

MONROE COUNTY ROAD COMMISSION

ROADWAY EXTENSIONS

The following is the minimum standard information required to extend an existing roadway. More detail may be required due to specific site conditions:

PRELIMINARY PLAN:

1. Prepared and signed by a licensed Professional Engineer or Surveyor.
2. Scale - Preliminary Plan - 1 inch = 100 feet.
Scale - Construction Plan - 1 inch = 20 feet.
3. Show and dimension proposed right-of-way.
4. Show and dimension proposed roadway including all geometric information.
5. Show property ownership for parcels abutting the proposed road and those abutting the existing road at its current terminus. Show property tax number, name of owner, address and telephone number.
6. Legal description of public right-of-way easement (title work will be required).
7. Provide complete topographic information including contour intervals at a minimum of every five feet, existing utilities, trees, shrubs, drains, etc.
8. Show existing drainage pattern and proposed drainage improvements.
9. Typical pavement cross section.
10. If extension is from existing Plat, provide copy of Plat.

I. UNPLATTED DEVELOPMENT

The Board is not obligated by law to accept proposed unplatted subdivision streets into the county road system as public roads. Extensions of existing county roads, dedication of private roads, and proposed new roads which do not fall under the

Subdivision Control Act may be accepted into the county road system by the Board at their discretion. All such roadway developments must be constructed or upgraded to the Board's specifications before approval is given in accordance with the procedures for development of unplatted public roadways and the applicable procedures for plat development.

II. PROCEDURES FOR THE DEVELOPMENT OF UNPLATTED PUBLIC ROADWAYS:

The development of proposed public streets which are not required to be platted according to the Subdivision Control Act, shall generally be carried out in accordance with the Road Commission procedures for plat development with the following conditions, and exceptions.

A. Design Requirements:

The entire specifications for new platted subdivisions may be required. Design requirements will be reviewed on an individual basis consistent with the Boards past practice for small scale developments which do not constitute new subdivisions, namely minor street extensions.

B. Board Approval and Dedication of Highway Easement:

The proposed right-of-way shall be transferred by highway easement to the Board of County Road Commissioners of the County of Monroe, a municipal corporation. The original easement form will be completed by the Proprietor and submitted to the Road Commission for review and approval. The easement description will be prepared for the developer by a registered land surveyor. Road Commission personnel will convey the easement to the Register of Deeds to be recorded only after the

following requirements have been satisfied:

1. Mylar drawings equivalent to the final plat drawings shall be submitted and approved by the Engineer. Certificates of Approval equivalent to those required by the Subdivision Control Act shall appear on the Mylar drawing before the Board will approve and sign the Certificate of County Road Commissioners. The County Platboard, State Highway Commission and State Treasurers' signature and approval will not be required.
2. Setting of right of way survey monuments by a registered professional surveyor consistent with the Subdivision Control Act rules and
3. A certificate must be signed by the majority of the Board, and it is equivalent to final plat approval. Requirements for final plat approval shall be met to the satisfaction of the Engineer. The certificate shall appear on the Mylar drawings as follows:

CERTIFICATE OF COUNTY ROAD COMMISSIONERS

Approved on (date), as complying with the applicable published rules and regulations governing unplatted public roadways established by the Board of County Road Commissioners of Monroe County.

Greg W. Stewart, Chairman

Charles A. Londo, Vice Chairman

Dan Minton, Member

Jack Thayer, P.E., Member

William Kipf, Member

4. An agreement for unplatted developments equivalent to the plat agreement shall be entered into by the developer. Refer to the attached "Agreement for Unplatted Development". Additional documents may be required by the Board.