

MICHIGAN DEPARTMENT OF TRANSPORTATION  
Bureau of Transportation Planning

Instructions and Forms for Preparing:

ANNUAL ROAD  
MILEAGE CERTIFICATION  
FOR CITIES AND VILLAGES

In accordance with Public Act 51 of 1951, as amended

STATE TRANSPORTATION COMMISSION

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Please discard previous editions



## PREFACE

Public Act 51 of 1951, as amended, requires that each incorporated city and village sign and submit the annual map and requested changes to the Data Inventory and Integration Division, Michigan Department of Transportation. This account covers the period of January 1 through December 31 and must show mileage certified as of December 31, 2019.

Section 13(7) of Public Act 51, of 1951 requires the governing body of each municipality to appoint a street administrator “who shall be responsible for and shall represent the municipality in transactions with the state transportation department pursuant to this act.” It is the duty of the street administrator to prepare this report or to have it prepared by those responsible and ensure that the reports are submitted by **April 12, 2020** to:

Michigan Department of Transportation  
Data Inventory & Integration Division  
Attn: Kelly Bolt; B340  
425 W. Ottawa  
Lansing, MI 48909

The reports are subject to review by the Michigan Department of Transportation and correction by the submitting agency before final approval by the Michigan Department of Transportation.

### **FAILURE TO RETURN THE REQUIRED MATERIAL IS CONSIDERED CAUSE FOR WITHHOLDING YOUR MICHIGAN TRANSPORTATION FUNDS.**

If you have any problems or questions in the preparation of your report, please contact Kelly Bolt at 517-241-4486 or at [boltk1@michigan.gov](mailto:boltk1@michigan.gov).

Check our web site for frequently asked question and other information pertaining to Act 51 [www.michigan.gov/act51](http://www.michigan.gov/act51)

As part of MDOT’s efforts to increase transparency with our partners and the public, and to increase general availability of the Act 51 mileage certification maps. The public-facing website will contain the most recent Act 51 mileage certification maps available at: <http://michigan.gov/act51maps>



## STREET SYSTEM MAP

**It is required to return the Act 51 Street System map signed and dated by the street administrator by April 12, 2020.** Edit the map to show the following:

### A. Certification/Addition of Streets

Streets may be certified or added to a city/village street system only when they are; accompanied by a centerline measurement, under jurisdiction of the municipality, accepted into the city/village street system, for public street purposes, and open to automobile traffic on or before December 31, 2019. Alleys and private roads are not permitted to be certified. **All streets added must be contained within or along corporate limits.** The resolution cannot have any contingencies listed or it will not be accepted. Show all changes on form 2008B (Additions and Deletions to City or Village Local Street System, p. 13). For the required documentation refer to page 5, for a sample resolution refer to page 9. Local streets to be added should be drawn on map and highlighted yellow. Major streets to be added or request for increase to major, should be highlighted green. For major street requirements refer to page 6. Current certified mileage totals can be found in the block marked APPROVED on the Act 51 map. If you disagree with the approved mileage, discrepancies must be supported by a street inventory. Any new street, local or major **must** be accompanied with a resolution signed by the governing body. All resolution requirements are listed on page 5.

### B. Decertification/Vacation of Streets

Decertification/Vacation must be made of any streets which are no longer open to automobile traffic, have been abandoned, privatized, vacated, or not under the legal jurisdiction of the municipality. Show all changes for local streets on form 2008B (Additions and Deletions to City or Village Local Street System, p.13) or for major streets on form 2008A (Request for Change in the Major Street System, p.15). For the required documentation refer to page 5. Please use red to cross out streets to be decertified. Decertification/vacation of local and major streets **must** have a resolution signed by the governing body; also see sample resolution for decertification/vacation on page 10.

### C. Corporate Limits

All annexations must be filed with the Secretary of State. See the Michigan Department of State Information Sheet on pages 11-12 for the appropriate documentation that must be submitted. Show any changes in your corporate limits directly on your map and send a copy of the approval letter from the Office of the Great Seal acknowledging the annexation or relinquishment of territory.

### D. Street Names

Please review the map and note any street name changes on it. Indicate a name change at a village, city, township, or county boundary. Any significant changes must be supported by a resolution. The source of the street name change must be the local road naming authority. If you are not the designated authority, please work with that individual or entity when editing the maps and reconciling these name differences.

There may be more than one recognized name for a street. If the United States Postal Service (USPS) is using a name that is different from the official name, you may add it to the map with "(USPS)" in parenthesis after the name. Postmasters are directed by the USPS to work with local naming authorities to resolve road name differences. Please cross check road names with the Postmaster, if at all possible.

### F. Signature

The red certification stamp on the map **must be signed and dated** by the Street Administrator and returned to the address located on the first page of your instruction booklet by **April 12, 2020**.

