

APPENDIX- D



POLICY FOR STREET IMPROVEMENTS AND MAINTENANCE

Adopted: May 9, 2006

Amended through: May 10, 2016

APPENDIX-D

POLICY FOR STREET IMPROVEMENTS AND MAINTENANCE

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POLICY FOR STREET IMPROVEMENTS AND MAINTENANCE

Section 1. Purpose

The purpose of this policy is to set forth regulations and standards for streets open to the public and maintained by the Town. Policy is herein established for:

- A. Additions within the Town street system
- B. Maintenance within the Town street system
- C. Improvements within the Town streets system

Section 2. Definitions

- A. Town Street means a street that has been accepted by the action of the Waxhaw Board of Commissioners for maintenance purposes.
- B. DOT Street means a street or highway that has been accepted for maintenance by resolution of the governing board of the NC Department of Transportation.
- C. DOT means the North Carolina Department of Transportation.
- D. Engineer means the Town Engineer, or his designated agent or inspector.
- E. Street shall mean roadway, shoulders, ditches, pipes, and structures lying within the right-of-way.
- F. Board shall mean the Waxhaw Town Board of Commissioners.

Section 3. Acceptance of Streets for Maintenance Purposes – General

- A. The Town will provide maintenance and improvements for Town Streets consistent with NCGS 160A-296 and 136-41.1 through 136-41.4 (the Powell Bill) and as described in this Policy as it deems proper. Maintenance may include but is not limited to patching and repaving, storm water, street shoulder, traffic signs and signals, and snow / ice removal.
- B. The Town will not provide routine maintenance for DOT Streets except as provided for by interagency agreement (contract for service to DOT) as approved by the Board. However, the Town may provide services such as street name signs and street lighting that are not provided by DOT and that are provided on the Town streets.
- C. The Town is not responsible for maintenance or improvements to any street that has not been formally accepted by the Town.

Section 4. Conditions for Accepting Streets for Maintenance Purposes

- A. The Town may accept streets for maintenance by the Town upon either of the following:
- i. Existing non-dedicated streets (no dedication from plat; not owned by a developer/builder): 1) a petition signed by the landowners holding title to one hundred percent (100%) of the property fronting the street and 2) a finding that the street meets standards for acceptance (each landowner must also execute proper documentation to dedicate a right of way as described in Section 6).
 - ii. Existing dedicated streets: (dedication from plat or other public dedication but no petition by the developer /owner): 1) a petition signed by the Town Engineer or a person with direct interest and 2) a finding that the street meets standards for acceptance.
 - iii. New streets: 1) a petition by the developer/owner of the streets and 2) a finding that the street meets standards for acceptance.

In the event a petition is insufficient, said petition may be presented to the Board for further consideration.

- B. The Town will not accept any street where the street does not connect to an existing public street maintained by the Town or DOT.

Section 5. Minimum Standards for Accepting Streets for Maintenance Purposes

- A. Streets made available for public shall comply with the requirements of the Town of Waxhaw Unified Development Ordinance prior to acceptance for maintenance by the Town.
- B. Methods and materials of construction shall be based on engineering analysis including the Town's Engineering Standards and Procedures Manual (when implemented). Streets shall generally meet or exceed the following:
- i. The sub-grade must contain a minimum twelve (12") inches compacted earth.
 - ii. The stone base must contain a minimum eight (8") inches compacted stone.
 - iii. The base course of asphalt must contain a minimum two (2") inches of SF9.5A asphalt.
 - iv. When each street has had sixty (60%) percent of the lots on that street with certificate of occupancies issued a minimum one and one-half (1-1/2") inches of SF9.5A final surface course shall be applied.
 - v. All streets shall pass a proof roll test on the sub-grade and the stone base and shall be conducted by the Town of Waxhaw Staff with all applicable fees paid.
 - vi. Prior to the final surface course of asphalt the Town of Waxhaw Engineering Department shall conduct an inspection with the developer of the base course asphalt and repair any damages or failures to the streets.

- C. Design and construction standards shall be in accordance with the Town of Waxhaw Unified Development Ordinance and the Town's Engineering Standards and Procedures Manual (when implemented).
- D. Procedures and requirements for application, plan submittal, recording and dedication of right-of-way, and petitions for acceptance shall be in compliance Town of Waxhaw Unified Development Ordinance and the Town's Engineering Standards and Procedures Manual (when implemented).
- E. In those instances where existing development or improvements prohibit the dedication of the required right-of-way, the Town Board may accept a less than standard width upon the recommendation of the Engineer.
- F. In special circumstances involving existing streets, the Engineer may submit a petition to the Town Board to accept a street not meeting minimum standards.

