



TOWN OF STEDMAN

POLICY FOR STREET ACCEPTANCE, IMPROVEMENTS AND MAINTENANCE

Adopted: May 3, 2018

**TOWN OF STEDMAN
POLICY FOR STREET ACCEPTANCE, IMPROVEMENTS, AND MAINTENANCE**

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TOWN OF STEDMAN
POLICY FOR STREET ACCEPTANCE, IMPROVEMENTS, AND MAINTENANCE

This Policy is adopted on the ___ day of February, 2018 by the Stedman Town Board of Commissioners:

Section 1. Purpose

The purpose of this policy is to set forth regulations and standards for streets open to the public and maintained by the Town of Stedman. The Town Board has adopted the Policy herein for:

- A. Additions within the Town of Stedman street system;
- B. Maintenance within the Town of Stedman street system;
- C. Improvements within the Town of Stedman street system.

Section 2. Definitions

- A. Town Street means a street that has been accepted by the action of the Stedman Town Board of Commissioners for maintenance purposes.
- B. DOT Street means a street of highway that has been accepted for maintenance by resolution of the governing board of the NC Department of Transportation.
- C. DOT means the North Carolina Department of Transportation.
- D. Town Engineer means the engineer, firm, or its designated agent or inspector directed by the Town to review the suitability of additions, maintenance, and/or improvements of Town Streets.
- E. Street means roadway, shoulders, ditches, pipes and structures lying within the subject right-of-way.
- F. Board means the Stedman Town Board of Commissioners.

Section 3. Acceptance of Streets for Maintenance - General

- A. The Town will provide maintenance and improvements for Town Streets consistent with N.C. Gen. Stat. § 160A-296 AND 136-41.1 through 136-41.4 (the Powell Bill) and as described in this Policy as it deems proper. Maintenance may include but is not limited to patching and repaving, storm water, street shoulder, traffic signs and signals, and snow/ice removal.
- B. The Town will not provide routine maintenance for DOT Streets except as provided for by interagency agreement (contract for service to DOT) as approved by the Board. However, the Town may provide services such as street name signs and street lighting that are not provided by DOT and that are provided on the Town streets.

- C. The Town is not responsible for maintenance or improvements to any street that has not been formally accepted by the Town.

Section 4. Conditions for Accepting Streets for Maintenance Purposes

- A. The Town may accept streets for maintenance by the Town upon either of the following:
 - i. Existing non-dedicated streets (no dedication from plat; not owned by a developer/builder):
 - 1) A petition signed by the landowners holding title to one hundred percent (100%) of the property fronting the street; and
 - 2) A finding that the street meets standards for acceptance (each landowner must also execute proper documentation to dedicate a right of way as described in Section 6).
 - ii. Existing dedicated streets (dedication from plat or other public dedication but not petition by the developer/owner):
 - 1) A petition signed by the Town Engineer or a person with direct interest; and
 - 2) A finding that the street meets standards for acceptance.
 - iii. New Streets:
 - 1) A petition by the developer/owner of the streets, and;
 - 2) A finding that the street meets standards for acceptance.

In the event that a petition is insufficient, said petition may be presented to the Board for further consideration.

- B. The Town will not accept any street where the street does not connect to an existing public street maintained by the Town of DOT.

Section 5. Minimum Standards for Accepting Streets for Maintenance Purposes

- A. Streets made available for public shall comply with the requirements of the Town of Stedman Zoning Ordinance prior to acceptance for maintenance by the Town.
- B. Methods and materials for construction shall be based on engineer analysis including the Town's Engineering Standards and Procedures Manual (when implemented). Streets shall generally meet or exceed the following:
 - i. The sub-grade must contain a minimum twelve (12") inches compacted earth.

- ii. The stone base must contain a minimum eight (8") inches compacted stone.
 - iii. The base course of asphalt must contain a minimum two (2") inches of SF9.5A asphalt.
 - iv. When each street has had sixty (60%) percent of the lots on that street with certificate of occupancies issued a minimum one and one-half (1-1/2") inches of SF9.5A final surface course shall be applied.
 - v. All streets shall pass a proof roll test on the sub-grade and the stone base and shall be conducted by the Town of Stedman with all applicable fees paid.
 - vi. Prior to the final surface course of asphalt the Town Engineer shall conduct an inspection with the developer of the base course asphalt who shall repair any damages or failures to the streets.
- C. In those instances where existing development or improvements prohibit the dedication of the required right-of-way, the Town Board may accept less than standard width upon the written recommendation of the Town Engineer.
 - D. In special circumstances involving existing streets, the Town Engineer may submit a petition to the Town Board to accept a street not meeting minimum standards.

