

# TOWN OF GEORGIA

## **POLICY FOR ROADS TO BE CONVEYED TO AND MAINTAINED BY THE TOWN AS TOWN HIGHWAYS AND TO UPGRADE CLASS IV TOWN ROADS**

The Selectboard is authorized to accept voluntary dedications of rights-of-way to the Town that are to be used to accommodate public transportation by vehicle and foot and other activities as authorized by Vermont law. The Selectboard is also authorized to approve and supervise activities within the right-of-way limits of Class IV Town roads. This policy establishes procedures and standards for construction of new roads, or upgrading of existing roads that are to be dedicated to the Town, and the upgrading of existing Class IV Town roads.

### **AUTHORIZATION TO CONSTRUCT OR UPGRADE A ROAD FOR ACCEPTANCE AS A TOWN ROAD OR TO UPGRADE A CLASS IV TOWN ROAD**

Any person who intends to construct a new road or upgrade an existing, privately-owned road for dedication to the Town shall, prior to commencement of construction, request a determination from the Selectboard whether the Board will accept the dedication of the road if it is constructed. Any person who intends to upgrade an existing Class IV Town road shall, prior to commencement of construction, request a determination to upgrade a Class IV Town road. The Selectboard shall have discretion to accept or reject any proposed road dedication or upgrade taking into consideration such factors as whether the road:

1. is consistent with the Town Plan and furthers the Plan's goals and objectives.
2. improves traffic circulation and safety on existing Town roads;
3. will have an adverse fiscal impact on the Town or create unreasonable burdens on the provision of Town services; and
4. will impact other matters considered relevant by the Selectboard.

A Selectboard determination that it will accept dedication of a proposed road or allow the upgrade of a Class IV Town road shall be subject to the following requirements:

1. Construction shall not commence unless and until all necessary state and local permits and approvals are obtained;
2. The road is constructed in accordance with the standards of this policy and plans approved by the Selectboard; and
3. Other conditions imposed by the Selectboard.

## **ROAD CONSTRUCTION STANDARDS**

The Selectboard reserves the right to modify the standards for a particular project, where, because of unique physical circumstances or conditions, there is no possibility that the project can be completed in strict conformance with these provisions. Fiscal reasons are not a basis for modification of the standards.

The construction guidelines and standards contained in this policy are considered minimum standards. The Selectboard may impose a stricter requirement if, in its opinion, public health and safety considerations, traffic or other conditions warrant.

The Selectboard shall make final decisions over all questions arising during construction of new roads and shall approve all field changes.

If federal and/or state funding is involved in any project, the VTTrans district office will be notified prior to any field changes taking place that would alter the original scope of the work.

### **General Standards:**

1. The right-of-way for a new road constructed by a developer for transfer to the Town shall be conveyed to the Town by warranty deed, in a form approved by the Town, in fee simple and without encumbrances. Rights-of-way shall be surveyed and monumented. The costs associated with the survey and monumentation shall be the sole responsibility of the developer or petitioner(s) to pay.
2. A right-of-way (ROW) of sixty feet (60') shall be required for all Town roads.
3. At a minimum, the ROW shall be cleared of all trees, brush, and stumps to a minimum of two feet beyond the roadside ditching. Burial of wood, such as stumps, will not be permitted within the ROW.
4. Tree limbs must be removed to a height of 12' above finished grade.
5. All sod and topsoil shall be stripped from roadway grade. Ledge and boulders shall be removed to at least 18 inches below sub-grade and replaced with sand or gravel. All ditches and drains will be constructed so that they effectively drain the sub-grade prior to placement of any base material. An additional 6 inches of sand cushion shall be placed over any clay sub-grade.
6. All accesses to public roads shall have a -3 to 0% slope for approximately 20 feet. Any variation will require Selectboard approval.
7. If the proposed road is in a wet area, the Selectboard may require additional gravel plus sand cushion and under drain or road fabric to ensure a stable road.
8. The sub-base shall be composed of 18 inches of compacted crushed gravel installed in two 6 inch compacted lifts with maximum stone size of 4 inches. The cross section of sub-base shall conform to those of the finished surface. All roads shall be constructed with a 6-inch upper base of course compacted crushed gravel as defined by the Vermont Agency of Transportation (AOT) standard specifications for construction.

