

ROADSIDE DITCH PETITION

PARTICIPATION: Property Owners, and/or Township.

TO \_\_\_\_\_ TOWNSHIP BOARD Date \_\_\_\_\_

Section No. \_\_\_\_\_, T \_\_\_\_\_ N-R \_\_\_\_\_ E, Tuscola County, Michigan.

Whereas, the undersigned freeholders of this township are prepared to show that the improvement herein requested is necessary for the public health, convenience and welfare. Therefore, we respectfully request your approval, and that the necessary steps be taken to have the following described ditch improved:

Location and description of ditch is as follows:

Lying on the North, South, East or West side of \_\_\_\_\_ and begins  
(circle one) (road name)

\_\_\_\_\_ feet North, South, East, West or at \_\_\_\_\_, clean out \_\_\_\_\_ feet  
(circle one) (nearest crossroad name)

of roadside ditch to North, South, East or West of beginning. Place additional information and/or sketch on back of this form. (circle one)

We, the undersigned, hereby agree to remove fences, trees, brush, etc. from the Road Right-of-Way; permit the placing of spoil dirt upon our adjacent land; and furnish our own driveway culverts where necessary and to pay to the Township Treasurer within thirty (30) days after being notified, our established portion of the cost of said improvement.

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

This application is hereby approved and such other specifications as may be required by the Tuscola County Road Commission with all expenses to be paid by the Township.

_____ Supervisor	_____ Date	_____ Clerk	_____ Date
_____ Treasurer	_____ Date	_____ Trustee	_____ Date

The foregoing application is hereby approved, said work to be done according to specifications, and under the supervision of the Tuscola County Road Commission.

TUSCOLA COUNTY ROAD COMMISSION USE ONLY

Received Engineering Dept. \_\_\_\_\_ Feet

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_

Drawing Completed and prints to Township \_\_\_\_\_ Petition Length \_\_\_\_\_

Field Inspection Complete \_\_\_\_\_ Const. Length \_\_\_\_\_

Checked by: \_\_\_\_\_  
Date \_\_\_\_\_

## DITCH PETITION PROCEDURE

### Petition & Design

1. Obtain Roadside Ditch Petition and complete the top portion of form.
2. Petitioner to obtain signatures and dates of all property owners (additional petitioners) whose property the ditch will cross.
  - a. Signatures indicate agreement to pay portion of expense as determined by the Township.
  - b. If additional signatures are required attach a separate sheet.
3. Petitioner to submit petition to participating Township for signatures and dollar amount of Township participation.
4. Participating Township to forward signed and dated petition to TCRC.
  - a. Signatures indicate Township's agreement to pay expenses.
5. Upon receipt of completed petition the TCRC shall:
  - a. Assign petition number.
  - b. Approve or reject petition (board action).
  - c. If approved the TCRC will forward an estimate & agreement to the Township on having the ditch surveyed, staked, & designed.
6. To move forward with design, Township will sign agreement and return deposit to TCRC.
7. Once design is completed, a minimum of one plan sheet of the proposed ditch cleanout & estimate of construction cost will be sent to the Township.
8. The Township shall forward the plan sheet and estimate of costs to the original petitioner.

### Construction

If TCRC to contract work:

1. At Townships request TCRC will solicit bids for construction.
2. TCRC will forward estimate & agreement to the Township for approval.
3. Once signed agreement & deposit are returned the project will be completed during the construction season.
  - a. Project qualifies for Preventive Maintenance Allowance.
4. Township will pay remaining balance invoiced at the end of the year.
  - a. It is the Townships responsibility to charge the petitioner(s).

If the petitioner(s) perform work:

1. The petitioner(s) or their contractor complete a Right-of-Way permit and have the proper insurance certificate on file with a signed copy of the Roadside Ditch Petition Form.
2. After completion of the ditch cleanout, the Township will submit a copy of the invoice to the TCRC to qualify for the Preventive Maintenance Allowance.
3. After receipt of a copy of the invoice from the Township or notification from petitioner(s), the TCRC will inspect the completed cleanout.
  - a. Upon TCRC approval of the work, the Preventive Maintenance Allowance will be applied.
  - b. It is the Township responsibility to charge the property owners (petitioners) for their share of the cleanout.

Any variation from these procedures (without prior permission from TCRC) may void the Contractor's permit and any participation by the TCRC.

I have read and understand the above procedures.

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Petitioner

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Date

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Authorized Township Official

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Date