

## Instructions for Road Plans in Albemarle County

### *What constitutes a road plan?*

A road or street plan is an engineered construction plan for a public or private road or alley. It also contains necessary infrastructure for the road, like drainage inlets, pipes, ditches, culverts, residential and commercial entrances, slopes, retaining walls, signs, pavement markings and any other items necessary for the road.

A road plan must contain a title sheet specifically for the road plan, a plan view of the road, a profile of the road, and specific and typical details for the road sections. Please see the [road plan checklist](#) and [design manual](#) on the county website for more detail.

**A road plan must be a stand-alone document, and titled as a road plan.** A road plan is not a site plan, or a stormwater plan, or an erosion control plan. Please do not attach any other plans to the road plan. The exception is when the Albemarle County Service Authority has insisted in some cases that utility plans (water and sewer) be part of the road plans, and this has been permitted.

### *Why and when are road plans required?*

Road plans are required by the [subdivision ordinance](#) (14-311) in order to provide adequate access to lots. Before lots are platted and recorded, a road plan must be approved and bonded or built. Road plans can be indirectly required by the [zoning ordinance \(18-32.7.2.2\)](#) during site plan review, with standards referring to the subdivision ordinance.

In some cases there is no subdivision or site plan, and there are no lots, only a proposed road and right-of-way. In these cases road plans will be required, and either built or bonded, prior to recordation of right-of-way or easements. Please note, a public right-of-way dedication becomes county property, and in the case of public roads, the state agrees to maintain it.

In order for roads and infrastructure to be accepted and approved, prior to release of bonds, or prior to platting, they must be surveyed for accuracy, and “as-built” plans (also called construction record drawings) prepared. These as-built plans document that roads were constructed as approved, and meeting standards. Complete procedural checklists can be found for as-built plans at the [engineering document center](#) on the county website.

### *How do I get a road plan approved? What is the process?*

**Road plans are submitted to the Department of Community Development with the application** available at the [Albemarle County Website document center](#). Road plan submittals must be accompanied by the correct fees shown on the application. There are different fees for private and public roads. If a development has both, the higher fee applies (the private road plan fee.) These will be reviewed by staff in the Engineering Division. You can find the checklist for review at the website document center. Further information is also found in the [Design Manual](#).

**Please submit 8 copies.** 2 copies will be kept by the engineering division. The rest will be distributed as follows;

- **1 copy to the Albemarle County Department of Fire and Rescue.** The Fire and Rescue reviewers will check fire code requirements, such as travel lane widths and turnarounds dimensions.
- If water and sewer plans are included, **2 plans are transmitted to the Albemarle**

**County Service Authority.** They have their own review process, bonds, and as-built plan requirements.

- For public road plans, **2 copies go to the Virginia Department of Transportation.** If there are no public roads and no right-of-way improvements on existing roads, these copies can be omitted.
- **1 copy will be passed to the Planning Division.** The planner who reviewed the plat or related plans will check for adequate landscaping if applicable.

If you are submitting directly to any of the agencies above, those copies may be omitted from the submission package, but please indicate so correctly on the application.

Please keep in mind the County does not have a mail delivery system for outside agencies or buildings other than the County Office Building at Preston Avenue and McIntire Drive. Engineering reviewers cannot guarantee deliveries but on a weekly basis, as other agencies visit the office.

Please note that the Community Development Department does not coordinate final plans of other types. It is up to the applicant, owner, or designated agent to coordinate review with all the different agencies and divisions.

*How should phasing be incorporated in road plans?*

**There should be a separate and unique road plan for each phase proposed.** This is important for the bonding and road acceptance process. The simplest approach is to provide one plan for all the roads in a development. However, when it comes time to bond and build the roads and infrastructure, this is usually too expensive. The development is usually broken into smaller phases to be feasible.

Phases must be complete road segments, terminating at intersections, cul-de-sacs, or entrances onto existing roads. All necessary infrastructure must be included to support the road segments. (There have been some cases where this is taken to an extreme, with road segments being very numerous and very short, and this may have to be re-evaluated as a policy.)

**Each phase will be accompanied by one subdivision bond,** and the bond agreement will refer to that road plan, which must be appropriately titled for that phase. The exact plan title will be used in the bond agreement. This road plan and bond will constitute one file in county records, with its own fees, as-builts and inspection records.

*How is a bond posted for a road plan?*

The bond process and forms can be found at the document center under [bonds](#). After a plan is approved, a [bond estimate request form](#) must be submitted to the Community Development office with the required fee. The owner signatures will be verified for each parcel affected, and estimates will be prepared by the engineering reviewer. A bond amount will be provided to the owner. Bond agreements will be prepared by the county, and when properly completed by the owner, will be reviewed and signed by the County Attorney and County Engineer. Please allow a few weeks for this process.

*What kinds of roads are allowed?*

Public roads meeting VDOT standards, private roads meeting VDOT standards, private roads for 3-5 lots per Subdivision Ordinance standards, and private alleys. Please refer to the checklist and manual mentioned previously for details regarding standards for these roads.

*How do I get road inspections? How do I get a bond release or reduction?*

**The owner or developer must hire a qualified private company or individual to perform and document inspections.** This includes all inspections for materials, placement, and proper construction. The county does not perform construction inspections.

The county performs bond inspections, for partial or full release of bonds upon the completion of work. For a bond inspection, the owner must submit a [bond inspection request](#) and fee to the Community Development Department. Please see the [public road acceptance procedure](#) or [private road acceptance procedure](#) in the document center for all the as-built and inspection records that must be received with the request.

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