any required easements and right of way dedications, drainage improvements, and other impacts to private property. Road improvements shall be designed in accordance with the American Association of State Highway and Transportation Officials (AASHTO) safety standards and the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).
 8. Construction – Commencement of construction activities is subject to funding availability, dedication of all required easements and rights-of-way, and successful procurement in accordance with the City’s purchasing policy.
 9. Paving Gravel Public Roads Without Petitions – The City reserves the right, in its sole discretion, to pave or otherwise improve a gravel road at any time, without a petition or request to do so.

Policy Number 12.5 G2	Subject: Gravel to Pave Conversion: Obstructions and Improvements
Revised: Issued: March 25, 2019	Page: 1 of 2
Intent: Establish a Policy to address obstructions and improvements related to gravel road conversion projects	
Applies to: All DPS	

I. Title & Objective

This policy shall be known and referred to as the “Policy on Right of Way Obstructions and Improvements Related to Gravel Public Road Conversion Projects”. This policy establishes how existing obstructions or improvements that lie within the limits of the public right of way for City projects involving the conversion of a gravel public road to a paved road (“gravel road conversion projects”) will be addressed.

II. Policy

1. **DRIVEWAYS:** All active driveways impacted by construction will be restored or replaced within the limits of disruption with similar materials.
2. **AUXILIARY PARKING:** Any auxiliary parking spots or areas used for regular parking within the road right of way will not be replaced.
3. **TREES, SHRUBS, AND LANDSCAPING:** Gravel road conversion projects frequently require removal of trees, shrubs, other vegetation ,and landscaping to facilitate the construction of road and drainage (such as roadside ditches, swales, etc) improvements. Property owners will be notified prior to the beginning of clearing and removal activities. Property owners are responsible for relocating, prior to commencement of construction, any trees, shrubs, vegetation, and other landscape features that are within the influence of construction that they wish to save.
4. **MAILBOXES:** Mailboxes on posts will be moved by the contractor during construction and will be installed in the final location by the contractor after construction. Unless removed by the property owner prior to construction, decorative, brick and masonry mailboxes will be removed and discarded, and upon completion of construction mailboxes on 4-inch x 4-inch wooden posts will be installed. Mailbox placement will be in accordance with the United States Postal Service standards.
5. **DECORATIVE HEADWALLS, DRIVEWAY ENTRANCE WALLS, BOULDERS, COLUMNS, AND/OR OTHER LANDSCAPE FEATURES:** Property owners are responsible for removing and relocating outside of the right of way any decorative headwall, retaining walls, driveway entrance walls, boulders, columns, and other landscape features prior to commencement of construction.

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Walls, columns, boulders, and headwalls not relocated by the owner prior to beginning construction will be removed by the contractors during the clearing process of construction. Replacement of the above types of features may present a safety issue and property owners are advised that right-of-way review and permitting will be required prior to any future installations.

- 6. INDIVIDUAL UNDERGROUND UTILITY SYSTEMS (LAWN SPRINKLER SYSTEMS, SUMP PUMP DISCHARGE OUTLETS, LOW VOLTAGE ELECTRICAL SERVICE, ETC):** The City's contractor will locate and, if damaged, repair any impacted yard lamp electric lines, irrigation lines, sprinkler heads, and sump pump discharge outlets during project completion. Efforts will be made to restore service to pre-existing condition. In the event that an irrigation system is not operational for seasonal reasons at the time of the City's contractor undertakes restoration within the project area, the contractor will be unable to confirm repairs. In such instances, the property owners may have the option of hiring an experienced and reputable irrigation system repair business and submitting evidence of costs incurred and payment for consideration of reimbursement within 12 months of final completion of the City's paving project.

- 7. WATER MAIN AND SANITARY SEWER EXTENSION:** In project areas where public water main and/or public sanitary sewer does not exist, the City may consider extending these public utilities in accordance with Section 33-200 of the City's Code of Ordinances, City Initiated Improvement.

Please review this information carefully. Please call the Engineering Division with regarding any issues you wish to discuss.