

JEFFERSON COUNTY PUBLIC WORKS DEPARTMENT – PW-04-01

To Whom It May Concern:

Attached is a copy of the **Procedure for Subdivision Street Maintenance Acceptance**. This procedure sets forth the minimum requirements for private roadways or streets to be accepted by the County for public maintenance.

After all procedure requirements set forth herein are met, the County Council may consider the acceptance of finished streets or roadways. All applicant requests shall be evaluated and considered based on level of existing funds available for the maintenance of additional streets and roadways that are to be dedicated for public use.

Jefferson County Public Works



Jason Jonas, P.E.

Public Works Director

PROCEDURE WRITTEN BY:

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PROCEDURE APPROVED FOR USE BY:

David Courtway, Director of Administration

DATE OF APPROVAL:

12/04/23



DATE OF REVISION:

SECTION I – TITLE

SUBDIVISION STREET MAINTENANCE ACCEPTANCE

SECTION II - PURPOSE

To establish the requirements, criteria and process for the acceptance of properly constructed residential subdivision streets or private roadways for public maintenance in unincorporated Jefferson County.

SECTION III – GENERAL PROVISIONS

1. The County Council shall consider accepting maintenance of any new or existing streets, drives or roadways that are dedicated for public use, only if the improvements meet all the regulations and specifications set out herein.
2. The County shall assume responsibility for the maintenance of any dedicated streets, drives or roadways within 180-days of acceptance approval by the County Council. Before the improvements in any plat are accepted by the County, the construction of dwellings or like structures shall be fully completed on no less than ninety percent (90%) of the lots in the approved development plat.
3. All new and existing streets and roadways, which are to be accepted by the County for maintenance, shall be shown upon a plat. The plat shall be prepared by a professional land surveyor registered in the State of Missouri, and the plat shall conform to standards of the Missouri minimum standards for property boundary survey. This plat shall be recorded upon approval of the County Council and the fees shall be paid for by the petitioner or applicant. The plat should dedicate the roadways and streets for public use, however the plat **shall not** dedicate them for public maintenance.
4. If a recorded plat does not indicate the roadways or streets being for public use, and recorded restrictions for the development do exist, then there is the possibility that the development restrictions can be amended to allow for public use without the recorded survey plat being amended. The restrictions would have to be amended, per the process instructed therein on how to proceed, to allow for public use and supersede all previous amendments and plat language that contradicts the new amendment. The County will not assist in this process. The petitioner will have to seek outside legal counsel on how to properly amend their recorded survey plat and/or restrictions. Requests for street acceptance review will be denied until the development roadways or streets are shown to be properly amended for public use.
5. All new and existing streets, drives or roadways, which are to be accepted by the County for maintenance, must be entered into the Traffic Code for traffic control and enforcement. The applicant shall adhere to the requirements of the *Procedure for Establishing Traffic Control for Subdivision Streets* prior to the County accepting any maintenance responsibilities.
6. All new and existing streets, drives or roadways, which are to be considered by the County

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for maintenance, shall be rated using the criteria stated in Section V of this policy. A score of at least 75 points out of 100 points possible shall be required for the County to recommend approval and acceptance of maintenance to the County Council, subject to funding limitations.

