

PART 27: PROCEDURES FOR ACCEPTANCE OF EXISTING STREETS
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CITY OF COLUMBIA REGULATIONS
PART 27
PROCEDURES FOR ACCEPTANCE OF EXISTING STREETS

- 27.1 PURPOSE - To establish procedures for the acceptance of existing streets that were constructed to be privately owned and maintained, but whose Owner now wants to transfer ownership to the City.
- 27.2 SCOPE – These procedures shall apply to all streets that were proposed and constructed as privately owned and maintained streets outside the jurisdiction and inspection of the City Engineer. All readers are cautioned that the current Subdivision Regulations require that any new street must meet the City’s standards for design and construction, whether public or private. These procedures are to be construed as a mechanism for avoiding this requirement.
- 27.3 DESIGN AND CONSTRUCTION STANDARDS – In order to be considered for acceptance by the City, all streets must meet the City’s standards for design and construction as of the date they are offered. Or, the Owner must, at his sole expense, take those actions necessary to bring the street into compliance with these standards before acceptance by the City.
- 27.4 PROCEDURES
- 27.4.1 The Owner must furnish the city with properly certified record drawings and specifications. These plans shall be in electronic format per Part 28 of this manual and mylar form and must contain plan view, profile of the centerline, cross sections and construction details. In addition, he must furnish a recordable boundary survey plat showing the right-of-way to be conveyed and the location of improvements within the right-of-way. These items should be accompanied by a letter stating the owner’s formal request that the City accept the street.
- 27.4.2 The City Engineer in conjunction with the Public Works Director will review the record drawings and specifications, and conduct a physical inspection of the premises. The Owner shall furnish such additional information, including laboratory test results of the materials, as the City Engineer may require to determine the actual conditions above and below the surface.
- 27.4.3 When the City Engineer has determined that the street meets City specifications he will notify the Administrative Division of the Department of Utilities and Engineering.
- 27.4.4 The Administrative Division will furnish the Legal Department with necessary plats, metes and bounds description and other information necessary to prepare a deed to real estate. When the deed is returned from the Legal Department, it will be forwarded to the Owner for execution.
- 27.4.5 When the executed deed is received, it will be transmitted to the Legal Department for final legal review, consideration by City Council as appropriate and recording.

27.4.6 Upon notice that the deed has been sent for recording by the Legal Department, the Administrative Division shall notify the Owner and the Street Division that henceforth the City will own and maintain the street.