Section 6. Procedure for Requesting Streets to be accepted for Maintenance Purposes

- A. The Engineer shall, upon receipt of a proper petition, perform inspections to determine compliance with minimum standards and will inform the petitioners of compliance or deficiencies that must be corrected to gain compliance.
- B. Upon inspection and verification of compliance with minimum standards, the Town will review recorded plats and/or surveys as necessary to define required right-of-way.
- C. The petitioner will submit any additional right-of-way plats or documents as necessary for the dedication.
- D. Upon confirmation of valid right-of-way documentation and upon compliance with minimum standards, the Engineer will submit the petition to the Board for approval.
- E. In special circumstances involving existing streets not meeting minimum standards, the Engineer may submit a petition to the Board. The Engineer must describe the special circumstances supporting acceptance, the deficiencies /condition of the street, and an estimate of any repair or upfit costs.

Section 7. Street Improvements – General

Improvements to Town streets will be considered in accordance with this Policy. Improvements to DOT streets will be in accordance with DOT regulations and policies and will not be accomplished by the Town. No improvements will be completed by the Town on streets not formally accepted for maintenance by the Town.

Section 8. Funding for Street Improvements

- A. The Board shall establish a street improvements revolving fund and will annually appropriate revenues for street improvements, including designated funds from the Powell Bill.
- B. The Board may approve projects to be completed with special funds such as through the Community Development Block Grant Program or through budgeted funds.

Section 9. Citizen Participation in Cost of Improving Streets Proposed for Acceptance by the Town to Minimum Standards

When requested by the Board, the Engineer shall prepare an estimate of the cost of planning, survey, design, and construction required to improve a segment of street to minimum standards for maintenance by the Town.

Upon receipt of the estimate, the Board of Commissioners may inform the petitioners of the amount to be paid by the petitioners. The amount will be a portion or percentage of the total estimate as established by the Board. Upon receipt of petitioners' payments, and any other required documentation for proper dedication, the Engineer will recommend acceptance of the street for the Town maintenance.

Section 10. Unauthorized Street Modifications and Improvements Prohibited

No modifications to a Town street will be permitted except as approved in writing by the Board.

Improvements shall be constructed by the Town or by a qualified contractor approved by the Town.

Unauthorized improvements may be removed or modified by the Town and costs for removal or modification may be charged to the person making the unauthorized improvements.

Section 11. Effective Date

The effective date of this amended policy shall be the 10th day of May, 2016.

PETITION FOR STREET IMPROVEMENT
TOWN OF WAXHAW, NORTH CAROLINA

We, the undersigned hereby request that improvements to public streets, to be completed as described below. We hereby agree to pay fees to the Town for the improvements in accordance with the Town Policy for Street Improvements and Maintenance.

Improvement Requested:

Paving: _____

Street name – beginning and ending point

Driveway Pipe: _____

Street address, length desired

Storm water System: _____

Describe location of pipe desired

Curb and Gutter: _____

Describe location of curb and gutter desired

Petitioners Signature	Address	Date



TOWN OF WAXHAW
 PETITION FOR ADDITION OF PUBLIC STREETS
 TO THE SYSTEM OF
 THE TOWN OF WAXHAW, NORTH CAROLINA
 (Developers / Builders)

I hereby certify, as the owner, that to the best of my knowledge the improvements in the _____ subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Union County Register of Deeds Office. All work conforms to the construction standards of the Town of Waxhaw Unified development Ordinance and the Town of Waxhaw Policy for Street Improvements and Maintenance.

I, therefore, request that the Town of Waxhaw consider the following streets in the _____ subdivision for maintenance purposes. I understand that the acceptance of said street shall be made only by the Town of Waxhaw Board of Commissioners in accordance with the Town's policy for Street Improvements and Maintenance.

Street Name	To	From	Approximate Length (in ft.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Attach additional sheets if necessary)

 Owner Name Date

 Address Phone Number

Accepted by motion of the Town of Waxhaw Board of Commissioners on _____ day of _____, 20__.

 Mayor Date