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## FORM CHECK LIST

### If no changes to the city/village mileages are being requested;

#### RETURN:

\_\_\_\_\_ Act 51 Street System Map signed and dated by Street Administrator

### If requesting changes to the city/village mileages;

#### RETURN:

\_\_\_\_\_ Act 51 Street System Map signed and dated by Street Administrator

\_\_\_\_\_ Form 2008B: Additions and Deletions to City or Village Local Street System

\_\_\_\_\_ Form 2008A: Request for Change in the Major Street System (only if requesting a reclassification)

\_\_\_\_\_ Resolution submitted by the governing body

\_\_\_\_\_ Center line description of requested street(s), plat or construction plans

**REQUIREMENTS FOR  
ADDITIONS AND DELETIONS  
TO CITY OR VILLAGE LOCAL STREET SYSTEM**

All additions and/or deletions (decertification) to the local street system, must be shown on the map in the appropriate color, must be listed on form 2008B and must also have a resolution from the governing body with the requirements listed below. A sample resolution for a street certification and decertification is contained in the Appendix on pages 9 and 10. 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.

The following is **required** information to certify a street addition:

- A.** Form 2008B, Additions and Deletions to City or Village Local Street System. This form should include the name of the street(s), the Termini (“From” and “To”) and the length given in feet. Electronic forms can be found at: <http://mdotiboss.state.mi.us/webforms/WebFormsHome.htm>
- B.** A centerline description that is tied to the section corner or copy of construction plans, formal survey drawings must be included in the body of the resolution or as an attachment.

Centerline descriptions are required to **measure directly down the center of said street**. A boundary description of the property or a right of way description is NOT the same as a centerline description and will not be accepted.

Centerline measurements are measured one of the following ways:

- beginning from the center of the termini street to the center of intersecting termini street
  - beginning of the street to the very end of said street
  - streets with a cul-de-sac or round-about are measured straight through to the end of pavement and NOT around the circumference of the cul-de-sac or round-about.
- C.** Resolution requirements: A resolution approved by the governing body and the following statements are required for street addition. Example on page 9.
- Acceptance of centerline description or equivalent (see B.)
  - Acknowledgment that said street is located within city/village right-of-way and is under municipal control.
  - Acknowledgment that the street is a public street and is for public street purposes.
  - Acknowledgment that the street has been accepted into the municipal street system and is open to the public for public use prior to December 31, 2019.

The following is **required** information for street decertification:

- A.** Form 2008B, Additions and Deletions to City or Village Local Street System, page 13. This form should include the name of the street(s), the Termini (“From” and “To”) and the length in feet. Electronic forms can be found at: <http://mdotiboss.state.mi.us/webforms/WebFormsHome.htm>
- B.** Resolution of decertification from governing body, example on page 10.

Please use red pen to XX out the street(s) designated for decertification.

## JURISDICTIONAL TRANSFERS

Before a jurisdictional transfer can be accepted as a result of a road or street transfer, we must be in the possession of the following:

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

## REQUEST FOR CHANGE IN THE MAJOR STREET SYSTEM

If you consider certain roads in your local street system to be of sufficient importance to be reclassified as major streets, a request must be submitted using form 2008A, (p.15) electronic forms can be found at: <http://mdotjboss.state.mi.us/webforms/WebFormsHome.htm> This form must be filled in completely including the justification specified for each requested reclassification of a major street.

The streets requested for reclassification must be in conformance with the *Uniform Criteria for Major Streets*. Major streets are those city and village streets of the greatest general importance to the municipality. In the interest of facilitating current traffic demands, cities and villages may request a revision to the classification of their major street system. Each request is reviewed by staff from the department's Data Inventory and Integration Division. The approval for the addition of a major street will be based upon the unique characteristics of each city/village with respect to relative traffic volumes, area service, and conformance with the criteria contained in the *Uniform Criteria for Major Streets*.

The *Uniform Criteria for Major Streets* publication contains basic standards for a street to be classified as a Major Street, as agreed upon by MDOT, the Michigan Municipal League (MML) and approved by the State Transportation Commission.

This office will make any adjustments to the major/local street mileage as a result of classification changes. The guidelines for the selection of major streets are located on page 1 of the *Uniform Criteria for Major Streets* handbook.

New streets may enter your street system as major streets, but first must meet all street certification and resolution requirements before they can be classified as major (p. 5).

A copy of the *Uniform Criteria for Major Streets* booklet is available by contacting our unit staff at 517-241-4486 or by e-mail at [boltk1@michigan.gov](mailto:boltk1@michigan.gov).

## REQUEST FOR CHANGE IN STREET ADMINISTRATION

Any changes in Street Administrator should be made in the ADARS system: [www.michigan.gov/act51](http://www.michigan.gov/act51)

# APPENDIX



**SAMPLE RESOLUTION  
FOR  
STREET ADD  
CERTIFICATION**

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 municipal street system and is open to the public for public use on or before December 31, 2019

Resolution duly adopted. (Date)

(City/Village Clerk)

Certified to be a true copy, \_\_\_\_\_.

(Date)

(City/Village Clerk)

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

NOW THEREFORE IT IS RESOLVED:

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 \_\_\_\_\_ feet.

Resolution duly adopted.

(Date) \_\_\_\_\_

(City/Village Clerk) \_\_\_\_\_

Certified to be a true copy, \_\_\_\_\_

(Date) \_\_\_\_\_

(City, Village Clerk) \_\_\_\_\_

**MICHIGAN DEPARTMENT OF STATE INFORMATION SHEET**

**FINANCIAL OUTREACH – ACT 51**

Lori Cole: 517-335-2556  
Michigan Department of Transportation  
Financial Outreach  
425 W. Ottawa  
P.O. Box 30050  
Lansing MI 48909

**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.











