

Procedures for Participation in Leon County's Private Road Preventative Maintenance and Repair Program

1. Request/application 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: 1) the name, address, telephone number, and email address of the party/parties making the request. 2) the name of the road(s) for which the repairs are being requested. 3) a detailed description of the requested repairs to include a list of materials. 4) 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. For repaving repair activities, additional time may be required for a cost estimate to be generated from the County's Asphalt Continuing Supply Contractor.
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.
 - n. Repaving repair activities. The existing paved private road must be continuous and contiguous to an existing publicly maintained right of way. *(Please see Repaving Projects section below for further details)*

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 the responsibility of the requesting party/parties and except where special assessments are imposed for repaving projects in accordance with Policy, shall be paid in full prior to work commencing. Leon County will in no manner assume a roll 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, other than repaving projects ,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 \$9,000.00. 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 \$6,000.00 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.

Repaving Projects ONLY

1. Private road repaving projects require receipt by County staff of a full and complete request for road repaving signed by 100% of the owners of the parcels abutting any road. The existing paved private road must be continuous and contiguous to an existing publicly maintained right of way.
 - a. Upon receipt of the application via the County webpage below, County staff will evaluate the project's eligibility in accordance with the Private Road Preventative Maintenance and Repair Program Policy.
 - b. If the application is eligible, a list of the property owners will be sent to the applicant for signatures. If the application is ineligible, the applicant will receive a notice via electronic mail (E-mail) that the application is ineligible.
2. Continuing Supply Contracts (in-place asphalt pavement, engineering, etc.) will be utilized on any repaving project. There is a one-year warranty for craftsmanship and materials with these contracts.
3. The requirement that any easements needed for the road repaving shall be granted to the County free of charge; and the owners, on behalf of themselves and their successors and assigns, shall, in a recordable form acceptable to the County, waive, release and discharge the County from any and all liability related to or arising out of the road repaving or use and enjoyment of the easements. The easements shall extend to cover the full one-year warranty of craftsmanship and materials.
4. The non-ad valorem assessments imposed by the Board of County Commissioners for the costs of any repaving project shall be collected pursuant to the method provided in Section 197.3632, Florida Statutes. This non-ad valorem assessment shall appear annually on the property owners annual bill until the assessment has been paid in full.
 - a. The Board may apportion the total costs of such road repaving as a special assessment based on a per lot methodology or on an alternative methodology, provided the amount of the special assessment for each parcel is not in excess of the proportional special benefits as compared to the special assessments on the other benefitted parcels.

To apply for the Private Road Maintenance Repaving please go to the County's website at:

<https://app.smartsheet.com/b/form/3b5c312ec4694b2a82fe4f2cb9613da0>

LEON COUNTY – DIVISION OF OPERATIONS
PRIVATE ROAD PREVENTATIVE MAINTENANCE AND REPAIR APPLICATION

Name of Applicant: _____ Date: _____

Address: _____

Phone Number: _____

Email address:

Road to be repaired: _____

Please give a detailed description of the requested repairs to include a list of materials:

Upon receipt of the application, Leon County will review the request to determine if the requested repairs meet all applicable criteria. The applicant will be notified within four (4) working days with the results of the review.

The only repair activities allowed are as follows:

- Pothole Repair
- Curb and gutter repair and replacement
- Inlet top repair
- Ditch bottom inlet structural repair or replacement
- Storm sewer repair
- Cross-drain repair or replacement
- Roadside ditch maintenance
- Drainage outfall to stormwater treatment facility repair
- Drainage flume repair or replacement
- Dirt road grading
- Delivery of soils by the cubic yard for the purpose of dirt road stabilization
- Delivery of aggregates by the ton for the purpose of dirt road stabilization
- Sod and sediment controls for the purpose of stabilizing areas associated with road and stormwater repair activities.

<u>OFFICE USE ONLY</u>
Service Request # _____
Check #: _____
Receipt #: _____

Work Order #: _____

Crew #: _____
Activity #: _____

Program Fee Rates: EFFECTIVE 10/1/24

1. Road Grading and Ditch Shaping Only\$98.86 Per Hour
2. Clay/Sand Material Delivered... ..\$152.83* Per 14yd Load
3. Roadbase Lime Rock Delivered... ..\$636.14* Per 14yd Load
4. #5 Lime Stone Delivered... ..\$1,172.18* Per 14yd Load
5. #57 Lime Stone Delivered.....\$1,161.00* Per 14yd Load

(All fees include labor, equipment and material costs and represent only Leon County's operational costs.)
(*Includes 7.5% sales tax)

All fees associated with repair requests shall be the responsibility of the requesting party/parties and shall be paid in full prior to work commencing. **Check, Money Order or Credit Cards** are accepted for payment of fees and shall be made payable to the Leon County Board of County Commissioners. 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. Upon completion of the private road repairs, the requesting 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.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Draw a map of the exact location within the road section on which the repairs are being requested. Please include addresses or other landmarks to aid in identifying repair location(s).



**PLEASE RETURN THIS FORM TO:
2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308**