7. The County will not accept applications for named private driveways.
8. The County will only consider acceptance of private roadways or streets that are paved with asphalt or concrete. No applications will be accepted for gravel roads.
9. Bridges twenty (20) feet in abutment to abutment span length or greater shall be considered critical infrastructure. The County reserves the right to accept such private structures into public maintenance while rejecting certain other roadways or sections of roadways within the application. Conditions in Part 8 above must be met.
10. The County will provide maintenance and improvement services to the pavement and structures only for any accepted streets or roadways. This includes winter weather response, asphalt pothole patching, asphalt preservation and overlays, concrete slab repairs or replacements, traffic control signage repairs or replacements, closed drainage system repairs or replacements and culvert or bridge repairs or replacements. The County shall not be responsible for the maintenance, repairs or replacements of any site features beyond the edge of any roadway pavement or back of any street curb; including, but not limited to, mowing, trimming, landscaping, tree or brush clearing, ditching, driveways, sidewalks, curb ramps, lighting, development amenities, subdivision common ground, etc. Such maintenance shall remain the responsibility of the development community.
11. The right-of-way or easements within the petitioned development shall be shared between the County and the authorized development agency. For accepted improvements, the County shall be responsible for the maintenance of the pavement, bridges, traffic control and drainage structures only. The development and/or adjacent property owners shall be responsible for all other improvements within the right-of-way or easements.
12. For a roadway, drive or street to be considered for County maintenance acceptance; minimum administrative requirements for all applications are as follows:
 - A. The authorized representatives of the subdivision or road committee must first submit a request for maintenance as a public use street or roadway of Jefferson County, Missouri. The request must be sent to the Public Works Director, P. O. Box 100, Hillsboro, MO 63050, and must include the following:
 - i. Written request identifying the development, subdivision or area designation; and
 - ii. Map of the subdivision or designation area with lots and boundaries correctly marked; and
 - iii. List of all roadways or streets included in the petition to be reviewed; and
 - iv. Full copy of the approved development plans and engineering drawings, if available; and

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v. Either;

- a. Letter or email of endorsement from the respective Council District Representative for existing subdivisions or approved developments, or
- b. Letter of request for review from Planning Division of the Jefferson County Services Department during the development plan approval process for proposed subdivision or other developments.

B. After receipt of the required documents, the Public Works Department will perform an internal review and rating of the submittal.

C. Once completed, the Public Works Department will send the subdivision or road committee the results of the County's preliminary review. If after analyzing the results of the County's preliminary review, the subdivision or road committee wishes to proceed, then the applicant must submit the following information to the County for their final review of existing subdivisions or developments:

- i. A written petition with signatures of a simple majority of the lot owners indicating that they are in favor of being accepted for public maintenance and traffic control enforcement by the County; and
- ii. Any additional information requested of the subdivision needed by the County to complete their final evaluation; and
- iii. The applicant shall also adhere to the requirements of the *Procedure for Establishing Traffic Control for Subdivision Streets* prior to the County accepting any maintenance responsibilities.

D. Within fifteen (15) days of the initial request from any proposed subdivision or development, the Public Works Department will send the Planning Division the results of the County's preliminary review. The review shall contain a summary of results with a final recommendation for approval or denial, as well as departmental comments. If the subdivision or development is recommended for approval for the County Council to allow the County to accept maintenance responsibilities of certain improvements, then the following will become necessary prior to final acceptance:

- i. Geotechnical pavement coring logs validating pavement thicknesses (paid for by the Developer); and
- ii. Final inspection of the in-place improvements by the Public Works Department; and
- iii. Construction of dwellings or like structures shall be fully completed on no less than ninety percent (90%) of the lots in the approved development plat; and
- iv. Developer must allow streets or roadways to be entered into the Code of Ordinances for traffic control enforcement prior to the County accepting any maintenance responsibilities.

E. When a petition is received by the Public Works Department for an existing subdivision or development that is verified a simple majority of the lot owners have

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signed the petition, then the Public Works Department will complete the street acceptance evaluation.

- F. If the Public Works Department determines that the existing subdivision or development meets the criteria outlined in this procedure for County maintenance acceptance, then a report will be sent to the Director of Administration, recommending acceptance.
- G. If the final analysis indicates that the subdivision or development falls short of the 75 points required for public maintenance acceptance, then the County will deny the request with no further action. The County will not offer any guidance on needed improvements or street modifications. The requestor is welcome to seek independent technical support, make necessary corrections, and request another street acceptance review. Should they make another request for review to the County, then their request will be reviewed in the order in which it was received.
- H. If an existing subdivision or development was recommended for public acceptance, then the Director of Administration will review the matter with the County Executive and County Counselor for consideration of bringing the request before the County Council for consideration.
- I. The County Council will then consider the adoption of the petitioned roadways or streets into the public maintenance by the Jefferson County Highway Division.
- J. When the necessary ordinance is adopted, the Jefferson County Public Works Department will notify the applicant within 180 days that the petitioned roadways or streets have been accepted as County maintained public improvements. The Public Works Director shall indicate an effective date for public maintenance to take effect.
- K. At any date after which the subdivision or road committee has its ordinance adopted, the trustee(s) of the subdivision or development shall follow the procedures stated above if an amendment to the original ordinance is desired (such as adding or removing improvements from public maintenance).

