

**Walton County Public Works Division
Policy and Procedure**

Subject/Situation: Roadway Maintenance Acceptance

Point of Contact: Public Works Director

1.0 INTRODUCTION AND PROCEDURES

1.1 Intent of this Policy

The Walton County Board of Commissioners recognizes the need to establish a policy for evaluating Roadway Maintenance Acceptance request. This policy outlines the requirements and evaluation procedure used to determine if a roadway meets the minimum standard requirements for Walton County to accept roadways for maintenance.

The intent of this policy is to ensure roadway(s) accepted for county maintenance have been constructed in a manner that would allow for reasonable ease of maintenance.

2.0 APPLICATION PROCESS

2.1 Procedure for Request(s)

Applications received for roadway maintenance will be logged by Walton County Public Works and evaluated by staff based on office and/or field research. The applicant will be responsible for providing the required information necessary for a proper review and recommendation. If a roadway does not meet the minimum requirements as set forth below, it will not be eligible for county maintenance. If the condition of the roadway or supporting infrastructure are deficient, a recommendation of corrective measures will be given. Corrective measures must be completed and inspected prior to the County formally assuming maintenance of the roadway.

3.0 MINIMUM REQUIREMENTS

3.1 Minimum requirements to qualify

The following requirements must be met for a roadway to qualify for county maintenance.

- Petition signed by 75% of the affected property owners, or
- Letter of support from a homeowner's association or owners association, and
- Minimum 50' foot of right-of-way, and
- Dedicated for public use, and
- Paved with asphalt and constructed to be consistent with the requirements set forth in section 5.04.07 of the Walton County Land Development Code, and
- Adequate roadway drainage system in place.

Board Approved

SEP 14 2021

4.0 EVALUATION AND ANALYSIS

4.1 Upon submittal of a complete application, Public Works staff will conduct a site visit, evaluate the roadway and prepare a report with a recommendation to include the following:

- Approve to accept for county maintenance, or
- Approve to accept with conditions, or
- Deny the request

The report will be shared with the applicant prior to being presented to the Board of County Commissioners for consideration.

5.0 RECOMMENDATION

5.1 Recommendation to the Board of County Commissioners

Public Works staff shall formalize a recommendation packet to the Board of County Commissioners. The recommendation packet shall include the following:

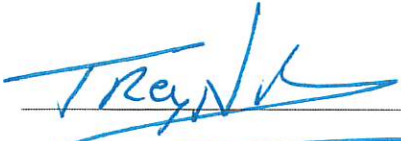
- Initial request documentation
- Completed petition documentation
- Roadway evaluation and analysis
- Map of location
- Final Recommendation

If approved with conditions, staff will conduct any follow-up inspections that are necessary to ensure any conditions set forth are completed. Upon final completion, the county-maintained road index will be amended to reflect the addition of the subject roadway.

6.0 EFFECTIVE DATE

The effective date of this Walton County Road Acceptance Policy and Procedures for County Roads is 9/15/21, 2021.

Approved by the Walton County Board of Commissioners.



Trey Nick, Chairman

Board Approved

SEP 14 2021

Walton County
Board of County Commissioners

WALTON COUNTY ROADWAY ACCEPTANCE REQUEST FORM

Applicant(s) Name:		Phone:
Name of roadway(s)		
Subdivision:		Date:
Address:		Zip code:
City:		State:
Email address:		
Yes <input type="checkbox"/> No <input type="checkbox"/>	Petition of support from 75% of affected property owners or letter of support from HOA or Owners Association attached?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the roadway located within at least 50-foot right-of-way?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the roadway paved with asphalt?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the right-of-way dedicated to the public?	
Please provide a brief description of any roadway or drainage deficiencies that currently exist.		

Please submit this form to the following location by mail or by email:

Walton County Public Works
 Buddy Wright, Deputy Director
 117 Montgomery Circle
 DeFuniak Springs, FL 32435
wribuddy@co.walton.fl.us

For Official Use Only	
Date Application Received	_____
Date of Receipt of Completed Application:	_____
Date Analysis/Evaluation Completed:	_____
Board of County Commissioners Action:	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable