

**Board of County Commissioners
Leon County, Florida**

Policy No. 11-1

Title: Private Road Preventative Maintenance and Repair Program

Date Adopted: February 22, 2011

Effective Date: February 22, 2011

Reference Sec. 16-3, Code of Laws

Policy Superseded: Policy No. 04-5 “Private Dirt Road Repair Program” adopted September 15, 2004; Policy No. 06-5 “Private Paved Road Preventative Maintenance and Repair Program” adopted December 12, 2006

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Leon County shall provide repairs to paved and dirt roads and related infrastructure (shoulders, drainage conveyances and other infrastructure supporting paved and dirt roads) to private roads within the unincorporated areas of Leon County. The primary objective of this policy is to ensure safe ingress and egress to private roads for homeowners, U.S. Postal Service, and emergency services personnel. Such services shall not be construed as competition with private enterprise, but rather a service that serves the public good with the narrow focus of ensuring safe “all weather access” to residential dwellings. Only private accesses that have been officially platted and named by the Leon County Addressing Coordinator’s Office as “private roads” shall be eligible for work under the Private Road Repair Program. All other private accesses shall be deemed to be ineligible.

Incorporated herein are the Procedures for the “Private Road Preventative Maintenance and Repair Program.”

Procedures for Participation in the Private Road Preventative Maintenance and Repair Program

1. Requests/applications forms for participation in Leon County's Private Road Preventative Maintenance and Repair Program shall be obtained from and submitted to the Leon County Division of Operations, 2280 Miccosukee Road, Tallahassee, Florida, 32308.
2. All requests/applications for repair services shall include the following:
 - a) the name, address and telephone number of the party/parties making the request
 - b) the name of the road(s) of which the repairs are being requested
 - c) a detailed description of the requested repairs to include a list of materials
 - d) a map of the exact location within the road section on which the repairs are being requested.
3. Upon receipt of the repair request/application, a staff member will perform a review of the request to determine if the requested repairs meet all applicable program criteria. The requesting party/parties shall be notified within four (4) working days as to the findings of the application review.
4. Repair activities allowed under this policy would typically be only those activities covered within the Division of Operations General Maintenance Permit, and described as follows:
 - a) Pothole Repair
 - b) Curb and gutter repair and replacement
 - c) Inlet top repair
 - d) Ditch bottom inlet structural repair or replacement
 - e) Storm sewer repair
 - f) Cross-drain repair or replacement
 - g) Roadside ditch maintenance
 - h) Drainage outfall to stormwater treatment facility repair
 - i) Drainage flume repair or replacement
 - j) Dirt road grading
 - k) Delivery of soils by the cubic yard for the purpose of dirt road stabilization
 - l) Delivery of aggregates by the ton for the purpose of dirt road stabilization
 - m) Sod and sediment controls for the purpose of stabilizing areas associated with road and stormwater repair activities.

Other repairs as would be in compliance with the objectives of this policy and within the other limitations established herein may be considered.

5. All fees associated with repair requests shall be entirely the responsibility of the requesting party/parties and shall be paid in full prior to work commencing. Leon County will in no manner assume a ~~role~~ role in mediating or negotiating between parties, relevant to their participation in the Private Road Preventative Maintenance and Repair Program or the

associated fees. All checks for payment of fees shall be made payable to the Leon County Board of County Commissioners.

6. The fees for approved activities within the Private Road Preventative Maintenance and Repair Program shall be based upon the following criteria:
 - a) all activities and materials fees shall be based upon Leon County's current fee rates at the time the services are performed or current market prices for materials.
 - b) fees will reflect only Leon County's actual cost of doing business with no profit margins included.
7. In order to ensure non-competition with private enterprise and to prevent over extension of County resources, approval of repair requests shall be limited in their scope as follows:
 - a) Major Projects: Major projects shall be deemed to be any project that requires in excess of one 10-hour work day to complete and has a maximum total cost of \$9,000 or less. Major repair projects shall be limited to one per neighborhood/customer per fiscal year (October 1 through September 30).
 - b) Minor Projects: Minor projects shall be deemed to be projects that can be accomplished within one 10-hour work day and at a cost of \$6,000 or less. These projects typically include activities such as; minor asphalt repairs, minor stormwater repairs and minor dirt road repairs. Minor repair projects are not subject to the one per fiscal year provision as with major projects. However, under no circumstances shall requests for periodic or regular services or acceptance of fees therefore, be accepted.
8. When deemed appropriate, Continuing Supply Contracts (in-place asphalt pavement, engineering, etc.) may be utilized on any project.
9. Approval and scheduling of all requests shall be contingent upon the availability of County resources with County maintained roads taking priority over private road repair requests.
10. Upon completion of the private road repairs, the requesting party/parties shall be solely responsible for all future maintenance responsibilities of the road. As such, Leon County shall in no manner assume any responsibility for future maintenance.