SECTION IV - DEFINITIONS

As used in this procedure, the following definitions shall apply:

- 1. Authorized Representative – the Public Works Director or County Engineer for Jefferson County or any individual duly authorized by the County Council to act in their behalf.
- 2. Bridge – structure that spans a waterway or some other terrain constraint and is at least twenty (20) feet in length from abutment to abutment.
- 3. County – the County of Jefferson acting through its County Council.
- 4. Culvert – a pipe or box passing surface drainage carried side ditches or channels

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beneath roads to adjacent property.

5. Drive – see Street
6. Easement – a grant by a property owner to the public, a corporation, or a person of the use of land for a specific purpose.
7. Easement, Road Maintenance and Improvement – a grant by a property owner to the County for the purpose of road maintenance, improvement and widening.
8. Easement, Utility – a grant by a property owner to a public utility company for the purpose of installation, improvement and maintenance of public utilities.
9. Engineer – a professional engineer registered in the State of Missouri.
10. Improvements – street pavement, storm sewers, roadway culverts, bridges, signs, etc.
11. Improvement Plans – the engineering drawings showing types of materials and construction details for the physical structures and improvements within the right-of-way and affecting said right-of-way.
12. Land Surveyor – a land surveyor registered in the State of Missouri.
13. Record Plat – a map or plan of a subdivision of land legally approved and recorded.
14. Residential Subdivision – a division or redivision of a tract or tracts of land that is not either or both of (a) a division or redivision of a tract of land into more than one lot, plat, or site for commercial or industrial purposes, and (b) the dedication or establishment of a street, alley, pedestrian or other public right-of-way in conjunction with or use in any such tract.
15. Right-of-way – the area existing or acquired by permanent easement for highway purposes: also, the areas acquired by temporary easement during the time the easement is in effect.
16. Road – see Street
17. Street – a general term denoting a public or private thoroughfare which affords the principal means of access to abutting property. The term includes all improvements, which normally occur within the right-of-way; it shall also include such other designations as highway, thoroughfare, and parkway. Throughway, road, pike, avenue, boulevard, land, place, court, but shall not include an alley or a pedestrian way.

SECTION V –APPLICATION RATING AND PERFORMANCE CRITERIA

All requests received from applicants for consideration of public maintenance shall be rated on the following 100-point scale:

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1. Road conditions for a maximum of 60 points possible:
 - A. Average pavement section rating using the PASER rating system – The Department will inspect and rate the constructed streets for pavement surface quality.
 - i. Average PASER ratings of 8.0 to 10 shall receive 20 points
 - ii. Average PASER ratings of 7.0 to 7.9 shall receive 18 points
 - iii. Average PASER ratings of 6.0 to 6.9 shall receive 15 points
 - iv. Average PASER ratings of 5.0 to 5.9 shall receive 10 points
 - v. Average PASER ratings of 4.0 to 4.9 shall receive 5 points
 - vi. Average PASER ratings of 1.0 to 3.9 shall receive 0 points
 - B. Average pavement section width from back-of-curb to back-of-curb (concrete) or edge-of-pavement to edge-of-pavement (asphalt)
 - i. Average width of 26.0 feet or greater shall receive 10 points
 - ii. Average width of 22.0 to 25.9 feet shall receive 8 points
 - iii. Average width of 18.0 to 21.9 feet shall receive 5 points
 - iv. Average width of less than 18.0 feet shall receive 0 points
 - C. Average pavement section depth in inches of asphalt or concrete – The Department will verify pavement thickness via pavement core sampling and analysis for public use facilities only. The Development will be responsible for producing pavement core sampling and analysis for all private use facilities.
 - i. Average depth of 6-inches or greater of asphalt on 4-inches of rock base or either 6.5-inches or greater of concrete on a compacted subgrade or 6-inches or greater of concrete on 4-inches of rock base shall receive 15 points
 - ii. Average depth of 5.5- to 5.9-inches of asphalt on 4-inches of rock base or either 6.0- to 6.4-inches of concrete on a compacted subgrade or 5.5- to 5.9-inches of concrete on 4-inches of rock base shall receive 13 points
 - iii. Average depth of 5.0 to 5.4-inches of asphalt on 4-inches of rock base or 5.5- to 5.9-inches of concrete on a compacted subgrade shall receive 10 points
 - iv. Average depth of 4.0- to 4.9-inches of asphalt on less than 4-inches of rock base or 5.0 to 5.4-inches of concrete on a compacted subgrade shall receive 5 points
 - v. Average depth of less than 4-inches of asphalt on any thickness of rock base or less than 5-inches of concrete on a compacted subgrade shall receive 0 points
 - D. Geometric alignment, utility obstructions, fixed objects or other safety and maintenance operation concerns

