

## Transferring Private Streets to Public Maintenance

After a request has been received by the Department of Highways and Traffic for private streets to be taken over for public maintenance, the following steps will be followed:

- 1) The Division of Highway Planning will check the status of the streets in question by:
  - a) Checking the current subdivision record plat, as filed for public record by the subdivision developer with the Recorder of Deeds office. The subdivision record plat must indicate that the developer intended for the streets to be publicly maintained at some future date. Otherwise, we are under no obligation to accept them for maintenance. Costs to bring them up to our current Saint Louis County standards are borne by the subdivision property owners, trustees or responsible parties. *(Usually, a record plat establishing private streets indicates in the script that they are to remain as private streets forever.)*
  - b) Checking the original approved site development plan that depicts said subdivision streets. The site development plan must indicate that the subdivision developer intended for the streets to be publicly maintained at some future date.
  - c) Checking improvement plans approved by the Department of Highways and Traffic. The streets in the subdivision must be built or able to be retrofitted to current Saint Louis County standards, as depicted in the current "Design Criteria" book, located on the internet at our "Publications" website. The website address is <http://www.stlouisco.com/hwyweb/publications.cfm>. *(Usually private streets have non-conforming typical sections, no curb, no sidewalks, insufficient right-of-way and parking adjacent to the street.)*
- 2) If it is determined by the Department of Highways and Traffic that the streets may be a candidate for acceptance by Saint Louis County for public maintenance, the following applies:
  - a) The subdivision trustees or responsible parties are required to contact the Division of Construction for a formal street inspection of the streets proposed for acceptance by Saint Louis County. The subdivision trustees or responsible parties are required to correct all deficiencies and complete any required improvements to their subdivision streets, and are required to pay all costs associated with the correction of deficiencies and required improvements.
  - b) The subdivision trustees or responsible parties are required to hire a registered land surveyor to create a new roadway dedication plat, so that public road right-of-way can be established. The plat must be signed by each property owner in the subdivision and by any other individuals having an interest in the roadways. The Division of Highway Planning will review the preliminary roadway dedication record plat.
  - c) If the preliminary roadway dedication record plat is approved by the Department of Highways and Traffic, and the County is willing to take over the streets for public maintenance, the trustees or responsible parties will be instructed to get the road dedication record plat recorded in the Recorder of Deeds office.

- d) The Department of Highways and Traffic requires that all utility and miscellaneous easements located within public road right-of-way be subordinated. The subdivision trustees or responsible parties will be required to secure all of the necessary subordinations from the various utility companies and other easement holders, so that the County holds all of the authority over the new public road right-of-way.
  - e) After all correction of deficiencies and required improvements are satisfactorily completed, a final inspection and approval of the subdivision streets is completed by the Division of Construction. The Division of Construction verifies that the streets meet the latest Saint Louis County design criteria standards. Notice of final approval is forwarded by the Division of Construction to the Division of Highway Planning for further action.
  - f) After the road dedication plat is recorded and the streets receive final approval, the Division of Highway Planning prepares a council report recommending that the Saint Louis County Council accept for maintenance these public streets. The council report shall contain the names, limits, width, pavement type, etc., for the streets proposed for acceptance. The Saint Louis County Council can accept or reject by Council Order maintenance of the streets.
  - g) After the Saint Louis County Council accepts the streets for maintenance, the Division of Highway Planning notifies all of the other Highway Department Divisions with a monthly road acceptance report. Upon acceptance by the Saint Louis County Council, the streets will be monitored for future street preservation work and snow plowing.
- 3) The street acceptance process could take up to 12 months or more to complete.