9. Roads to be paved shall be operated as a gravel roadway for a period of at least one year prior to paving. The road shall be inspected by the Selectboard prior to paving.
10. All roads dedicated to the Town of Georgia must be paved.
11. All roads to be paved shall be paved a minimum of 22-feet in width. A layer of 2 inch compacted bituminous concrete shall be applied upon completion of the sub-base and a top layer of 1 inch of compacted bituminous concrete pavement applied one year after the first layer has been completed. Town road construction and paving composition, schedules and completion dates will be approved by the Selectboard.
12. Side slopes are to be constructed at 3' horizontal 1' vertical slope or flatter. Vertical or sharp faces, except ledge, shall not be permitted. Soil stability of banks shall be a design consideration. After construction and final grading of banks, banks will be seeded and mulched by a method approved by the Selectboard.
13. Where slopes are 3' horizontal to 1' vertical or steeper, and the height of drop off at the edge of the shoulder exceeds 5 feet, guard rails shall be installed and an additional 3 foot widening is recommended for proper support of guardrail posts at outside of shoulders. Guard rails shall be in accordance with Vermont Agency of Transportation (AOT) specifications and standards.
14. All roads shall have traffic control devices, signs etc., in accordance with the Manual of Uniformed Traffic Control Devices (MUTCD).
15. Horizontal alignment (curves), vertical alignment (vertical curves and grades), and turn-around for dead end streets, shall be approved by Selectboard or its representative.
16. Pursuant to 19 V.S.A. §1111, utilities may be installed within town road rights-of-way with prior written approval of the Town. Any easement granted to a utility company shall be subordinate to the Town's interest in the affected right-of-way. All utilities may be constructed and maintained in the road ROW as long as the activity does not interfere with the use and maintenance of the road. The Selectboard may require some or all of these utilities to be buried within the ROW. As built locations of all buried utilities are required on all final surveys prior to recording.
17. The Town may refer to and rely on the Vermont Agency of Transportation highway construction specifications and regulations that may affect the Town's state aid requirements.
18. The Selectboard may require the developer to upgrade impacted or connecting existing Class 2 and/or Class 3 Town roads if the development will increase traffic flow. Traffic studies may be required to establish the upgrade necessary.
19. Dead end roads require "Ts" or "hammerheads" at the terminus of all dead ends. Cul-de-sac designs are discouraged, but may be permitted provided it has a minimum turn-around radius of 100' on the outside edge of the road and a 75' radius on the inside.

### **Ditching & Culverts:**

20. All culverts shall be corrugated metal pipe, unless the Selectboard or its representative determines a cement box culvert is needed.
21. All roadway cross culverts are to be a minimum of 18" in diameter. The Selectboard may require a hydraulic report for any area in question of culvert size, including downstream culverts. Headers shall be installed at the inlet of all roadway culverts and must be a minimum of 8" of reinforced concrete. The outside of the header should be flush with the end of the culvert.
22. All adjacent drive culverts are to be a minimum of 15" in diameter. The size may be reduced only if determined by the Selectboard or its representative, that it will not adversely affect roads, drainage or property. A minimum of 10" of compacted gravel shall be placed over the top of the culvert. All driveways shall be constructed to prevent erosion and sedimentation of town roads and ditches and so that water runs off the sides of the driveway and not into the road.
23. Drainage ditches shall be provided and shall be constructed to prevent infiltration of water into gravel sub-base and to conduct storm drainage to waterways and absorption areas.
24. Ditch lining treatments vary depending on the slope of the ditch.
- a. 0-5% slopes – grass lining (slopes over 2.5% may require fabric liner).
  - b. 5-10% slopes - R#3 (2-6 inch) diameter rock 7.5 inches thick.
  - c. >10% slopes – R#4 (3-12 inch) diameter rock, 12 inches thick.
- Ditches adjacent to residential property shall be constructed, if possible, so that they can be mowed by the homeowner.
25. Where curbed and paved roads are proposed, the Selectboard may require installation of storm sewers. Storm sewers shall be constructed in accordance with Vermont Agency of Transportation Highway Standards including, but not limited to D-1 – D-17, and all State stormwater requirements.
26. The Town of Georgia will not accept cul-de-sacs as Town owned and maintained roadways but may allow "T's" and hammerheads.
27. All ditches require an outlet away from the road, preferably an overland area, where runoff can be absorbed in to the soil.
28. The Selectboard or its representative may require other velocity control devices such as stone dikes, hay bales, silt fence dikes, and log and brush check dams as necessary to protect the road and neighboring waterways.

