

POLICY NO. 09-01

Citizen's Standards for Assessment/MSTU Road Design and Construction

It is the policy of the Marion County Board of County Commissioners that procedures for "Citizen's Standard" road improvements for Road Assessments, MSTU (Municipal Service Taxing Unit), and MSBU (Municipal Service Benefit Unit) road projects be as follows:

Consideration will always be given to the desires of the property owners that are paying for the improvements in all road assessment, MSTU and MSBU projects. Therefore, the property owners' wishes should always be considered when contemplating the design of any proposed project. All design and construction plans must be certified by the design engineer (consultant) to be in substantial conformance with the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways per Florida Statutes 336.045. However, a County or municipality may substitute standards and criteria for some or all portions of design, construction and maintenance of the facilities.

Road Assessments, MSTU's and MSBU's are implemented in accordance with Florida Statutes 125.01, 197.3632, and all applicable laws, along with adopted resolutions and ordinances that are in place. The final design concept shall be approved by the County Administrator or his designee and the project Professional Engineer of record prior to the completion of the design.

1. CITIZEN'S STANDARD FOR ROAD PAVING & DRAINAGE IMPROVEMENTS

Road standards will consist of:

- 6" limerock base primed LBR 100
- 8" stabilized subgrade LBR 40 (limerock or clay mix)
- 8" stabilized shoulder LBR 25 (limerock and clay mix)
- Minimum of 1 ¼" asphalt Type SP 9.5 with maximum of 15% reclaim mix
- Width of pavement varies to allow flexibility to save trees or to lower costs for very low traffic roads i.e.: 18 ft. vs. 20 ft.

Road Materials testing requirements shall be as follows:

- **Stabilized Subgrade** shall have LBR 40 with no test results less than 35. The density of stabilized subgrade shall not be less than 96% of the maximum density as determined by the latest ASTM standard.
- **Limerock Base Course** shall have average LBR Value of 100 with no test result less than 95. Density shall not be less than 98% of maximum density as determined by the latest ASTM standard.
- **Asphaltic Concrete Surface Course**: Extraction and Marshall Stability tests shall be taken on materials placed each day as required by the MSTU project manager. The design mix shall be submitted and approved by MSTU Project Manager or Design Engineer prior to the manufacture of the asphaltic concrete.
- **Stabilized Roadway** shall have LBR value of not be less than 40 and the field density shall not be less than 96%
- **Stabilized Shoulder** shall have LBR of not less than 25. Density of stabilized shoulder shall not be less than 95% of maximum density.

Drainage will be constructed as follows:

- Drainage will be addressed using ditch blocks for water storage and treatment shall be designed for 10 year/24 hour storm event to minimize flooding problems. However, when these standards are not attainable, water management district requirements shall prevail.
- Culverts will be installed and used where necessary to maintain existing drainage
- Drainage Retention Areas (DRA's) will be purchased and constructed only as a final alternative.

2. STANDARDS FOR RECLAMATION OF EXISTING PAVED ROADS

Standards for Reclamation of existing paved road will consist of:

- Measurement to establish centerline (C/L) and edge of existing pavement
- Maintain edge of pavement grade to match existing driveways
- Add 4" of limerock 4' wide to centerline (C/L) to maintain 2% grade to edge
- Mix existing asphalt and limerock to a depth of 6-8" to take out any fracture of limerock
- Finish grade limerock and compact to 98% density
- Prime limerock
- Pave with a minimum of 1 ¼" of Type SP9.5 asphalt
- Sod any areas disturbed during construction
- Driveways or paved approaches are not constructed during this process; existing driveways will be matched to pavement edge

Standards for road construction and drainage improvements on PRIVATE ROADWAYS will consist of:

- Citizen's Standard for roadway improvements as outlined on Page 1 of this policy will be used
- Homeowners' desires will be considered when planning the improvements to meet local conditions, to save trees, to make the project affordable as possible, and to match the existing aesthetics of the community.
- Road width may be adjusted to right-of-way width using safety and drainage considerations
- Pavement width may increase or decrease depending on tree location and width of right-of-way
- Maintain street signage, striping, and speed limits; signs will be replaced or added as necessary per the design
- Flexibility for striping should be maintained; minimum double yellow striping shall be 100' or as dictated by local conditions
- Sod or seed and mulch any areas disturbed during construction
- Construct paved driveway approaches only to occupied lots in accordance with Policy No. 93-02
- Edge line may be used if requested

3. STANDARDS FOR OVERLAYING EXISTING ASPHALT ROADWAYS

Pavement preparation:

- Prior to any overlay of existing pavement, grass or weeds overgrowing the edges of the roadway shall be bladed off to define the edge and cleaned sufficiently to accept the overlay

- Edge blading will include a proper transition to the shoulder in the absolute minimum distance necessary
- Materials resulting from the blading operation will be disposed of by the Contractor offsite of the project only when the design engineer or project manager has determined that such material will not be needed. The roadway will be broomed and all holes and cracks ¼" or greater shall be filled.
- Material used for filling cracks over ¼" in width will be hot-poured. With the approval of the design engineer, a leveling course may also be required
- All work mentioned above will be included in the pay item for Pavement Preparation
- Cracks less than ¼" in width will be filled by the application of RS-1 or RS-2 specified for the tack coat which will be paid for at the contract unit price for that item
- Milling across the front of driveways will be done in a manner in which the asphalt will match the existing driveway surface. This work, including the removal and disposal of all resulting materials, is included in the pay item of Pavement Preparation
- Measurement for all aforementioned work will be as per the plan quantity unless a revision in the length of the roadway involved is authorized. Payment for this work which includes filling of cracks ¼" or greater, exposing and cleaning edge of pavement, minimum tapering of the shoulder, milling to match existing driveways and cleaning the entire pavement shall be done at the contract unit price per square yard for Pavement Preparation.
- Asphalt overlay will consist of a minimum of 1" to 1 ¼" asphalt Type SP 9.5 with maximum of 15% reclaim mix
- Pavement Preparation includes brooming of asphalt, clipping of grass off edge of existing asphalt, crack sealing of cracks ¼" or wider, milling across front of driveways so asphalt will match driveway and removal of milling. Pay item will be per square yard.

