***Town of Liberty Roads Specification Booklet***

**Purpose**:

The purpose of these specifications is:

* 1. To establish minimum specifications for the design and construction of roads.
	2. To establish minimum requirements for a road to be considered for Town acceptance as a public road.
	3. To ensure that safe and sufficient access is provided to all new development within the town.

**Procedures:**

The following procedural requirements shall be followed when a road is proposed for town ownership.

1. The Owner of a road(s) shall be the party to request public acceptance. The request shall be made in writing, and shall be delivered to the Board of Selectboard. The written request shall include the following:
2. A cover letter which summarizes the request.
3. A plan of the road and the road right of way, which shall have been recorded at the Waldo County Registry of Deeds prior to the time of road acceptance request.
4. A warranty deed to the property within the street right of way, and all easements offered in conjunction with the road.
5. A plan view of the road and right of ways as constructed, such as property boundaries and survey monumentation and bearings with distances.
6. The selectboard and road commissioner with the assistance of the road committee shall prepare a report regarding compliance of the proposed road within the standards of this road booklet and subdivision “road” section.
7. If a proposed road is considered in full compliance of the requirements, the selectboard shall schedule a public hearing within 30 days of all material being complete, to obtain public input on the request.
8. Following the public hearing, the Selectboard shall make a decision whether to present the request to the voters based on the information they have received and public input. If the selectboard find reasonable conditions and all applicability has been met relating to road acceptance they must present the road as a ballot question at the next regular scheduled annual town meeting.

 **Public Acceptance Procedure**

1. All Roads proposed for public acceptance shall comply with the procedures and requirements of this booklet.
2. The Board of Selectmen with the assistance of the Road Commissioner shall review all proposals for acceptance and shall make a recommendation for an article for the Town Meeting. The Town voting body shall accept/reject roads only by a vote of the Town Meeting.
3. A road shall not be eligible for public acceptance unless it complies with all of the requirements of this booklet and to The Town of Liberty Subdivision ordinance Article Ill in its entirety.

**Road design Specifications at a glance (please refer to the Town of Liberty’s Full Subdivision Ordinance , road section for complete requirement)**

1. The minimum width for a legal right of way for any road whether public or private shall be fifty {50} feet. The centerline of the roadway shall be the centerline of the right of way.
2. The minimum travel width shall be twenty {20} feet.
3. The minimum width of shoulders shall be two (2) feet, and they shall be graded to drain water away from the road surface:
4. The surface of all roads shall have a four-inch crown from the centerline to the edge of the travel way.
5. Grades of all roads shall be reasonably minimum but shall not be less than six inches per one hundred feet.
6. A dead-end road or cul-de-sac shall be provided with a suitable turnaround at the closed end. The turnaround or cul-de-sac MUST have written approval by the Road

Commissioner, The Towns current snowplowing contractor, Fire Department and the Superintendent of Schools.

1. Side slopes in either cut or fill situations shall not be graded steeper than 2:1. All embankments shall be loamed to a depth of not less than four inches, fine graded, and seeded to establish a good cover of grass.
2. All Roads shall be designed to provide adequate, safe, visibility for both pedestrians and vehicular traffic.
3. All trees, brush, limbs and any other debris or impediments shall be trimmed or removed at a 20-foot vertical distance to the furthest extent possible, to allow proper snow removal and avoid visual obstructions.
4. Utility Poles should be set back away from the shoulders of the road to the maximum practicable extent as to allow for plowing.

# **Construction Phase (at a glance)**

1. Before any clearing or upgrades are started on the right of way, the centerline and side lines of the Road shall be staked or flagged at fifty-foot intervals.
2. Before grading is started, the entire right of way, other than trees and vegetation intended for preservation, shall be cleared of all stumps, roots, brush and other objectionable material. Large Boulders and tree stumps shall be moved out of the right of way.
3. The gravel base course shall be at least {12} inches deep, and shall be composed of gravel of hard, durable particles, free of vegetative matter, lumps or balls of clay, and shall have a maximum stone size of {6} inches in diameter.
4. The finish grade should consist of screened gravel compacted in 2-inch layers with a total of 6 inches of screened gravel and must be compacted.
5. If the road is paved or will be paved, the pavement shall be 2 inches in thickness and should meet the minimum standards of the Maine Department of Transportation.
6. Where pavement joins existing pavement, the existing pavement shall be cut along a smooth line and form a neat, even, vertical joint.

# Drainage

1. Drainage from the road shall be designed to prevent standing water on the road; the road shall have side slopes no greater than 2:1. No surface drainage shall be conveyed or diverted across a shoulder.
2. Whenever it is required to alter an existing water course, a drainage easement shall be secured from the property owners affected. Wherever any road way construction or design features cannot be placed entirely within the road right of way, easements shall be secured from abutting property owners. All drainage easements, if required, shall be secured from abutting property owners.
3. All culverts shall be coated steel or recognized equivalents accepted by the Maine Department of Transportation. Roadway culverts shall not be less than 18 inches in diameter for a road crossing. All other storm water drainage features shall be designed to a storm water plan as required by the Liberty Subdivision Ordinance.
4. All culverts should be free from debris and should not contain any apparatus such as water lines etc.
5. All ditches should be free of debris and have a depth suitable to carry appropriate water flow. All ditches should adhere to the Maine Department Erosion and Sediment Control standards.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1st Selectman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2nd Selectman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3rd Selectman

Originally written in 2004

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