

Albemarle County

Public Road Acceptance Procedure

The processing and inspection of public roads is administered by VDOT. The County is not involved in this process until the road is ready for acceptance. When the road is ready for acceptance, provide the following items to the County.

1. **Inspection Request and fee**

A form and fee are required for each project as indicated on plans or bonds, or as requested for board resolution if smaller phases or individual roads are recommended for acceptance.

2. **As-built plan approved by VDOT, and 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.**

An as-built plan prepared in accordance with the County's As-Built Road Plan Policy is required. VDOT does not always follow this paperwork or policy, but for bond releases, especially where VDOT has not yet accepted the road, the minimum requirements of this policy must be met, if only to ensure that all improvements are in right-of-way and easements.

3. **Written documentation of acceptance from VDOT for the entire roadway or for completed items.**

Formally, this is sent directly to the county on an AM-4.3 from VDOT, when VDOT requests that the Board of Supervisors pass a resolution of acceptance. After the resolution of acceptance is sent to VDOT, it is usually about six weeks before actual acceptance takes place, and VDOT issues a formal memo to the county with the road additions and new route numbers. This final notification is needed for bond release. For partial bond releases prior to this, some correspondence from VDOT for items inspected and approved is necessary. This is usually in the form of letters approving compaction reports, CBR's, pavement cores, pipe video, or other items where partial release is sought. A final punchlist inspection report from VDOT can be used for a partial bond release, but only if outstanding items are not too broad. If the punchlist is not official, and only a courtesy review, it carries much less weight. In any case, if there are problems meeting the eligibility or occupancy minimums, and it is not known how long improvements may sit, or need replacement, partial releases may not be possible.

Even if a bond release is not requested, an inspection from the County is required for any County items, such as the street name signs, and any sidewalks or amenities that the County required but VDOT will not maintain. This final inspection by the County must be performed before the road can be recommended to the Board of Supervisors for a resolution of public acceptance. County bond releases (or partial releases) will be considered on public roads for all portions approved by VDOT. In addition to 1-3 above, the following items are required to be submitted for bond releases to be considered:

4. **Signed and sealed letter from a professional engineer listing 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.

5. **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. This means the as-built plans have been approved by VDOT, and they have agreed to any discrepancies, which should be documented in acceptance correspondence or punchlists.