Section 6. Procedure for Requesting Streets to be accepted for Maintenance Purposes

- A. The Town Engineer shall, upon receipt of a proper petition, perform inspections to determine compliance with minimum standards and will inform the petitioners of compliance or deficiencies that must be corrected to gain compliance.
- B. Upon inspection and verification of compliance with minimum standards, the Town will review recorded plats and/or surveys as necessary to define required right-of-way.
- C. The petitioner will submit any additional right-of-way plats or documents as necessary for dedication.
- D. Upon confirmation of valid right-of-way documentation and upon compliance with minimum standards, the Town Engineer will submit the petition to the Board for approval.
- E. In special circumstances involving existing streets not meeting minimum standards, the Town Engineer may submit a petition to the Board. The Town Engineer must describe the special circumstances supporting acceptance, the deficiencies/ condition of the street, and an estimate of any repair or upfit costs.

Section 7. Street Improvements – General

Improvements to Town streets will be considered in accordance with this Policy. Improvements to DOT streets will be in accordance with DOT regulations and policies and will not be accomplished by the Town. No improvements will be completed by the Town on streets not formally accepted for maintenance by the Town.

Section 8. Citizen Participation in Cost of Improving Streets Proposed for Acceptance by the Town to Minimum Standards

When requested by the Board, the Town Engineer shall prepare an estimate of the cost of planning, survey, design, and construction required to improve a segment of street to minimum standards for maintenance by the Town.

Upon receipt of the estimate, the Board of Commissioners may inform the petitioners of the amount to be paid by the petitioners. The amount will be a portion or percentage of the total estimate as established by the Board. Upon receipt of petitioner's payments, and any other required documentation for proper dedication, the Town Engineer will recommend acceptance of the street for Town maintenance.

Section 9. Unauthorized Street Modifications and Improvements Prohibited

- A. No modifications to a Town street will be permitted except as approved in writing by the Board.
- B. Improvements shall be constructed by the Town or by a qualified contractor approved by the Town.
- C. Unauthorized improvements may be removed or modified by the Town and costs for removal or modification may be charged to the person making the unauthorized improvements.

Section 10. Effective Date.

The effective date of this policy shall be the 3rd day of May, 2018.

PETITION FOR STREET IMPROVEMENT

TOWN OF STEDMAN, NORTH CAROLINA

We, the undersigned, hereby request that improvements to public streets be completed, as described below. We hereby agree to pay fees owing to the Town for said improvements in accordance with the Town Policy for Street Improvements and Maintenance.

Improvement Requested:

Paving:

Street Name, including beginning and ending point

Driveway Pipe:

Street address, including length requested

Storm Water System:

Describe location of pipe requested

Curb and Gutter:

Describe location of curb and gutter requested

Petitioners Name

Address

Date

TOWN OF STEDMAN

**PETITION FOR ADDITION OF PUBLIC STREETS
TO THE STREET SYSTEM OF
THE TOWN OF STEDMAN, NORTH CAROLINA
(Existing Streets)**

We, the undersigned, being all the property owners having an interest in the streets described below, do hereby request that the Town of Stedman accept said streets for public use and maintenance. We hereby agree to dedicate to the Town of Stedman a permanent right-of-way as required by the Town, including sight triangles and drainage easements for the installation of maintenance of streets and other public utilities

<u>Street Name</u>	<u>To</u>	<u>From</u>	<u>Approximate Length (in ft.)</u>
1.			
2.			
3.			
4.			
5.			

(Attach additional sheets if necessary)

<u>Petitioners Name</u>	<u>Address</u>	<u>Date</u>
<hr/>		

Accepted by motion of the Town of Stedman Board of Commissioners on ____ day of _____, 20__.

Mayor

Date

TOWN OF STEDMAN

**PETITION FOR ADDITION OF PUBLIC STREETS
TO THE STREET SYSTEM OF
THE TOWN OF STEDMAN, NORTH CAROLINA
(Developers/Builders)**

I hereby certify, as the owner, that to the best of my knowledge the improvements in the _____ subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Cumberland County Register of Deeds Office. All work conforms to the construction standards of the Town of Stedman Code of Ordinances and the Town of Stedman Policy for Street Improvements and Maintenance.

I, therefore, request that the Town of Stedman consider the following streets in the _____ subdivision for maintenance purposes. I understand that the acceptance of said street shall be made only by the Town of Stedman Board of Commissioners in accordance with the Town's Policy for Street Improvements and Maintenance.

<u>Street Name</u>	<u>To</u>	<u>From</u>	<u>Approximate Length (in ft.)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Attach additional sheets if necessary)

Owner Name

Date

Address

Phone Number

Accepted by motion of the Town of Stedman Board of Commissioners on ____ day of _____, 20__.

Mayor

Date

This Policy Adopted May 3, 2018 by the Mayor and Stedman Board of Commissioners.

Martin L. Jones, Mayor

Attest:

Christy Horne, Town Clerk/Finance Officer