



MILEAGE CERTIFICATION REQUIREMENTS

Presented by:
Kelly Merchant
Asset Management Division
Bureau of Transportation Planning

MILEAGE CERTIFICATION REQUIREMENTS

Kelly Merchant

Asset Management Section

Email: merchantk@michigan.gov

Phone: (517) 241-4486

STREET SYSTEM MAP

Addition of Streets

- Add all streets open to automobile traffic as of December 31, of the certification year, under jurisdiction of the municipality, in a right-of-way for public purposes, and accepted into the city or village street system.
- Alleys cannot be certified. **All streets added must be contained within or along corporate limits.**

Deletion of Streets

- Delete all streets which have been abandoned, decertified, vacated, not open to automobile traffic, or not under the legal jurisdiction of the municipality.
- If alleys are shown, they must be removed.

- Please use red to cross out streets to be deleted. Deletion/vacation of streets must have a resolution signed by the governing body. A sample resolution is included in the Appendix.
- Local streets to be added should be drawn on map and highlighted yellow. Major streets to be reclassified should be highlighted green.

Corporate Limits

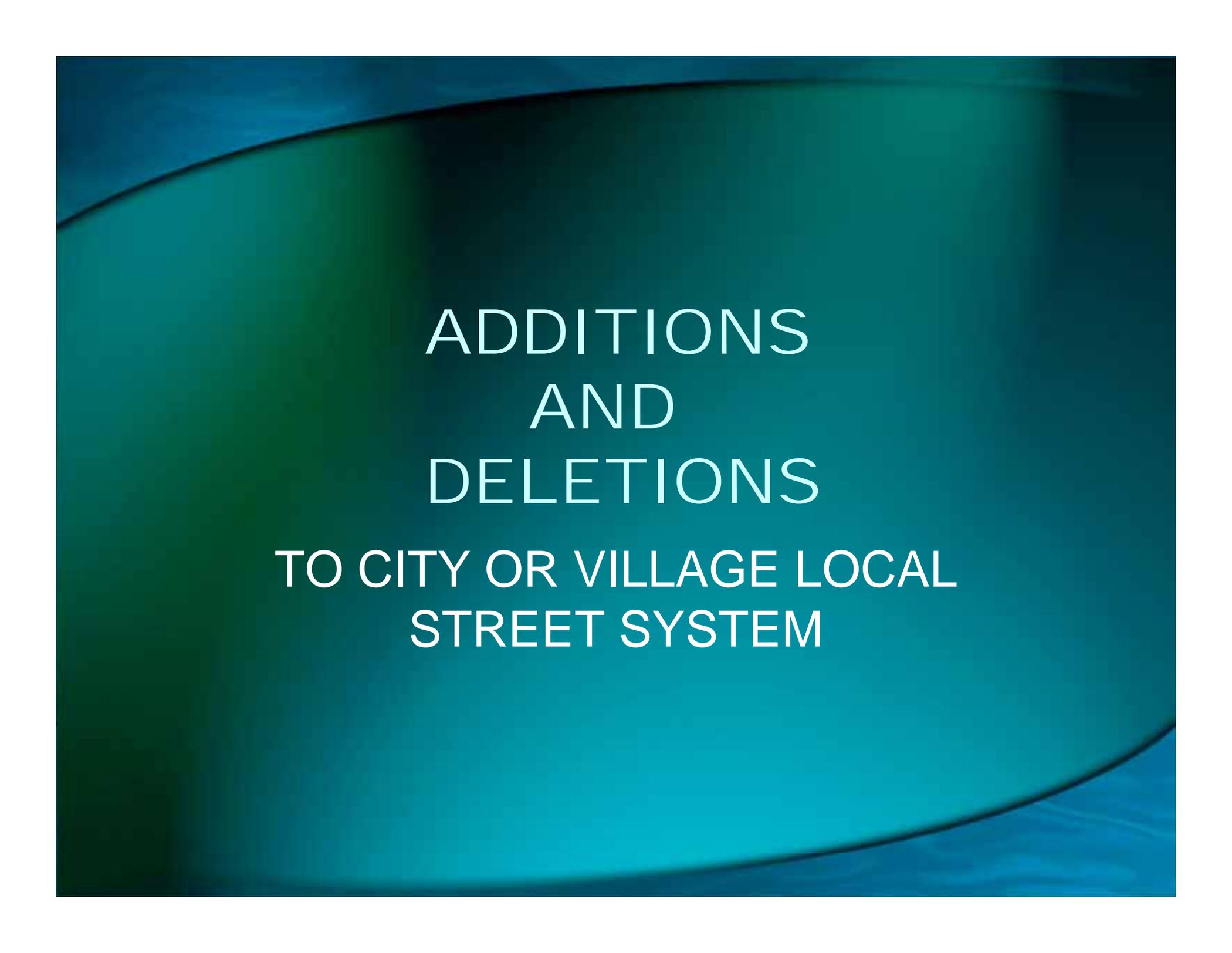
- All annexations must be filed with the Secretary of State. See the Michigan Department of State Information Sheet in the Instructions for the appropriate documentation that must be submitted.
- Show any changes in your corporate limits on your map and send a copy of the approval letter from the Office of the Great Seal acknowledging the annexation or relinquishment of property.

