



A POLICY ON PUBLIC DEDICATION OF PRIVATE STREETS

(amended March 25, 2002)

Procedure for the Public Dedication of Private Streets

1. Petitions for the public dedication, maintenance and snow removal of private street(s) shall be filed with the Department of Public Works on forms provided by the Director of Public Works. Each petition shall identify by address all properties affected by the request and shall contain the signatures of all affected property owners who agree to the proposed change.
2. One-hundred percent (100%) of the property owners affected by the request shall sign the petition in agreement.
3. Only existing private streets, established prior to the adoption of this policy, are eligible for public dedication.
4. Upon receipt of the petition, the Director of Public Works shall review the request and shall provide the Petitioner with a recommendation, identifying the specific action necessary to consider the request. The recommendation shall identify any necessary improvements, dedications or other incidental items deemed necessary for consideration, in accordance with the **Requirements for the Public Dedication of Private Streets**.
5. Based on the requirements identified in the recommendation by the Director of Public Works, the petitioners may withdraw their request at any time.
6. If after the recommendation, the Petitioner wishes to file the request with the City Council, a non-refundable fee of Seventy-Five (\$75.00) shall be paid to the City.
7. Upon receipt of the Petitioner's payment, the Director of Public Works shall advise the City Council of his/her recommendation.
8. Upon receipt of the Director's recommendation, the City Council may at its sole discretion authorize the public dedication, maintenance and snow removal of the requested street, subject to the completion of all items identified in the Director's recommendation. If authorized by the City Council, all required items shall be completed by the Petitioner within one (1) year of authorization by the City Council.

Requirements for the Public Dedication of Private Streets

1. Pavement widths shall meet the minimum requirement for the type of street proposed for acceptance.
2. Pavement thickness shall meet current City specifications, *except if located within the Suburban Residential Area or Town Center, and built to an equivalent standard to the connecting public street*. Any testing shall be provided at the expense of the Petitioner.
3. Street design shall meet the minimum requirements of Chapter 420 Subdivision Regulations, including street grades, cross-sections, stormwater drainage, etc.

4. All infrastructure and/or right-of-way repairs identified by City inspection shall be completed at the expense of the Petitioner.
5. Right-of-way width shall meet the minimum requirement for the type of street proposed for acceptance. Any necessary right-of-way dedication shall not compromise any property's compliance with Chapter 415 Zoning Regulations or Chapter 420 Subdivision Regulations.
6. Sidewalks shall be installed according to subdivision design standards where applicable.
7. All surveys and legal work necessary for public dedication shall be completed at the expense of the Petitioner.
8. Street(s) proposed for acceptance shall connect to an existing public street.
9. Any nonconforming structures or objects within the proposed right-of-way shall be removed at the expense of the Petitioner.
10. Any additional street signs shall be installed at the expense of the Petitioner.
11. The Director of Public Works shall analyze the fiscal implications of the requested dedication, and identify any extraordinary conditions relative to the request.