### **CLASS FOUR ROAD STANDARDS**

A proposed upgrade of a Class IV road shall comply with Sections 3-6, 8, 15, 17, 19-23 and 25-28 of the Class III Road Standards set forth above and the following additional standards:

1. The Town shall incur no obligation to improve or upgrade class 4 roads, or provide summer or winter maintenance, unless otherwise provided by statute. It is the Town's policy to provide no maintenance to Class 4 roads. Landowners are encouraged to review the school transportation policy as the Town does not maintain Class 4 roads in a manner that facilitates bussing.
2. A developer who intends to develop property served by a Class 4 Road must enter into a Class 4 Road Agreement with the Town of Georgia Selectboard, in a form approved by the Town, which Agreement shall be recorded in the Town of Georgia Land Records. The Developer must specifically refer to said Class 4 Road Agreement in each deed which conveys an interest in the subdivision or development.
3. The developer must record a Road Maintenance Agreement, which includes all new lots served by said Class 4 Road. In the case of a pre-existing Road Maintenance Agreement for said highway the lot owners and/or developer shall enter into and record a road maintenance agreement in the same form as the first Road Maintenance Agreement which was signed by the Selectboard in connection with said Road. The Road Maintenance Agreement must be recorded in the Town of Georgia land records prior to the issuance of the first zoning permit or the recording of the mylar, whichever is first. The Agreement shall cover construction, maintenance, repair, and snow removal responsibilities and must be approved by the Selectboard prior to recording.
4. When a development approved by the Planning Commission will result in a class 4 road serving three or more dwelling units, the developer of such a development must upgrade the Road to the same level as would be required for a private road as per Section 5010 of the Town of Georgia Zoning Regulations. However, if the Road is a dead-end, the portion of the Road that serves as access to two or fewer dwelling units need not be so upgraded, unless required by the Town. When all or a portion of a Class 4 road serves as access to 1 or 2 dwelling units, the Town may require that the road be upgraded to Private Road standards, taking into consideration public health and safety issues, as well as the cumulative traffic for the new, as well as existing, development on the Class 4 road. The road construction plan must be approved by the Selectboard or its designated authority. The developer shall bear sole responsibility for upgrading this road to Town specifications, as approved by the Road Commissioner, for a private road or such other standard as may be required. The road shall be inspected and approved by the Selectboard who shall determine if Town requirements have been met. The contractor performing such work shall supply a current certificate of insurance before work commences. The contractor shall have proof of general liability coverage pursuant to the Town of Georgia's *Purchasing Policy*. This insurance shall include coverage for owned, non-owned and hired vehicles.
5. The roadway construction in the Class 4 ROW must be accomplished in a way that does not prevent usage of the road during or after construction. A proposal for accomplishing this must be approved by the Planning Commission and Selectboard.
6. Nothing shall prevent the Selectboard from exercising the right, in its sole discretion, to upgrade the road in the future.
7. All accesses to public roadways must have a -3 to 0% slope for approximately 20 feet. Any variation will require Selectboard approval.
8. The developer must provide all appropriate road signs and paving markings, if paved.

9. The Selectboard may require the developer to upgrade impacted or connecting existing Class 2 and/or Class 3 Town roads if the development will increase traffic flow. Traffic studies may be required to establish the upgrade necessary.

10. Construction standards are as follows:

Number of Dwellings Accessed:	Minimum Road Width:
3 to 5	14' wide road w/ 2' shoulders
6 to 25	18' wide road w/ 2' shoulders
>26	Town Owned & Maintained Road Standards

11. The road must conform to these standards prior to the issuance of the first Certificate of Occupancy. A letter from a certified engineer stating that the road conforms to these standards shall be submitted to the Road Commissioner for approval and the Zoning Administrator with the Certificate of Occupancy application.

**Ditching & Culverts:**

12. Ditch walls and sides shall be a 3' horizontal to 1' vertical ratio or less. Any earth fill 5 feet in height that absolutely requires a 3' horizontal to 1' vertical ratio or more, will require a 3 foot shoulder widening and installation guardrails approved by the Selectboard, their representative, or the Vermont Agency of Transportation (AOT).

13. Drainage ditches next to roadways are normally to be at least 6 inches below the gravel sub-base or 18 inches below finished grade.

Adopted by the Town of Georgia Selectboard this 27th day of August, 2007.

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Kirk Waite, Chair

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Deborah Woodward

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