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- i. Meeting all Public Works standards shall receive 15 points
- ii. Improvements with 1 or 2 minor concerns shall receive 13 points (minor concerns include non-breakaway post mailboxes, retaining walls/structures within the street easement, trees/utility poles within the street easement, etc.)
- iii. Improvements with 3 or 4 minor concerns shall receive 10 points (minor concerns include non-breakaway post mailboxes, retaining walls/structures within the street easement, trees/utility poles within the street easement, etc.)
- iv. Improvements with major concerns shall receive 5 points (major concerns include deficient horizontal or vertical geometry, deficient sight distance, high level of on-street parking, no cul-de-sac or three-point turnaround at end of street, deficient street drainage conditions, etc.)
- v. Improvements with severe concerns shall receive 0 points (severe concerns include poor horizontal or vertical geometry, poor sight distance, severe street drainage conditions, etc.)

2. Community considerations for a maximum of 40 points possible:

- A. Average daily traffic usage of the private street or roadway – The Department will evaluate the daily traffic use of the Development using Section 400.2540 of the Jefferson County Code of Ordinances.
 - i. Average daily traffic greater than 1,001 vehicles shall receive 10 points
 - ii. Average daily traffic of 501 to 1,000 vehicles shall receive 8 points
 - iii. Average daily traffic of 151 to 500 vehicles shall receive 6 points
 - iv. Average daily traffic of 0 to 150 vehicles shall receive 4 points
- B. Community access to other County maintained roads – The Department will evaluate the development's access to County-maintained roads to determine how much existing support the development receives from the County in terms of critical infrastructure. The assumed travel path evaluated considers the presumed best commute route to employment, shopping, etc.
 - i. No existing County road access or assumed usage shall receive 10 points
 - ii. Access or perceived usage of one existing County road shall receive 8 points
 - iii. Access or perceived usage of two existing County roads shall receive 6 points
 - iv. Access or perceived usage of three or more existing County roads shall receive 4 points
- C. Streets or roadways support schools, parks, residential subdivisions, commercial businesses, industrial business, or emergency service agencies along their alignment.
 - i. Directly supports 3 or more shall receive 10 points

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- ii. Directly supports 2 shall receive 8 points
- iii. Directly supports 1 shall receive 6 points
- iv. Directly supports 0 shall receive 4 points

D. Interconnectivity of the private street or roadway – The Department will evaluate whether the development directly or indirectly accesses publicly and privately maintained roadways or streets.

- i. Direct route to at least one publicly maintained road or street and private streets as the second point of connectivity shall receive 10 points
- ii. Indirect route to at least one publicly maintained road or street and private streets as the second point of connectivity shall receive 8 points
- iii. Intra-development connectivity only, but with cul-de-sac or three-point turnaround shall receive 6 points
- iv. Singular dead-end route with no cul-de-sac or three-point turnaround shall receive 0 points

END OF PROCEDURE