

Policy
for
Acceptance of Public Roads into the County Road System

The following procedures and requirements are established for the purpose of establishing a uniform policy in Clatsop County for the acceptance of dedicated public roads for conversion to County road status.

Application:

An application must be in the form of a petition signed by not less than sixty percent of the owners of the land, representing not less than sixty percent of the land abutting the dedicated public road, and shall include findings on how the application meets the criteria set forth in this policy and the Clatsop County Road Standard Specifications for Design and Construction, and shall state the owners' desire for Clatsop County to accept the road as a County road. The application shall be submitted to the Public Works Director.

Review and Report:

Upon receipt of an application, the Director shall investigate and prepare a report which will state whether the road under consideration meets the policy criteria set forth in the Clatsop County Road Standard Specifications for Design and Construction, and the road requirements set forth in this policy. If the road under consideration meets all the standards and policy criteria it will be recommended for acceptance. If the road does not meet all the standards, the report shall state an estimated total improvement cost to meet the standards.

Road Requirements:

The Road must meet all of the following conditions:

1. The road shall be a dedicated public road as defined in ORS 368.001.
2. Any and all fences, buildings and other structures located within any dedicated right-of-way shall be removed at the expense of the property owners.
3. The road shall serve a minimum of five residences and have an A.D.T. greater than thirty. Additionally, the number of residents on roads longer than one mile in length shall be a fractional proration of five or more per mile.
4. The road shall have a sixty foot minimum dedicated right-of-way non-exclusive of slope or drainage easements. In the event the minimum dedicated right-of-way is less than sixty feet, it **may** be accepted provided it meets the following conditions:
 - a. The Public Works Director certifies that current and future roadway needs do not necessitate a sixty foot right-of-way and no safety hazard will be created if the roadway is accepted with a right-of-way less than sixty feet.
 - b. The Director will determine if slope easements for cuts, fills and drainage ways that exceed the right of way width will be required.

- c. In no event shall a right-of-way be accepted which is less than forty feet in width.
 - d. The road shall be of benefit to the general public, shall intersect with an existing County road, City street, or State highway, or be an extension of an existing County road.
 - e. Additional right-of-way needed to meet minimum requirements of this policy shall be pursuant with Clatsop County ORD Section 25.
5. The road shall be constructed to the following standards:
- a. A road with a maximum potential build out of no more than nine lots with an A.D.T. between thirty and sixty shall be constructed to a minimum A-20 standard with pavement as set out in the Clatsop County Road Standard Specifications for Design and Construction. If there are extenuating circumstances that would impact road use, the Public Works Director may require that the road be constructed to a higher standard.
 - b. A road with a maximum potential build out of ten or more lots with an A.D.T. between sixty and three hundred shall be constructed to a minimum of the A-26 standard as set out in the Clatsop Standard Specifications for Design and Construction. If there are extenuating circumstances that would impact road use, the Public Works Director may require that the road be constructed to a higher standard, or
 - c. A road with a maximum potential build out of more than twenty lots with an A.D.T. of three hundred or greater will be constructed to a standard to be determined by the Public Works Director.

Acceptance or Rejection:

The Public Works Director shall submit the petition and report to the Clatsop County Board of Commissioners, who shall consider the matter at a regular meeting.

The Public Works Director shall notify the petitioners in advance of the time and place of the meeting and shall provide them with a copy of the report.

At their meeting, the Board of Commissioners may accept or reject the petition as follows:

- 1. Accept the petition request by Order, which may be contingent upon conditions specified by the Board action, or
- 2. Reject the petition request by Order. Rejection by Board shall be final.

Petitioners' Action:

If the petition request is accepted:

The petitioners shall present Clatsop County a legal description of the roadway to be accepted that includes existing monumentation that is retraceable by the County Surveyor. This legal description will be reviewed and accepted by the Clatsop County Surveyor and placed on the

proper document for dedication and then returned to the petitioners. All further proceedings shall be governed by the provisions of ORS Chapter 368, in addition:

If the acceptance is contingent upon improvement requirements:

The petitioners need to take the following action in order to proceed with acceptance:

1. Cause the necessary improvements to be made in order to meet the standards for acceptance.
2. Notify the County Public Works Director when the improvements are completed. The improvements will then be inspected and certified by the County Public Works Director or the County Engineer. Improvements may be required to be inspected at the applicant's expense by an engineer registered in the State of Oregon, to be in conformance with the procedures defined in Clatsop County Road Standard Specifications for Design and Construction.
3. Provide the Public Works Director with a survey of the right-of-way and the improved road, certified by a land surveyor, registered in the State of Oregon.