

## Procedures for Participation in Leon County's 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: 1) the name, address and telephone number of the party/parties making the request. 2) the name of the road(s) of 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.
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 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 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 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 \$6,000.00 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.

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

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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 then be notified within two (4) working days as to 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.

**OFFICE USE ONLY**

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.....\$164.29\* Per 14yd Load
3. Roadbase Lime Rock Delivered.....\$683.85\* Per 14yd Load
4. #5 Limestone Delivered.....\$1,260.09\* Per 14yd Load
5. #57 Limestone Delivered.....\$1,248.08\* 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 entirely the responsibility of the requesting party/parties and shall be paid in full prior to work commencing. **Checks, Money Orders 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**