



## **Lowndes County Engineering Department Dirt Road Paving Petition**

### **PURPOSE**

This policy provides a methodology and procedures for County citizens to follow when requesting that an existing dirt road be paved by the Engineering Department.

### **POLICY**

There shall be a consistent and uniform process for paving dirt roads upon request by citizens.

### **PROCEDURE**

1. Paving Request Petition -The first step towards having a dirt road paved is to obtain a Paving Request Petition. Blank petitions are available on-line, at [www.lowndescounty.com](http://www.lowndescounty.com) or through the Engineering Department, located at 327 North Ashley Street, Valdosta, GA 31601 (229-671-2424). The petition is used to gauge property owner support of the project and willingness to donate right-of-way for the project. A copy of the obstruction policy is attached.
2. Property Owner Support -In order for a Paving Request Petition to be considered complete, it shall have the signatures (i.e., support) of enough property owners along the road such that at least 80 percent of the road frontage is pledged for donation. For example, a gravel road 2,500 feet long has 5,000 feet of road frontage (2 x 2,500). Eighty percent of this distance is 4,000 ft. Thus, a group of property owners having at least 4,000 feet of frontage must be willing to sign the petition. Completed petitions shall be submitted to the Engineering Department.
3. Preliminary Engineering -Upon receipt of the petition, Lowndes County will prepare a conceptual road layout (based on existing aerial photography and topography) that shows the proposed road alignment, right-of-way, drainage improvements, and potential easements. This information serves two purposes. First, it allows the Engineering Department to develop preliminary cost estimates of the project. Second, it will provide information to help identify and explain potential impacts to property owners.
4. Property Owner Confirmation -The County will conduct a public information meeting within 90 days of receipt of a valid petition during which the conceptual plan will be presented to the citizens. This meeting is designed to disseminate information and allow questions regarding impacts to individual properties. After the public information session, the Engineering Department will meet with property owners, as necessary, within 60 days to solicit input and answer questions about the proposed project. Upon validating that a minimum of 80 percent support for project still exists, the County will proceed with the remaining steps to move the request forward.
5. Time and Material Cost Estimates -The Engineering Department will develop time and material cost estimates for the construction work.
6. Board of Commissioner Approval -The Engineering Department will present the paving request, all pertinent supporting information and a Department recommendation on the request to the Lowndes County Board of Commissioners at a regularly scheduled public meeting. Property owners and other interested parties will have an opportunity to express support or opposition to the project at the meeting.
7. Funding -Upon Board approval, the project will be scheduled in accordance with the County's SPLOST Paving Plan.

8. Engineering -Upon scheduled implementation, detailed engineering work will commence. Properties will be surveyed and plans developed identifying road alignment, right-of-way donation area, temporary/permanent easements, drainage improvements, and other impacts to private property. Road improvements shall be designed in accordance with minimum safety standards.
9. Right-of-Way Acquisition -Upon completion of right-of-way plats and associated legal descriptions, the County will acquire the needed right-of-way and easements.
10. Construction activities will begin when funding is available through SPLOST Funding.





## MEMORANDUM

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This memo outlines current county policy on existing obstructions or improvements that lie inside the area of additional right-of-way.

1. **DRIVEWAYS:** All active driveways will be paved with asphalt to the new right-of-way. Paved drives will be replaced with similar materials.
2. **TREES, SHRUBS, AND LANDSCAPING:** Property owners will be notified prior to the beginning of clearing activities. Property owners are responsible for relocating trees, shrubs, and other landscape features that are on the new right-of-way.
3. **INCOME PRODUCING TREES:** Payment for income producing trees will be negotiated on a case by case basis. Factors affecting the offer are size, age and the general health of each tree.
4. **MAILBOXES:** Mailboxes on posts will be moved by the contractor during construction, and will be installed in their final location by the contractor after construction. Brick and other masonry mailboxes will be replaced with mailboxes on 4" x 4" wooden posts.
5. **DECORATIVE HEADWALLS, DRIVEWAY ENTRANCE WALLS AND/OR COLUMNS:** Property owners are responsible for relocating such improvements. Walls, columns, and headwalls not relocated prior to beginning construction will be removed during the clearing process of construction.
6. **PROPERTY PINS AND MONUMENTS:** During the right-of-way acquisition process, each owner must specifically request compensation of property pins/monuments that will be disturbed by construction. The owner is responsible for locating and flagging existing property pins/monuments. Payment for pins or monuments will be negotiated on a case by case basis.
7. **FENCES:** The County will reimburse the property owner for fence that is capable of holding livestock at a rate of \$4.50 per linear foot. Reimbursement is not automatic, and each owner must request this reimbursement during the right-of-way acquisition process.
8. **INDIVIDUAL UTILITY SYSTEMS (WATER AND IRRIGATION SYSTEMS, SEPTIC SYSTEMS):** The County will reimburse the property owner for relocating utilities that are in right-of-way to be acquired. Reimbursement is not automatic and each owner must request this reimbursement during the right-of-way acquisition process.

9. **COMMUNITY UTILITY SYSTEMS (WATER AND SEWER SYSTEMS):** The County will reimburse the utility owner for relocating utilities that are in right-of-way to be acquired. The utility owner will be required to relocate utilities that lie within the existing roadbed or right-of-way at their expense.

Please review this information carefully. For the cases listed above as well as for any other existing obstruction, negotiations must be completed during the right-of-way acquisition process. After additional right-of-way is obtained by Lowndes County no consideration will be made for removal of improvements or obstructions. Please call the Engineering Office with any obstructions you wish to discuss.