4. **VALUE ENGINEERING**

- The MSTU Director, MSTU project manager, and design engineer will have the authority to work with the contractor to incorporate value engineering on all road assessment, MSTU, and MSBU projects as needed.
- Value engineering will be used especially to save costs and where necessary to save trees;
- Value Engineering will be used to have the ability to construct the project in such a way as to keep the aesthetics of the neighborhood or area intact.

5. **DRIVEWAY & APPROACH WAY CONSTRUCTION FOR ROAD ASSESSMENT, MSTU, & MSBU PROJECTS FOR NEW CONSTRUCTION ONLY**

- Paved approach ways will be installed on occupied lots only
- If concrete driveways are in place on a particular parcel, the approach way will be installed to match with concrete unless otherwise specified
- If there is no paved or concrete driveway on site prior to construction commencing, an asphalt approach way will be installed at a minimum width of 10' on occupied lots
- If a driveway is on site prior to construction, the existing approach way will match the width and materials that meet at the right-of-way line
- Driveways cannot be installed on private property
- No driveway apron improvements shall be installed on a vacant lot unless there is a gate and fence in place or a building permit issued prior to construction bid being accepted; the driveway apron shall match existing approach way. If there is nothing on site, the driveway apron will be paved a maximum of 10' wide.
- If driveways are requested during construction and are not on site or shown on the plans, the property owner will be responsible to work with the contractor and to pay the contractor directly for any additional driveways that may be desired; no assessment funds will be used for this purpose

6. **CITIZEN'S STANDARD FOR STABILIZED ROAD MAINTENANCE**

Road maintenance standards will consist of:

- Right-of-Way width will be determined prior to maintenance being performed to make sure road is within right-of-way and not on private property
- Right-of-way will be cleared where necessary
- Ditches will be excavated/cut to maintain water runoff as much as possible
- Excess materials from excavated ditches will be used to bring roadway back to natural ground; if necessary, fill will be brought in from off site
- Roadway will be mixed with 3" of limerock or 3" of clay material to stabilize road way and compacted to 96% density; LBR 40
- Grade roadway with a minimum 2% or 0.2' crown for water runoff
- Ditches will be sodded or seed and mulched (based on type of soils on site) to minimize erosion from water runoff
- Culverts will be installed where necessary to maintain or improve existing water runoff patterns
- Ditch blocks will be installed where necessary for water storage in ditch areas and minimize erosion of back slopes and ditches from water runoff

7. **ADJUSTMENTS TO DESIGN DURING CONSTRUCTION**

If any adjustments to design are required during construction the design engineering firm will be contacted and the issue resolved through a cooperative effort between the MSTU Dept., the design engineering firm, and the contractor. If changes are significant, the County Administrator or his designee shall be the approving authority along with the design Professional Engineer (consultant) for such change.

8. **PERMITTING REQUIREMENTS FOR FUTURE DRIVEWAY CONSTRUCTION AND INSTALLATIONS**

- After the completion of an MSTU, MSBU or road assessment project, all future driveways permitted for new and existing construction will be in accordance with permitted drainage design approved by the water management district.
- If there are extenuating circumstances that require a culvert to be installed, each circumstance will be evaluated separately to make sure that the approved drainage design completed by a design Professional Engineer is not compromised.

9. **FINAL INSPECTION OF COMPLETED ROAD IMPROVEMENTS, STABILIZED, OR MAINTAINED ROADWAYS**

- A final inspection of the improvements will be completed with the MSTU project coordinator and the design Professional Engineer (consultant) to determine that the improvements were completed in accordance with approved plans and specifications.
- As-Built drawings will be submitted to the MSTU Department for future reference on all MSTU, MSBU and road assessment projects.
- Copies of As-Built drawings shall be provided to Transportation Department for roads to be maintained by the County after inspection has been completed.

10. **MAINTENANCE OF ROAD AND DRAINAGE IMPROVEMENTS AFTER IMPROVEMENTS CONSTRUCTED AND COMPLETED**

- After completion of the improvements in accordance with this policy, final inspection, and completion of contractor's warranty period, Marion County will assume maintenance of the road and drainage improvements constructed in recorded subdivisions with public rights-of-way or in areas where maintenance has previously been accepted and performed. The final inspection shall be conducted and certified by the project Professional Engineer (consultant) of record.
- Private roads will not be assumed for maintenance unless 100% of the right-of-way is conveyed to Marion County by the property owners and the right-of-way is accepted by official action of the Board of County Commissioners during a regular County Commissioners' meeting.
- Maintenance may also be assumed through an MSTU or MSBU assessed annually on the property tax bills to all affected properties within a designated area. This will require official Board of County Commission action, a final public hearing, and adoption of a resolution.

Date of Adoption: September 15, 2009