



**Administrative Policy**  
**DIRT ROAD ELIMINATION**  
**Public Works Department – A101**

Effective Date:

2002

Revised Date:

June 2014

## DIRT ROAD ELIMINATION PROGRAM

### Summary

Prior to 2002 the Town of Payson provided maintenance on private dirt roads within the Town. In 2002, the Payson Town Council directed staff to discontinue this private road maintenance. However, the Council provided a method where the private dirt roads could be improved, accepted as a public road and included in the Town's maintenance system. This process is citizen driven. However, the Town staff will work with the citizens and provide any technical support needed to accomplish the goal of eliminating dirt roads.

Due to inadequate financial resources this program is not currently funded by the Town. In the future the Town may fund this program again and the original criteria will apply. Until adequate funding is available, the modified version (Option 2) will be used.

### Option 1: Criteria to participate in the program

1. The roadway owners must dedicate the road and appropriate right of way to the Town of Payson at no cost. The typical right of way is 50 feet, approximately 25 feet on either side of the roadway centerline. The Town Engineer may recommend a variation to the 50 foot width if warranted by the field conditions.
2. All new right of way dedicated to the Town must be contiguous to existing Town road right of way.
3. The roadway cross-section, width and vertical and horizontal alignment will remain as close as possible to the existing conditions. However, to provide at least one safe traffic lane in each direction the roadway width may need to be increased.
4. The property owners dedicating the roadway must pay the Town for the cost of any drainage materials needed to bring the roadway up to the Town's minimum standard, ½ the cost of a double chip seal surface, and if necessary, the cost to widen the improved road base to provide safe traffic lanes. The Town will provide for the installation of the drainage materials and pay the other ½ of the cost of the double chip seal surface. The Town may, at its discretion, use a surfacing material that is of higher quality than the double chip seal. If the Town does use a higher quality material, the dedicating property owners are still only responsible for the cost of any drainage materials used to bring the roadway up to the Town's minimum standard and ½ the cost of a double chip seal



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surface. Double chip seal surfacing is only acceptable on roadways involved in this policy per Ordinance No. 617.

5. No deeds will be recorded and no payments will be cashed until all deeds have been received and all funds received.
6. The property owners may elect to reduce the amount of roadway that is dedicated to the Town if some of the property owners are not willing to participate. However, all new right of way dedicated to the Town must be contiguous to existing public road right of way.
7. For the purposes of having livestock on the property, any property dedicated to the Town per this policy will still be included in the overall property acreage when determining the total number of livestock allowed on the property. (Per Ordinance No. 636)

**Option 1 Process**

1. Property owners along the roadway contact the Town Engineer and make a request in writing that their roadway be accepted as a public road.
2. The Town Engineer will review the project and provide the property owners with a cost to 1) pay for all necessary drainage materials, and 2) pay for ½ the cost of a double chip seal.
3. Upon receiving the costs of the project, the property owners notify the Town if they are still interested in pursuing the right of way transfer.
4. If the property owners are still interested, the Town Engineer will prepare deeds for each property owner to sign granting the roadway right of way to the Town.
5. The property owners will collect the necessary funding and pay it to the Town. How the funding is divided among the property owners is their choice.
6. The property owners will submit the signed and notarized deeds and funds to the Town Engineer.
7. Once all of the involved property owners have submitted the executed deeds and the Town had received all of the required funding, the Town Engineer will submit the deeds



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to the Town Council for acceptance. If all deeds or funding is not received within 6 months of the date that the deeds were sent to the property owners, the Town will return all deeds and funds paid to those who submitted them. This time frame may be extended at the request of the property owners. The Town will not contact property owners who have not submitted the deeds and/or funds.

8. After Council acceptance of the right of way the Town will begin regular roadway maintenance. The drainage improvements will be installed as Town crews are available.
9. After the installation of the drainage materials the Town will hire a contractor to provide the roadway surface.

**Option 2: Criteria to participate in the program**

1. The roadway owners must dedicate the road and appropriate right of way to the Town of Payson at no cost. The typical right of way is 50 feet, approximately 25 feet on either side of the roadway centerline. The Public Works Department may recommend a variation to the 50 foot width if warranted by the field conditions.
2. All new right of way dedicated to the Town must be contiguous to existing Town road right of way.
3. The roadway cross-section, width and vertical and horizontal alignment will remain as close as possible to the existing conditions. However, to provide at least one safe traffic lane in each direction the roadway width may need to be increased.
4. The property owners dedicating the roadway must improve the roadway and bring it up to the Town's minimum standards, including drainage, roadway base, roadway surfacing, and if necessary, the cost to widen the improved road base to provide safe traffic lanes. The Town will provide for the installation of the drainage improvements. The property owners may use a surfacing material that is of higher quality than the double chip seal. If the a higher quality surfacing material is used, the dedicating property owners are still responsible for all other costs incurred to bring the roadway up to the Town's minimum standard. Double chip seal surfacing is only acceptable on roadways involved in this policy per Ordinance No. 617.
5. The Town will not move forward with accepting the right of way until all improvements have been installed and approved by the Public Works Department.



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6. For the purposes of having livestock on the property, any property dedicated to the Town per this policy will still be included in the overall property acreage when determining the total number of livestock allowed on the property. (Per Ordinance No. 636)

**Option 2 Process**

1. Property owners along the roadway contact the Public Works Department and make a request in writing that their roadway be accepted as a public road.
2. The Public Works Department will review the project to determine the improvements that are required to bring the roadway up to minimum Town Standards.
3. Upon receiving the list of required improvements for the project, the property owners notify the Town if they are still interested in pursuing the improvements and right of way transfer.
4. When the property owners notify the Town in writing that they are still interested in pursuing the project, Town staff will submit a request to the Town Council to accept the roadway and right of way contingent upon the completion of all required improvements.
5. Upon Town Council agreement, the property owners can move forward with the purchase of any required drainage materials and coordinate with the Town for the installation of those items. The drainage improvements will be installed as Town crews are available. Upon the Town's completion of the installation of the drainage materials, the property owners will be responsible for the placement of the roadway surface to Town requirements at their cost.
6. The Town will prepare deeds for each property owner and coordinate with the title company to transfer the right of way to the Town. Upon close of escrow, Town Staff will present the deeds to the Town Council for formal acceptance.
7. After Council acceptance of the right of way the Town will begin regular roadway maintenance.