Street Names

- Please review the map and note any street name changes on it. Indicate changes in the direction of a road, or a name change at a village, city, township, or county boundary. These changes must be supported by a resolution.

Signature

- The red certification stamp on the map **must be signed and dated** by the Street Administrator in the space provided and returned to the address located on the first page of your instructions by the due date. Failure to comply is considered cause for withholding your Michigan Transportation funds.

The background is a teal-to-blue gradient with curved, wavy lines. The text is centered and reads:

ADDITIONS
AND
DELETIONS
TO CITY OR VILLAGE LOCAL
STREET SYSTEM

- All additions and/or deletions to the Local Street System, as shown on the map, must be listed on Form 2008B. (Instructions and forms needed for preparing the Annual Mileage Certification will be included with your certification packet you receive in January.)

- Each addition or deletion must have a resolution from the governing body. The resolution must accept the said street as a public street. It must also indicate that the street has been accepted into the street system and is open to the public. Sample resolutions are contained in the instructions.

- New streets must have a resolution signed by the governing body. The resolution must accept the said street as a public street. It must also indicate that the street has been accepted into the street system and is open to the public with dates that correspond.

- A final plat approval is not a substitute for a resolution of acceptance. The resolution may not have any contingencies listed or it will not be accepted.

Provide the Following Information:

- **A. Name of Street.**
- **B. Termini (“From” and “To”).**
- **C. Length in Feet.** Lengths shall be measured from center of intersection to center of intersection or to end of street. **Streets with a cul-de-sac are measured to the end of pavement and not around the circumference of the cul-de-sac.**

- **D. Required documentation for added public streets:**

- 1. **Platted Streets**

- a. Provide name of approved plat on Form 2008B and submit a copy of the approved plat.
- b. Submit a resolution by the governing body accepting jurisdiction of the platted street.
- c. Acknowledgement that the street is located within a right-of-way under municipal control.

- d. A stipulation that the right-of-way is for public street purposes.
- e. Acknowledgement that the street has been accepted into the municipal street system and open to the public prior to December 31 of the certification year.

– 2. Non-Platted Streets

If the added street is not part of an approved plat, you must send a resolution from the governing body containing the following:

- a. A center line (beginning of the street to the ending) description of the street.

- b. Acknowledgment that the street is located within a right-of-way under municipal control.
- c. A stipulation that the right-of-way is for public street purposes.
- d. Acknowledgment that the street has been accepted into the municipal street system and open to the public prior to December 31 of the certification year.

- **E. Required Documentation for streets requested to be decertified/vacated:**
 - 1. Resolution of abandonment from the governing body.
 - 2. A description of roadway to be abandoned on Form 2008B.

- **F. Jurisdictional Transfers**

No change in jurisdiction will be accepted as a result of a road or street transfer until we are in receipt of the following:

- A resolution from the governing body relinquishing jurisdiction.
- A resolution from the receiving body accepting jurisdiction.

- Be sure that these two resolutions are submitted at the time transfer takes place and that the street is contained within or along corporate limits. Jurisdictional transfers are processed on a monthly basis.

- Current certified mileage totals can be found in the approval block. If you disagree with the approved mileage, discrepancies must be supported by a street inventory.

***SAMPLE RESOLUTION
FOR
STREET ADDITION***

At a regular meeting of the City/Village Council of _____, Michigan, held at the City/Village Hall on _____,

the following resolution was offered by member _____, and supported by member _____.

Whereas the City/Village of _____ did on _____ Date acquire title to _____ Street.

And whereas it is necessary to furnish certain information to the State of Michigan to place this street within the City/Village Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the center line of said street is described as:

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

Commencing at the North 1/8th post of the Northeast Quarter of Section 14, Town 1 South, Range 2 West, thence along the North section line East 563 feet, thence South 468.74 feet to the Point of Beginning of said street, thence North 88°-32'-00" East 303.31 feet along the center line to the easterly end of said street.

