

## Albemarle County

### Private Road Acceptance Procedure

This is the procedure developed by the Albemarle County Community Development Department for the completion of private roads. The items in this list must be completed in the order given.

1. **Tests and Inspections:** Have all necessary tests and inspections performed by a professional engineer or geotech, or VDOT certified inspector. This should include, at a minimum,
  - a. California Bearing Ratio (CBR) tests,
  - b. stone depth inspections, including installation of under-drains and cross-drains,
  - c. fill compaction tests,
  - d. pipe and drainage structure video inspections or equivalent,
  - e. base and surface pavement inspections, documenting materials, thickness and compaction
  - f. concrete tests
  - g. structural and related inspections for any bridges and foundations

Compile a report of these tests, certified by a professional engineer, and submit this report with the as-built plans.

2. **As-built plans and plats:** Provide drawings of the constructed improvements according to the Albemarle County As-built Road Plan Policy. Provide copies of all recorded drainage easements, sight easements, and right-of-way plats. Plats should be copies of the actual recorded documents from the Clerk's office. Before completing as-built drawings, make any corrections necessary to ensure all improvements are within right-of-ways and easements.
3. **Bond inspection:** Request a bond reduction or release inspection from the County, which will reduce or release your bond, indicating completion or partial completion, or generate a letter indicating items in need of documentation or completion. The following documents will be needed with your bond inspection request;
  - A. **Completed Bond Inspection Request form and fee**

A form and fee are required for each bond, such as for a project with multiple phases and bonds.
  - B. **As-built documents per items 1 and 2 above.**

An as-built plan prepared in accordance with the County's As-Built Road Plan Policy is required. For any releases or reductions, the minimum requirements of this policy must be met, if only to ensure that all improvements are in right-of-way and easements.
  - C. **Signed and sealed letter from a professional engineer listed and certifying that completed improvements are built according to plan.**

Please do not e-mail or fax copies of this letter. An original signature and certifying seal are required. Please do not use qualifying statements such as "it appeared", or "to the best of my knowledge", or "generally in accord". Improvements were either built to plan, or they were not. As-built measurements, construction inspections, and other field verifications should be cited and included. Tolerances should be noted. The items not built according to plan must be listed, with explanations. Deviation in pavement materials and thicknesses must be listed. If street trees or sidewalks, or other items were moved, or added, this should be noted. If drainage changed, by addition or deletion of culverts, inlets, or re-alignments of pipes or grades, this should be verified by revised computations and attached to the letter. If there are outstanding items or omissions, these should be listed. Graphics are helpful. In short, please provide more than a statement of opinion or assurance. Please demonstrate that the improvements and construction have been inspected, investigated and documented, and are certified in detail, and county staff will not be in the position of discovering discrepancies and deficiencies in the field.
  - D. **Completed Certificate of Completion**

This form must be received for release of a bond. It is available on the county website. In the case of reductions, a letter listing the outstanding items that need to be completed before signing the certification is acceptable. It must be signed by the owner. This form says all subdivision improvements have been completed. It also says that all construction conforms to approved plans and any discrepancies have been approved by the County.