

Petition for Improved Road Paving

We, the undersigned petitioners, do hereby petition the _____
(Name of County) County Commission to construct, an existing dirt road
 currently _____ **(Name of Road)** maintained by the
 _____ **(Name of County)** County Public Works Department,
 into an asphalt-paved road.

The requested construction is _____ feet in length as shown on the attached map, beginning _____ (**reference point**) and ending _____ (**reference point**).

We, the undersigned petitioners do hereby certify that we, as property owners of the property described in the attached copies of our deeds will donate the necessary drainage easements as determined by the County. We do understand that we will not be compensated for this land.

We, the undersigned petitioners, do hereby certify that we will purchase the necessary driveway culvert pips and the County will provide for installation at no cost to the owner. We do hereby also agree to relocate all existing fences and/or any other encroachments within the right-of-way or easements at our expense.

We, the undersigned petitioners, do hereby appoint _____

(Name, address, and telephone number) as our Chairperson, to represent us on all matters concerned with the construction of this road by the County, as stipulated in the referenced policy.

Name (Print or Type)	Signature	Address	Telephone Number	Copy of
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Deed

[illegible]

Instructions for Preparing Petition:

1. Print or type the needed information in the spaces provided on the blank petition. Submit this petition during the month of _____ **(name of month)** on the year you wish your road to be considered for this program.
2. Every person that owns property (not renters), along the section of road being petitioned for maintenance must sign this petition. The petition will not be accepted by the County Engineer unless every property owner on this road signs the petition. It will be checked by the County Engineering Office and sent back if all owners do not sign the petition. Do not attach blank paper to this petition. Use another copy of the petition, so that each owner can read and understand the petition that they are signing,
3. Submit a copy of the deed for each parcel of property that adjoins this road with the petition to the County Commission, or if a deed is not available, supply the recording information for this deed, (Map Book _____ Page _____).
4. You can obtain a copy of your section of the County map at the County Engineer's Office for your use as the map that is to be attached to the petition.
5. If you are petitioning for more than one road, you should use one petition for **each road**. The roads to be considered must connect to a County of State maintained road. Therefore, if the road which connects to a County/State Maintained road cannot meet all of the required steps set out in this policy, none of the roads that run off of this road can be accepted.

Chairperson's Responsibilities:

1. Represent the property owners on the road being petitioned for County Maintenance in every respect as stated in the policy establishing this program.
2. Coordinate all effort associated with this program with the County Engineering Department _____ **(phone number of dept.)**
3. According to the policy, if your road is chosen by the County Commission as one of the roads to be processed under this program during a calendar year, you will be notified by them that your road has been selected by the last day of _____ **(name of month)** of the year you submit your petition. Therefore, if by the last day in _____ **(name**

of month) you have not been notified, your road will not be accepted this year under this program.

4. If you receive notification that your road is to be processed under this program, you should contact the County Engineering Department _____ **(phone number of dept.)** to confirm your notification.
5. The County will supply you with the necessary right-of-way deeds and easements by the last day of _____ **(name of month)** of that year.
6. You will have until the last day of the month of _____ **(name of month)** of that year to have all the right-of-way deeds and easements executed and returned to the County Engineering Department. All deeds and easements are to be submitted at one time.
7. You will need to coordinate the relocation of any utilities that are designated by the County as needing to be removed to perform normal maintenance on these roads. You must notify the County Engineering Department in writing that all these utilities have been relocated by the last day of _____ **(name of month)** of that year.
8. You will need to coordinate the relocation of any fences or any other private encroachments on the right-of-way or easements. You must notify the County Engineering Department in writing that all such encroachments have been removed by the last day of _____ **(name of month)** of that year.
9. You will need to coordinate the purchase of all driveway pipes by the property owners. All pipes shall be delivered and installed by the last day of _____ **(name of month)** of that year.
10. If all of the above work is not accomplished by the dates required by the policy the road will be dropped from the program for that year.
11. If all of the above criteria is met, the County Commission will accept this road into the County Road Maintenance System at a County Commission meeting before the last day of _____ **(name of month)** of that year. Any road not accepted by this date shall be dropped from the program.