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

2. That said street is located within a City/Village right-of-way and is under the control of the City/Village of _____.
3. That said street is a public street and is for public street purposes.
4. That said street is accepted into the City/Village Local Street System.

Resolution duly adopted.

(Date)

(City/Village Clerk)

Certified to be a true copy, _____.

(Date)

(City/Village Clerk)

***SAMPLE RESOLUTION
FOR
DECERTIFICATION/VACATION***

At a regular meeting of the City/Village Council of _____, Michigan, held at the city/village hall on _____, the following resolution was offered by member _____, and supported by member _____.

Whereas the City/Village of _____ does wish to decertify/vacate a portion of _____ Street. This decertification/vacation of _____ Street is located between _____ Street and _____ Street for a total decertification/vacation length of _____ ft.

Resolution duly adopted.

(Date) _____

(City/Village Clerk) _____

Certified to be a true copy, _____

(Date) _____

(City, Village Clerk) _____

MICHIGAN DEPARTMENT OF STATE INFORMATION SHEET

MICHIGAN DEPARTMENT OF STATE

Secretary of State
430 W. Allegan
Lansing, MI 48918

ANNEXATION DOCUMENTS TO BE FILED WITH THE SECRETARY OF STATE

OFFICE OF THE GREAT SEAL

110 W. Michigan Avenue
Ste. 100
Lansing, MI 48918-1750
517-373-2531

GENERAL LAW VILLAGES - Act 3, PA 1895, as amended, MCL 61.1 - 74.22

1. Copy of Property Owner Petition containing property description;
2. Copy of Village Petition and/or Resolution to County containing property description;
3. Copy of County Board of Commissioners Order containing property description.

HOME RULE VILLAGES - Act 278, PA 1909, as amended, MCL 78.1 - 78.28

ANNEXATION BY ELECTION

1. Copy of Petition containing property description;
2. Copy of Every Resolution, Affidavit or Certificate required;
3. Board of Canvassers Certificate.

ANNEXATION BY MUTUAL CONSENT

1. Copy of Petition containing property description;
2. Copy of Village Resolution containing property description;
3. Copy of Resolution of Adjoining City, Village or Township containing property description.

CITIES - Act 279, PA 1909, as amended, MCL 117.1 - 117.38

ANNEXATION BY MUTUAL CONSENT

1. Copy of Property Owner Petition containing property description;
2. Copy of City Resolution containing property description;
3. Copy of Resolution of Adjoining City, Village or Township containing property description.

ANNEXATION OF ADJACENT TERRITORY, OWNED BY THE CITY ANNEXING THE PROPERTY OR PROPERTY WHICH CONSISTS OF FRACTIONAL PLATTED SUBDIVISION LOTS LOCATED IN AN ADJOINING CITY, VILLAGE OR TOWNSHIP

1. Copy of City Resolution containing property description;
2. Copy of Resolution of Adjoining City, Village or Township containing property description.

ANNEXATION OF ADJACENT PARK OR VACANT PROPERTY IN A TOWNSHIP, OWNED BY THE CITY ANNEXING THE PROPERTY, AND THERE IS NO ONE RESIDING THEREON

Copy of City Resolution containing property description.

STATE BOUNDARY COMMISSION - Act 191, PA 1968, as amended, MCL 123.1001-123.1020

Documents are filed by the State Boundary Commission.

THE LAND TRANSFER ACT, P.A. 425 OF 1984

Copy of Agreement between Township and City or Village containing property description.

Asset Management Division

System Condition & Program Monitoring Unit

Richard Turcotte, P.E.
Supervisor
turcotter@michigan.gov
(517) 335-2916

Duties: Supervisor in charge of all aspects of street certification for Act 51.

Kelly Merchant
Act 51 Certification Specialist
merchantk@michigan.gov
(517) 241-4486

Duties: Adding and deleting local and major streets. Major Street reviews. All questions regarding street certification for Act 51.

Patrick Allen
Transportation Engineer
allenp@michigan.gov
(517) 335-2900

Duties: Primary engineer for reviewing major street requests. Quality control for mapping edits.

Tim Guenther
Transportation Planner
guenthert@michigan.gov
(517) 335-2608

Duties: Creates Act 51 Certification Maps. Adds all certification changes to the maps yearly.

Arthur Slabosky
Transportation Engineer
slaboska@michigan.gov
(517) 241-3397

Duties: Boundary issues. All annexation issues.

Questions?